



# CITY OF DELRAY BEACH

## CITY MANAGER'S OFFICE

100 N.W. 1<sup>ST</sup> AVENUE • DELRAY BEACH • FLORIDA 33444 • (561) 243-7015



## City Commission Information Letter

**October 29, 2021**

### **Have a Safe and Enjoyable Halloween Weekend!**

### **Considerations Regarding Former Carver High School/Delray Beach Full Service Center**

The Office of the City Manager recently hosted a conference call with the School District of Palm Beach County (SDPBC) leadership to discuss the possibility of donating the former Carver High School/Delray Beach Full-Service Center facility to the City of Delray Beach.

As referenced in the attached electronic mail message from SDPBC Director of Planning & Intergovernmental Relations Kristin Garrison, considerations to this effect involve conveying Buildings 1, 2, and 12, in “as is” condition, subject to an interlocal agreement involving a public use restriction.

As the aforementioned discussion also included City Attorney Lynn Gelin and Delray Beach Community Redevelopment Agency (CRA) Executive Director Renee Jadusingh, the three of us met earlier this week to outline thoughts regarding next steps. We agreed that it would be in the best interests of both the City and the CRA to host a joint workshop meeting early in the new year to work with all involved to review the financial realities, as well as outline a specific vision, and direction, prior to offering a formal commitment to accept SDPBC's offer. Arrangements will therefore be made to schedule a time and date convenient for all accordingly.

### **Town of Highland Beach Fire Rescue Transition Timeframe**

As previously shared, I recently met with Highland Beach Town Manager Marshall Labadie to become more acquainted, as well as to discuss various matters of mutual interest and concern. Of course, this included pending

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**October 29, 2021**

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transition details involving current plans to begin administration of their own internal fire rescue operation.

As both the Office of the City Manager and that of Fire Chief Keith Tomey received many comments and some conjecture relative to the Town of Highland Beach's specific timeframe for separation of operations, Town Manager Labadie has been gracious enough to clarify that their anticipated separation and start date will be circa May 2024.

As referenced in the attached electronic mail message from Chief Tomey, direction is therefore being offered to have leadership of Delray Beach Fire Rescue proceed with the inventory process necessary to identify City of Delray Beach owned property (currently being utilized to support the Highland Beach station presence), as well as to formalize a disengagement schedule consistent with the May 2024 timeframe. Disengagement activities will likewise involve a timely retrieval of City owned equipment and property, when it makes sense to do so, as well as the reassignment of staff to existing vacant positions at other stations.

More information relative to specific strategies for reallocation of resources and other adjustments will be made available via the proposed budget processes and other public engagements during the next two years. Meanwhile, we remain thankful for the ample amount of time available to work graciously and cordially with the Town of Highland Beach to help ensure a smooth transition.

### **Considerations to Revise Municipal Marina Fee Structure**

In an effort to respond to market demand relative to the City's recently improved municipal marina, the Department of Parks and Recreation is currently working to develop a revised rate structure and pricing plan for the City Commission's review and consideration.

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As referenced in the attached electronic mail message from Director of Parks and Recreation Sam Metott, guidance to this effect includes opportunities for transient, daily, and liveaboard marina slip usage.

Options for respective rates and scheduling will be presented publicly via the January 11<sup>th</sup> workshop meeting. Once policies to this effect have been approved, resulting rates and fees would be recommended to become effective May 1<sup>st</sup>, commensurate with the beginning of the summer season.

### **External Funding Considerations for the Possible Development and Construction of an Emergency Operations and Training Center**

The City of Delray Beach is currently the only urban coastal city in South Florida that functions without an emergency operations center. In response to this need, please be advised that leadership in both Fire Rescue and Public Works are being asked to evaluate various external funding opportunities to assist in development and construction activities accordingly.

As you may recall via the current fiscal year proposed budget process, clarification was offered publicly that recommendations to finance such endeavors would become a function of external funding opportunities which may exist at both the state and federal level. Recommendations for review and consideration as noted are anticipated during the 2022 goals setting workshop, and the subsequent Fiscal Year 2022-2023 Proposed Budget exercise.

### **Calendar of Activities, Meetings and Functions**

Although I've continued to immerse myself in the community relative to ancillary meetings, tours, and other external engagements (for instance, with leadership the of Palm Trail Homeowners Association, as well as a tour of the

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Achievement Centers Foundation), I also had a very productive lunch visit this past Wednesday afternoon with former Delray Beach City Manager David Harden.

