



CITY OF DELRAY BEACH

OFFICE OF THE CITY MANAGER

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



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City Commission Information Letter

August 18, 2023

General Obligation Bond Supported Capital Improvement Considerations for the Delray Beach Tennis Center

As discussed during Tuesday evening's City Commission meeting relative to the pending capital improvement program and related projects. To be supported via the upcoming Parks and Recreation General Obligation Bond, specific considerations for the Delray Beach Tennis Center are currently being developed.

As referenced in the attached electronic mail message from Director of Parks and Recreation Sam Metott, the current specific project development outline includes enhancements to restroom facilities, stadium seating, court lighting, and numerous other facility improvements.

Guidance to this effect takes into consideration professional tennis tournament standards for host facilities, whereby the City of Delray Beach will soon be able to proudly share associations with. Progress is being made to enhance future experiences at the Delray Beach Tennis Center accordingly.

Execution of Resident Parking Discount Program

Now that the City of Delray Beach is currently administering the recently revised parking fee structure for locations throughout the community, please be advised that direction is now also being offered to incorporate 50 cent per hour discounts for Delray Beach residents.

Guidance to this effect likewise involves offering recommendations to proceed as noted to the Parking Management Advisory Board, scheduled to take place via its next meeting Tuesday, August 22nd. Following this exercise, considerations as noted will be offered to the Downtown Development Authority Board of Directors, during their meeting next month. Both sessions will simply

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afford opportunities for comment and input, in advance of making discounts effective beginning in October, commensurate with the new fiscal year.

Much like the resident downtown parking permit process, this discount will be applied via the Park Mobile Application. Recognizing discount codes assigned to individual vehicles accordingly.

Community Input Regarding Considerations for an Atlantic Avenue Historic District

As committed publicly during the August 8th regular City Commission meeting direction is currently underway to soon begin external stakeholder meetings for resident and property owner participation and input to ultimately help support an Atlantic Avenue Historic District consideration process.

As referenced in the attached electronic mail message from Director of Development Service Anthea Gianniotis, guidance to this effect involves hosting a historic preservation symposium event to provide City Commission, residents, and stakeholders with crucial information well in advance of formal recommendations accordingly.

With staff currently evaluating the qualifications of external consultants and other experts that may be interested in assisting the City of Delray Beach as outlined, the Historic Preservation Division of the Department of Development Services anticipates hosting a symposium sometime in October.

Special Events Technical Advisory Committee Membership Composition

With revisions to the City's special events policy now being administered (incorporating feedback and guidance offered to this effect via the July 18th workshop meeting dialogue as noted), administrative and operational support to this effect also includes membership additions to the Special Events Technical Advisory Committee (SETAC).

As referenced in the attached electronic mail message from Assistant City Manager Jeff Oris (whose professional role and responsibility likewise now

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includes oversight of SETAC functions and processes), leadership from Parks and Recreation, Public Works, Development Services, Police, Fire, and most recently, the Office of the City Attorney, serve SETAC.

Next week's Executive Leadership Team meeting will likewise include a discussion relative to orientation regarding the updated policy, as well as reemphasis of the importance of keeping SETAC functions a major priority for daily operations interdepartmentally.

Calendar of Meetings, Activities, and Functions

As staff prepares to introduce a report of initial observations and metrics resulting from our recent commitment to participate in the Columbia University City Adaptability Index Survey, a cross-section of the Executive Leadership Team convened with representatives from WGI, Inc. Wednesday morning to offer input accordingly. This included Sustainability and Resiliency Officer Kent Edwards; Assistant City Manager Jeff Oris; Director of Public Works Missie Barletto; Director of Development Services Anthea Gianniotis; Director of Information Technology Jay Stacy; Director of Parks and Recreation Sam Metott; Director of Neighborhood and Community Services Sam Walthour; and, on behalf of Fire Rescue Chief L. Keith Tomey, Assistant Fire Rescue Chief Kevin Green.

Given the productivity associated with this exercise, the Office of the City Manager remains more than happy to commit to a presentation as noted for City Commission during the September 5th regular meeting.

