

DRAFT 2

**INTERGOVERNMENTAL
COORDINATION ELEMENT**

GOALS, OBJECTIVES, AND POLICIES

INTRODUCTION

The Intergovernmental Coordination Element (ICE) provides a formal set of goals, objectives and policies (GOP), which are adopted to maintain and foster strong relationships with key agencies and to improve intergovernmental coordination. The successful provision of City services requires effective coordination with other governmental and non-governmental entities.

The City of Delray Beach maintains a significant number of agreements with local, regional, and state municipal and regulatory agencies in support of this Element. Through its agreements, the City coordinates with five local governments including Palm Beach County, and the cities of Boca Raton and Boynton Beach, and the towns of Gulf Stream and Highland Beach. The City also coordinates its efforts with multiple regional and local agencies including the Treasure Coast Regional Planning Council (TCRPC), Palm Beach MPO (PBMPO), South Florida Water Management District (SFWMD), Palm Tran (Palm Beach County's Public Transportation Agency), and the Palm Beach County School Board. Additional coordination efforts are undertaken with various state and federal agencies including the Florida Department of Economic Opportunity (DEO), Florida Department of Transportation (FDOT) and Florida Department of Environmental Protection (FDEP), to name a few. Overall, the City has been effective in developing and maintaining interlocal agreements, service agreements, regulations and joint meetings with various municipalities and agencies.

DELRAY BEACH'S INTERGOVERNMENTAL COORDINATION FRAMEWORK

A collective effort by Delray Beach staff and City Commissioners to promote efficient and effective planning and administration offers many opportunities for coordination and cooperation with adjacent municipalities and other entities. This section describes the overall approach to intergovernmental coordination by the City of Delray Beach.

The City of Delray Beach aspires to progressively improve its world class, highly competitive coastal community through intergovernmental cooperation and coordination. The City's intergovernmental coordination framework relies upon active communication for maximum effectiveness. Therefore, Delray Beach's staff actively participates in intergovernmental activities with other public agencies such as Palm Beach MPO, Treasure Coast Regional Planning Council, Palm Beach County, Palm Beach School Board, FDOT, the cities of Boynton Beach and Boca Raton, and the towns of Gulf Stream and Highland Beach.

The foundation of the City's intergovernmental coordination framework consists of several components to promote good governance, including: plan coordination, service delivery agreements; interlocal agreements, joint planning area agreements, mutual

aid, shared resources, data sharing, and capital planning. These components provide a foundation for Delray Beach's intergovernmental relationships, which will continue to be fruitful in the years to come with the completion of cooperative studies and sharing of best management practices. In addition, mutually supported capital projects are likely to receive funding as shared interests in infrastructure improvement projects are discussed and planned in cooperation with other public and semi-public entities.

Delray Beach has developed a strategic approach to intergovernmental coordination that involves four primary steps:

1. **Define Common Goals and Interests** – Coordination on shared interests brings focus to the solutions, rather than self (agency) preservation. This includes attending work group meetings and strategy sessions to ensure collaboration is effective.
2. **Develop Relationships Through On-going Communication** - On-going communication reminds partners of the agreed-upon direction, even if disagreements arise. Also, relationship building improves chances for successful outcomes because frequent interactions will foster mutual respect.
3. **Determine Roles of Each Entity** – Although the aim is shared decision-making, expectations and responsibilities will be assigned in cooperative planning efforts to ensure the group is making informed decisions. To avoid confusion, and keep the agreement on track, it is critical to identify the precise role and responsibilities of each entity.
4. **Deploy Appropriate Tools to Best Achieve and Sustain Common Goals** – Identify objectives, establish key strategies, and develop a plan that is measureable and sustainable; and, ensure there are pre-established milestones and checkpoints to gauge the success of selected tools. This requires effective meeting facilitation.

Using the strategic approach cited above, the City has successfully developed long-lasting partnerships covering a multitude of issues, concerns, and topics on a local, regional, and statewide level.

Continued communication with Delray Beach's adjacent municipalities, neighboring communities, Palm Beach County, regional agencies, and the State will be required to ensure technical coordination of plans, instill a spirit of cooperation in planning programs and policies, and to inform the goals, objectives and policies of the Intergovernmental Coordination Element.

Intergovernmental Coordination Element goals, performance measures, and strategies also reflect community input, survey results, statutory requirements, and four recurring themes:

- Partner with Palm Beach County School District to gain improved access to facilities;
- Develop stronger relationships between the business and education communities;
- Coordinate with Governmental groups to share facilities; and,
- Establish sound policies through proactive communication and inter-governmental partnerships.