As Mr. Harden has the distinction of serving as the longest tenured city manager in Delray Beach's history, I was able to benefit from his institutional knowledge relative to both the organization and the community. As a result, several of my observations were confirmed, which will likewise further support my efforts to help to advance both present and future goals and objectives accordingly.

### Enclosures:

Electronic Mail Message from Kristin Garrison, SDPBS – Former Carver High/Delray Full Service Center  
Property Location Map – Former Carver High School (Delray Full Service Center) – Proposed Donation  
Electronic Mail Message from Chief Keith Tomey – Highland Beach Transition  
Electronic Mail Samuel Metott – Delray Beach Municipal Marina  
Calendar for Business Week of October 25, 2021

CM/Documents/City Commission Information Letter 10

## Terrence R. Moore

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**From:** Kristin Garrison <kristin.garrison@palmbeachschools.org>  
**Sent:** Friday, October 22, 2021 2:20 PM  
**To:** Terrence R. Moore; Gelin, Lynn  
**Cc:** Joseph Sanches; Joyell Shaw; Vega, Brenda; Jadusingh, Renee; Graikowski, Beverly  
**Subject:** Former Carver High/Delray Full Service Center  
**Attachments:** Former\_Carver\_HS\_DFSC\_Donation Area Map.pdf

### **\*\*Please be cautious\*\***

This email originated from outside of The City of Delray Beach. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Terrence,

We missed you at today's PBCCMA meeting.

As requested during last Friday's meeting, below are the recommended terms for the donation of a portion of the Delray Full Service Center, subject to School Board approval.

- Donation of Buildings # 1, 2 and 12, to the City of Delray Beach in "as is" condition, subject to an Interlocal Agreement for shared use of the northernmost parking lot, a public use restriction, and a reverter provision should the City fail to timely renovate.
- Please refer to the attached map, which defines the proposed area to be donated.
- The School District does not have funding to contribute to renovation of the buildings.
- The Construction Notice to Proceed for Capital Improvements on the parcel that the School Board intends to retain was issued on Wednesday, October 13, 2021.
- The School Board construction project is estimated to take approximately 13 months to Substantial Completion and 15 months to Final Completion.
- During construction, the District plans to occupy the Buildings # 1, 2 and 12. Upon completion, the District plans to vacate the buildings and turn off all utilities.
- If the City desires to keep the chiller equipment that is currently located in Building 13, the District is willing to include it as part of the conveyance, however this equipment must be relocated by the City from its current location to an area within the donation footprint prior to the demolition of Building 13. District Maintenance & Plant Operations leadership believes the chiller equipment should be replaced with a new system.

Individual School Board Members may generally be aware of this proposal, however, to date, it has not been publicly presented to or discussed by the School Board in a public meeting.

Please let us know if you have any questions.

In the meantime, have a great weekend,

-Kris

**Kristin Garrison, AICP**  
**Director, Planning & Intergovernmental Relations**  
**School District Palm Beach County**  
3661 Interstate Park Rd N, Suite 200 - Room 1-209  
Riviera Beach, FL 33404  
Phone 561-882-1980



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

**Former Carver High School (Delray Full Service Center) - Proposed Donation**

- Roads
- School Board Property
- Donation Area



10/19/21 - S. Gilles  
Former\_Carver\_HS\_DFSC\_Donation.mxd

**Palm Beach County School District**  
Planning & Intergovernmental Relations - GIS



3661 Interstate Park Rd N  
Riviera Beach, FL 33404

## Terrence R. Moore

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**From:** Tomey, Keith  
**Sent:** Tuesday, October 26, 2021 3:17 PM  
**To:** Terrence R. Moore  
**Cc:** Vega, Brenda; Billingsley, Joyce; Giaccone, Gregory; Green, Kevin  
**Subject:** Highland Beach Transition

**Importance:** High

Good morning Mr. Moore,

As previously discussed, the fire department will be initiating an inventory review of equipment and property at the Highland Beach station to ascertain what belongs to the City of Delray Beach and what belongs to the Town of Highland Beach. For example, the City recently purchased, through an AFG Grant, new SCBA air paks, face masks and air bottles that Highland Beach did not contribute to (each pak with 2 air bottles and a face mask cost \$14,745.17 there are six paks assigned at that station). Other examples are the kitchen tables and chairs, recliners, refrigerators, cardiac monitors (monitor cost is \$30,000), etc. Once a detailed inventory has been established we will coordinate a disengagement schedule with Highland Beach so they can replace these items before the separation date of May 2024. Also, part of this disengagement schedule will be the transfer of the lease or the buyout of the lease for the 2017 Peirce 75' Ladder truck and the 2017 Horton Ambulance.

