20 N. Swinton Avenue
Delray Beach, FL 3444

Agenda Item # 7A
March 23, 2017

~ CRA BOARD SUMMARY ~

CRA FUNDED STREETSCAPE MAINTENANCE UPDATE

At the March 9th CRA Board meeting, there were concerns raised by the Board regarding the lack of movement on the landscaping contracts. The consensus of the Board was that Environmental Services Department (ESD) would provide a monthly written report with a timeline from the when ESD took on the landscape maintenance responsibilities through implementation.

Representatives from ESD will be present the attached City of Delray Beach Right-of-way Maintenance Report and answer questions from the Board with respect to how the CRA funded streetscape maintenance activities will be addressed in the attached report.

Submitted By: Thuy Shutt, Assistant Director

RIGHT-OF-WAY MAINTENANCE TRANSITION REPORT

Five-month Update – March 16, 2017

ABSTRACT

The City of Delray Beach is committed to creating and maintaining an economically strong, safe, attractive and vibrant community. Providing beautiful, walkable streets is integral to the successful achievement of that commitment. The City Commission of Delray Beach formally recognized this responsibility through the adoption of City Commission Policy GA-50 effective November 16, 2016 establishing a Complete Streets Program. This plan will outline the transition of all right-of-way maintenance responsibilities into the Environmental Services Department/Public Works Division in accordance with the adopted Complete Streets policy.

Missie Barletto,
Assistant Director
Environmental
Services
Department

Background:

The City of Delray Beach wishes to provide a high standard of service for maintenance of rights of way throughout the City and desires to house this function within the Environmental Services Department / Public Works Division. Historically, this function has been provided by Parks and Recreation Department staff and a limited number of outside contractors. Currently, all landscape maintenance staff and equipment is housed within the Parks and Recreation Department, which also utilizes this staff and equipment for the maintenance of City park facilities. All current contracts with outside landscape maintenance firms are managed by the Parks and Recreation Department staff, with the exception of the Stormwater Area maintenance contract, which is managed by the Stormwater group within the Public Works Division.

The Right-of-Way Maintenance Transition Project was commissioned on October 11, 2016 with direction from then City Manager Donald Cooper to transition maintenance of all landscaping in rights of way throughout the City of Delray Beach from the Parks and Recreation Department into the Environmental Services Department / Public Works Division during Fiscal Year 2016/2017. Subsequently, the City Commission adopted a Complete Streets Policy that took effect on November 16, 2016, placing responsibility for implementation with the Environmental Services Department (ESD).

Team members from the City Manager's Office, ESD, Parks and Recreation Department (PRD), Community Improvement / Code Enforcement, Planning and Zoning and Building Department (PZB) and the Community Redevelopment Agency (CRA) participated in the meetings. Participants represented diverse backgrounds from landscape architecture, streets maintenance, parks maintenance, landscape inspection and management.

Initial goals established by the team included:

1. To identify and inventory all City rights of way (ROW)
2. To identify which area of ROW maintenance is provided by City staff, what is outsourced to landscaping contractors and which areas of ROW are maintained by adjacent entities such as Homeowner Associations (HOA).
3. To obtain all landscaping maintenance contracts and transition to ESD within six months
4. To obtain and update all applicable maintenance and design standards or requirements.
5. To maintain all City ROW to a high standard for design and maintenance.
6. To perform work in all types City maintained rights of way including landscape medians, swales and retention areas, as well as facilities and natural areas.
7. To identify all existing personnel and equipment resources.
8. Implementation and mobilization target of October 1, 2017.
9. Assess / evaluate and adjust / correct program for six months, with full transition accomplished by April 19, 2018.

The Transition Team met five times with all team participants from October through December, breaking into subgroups and performing field inspections together during the same time period.