Intergovernmental coordination should promote cross-disciplinary relationships that cross boundaries between areas of practice, foster partnerships that address complex, interconnected problems and solutions, and maximize public-private partnerships. Public-private partnerships are widely recognized as a way to maximize the impact of public funds in providing necessary services for residents. To ensure equity of opportunity for residents of all ages, incomes, and abilities, and to address the four recurring themes above, several recommendations were brought forth in the data, inventory and analysis for this Element. The recommendations span topics from education to tree preservation:

Public-Private Partnerships Recommendation:

- Encourage and develop additional public-private partnerships to address issues such as education, economy, infrastructure improvements, historic preservation, environmental and resiliency planning, healthy communities, and other community issues of shared interests.

Tree Preservation Recommendation:

- Delray Beach should complete the Tree Canopy Study with the intent to develop a partnership and an on-going education program with Florida Department of Environmental Protection and Florida Power and Light (FPL) to inform property owners and landscape professionals about the importance of planting the right type of tree in the right location (FPL’s Right Tree, Right Place Program), practicing proper pruning and maintenance schedules, maintaining air quality and improving the environment with trees, and preserving the strength and integrity of historic trees in Delray Beach. The partners in this “tree preservation and education group” should communicate regularly, establish performance measures to gauge progress, collaborate under unique circumstances that combine shared interests (Earth Day), share resources on social platforms (facebook, Instagram, and Twitter), and set milestones to re-visit and update education materials.

Bridging the Gap between Education and Growth of the Local Economy Recommendations:

- A collaborative effort in bridging the gap between education and growth of the City’s economy should involve identification of key stakeholders (agencies and individuals) needed to form a regional group of advisors to help match educational skills with business needs. Once the group is established, the role of each member should be distinctly identified along with the short and long-term goals of the group.
- The City should increase the number of potential educational facilities with a goal of offering a broad spectrum of educational programs that supplement the skills of working age residents for career development and advancement.
- Delray Beach should coordinate with local schools and universities to co-locate educational facilities and programs at the most accessible sites of the Planning Area, including existing public buildings (libraries, city hall) and areas adjacent to neighborhoods (parks) for the long-term.

Re-Evaluation of the Joint Planning Area Agreement Recommendations:

- The City should review and update its Joint Planning Area Agreement with Palm Beach County regarding the “eligible” areas that are subject to annexation by Delray Beach.
- The City should conduct a study in cooperation with Palm Beach County regarding the joint planning area. The study should::
 - Include a fiscal impact analysis;
 - Review Future Land Use, zoning, service delivery, level of service opportunities and constraints;
 - Identify any needed improvements that should be initiated by the City and County;
 - Determine if, when, and how “eligible” areas may feasibly become incorporated within city limits; and,
 - Determine if the extent of the joint planning area boundary should be amended or remain the same.

**INTERGOVERNMENTAL COORDINATION ELEMENT
GOALS, OBJECTIVES, AND POLICIES**

GOAL ICE 1 PUBLIC PARTNERSHIPS

**THE CITY OF DELRAY BEACH SHALL ESTABLISH AND MAINTAIN
EFFICIENT AND EFFECTIVE PROGRAMS OF PUBLIC
COORDINATION WITH LOCAL, REGIONAL AND STATE ENTITIES**

Objective ICE-1.1 Collaboration of Partnership and Representation

The City of Delray Beach shall seek to improve intergovernmental relationships to enhance and maximize service to the city's residents, businesses, and visitors by sharing information, participating in local and regional agencies, establishing cooperative procedures for implementing Joint Planning Areas, and following established procedures for dispute resolution.

Policy ICE-1.1.1 The City of Delray Beach shall use the Palm Beach Countywide Intergovernmental Coordination Program as a regular formal forum to share information and to deal with issues unique to Palm Beach County and its municipalities. The Multi-Jurisdictional Issues Coordination Forum shall be used as a means of collaborative planning for matters of inter-jurisdictional significance.

Policy ICE-1.1.2 The City shall encourage relationships that facilitate data sharing (such as GIS); notification issues beyond development applications and comprehensive plan amendments (easements, right-of-way vacations, lot splits and illegal units); transportation planning; stormwater management; economic development (special events and capacity building organizations); and emergency preparedness.

Policy ICE-1.1.3 The City shall establish protocol and schedules for routine communication between departments and with other units of government.

Policy ICE-1.1.4 The City shall provide information to citizens about the benefits of intergovernmental coordination.