Please reach out to me if you any questions or concerns.

Best regards,

Keith

*"Be the reason people love and respect their fire department"*

**Be safe,**

**L. Keith Tomey III**

Fire Chief

Delray Beach Fire Rescue

**ISO Class 1 Fire Department**

**CFAI Internationally Accredited Agency**

501 W. Atlantic Avenue

Delray Beach, Florida 33444

[TomeyK@mydelraybeach.com](mailto:TomeyK@mydelraybeach.com)

[www.mydelraybeach.com](http://www.mydelraybeach.com)

(561) 243-7410 – Office

(954) 448-8566 – Cell

*Excellence in all we do!*

## Terrence R. Moore

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**From:** Metott, Samuel  
**Sent:** Wednesday, October 27, 2021 4:06 PM  
**To:** Terrence R. Moore  
**Cc:** Hanson, Amy  
**Subject:** Delray Beach Municipal Marina

Hello,

The Parks and Recreation team has been preparing to propose a new pricing structure for the renovated Delray Beach Municipal Marina. We look forward to the opportunity to present our plan and ask for guidance at the January 11, 2022, commission workshop.

### **Background:**

The City Marina is part of Delray Beach's Marina Historic District, situated on the beautiful Intracoastal Waterway. The marina has been in operation for over 80 years and was added to the National Register of Historic Places in 2014. In February of 2021, our Public Works team finished a renovation to the marina that included decorative security features, enhancements to the landscaping and sidewalks, floating decks, a seawall cap to address sea level rise issues, pump out stations for residents and non-residents, improvements to the existing Marina building, and two new pavilions.

The marina has 23 slips (dock space) available to guests (the 24th slip is occupied by the dockmaster) who were able to begin renting dock space beginning April 1<sup>st</sup>, 2021. As of today, we have 21 boats at the marina: 1 dock master, 2 daily, 4 live-aboard, 14 monthly rentals. The marina has generated over \$100,000 in revenues since April 1<sup>st</sup>.

### **Current Plan:**

Our current pricing model has not been adjusted in several years.

#### ANNUAL

- 30'-50' linear foot boats
- Live aboard                      \$23/ft./month
- Non-live aboard                 \$22/ft./month

#### TRANSIENT

- Not based on linear feet
- Monthly                         \$1350/month
- Daily                             \$60/day

### **Proposed Changes:**

#### Option 1:

- Simple rate increase
  - Keep the same structure as the current model but raise the rates

#### Option 2:

- Create a seasonal rate plan
  - Tiered rate plan that is higher from November – April and lower during the summer
  - Transition to plan that includes
    - Extended Stay (longer than 1 month)
    - Dock Stay (biweekly & monthly)
    - Transient (daily)

#### Option 3:



- Create a season rate plan to encourage more visitors
  - Tiered rate plan that is higher from November – April and lower during the summer
  - Transition to plan that includes
    - Extended Stay (longer than 1 month)
    - Dock Stay (biweekly & monthly)
    - Transient (daily)
  - Adjust the rates to offer discounted pricing to the Transient and/or Dock Stay rentals in comparison to the Extended Stay rate
    - *IE currently if you're renting annually, it's cheaper per month than if you pay the monthly fee.*

Thank you for your consideration.

Sincerely,

Sam Metott



**Samuel R. Metott, C.P.R.E.**  
**Director of Parks & Recreation**  
City of Delray Beach  
Parks & Recreation Department  
50 NW 1<sup>st</sup> Avenue  
Delray Beach, FL 33444  
P: 561-243-7251  
[MetottS@MyDelrayBeach.com](mailto:MetottS@MyDelrayBeach.com)



**PUBLIC RECORDS NOTE:** Florida has a very broad public records law. Most written communications to or from local officials, employees, or the general public regarding city business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

# October 25, 2021 - October 31, 2021

October 2021

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## Monday, October 25

- ← Real Men Wear Pink →
- 12:00am Kent OOO →
- Duncan ooo
- Gina ooo
- Gina OOO
- Happy Birthday Wishes to begin 11/1
- 8:00am - 9:00am Begin CIL (CM Office)
- 8:30am - 9:00am Contact Benefits (CM Office)
- 9:00am - 10:00am Compile Information Letter Report -
- 10:00am - 11:30am Mayor mtg w/CM Moore Re: Agenda &
- 10:00am - 11:00am Mayor/CM Agenda Review for the 11/2
- 11:00am - 11:30am Meeting with Janet Meeks re: Delray Full
- 12:00pm - 1:30pm Lunch Meeting with Palm Beach County

More Items...