The group agrees the City of Delray Beach is committed to creating and maintaining an economically strong, safe, attractive and vibrant community. Providing beautiful, walkable streets is integral to the successful achievement of that commitment. The City Commission of Delray Beach formally recognized this responsibility through the adoption of City Commission Policy GA-50 effective November 16, 2016 establishing a Complete Streets Program. The following Goals and Objectives represent the Strategic Planning effort.

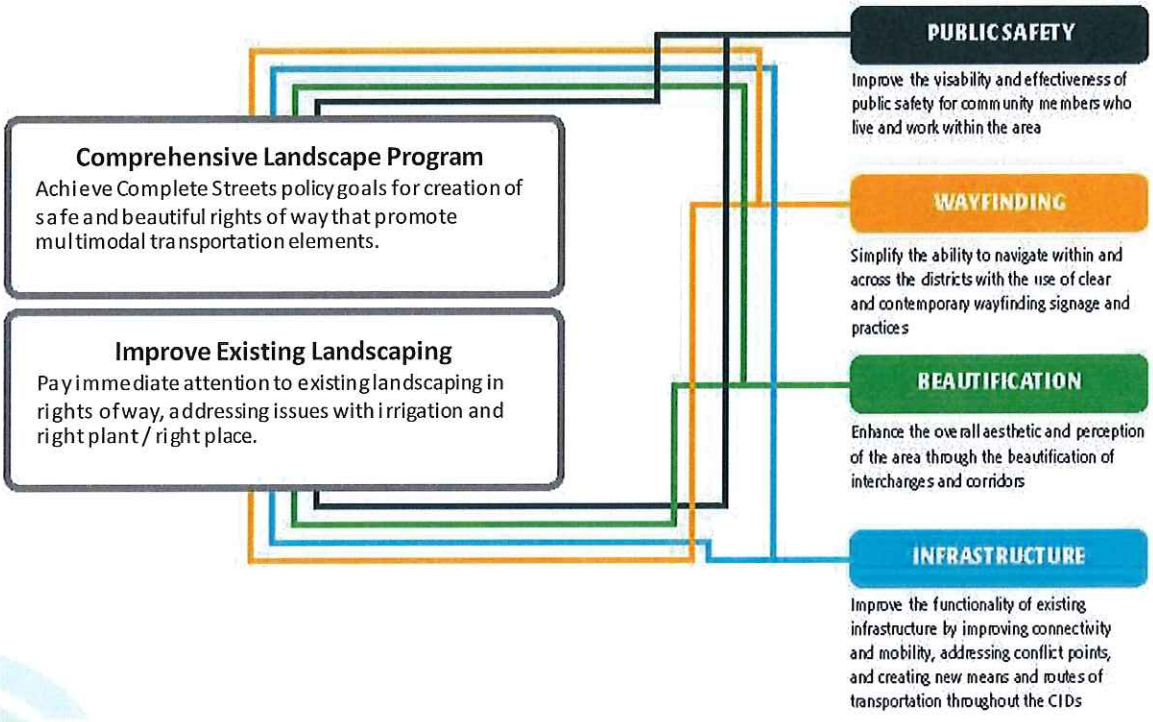
Goals

The long term goal for this plan is to develop a comprehensive landscape program for City of Delray Beach rights of way through conversations with City Commission and other City Departments, our partners including the Community Redevelopment Agency and Downtown Development Authority among others, and community members.

A short term goal of immediate improvement of landscaping in rights of way including Atlantic Avenue, Federal Highway, the Gateway Feature, and Martin Luther King Boulevard, to name a few has been established through conversations with our partners.