Policy ICE-1.1.5 The City shall actively participate by representation or through attendance at meetings with regional and local agencies including the Treasure Coast Regional Planning Council (TCRPC), Palm Beach MPO (PBMPO), South Florida Water Management District (SFWMD), Palm Tran (Palm Beach County's Public Transportation Agency), Interlocal Plan Amendment Review Committee (IPRAC), Palm Beach County School Board and Palm Beach Countywide Beaches and Shores Council.

Policy ICE-1.1.6 The City shall coordinate with Palm Beach County to designate portions of the unincorporated areas within the City’s official Planning Area as “Joint Planning Areas” for the purpose of future annexations. Those areas shall be subject to the policies included within [\[update reference\] Future Land Use Element Objective B-3](#). This coordination shall be accomplished through the execution of an interlocal agreement with Palm Beach County as required by Florida Statutes.

Policy ICE-1.1.7 All annexations by the City of Delray Beach shall be supported by data and analysis of demonstrated need, consistency, concurrency, compatibility, compliance pursuant to [\[update reference\] Policy A-1.7 in the Future Land Use Element](#), and the ability of the City to meet the individual services needs through coordination with other agencies and municipalities.

Policy ICE-1.1.8 Future annexations by the City of Delray Beach shall be carried out pursuant to [\[update reference\] Policy B-3.5 of the Future Land Use Element \(Annexation Program\)](#) and shall be consistent with adopted annexation policies of Palm Beach County. Consistency shall be determined by specific notification of each annexation to the Palm Beach County Planning Director and concurrence by the Palm Beach County Planning Department.

Policy ICE-1.1.9 Upon request from the property owner, the City may provide water service to areas within its joint planning areas which have not yet been annexed. The provision of water service shall be accompanied by an agreement to voluntarily annex upon eligibility, unless the property is already eligible in which case, annexation shall precede the provision of services. On an annual basis, the City shall meet with Palm Beach County to discuss annexation efforts and to coordinate its water supply planning with regard to the provision of water service to these areas.

Policy ICE-1.1.10 The City of Delray Beach will work to resolve interjurisdictional disputes in an expeditious and cooperative manner.

Policy ICE-1.1.11 When a plan amendment, development application, and any other project or activity of another governmental entity is in conflict with the City’s Comprehensive Plan, the impact of the conflict and its significance shall immediately be communicated in writing. Such communication shall also include a request for an intergovernmental meeting, to seek resolution of the conflicting issue(s).

Policy ICE-1.1.12 When the City of Delray Beach is notified that a proposed plan amendment, development application, and any other City project or activity is in conflict with another plan, the City shall immediately respond by phone and in writing to request a meeting with the respective entity for resolution.

Policy ICE-1.1.13 When efforts to resolve disputes between the City and other local governments result in an impasse, the item will first be taken to the Multi-

Jurisdictional Issues Coordination Forum for review and direction. If further resolution is still necessary, the informal mediation process provided by the Treasure Coast Regional Planning Commission shall be pursued by the City of Delray Beach.

Objective ICE-1.2 Plan Amendments

The City of Delray Beach shall continue to coordinate the review of planning activities mandated by the Comprehensive Plan with the Interlocal Plan Amendment Review Committee (IPARC) and other public agencies responsible for reviewing Plan Amendments.

Policy ICE-1.2.1 Amendments to plans of adjacent units of government shall be reviewed pursuant to the formal plan amendment review program. The City Manager, or his designee, is authorized to issue a statement of "intent to object" when the actions of another municipality may affect the City of Delray Beach. Such situations may be analyzed by the Local Planning Agency who shall recommend to the City Commission any formal objection which is to be made.

Policy ICE-1.2.2 Notification of proposed comprehensive plan amendments shall be provided to all local units of government in Palm Beach County through the IPARC, and to affected adjacent municipalities and service providers through direct notification.

Policy ICE-1.2.3 The City Manager's Office, through the Planning, Zoning, and Building Department, shall maintain a listing of entities affected by this Plan and shall provide to them information regarding City actions which affect provision of services or plans for facilities which affect them.

Policy ICE-1.2.4 Throughout the planning period, the City shall include in the plan amendment review specific provisions for consistency review of development proposals with the Treasure Coast Regional Policy Plan, Palm Beach County Comprehensive Plan, and State of Florida Comprehensive Plan, and other plans as appropriate.

Policy ICE-1.2.5 The review of plan amendments within the City of Delray Beach shall include a statement indicating the relationship of the proposed amendment to the existing comprehensive plans of affected adjacent local governments.

Objective ICE 1.3 Development Review

The City shall continue to implement the established procedures for planning activities that affect multi-jurisdictions and other public agencies in the development review process.