## Tuesday, October 26

- ← Real Men Wear Pink →
- ← Kent OOO →
- 8:00am - 9:00am Compile Information Letter Report - Town of Highland Beach Fire Rescue Transition Timeframe (CM Office) -
- 9:00am - 9:30am Vaccine Booster
- 9:30am - 10:30am 90 Day Report of Progress and Contributions of the CM Since First Day of Service. (Conference Room - City Manager)
- 11:00am - 12:00pm Community Greening Greetings (Delray Beach City Hall Office of the City Manager) - Terrence R. Moore
- 2:00pm - 3:00pm Compile Information Letter Report - Considerations to Revise Municipal Marina Fee Structure (CM)
- 3:00pm - 3:30pm Travel Time
- 3:30pm - 4:30pm Meeting with Jack Indekeu, President of Palm Trail HOA (419 NE 8th Avenue, Delray Beach, FL) - Vega, Brenda
- 5:00pm - 6:00pm Compile and Deliver (CM Office)

## Wednesday, October 27

- ← Real Men Wear Pink →
- ← Kent OOO →
- 12:00am Commission at CRA/FRA Conference →
- 12:00pm Katerri OOO →
- 8:00am - 8:30am Meeting with Hassan Hadjimiry (City Manager's Office) - Terrence R. Moore
- 8:30am - 9:00am Development and Redevelopment Vision for the
- 9:00am - 9:30am UB (City Hall Lobby/Customer Service)
- 10:00am - 11:00am Follow-Up Discussion on Considerations for
- 11:30am - 12:00pm Travel Time
- 12:00pm - 1:30pm Lunch Meeting with Mr. David Harden and City
- 1:30pm - 2:00pm Travel Time
- 3:00pm - 4:00pm Compile Information Letter Report - External
- 4:00pm - 4:30pm Call Duncan

## Thursday, October 28

- ← Real Men Wear Pink →
- ← 12:00am Kent OOO →
- ← Commission at CRA/FRA Conference →
- ← Katerri OOO →
- 8:00am - 9:00am Meeting with Mr. Jay Alperin (Poppies 4900 Linton Blvd, Delray Beach, FL 33445) - Vega, Brenda
- 9:00am - 9:30am Travel Time
- 10:00am - 11:30am Quarterly Service Awards (Commission Chambers) - LeShay Ferguson
- 11:30am - 12:30pm Achievement Centers Foundation Tour with Stephanie Siebel, CEO (555 NW 4th Street, Delray Beach, FL 33444) -
- 2:00pm - 3:30pm Various (Various) ↻
- 4:00pm - 5:30pm Review ACM Candidate Submissions to Date (CM Office) - Terrence R. Moore
- 6:00pm - 6:30pm Affordable Housing Committee (AHAC) (First

## Friday, October 29

- ← Real Men Wear Pink →
- ← 12:00am Commission at CRA/FRA Conference
- ← 5:00pm Katerri OOO
- Amanda OOO
- Duncan ooo
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 7:30am - 8:00am BCB (CM Office)
- 9:00am - 10:00am Comm. Boylston mtg w/CM Moore, CA & Hassan Hadjimiry Re: Utilities Discussion (City Manager's Office) -
- 10:00am - 12:00pm Dental (Aspen Dental, 640 Linton Boulevard, Suite 380)
- 2:00pm - 3:00pm Coffee and Portrait with Peter Pereira (Office of
- 3:30pm - 4:00pm Call Luna County (CM Office)
- 4:00pm - 5:00pm Biweekly City Attorney (CM Office) - Moore,

## Saturday, October 30

- ← Real Men Wear Pink →
- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 11:00am - 1:30pm Various, CIL Notes, etc. (CM Office)

## Sunday, October 31

- ← 12:00am Real Men Wear Pink