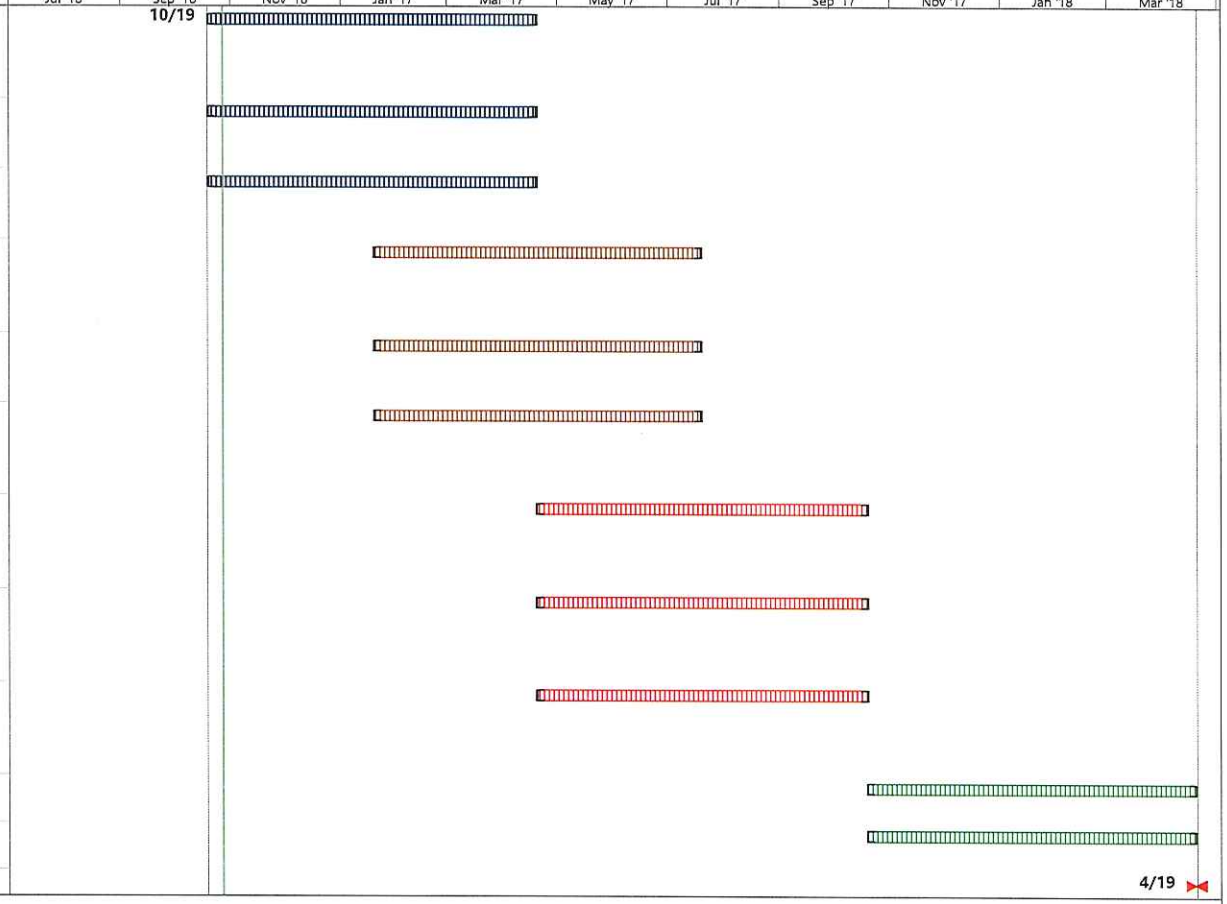
Objectives

This Transition Plan outlines the movement of landscape maintenance activities into the Environmental Services Department/Public Works Division in order to enhance and improve the appearance of rights of way within the City of Delray Beach. Improvement projects generally fall into one of the four categories below:



Landscape Transition R.O.W Project

ID	Project Milestones	Duration	Start	Finish
1	Conceptual Investigation-Identify all City maintained landscape medians, swales and retention areas.	131 days	Wed 10/19/16	Wed 4/19/17
2	Conceptual Investigation-Identify all landscape contracts, agreements.	131 days	Wed 10/19/16	Wed 4/19/17
3	Conceptual Investigation-Identify and procure all assets and resources.	131 days	Wed 10/19/16	Wed 4/19/17
4	Report and Evaluate-Implementation of landscape maintenance and design standards.	130 days	Thu 1/19/17	Wed 7/19/17
5	Report and Evaluate-Modification of City's LDR's.	130 days	Thu 1/19/17	Wed 7/19/17
6	Report and Evaluate-Systematic exchange of defined responsibilities from P&R to ESD.	130 days	Thu 1/19/17	Wed 7/19/17
7	Evaluations with Recommendations-Third party review and assessment of the transition process.	132 days	Wed 4/19/17	Thu 10/19/17
8	Evaluations with Recommendations-Third party review and assessment of the transition process.	132 days	Wed 4/19/17	Thu 10/19/17
9	Evaluations with Recommendations-Third party review and assessment of project implementation.	132 days	Wed 4/19/17	Thu 10/19/17
10	Trial with Evaluations-Implement Project Trial	131 days	Thu 10/19/17	Thu 4/19/18
11	Trial with Evaluations-Updated resource recommendation	131 days	Thu 10/19/17	Thu 4/19/18
12	Project Completion	1 day	Thu 4/19/18	Thu 4/19/18



Wed 10/19/16 Thu 4/19/18

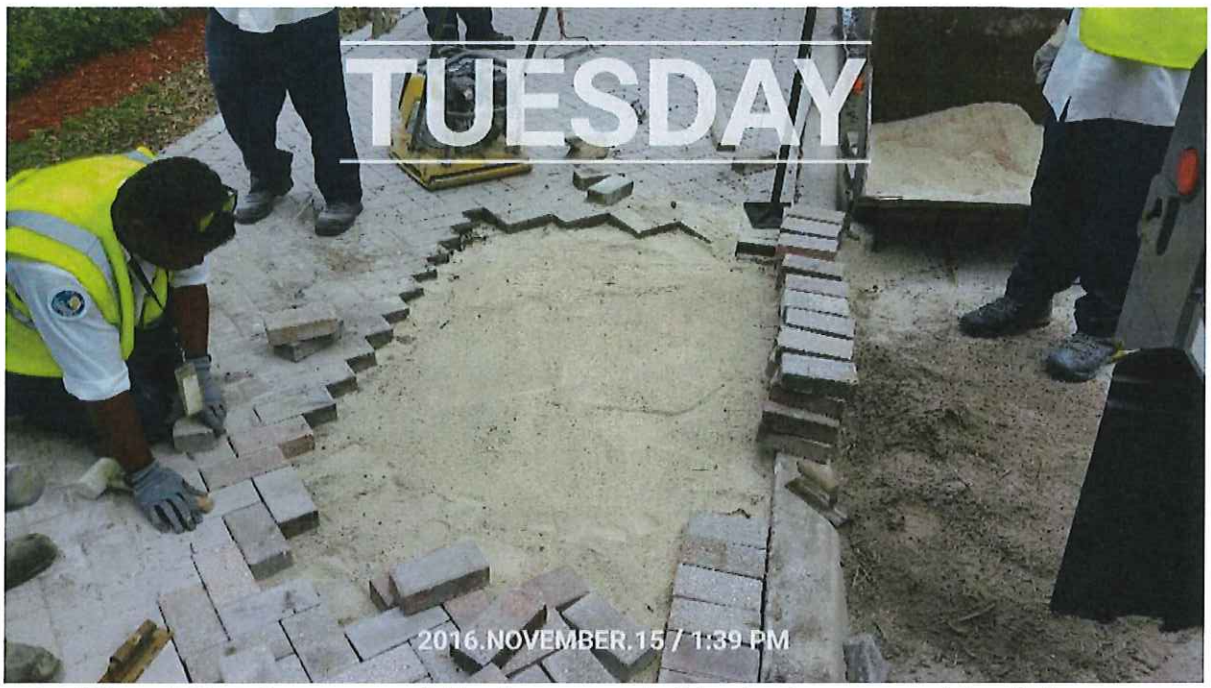
Activities to date including accomplishments and remaining tasks are:

1. To identify and inventory all City rights of way (ROW)
    a. Accomplishment: Identification and inventory of existing Rights of Way by subgroups
    b. Accomplishment: Transition from a GIS-based mapping for the inventory to a Google Earth based inventory map that is available to the entire team for review.
        i. Outstanding Task: Google Earth inventory system continues to require refinement, albeit for a very limited number of issues.
2. To identify which area of ROW maintenance is provided by City staff, what is outsourced to landscaping contractors and which areas of ROW are maintained by adjacent entities such as Homeowner Associations (HOA).
    a. Accomplishment: Establishment of an inventory spreadsheet of existing Rights of Way, parks, pocket parks and facilities including departmental responsibilities requiring landscaping maintenance attention
        i. Outstanding Task: It has been difficult/impossible to get a handle on which HOA groups provide their own right of way and median landscaping services – Develop a list of HOAs within the City limits from the state registration and call each HOA
        ii. Outstanding Task: Collect and review any existing agreements with HOA groups to provide landscaping services
        iii. Outstanding Task: Seek guidance on continuance of HOA landscaping activities, if any are discovered
3. To obtain all landscaping maintenance contracts and transition to ESD within six months.
    a. Accomplishment: Identification of six existing Landscape Maintenance contracts.
        i. Outstanding Task: Renew contracts and transition management to ESD / Public Works.
            1. Team reports current contracts are sufficient
            2. Renewal for SW 12th Avenue contract is in Purchasing, eligible for renewal for one more year – Missie to investigate
            3. Greenways and Gateway solicitation in Purchasing submitted by Community Improvement staff – Missie to investigate status and reinitiate contracting if necessary
    b. Accomplishment: Establishment of a tree-trimming contract with Zimmerman Tree Service to provide this required activity across departments within the City.
4. To obtain and update all applicable maintenance and design standards or requirements.
    a. Accomplishment: Existing design standards for Palm Beach County and for Florida Department of Transportation have been obtained.
        i. Outstanding Task: Review these design standards and establish a design standard for the City of Delray Beach rights of way and medians – team to determine whether they wish to perform this task inhouse or outsource to Landscape Architecture firm.

5. To maintain all City ROW to a high standard for design and maintenance.
    a. NOT ACCOMPLISHED – Contracted landscapers must be held to a higher standard. Particular areas that must receiver higher level of service include the Gateway Feature, Swinton Avenue and Martin Luther King Jr. Blvd., among others.
6. To perform work in all types City maintained rights of way including landscape medians, swales and retention areas, as well as facilities and natural areas.
    a. Accomplished
7. To identify all existing personnel and equipment resources.
        i. Outstanding Task – Suzanne has provided organizational chart and is assembling an equipment list. Suzanne and Missie to review chart and list prior to next Team meeting on March 30.
8. Implementation and mobilization target of October 1, 2017.
9. Assess / evaluate and adjust / correct program for six months, with full transition accomplished by April 19, 2018.

Team Accomplishments:

Removal of dead palm trees along Atlantic Avenue prior to Holiday events – Cross-departmental efforts to remove dead palms, grind stumps, level ground, replace pavers. – Team Lead David Glover, Planning, Zoning and Building Department.



Staff from ESD replaces pavers following removal of dead palm trees on Atlantic Avenue.

Removed massive rubber tree and unsafe black olive tree at City Attorney's Office in order to make room for two new oak trees replanted there by Kauffman Lynn as a permit condition. – Cooperative Project between all participating departments – more good work to come.

City Attorney's Office following tree removal.

Led by the Parks and Recreation staff, volunteers from all participating departments gave up a Saturday morning to pull weeds in the median along Federal Highway. The successful effort has made a great difference in the appearance of the medians. Team Leads – Tim Simmons and Senovain Stephens of Parks and Recreation Department.