Policy ICE-1.3.1 The City of Delray Beach shall continue to work closely with the Palm Beach County School Board, adjacent municipalities, Palm Beach County, and

other affected regional, state and national governmental agencies to inform affected entities of development proposals within the City so as to address the impacts of such development in a timely, coordinated fashion.

Policy ICE-1.3.2 Whenever a private development proposal that requires development review is located within one-quarter mile of the municipal boundary, a copy of the development application or development activity description shall be provided to the affected unit of government upon its receipt by the City of Delray Beach.

Policy ICE-1.3.3 Any development activities proposed in the adopted comprehensive plan and provided to the Planning & Zoning Board (Local Planning Agency) or other City approving body shall be assessed, if applicable, of how the proposal may affect the existing plans of any adjacent local government.

Policy ICE-1.3.4 The City shall coordinate with Palm Beach County and adjacent municipalities to ensure the use of common or standardized terms in the land development regulations.

Policy ICE-1.3.5 The City of Delray Beach shall participate in meetings of existing planning groups and agencies to exchange information and coordinate adopted LOS standards with agencies within the planning area.

Policy ICE-1.3.6 The City of Delray Beach shall continue to work closely with the Palm Beach County School Board, other municipalities, Palm Beach County, and affected regional, state and national governmental agencies having operational and maintenance responsibilities, to establish coordinated LOS standards for public facilities.

Policy ICE-1.3.7 During review of any Plan amendment which involves changes to the LOS standard, letters shall be sent to each entity which is affected by a LOS standard adopted pursuant to this Plan. The letter shall request concurrence with the proposed standard. Additional information as to the basis of the LOS standard shall be provided to said entities upon request.

Objective 1.4 Agency Coordination & Facilities Planning:

The City of Delray Beach shall continue to work closely with the Palm Beach County School Board, other municipalities, Palm Beach County, and affected regional, state and national governmental agencies to plan for the siting of facilities with county-wide significance, including locally unwanted land uses, such as solid waste disposal facilities.

Policy ICE-1.4.1 The City of Delray Beach shall use the Palm Beach Countywide Intergovernmental Coordination Program as a regular formal forum to establish

processes to plan for the siting of facilities with county-wide significance, including locally unwanted land uses, such as solid waste disposal facilities.

Policy ICE-1.4.2 Colocation of facilities will be accomplished, where feasible, for recreational and school sites, including parks, and walking trails.

Policy ICE-1.4.3 The City of Delray Beach, Palm Beach County, and the Palm Beach School Board shall coordinate their planning and permitting processes consistent with the procedures established within the Interlocal Agreement (ILA).

Policy ICE-1.4.4 The objectives and policies contained in the Future Land Use Element, and which provide mutual obligations for the enhancement of schools in Delray Beach and the furtherance of School District policies shall be coordinated with the School District.

Policy ICE-1.4.5 The City of Delray Beach shall coordinate the preparation of population projections for future development with Palm Beach County's projections and the School Board's school enrollment projections to ensure consistency between the County and City future land use maps and the long term school planning process.

Policy ICE-1.4.6 The City of Delray Beach shall coordinate with the School Board on the planning, siting, land acquisition, permitting and development of new school facilities to ensure the availability of public facilities, services and grounds, especially for purposes of exploring collocation opportunities.

Policy ICE-1.4.7 Coordinate with the School Board through the Staff Working Group and Oversight Committees regarding the preparation of County and City annual comprehensive plan updates the School Board's annual update of the Five-Year Capital Improvements Plan to ensure consistency between the plans.

Policy ICE-1.4.8 The City shall identify key stakeholders (agencies and individuals) to foster a regional pool of advisors to assist in the creation of a program to match education skills with business needs.

Policy ICE-1.4.9 The City shall work with the Palm Beach School Board to expand educational programs that supplement the skills of working age residents for career development.

Policy ICE-1.4.10 The City shall coordinate with the Palm Beach School Board to expand the joint use agreements for the use of school facilities for recreation programming.

Objective ICE-1.5 Community Assets and Services: The City of Delray Beach shall continue its coordination efforts to protect and enhance its assets, and both natural and

historic resources to achieve the maximum quality of life for residents and visitors and to enhance educational opportunities.

Policy ICE-1.5.1 The City shall coordinate with regional and state transportation agencies regarding transportation planning and service provision.

Policy ICE-1.5.2 The City shall actively participate in the Palm Beach Metropolitan Planning Organization (MPO) capital planning process and serve on MPO Boards, as needed.

Policy ICE-1.5.3 The City shall continue its active involvement in planning for future mass transit with Palm Tran, Palm Beach MPO, and Florida Department of Transportation.