Upcoming Projects:

Beginning immediately / to be completed by Sunday, April 30:

1. ***Martin Luther King Jr. Blvd. landscaping improvements*** – Team wishes to work with existing contractor to replace plantings that are not thriving or are thriving too well, creating a nuisance and unattractive appearance. Assignments:
    a. Missie will seek consensus with CRA Board that replacing problem plantings is appropriate – March 23
    b. Wil and David will work with Tammy (consultant landscape architect) on assessing issues with current plantings and choose a new plant list to be incorporated into nodes should CRA Board agree to changes
    c. Missie and Begona to work with Tammy on plantings for new construction project to ensure consistency along corridor
    d. Tim and Senovain will work with existing landscaping contractor to thin existing plants that will remain. New mulch applied where needed. New plantings placed where appropriate. Large Queen Emma Crinum Lily plants removed as a public safety measure to improve sight lines for traffic and prevent encroachment onto public sidewalks.
    e. Public Works to repair lighting issues.

2. ***Swinton Avenue landscaping improvements*** – David Glover Team Lead
    a. North Swinton Avenue – Nodes and roundabouts to be mulched and plantings replaced where required. Watering to be provided either by vac truck or rental of a water truck until rainy season begins and plants are capable of survival
    b. Central Swinton Avenue (2^{nd} to 4^{th}) – Irrigation is available in this right of way. Team to review current plantings and suggest new / replacement plants.
    c. South Swinton Avenue – Nodes currently include only palm trees and bleached mulch. Team will weed nodes and replace mulch. New plantings will be placed as possible.
3. ***Gateway Feature*** – Working on restoring Gateway Feature landscaping to original design standard, replacing plants that failed with alternative plantings – DJ Lee and David Glover Team Leads
    a. Pesticide application required
    b. Herbicide for weeds required
    c. DJ working with consultant landscape architect to determine new plant list and locations
    d. Public Works to repair LED lighting issues in the easternmost and westernmost Gateway Features.

Ongoing projects:

4. Federal Highway landscaping – Currently no landscaping contract in place, work being accomplished by Parks and Recreation staff and volunteers
    a. Missie to work with Purchasing to solicit contractor to provide service. Scope of Work to be completed by March 24.
    b. Plant replacements – Wil Wilshire Team Lead -- Wil is investigating right plant / right place options for beauty and durability of plantings along Federal. He will provide plant list and locations once research is complete.
5. City Hall, Community Center, City Attorney's Office all with receive exterior paint and refurbishment to be followed by new landscaping featuring Florida Friendly native plants – David Glover Team Lead.
    a. Work already has begun with removal of large rubber tree and unsafe black olive tree, as well as clearing of out-of-control plants surrounding City Attorney's Office and planting two new oak trees. David Glover lead.
    b. Public Works staff getting quotes for pressure cleaning and exterior painting of City Attorney's Office. Joe Frantz lead.
    c. New landscaping plan for City Hall and Community Center being developed for implementation following completion of exterior renovations and roofing repairs. David Glover lead.
6. Community trash pick up and alleyway clean up efforts – Community Improvement Team Lead – more information to come.

Excerpts from Complete Streets Policy

Complete Streets Policy GA-50, REV 0, Effective November 16, 2016

POLICY AND PROCEDURE:

A. COMPLETE STREETS PRINCIPLES

1. **Complete Streets serve all users and modes.**
2. **Complete Streets require connected travel networks.**
3. **Complete Streets are beautiful, interesting and comfortable places for people.** The design of cities begins with the design of streets, as community places where people want to be. As part of Delray Beach's public space, streets shall be held to a higher standard for urban design at a human scale. Multi-modal accommodations and all City projects in the right-of-way shall be approached as opportunities to enhance the aesthetic qualities of Delray Beach and its public space through the thoughtful creation of place. Wherever feasible, streetscapes shall protect and include street trees and native plants, and incorporate landscape architecture, public art, pedestrian amenities and way-finding signage, sidewalk cafes and street-facing retail, and other elements that enhance the charm and attractiveness of Delray Beach to foster sustainable economic development. Streetscapes shall be designed with temperature extremes in mind, sheltering bicyclists and pedestrians from urban heat islands, and creating comfortable microclimates.
4. **Complete Streets require best-practice design criteria and context-sensitive approaches.**
5. **Complete Streets protect Delray Beach's environment and promote sustainability.**
6. **Complete Streets are the work of all City Departments.**
7. **Complete Streets include all roadways and all projects and phases.**
8. **Complete Streets require appropriate performance measures.** The City of Delray Beach will track and report performance measures for the transportation system that measure how well the City is conforming to this policy. Indicators shall reflect safe and efficient mobility for all users – pedestrians, bicyclists, transit riders, motorists, and freight. A system of "green Streets" metrics will be adopted and reported as well. For multimodal mobility, performance indicators shall be utilized and weighted in a manner that reflects context and community values.

E. IMPLEMENTATION

The City of Delray Beach shall make Complete Streets practices a routine part of every day operations and procedures, as appropriate to their context. The Complete Streets principles of this policy shall inform all transportation planning, design, maintenance, and funding decisions. In addition, they shall inform the early scoping phase of all City capital improvement projects that include or affect roadway elements and the right of way.

As needed to ensure robust implementation of this policy, the City shall develop or update city design policies, guides, standards, and manuals across disciplines. It shall also reference the most up-to-date national standards, design guides, and best practices supportive of Complete Streets. Guidance on implementation is provided in "Exhibit A," attached to this policy.

Complete Streets Policy Implementation Guidelines shall be developed, to provide more detailed and context-sensitive direction. These Guidelines shall be adopted as a separate document. The Guidelines shall be provided to all City Departments, regional transportation agencies, and the public within two years after Commission approval of the policy. The City will actively seek sources of funding to implement this policy.

EXHIBIT A: GUIDANCE ON IMPLEMENTATION

1. **Application to City Projects**
2. **Capital Improvement Projects**
3. **Project Budgets**
4. **Private Projects**
5. **Complete Streets Program** – The City will implement this policy through a Complete Streets Program based in the Environmental Services Department. The Program will be developed and implemented in consultation with the Environmental Services Department and other departments, applicable review and advisory boards and committees, and partners (including but not limited to the Community Redevelopment Agency and the Downtown Development Authority). It will be appropriately staffed to provide multimodal transportation planning; it will be coordinated with City programs and initiatives for bicycling, pedestrians, transit and on trails. Program staff will facilitate update of the City's Bicycle/Pedestrian Master Plan. The Complete Streets Program will be incorporated into the Transportation element of the Delray Beach Comprehensive Plan and be inclusive of all relevant City Departments. The Program shall facilitate city-wide staff training, public education, document development and/or updates, departmental Complete Street efforts, and other actions as necessary to fully implement this Complete Streets policy. An interim report on the development and progress of this program shall be delivered to the City Commission within 24 months of policy adoption.
6. **Modal Networks**
7. **Street Design Standards**
8. **"Green Streets" Guidelines Safety**
9. **Safety**
10. **Staff Training**
11. **Outreach and Education**
12. **Metrics for Evaluation**
13. **Code Amendments**
14. **Roles and Responsibilities** – The City's Principal Transportation Professional in the Environmental Services Department, as the administrator of the Complete Streets Program, shall have lead responsibility for implementation of this policy. Final authority for the construction of elements in the City right of way, as well as reporting responsibility for exceptions granted to this policy, resides with the Environmental Services Department

    The Director of the Environmental Services Department is responsibility for the functionality of streets as defined by their utility, durability, condition and serviceability, and has final authority over related decisions. The Principal Transportation Professional is responsible for the design and functionality of streets and the roadway network as it relates to providing safe, efficient, and comfortable travel for roadway users. The Public Works Division, Construction Division, and Engineering Division shall jointly and collaboratively address

these goals for the community's roadways, coordinating with other City departments and partner agencies as needed.

15. Exceptions Reporting