Policy ICE-1.5.4 The City shall continue planning efforts for the areas adjacent to the proposed Tri-Rail Coastal Link station and prioritize capital improvements programming that support mass transit in the vicinity of designated transit stations.

Policy ICE-1.5.5 The City shall continue to coordinate Bicycle and Pedestrian plans completed by Human Powered Delray, Palm Beach MPO, Palm Beach County and FDOT to increase opportunities for funding and improvements.

Policy ICE-1.5.6 The City of Delray Beach shall review the division of responsibilities between the City, other governmental entities and private entities, for service provision within the City and shall implement intergovernmental strategies for improving the effectiveness, efficiency and responsiveness of service provision within the City's area of concern.

Policy ICE-1.5.7 The City shall continue to maintain agreements describing potable water service area and associated service provision commitments.

Policy ICE-1.5.8 The City shall support efforts to integrate land use and water resource planning to ensure the availability of water for regional water management purposes. Accordingly, the SFWMD shall be designated as a commenting agency on large scale plan amendments and other projects with potential impacts on regional water resources and programs, and shall be encouraged to provide comments prior to any action on the amendments, rezonings, or development projects with regional impacts, made by the Planning & Zoning Board (Local Planning Agency) or the City Commission.

Policy ICE-1.5.9 The City shall coordinate its water supply planning efforts regarding population projections and water demand with those of the Town of Gulfstream, to which it provides water service. Accordingly, on an annual basis, following the receipt of Bureau of Economic and Business Research (BEBR) population estimates, the City

shall meet with the Town of Gulfstream to discuss the population estimates, conservation measures and any changes that might affect its future water demand.

Policy ICE-1.5.10 The City shall consider the most current version of South Florida Water Management District's Lower East Coast Water Supply Plan and Regional Water Plan in developing a Water Supply Facilities Work Plan. The Work Plan will be updated within 18 months following an update of the Regional Water Supply Plan.

Policy ICE-1.5.11 The City shall continue to coordinate its water supply planning with the SFWMD. Accordingly, by November 15 of each year, the City shall report on the status of its water supply projects to the SFWMD.

Policy ICE-1.5.12 The City shall coordinate with the SFWMD through the consumptive use permit renewal process (expires in 2030). This coordination shall be focused on determining how the reclaimed water projects will offset further withdrawals from the Surficial aquifer.

Policy ICE-1.5.13 The City of Delray Beach shall continue to work with the Delray Beach Community Land Trust to expand the affordable housing program.

Policy ICE-1.5.14 The City of Delray Beach shall continue to support the Delray Beach Housing Authority to expand its Section 8 Voucher and certificate programs.

Policy ICE-1.5.15 The City of Delray Beach shall coordinate with Palm Beach County and adjacent municipalities to develop joint strategies to address the homeless population.

Policy ICE-1.5.16 The City shall continue to coordinate with the Division of Historical Resources of the Florida Department of State and Palm Beach County Historic Preservation/Archeology Division to identify and document historic resources.

Policy ICE-1.5.17 The City shall develop a partnership and an on-going education program with Florida Department of Environmental Protection and Florida Power and Light (FPL) to inform property owners and landscape professionals about the importance of planting the right type of tree in the right location (FPL's Right Tree, Right Place Program), practicing proper pruning and maintenance schedules, maintaining air quality and improving the environment with trees, and preserving the strength and integrity of historic trees in Delray Beach. The partners in this "tree preservation and education group" should communicate regularly, establish performance measures to gauge progress, collaborate under unique circumstances that combine shared interests (Earth Day), share resources on social media platforms, and set milestones to re-visit and update education materials.

Policy ICE-1.5.18 Coordinate with regional agencies and adjacent jurisdictions regarding natural resource and environmental protection efforts.

Policy ICE- 1.5.19 The City shall continue to work with other local, state, and regional partners to address issues related to air quality and greenhouse gas emissions.

GOAL ICE 2 PUBLIC PRIVATE PARTNERSHIPS.

THE CITY WILL IMPROVE RELATIONSHIPS WITH ORGANIZATIONS SPECIALIZING IN CAPACITY BUILDING AND COMMUNITY ASSISTANCE.

Objective ICE-2.1 Community Services. The City of Delray Beach will increase its efforts to further the development of new partnerships with private organizations and community advocacy groups.

Policy ICE-2.1.1 The City will explore the development of a centralized system for coordination with private organizations and community groups.

Policy ICE-2.1.2 The City will explore new partnerships with existing community organizations involved in the provision of social services

Policy ICE 2.1.3 The City will improve access and information utilizing technology and social media for greater outreach to the community and other agencies.