Enclosures:

Electronic Mail Message from Samuel Metott – GOB Tennis Center Improvements
Electronic Mail Message from Anthea Gianniotis – Atlantic Avenue Historic District
Electronic Mail Message from Jeff Oris – SETAC
Calendar for Business Week of August 14, 2023

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Terrence R. Moore

From: Metott, Samuel
Sent: Thursday, August 17, 2023 4:49 PM
To: Terrence R. Moore
Cc: Hanson, Amy
Subject: GOB Tennis Center Improvements

Hello,

As we discussed, we are planning a number of improvements at the Tennis Center & Stadium in large part due to the General Obligation Bond. Most notable is the restoration of our restroom facilities throughout the site. We are also planning to upgrade the stadium seating, expand tennis court 1, and improve the court lighting for all of our courts, amongst other enhancements.

We look forward to the continuing progress that we have made in recent years at the Delray Beach Tennis Center.

Sincerely,

Sam



Samuel R. Metott, C.P.R.E.
Director of Parks & Recreation
City of Delray Beach
Parks & Recreation Department

50 NW 1st Avenue

Delray Beach, FL 33444

P: [561-243-7251](tel:561-243-7251)

MetottS@MyDelrayBeach.com



Terrence R. Moore

From: Gianniotis, Anthea
Sent: Thursday, August 17, 2023 4:44 PM
To: Terrence R. Moore
Subject: Atlantic Avenue Historic District

Historic Preservation staff in the Development Services Department is actively planning a historic preservation symposium to provide the City Commission and the public with crucial information in advance of the consideration of designating the Atlantic Avenue Historic District. Staff is currently focused on engaging experts to participate and coordinating their schedules with the availability of a City facility. The timeframe is anticipated for October.

Anthea Gianniotis, AICP

Development Services Director



City of Delray Beach

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Terrence R. Moore

From: Oris, Jeff
Sent: Thursday, August 17, 2023 6:49 PM
To: Terrence R. Moore
Subject: SETAC

Mr. Moore,

As we strive to make the special event process more effective and efficient, it is important for us to review the Special Events Technical Advisory Committee (SETAC) process. With the addition of a representative from the City Attorney's office, the typical SETAC meeting includes up to 20 members. This includes representatives of the following departments and or divisions and their area of review:

- Public Works – Parking – Closure of public parking spaces or reservation of on-street or parking garage spaces.
- Public Works – Operations – Use of facilities and if there is a need to protect a facility or warn promoters about overuse they will be required to mitigate.
- Public Works – Streets – Roadway closures, FDOT permits needed for closures of State roadways, need for safety barricades to protect people/property.
- Neighborhood and Community Services – Business Tax Receipts – need for BTR's and Alcoholic Beverage License(s) requirements.
- Neighborhood and Community Services – Clean and Safe – Cleanliness needs of events and protection of amenities.
- Police – Special Operations Section – Assess potential security and traffic issues, recommend security and traffic control measures, determine police staffing needs.
- Fire Rescue – Emergency Management – Assess safety needs based on site plan and anticipated attendance, review of safety plans.
- Fire Rescue - Ocean Rescue – Beach safety concerns and safety concerns for runs/walks on A1A.
- Neighborhood and Community Services – Business Tax Receipts/Alcoholic Beverage Licenses.
- Development Services – Planning – Check on zoning requirements and if type of special event is legally allowed at the site.
- Parks and Recreation – Special Events Office – Works as liaison to applicant, utilizes knowledge of City facilities and special event operations to review applications for associated needs.
- Parks and Recreation – Maintenance – Effect on property, needs to protect city parks being utilized.
- Parks and Recreation – Recreation – Use of specific facilities and input to how events are to operate at individual parks.
- Finance Department - Treasurer – Ensures no outstanding invoices, to understand events for cost review and invoicing when events are complete.
- Downtown Development Authority – Acts as liaison with events on Old School Square Campus (in conjunction with Special Events Office), reviews use of Old School Square campus, informs SETAC of operational requirements DDA has placed on events at OSS, provides insight related to businesses that may be affected by events within the DDA area.
- City Manager's Office – Oversees the SETAC process and reviews applications for more global concerns related to implementation and for items that will require Commission approval.
- City Attorney – Clarification of legal concerns, assist in limiting issue of liability to the City, ensure the SETAC process is operating within applicable laws and policies.

I believe it is appropriate at this time to have a discussion regarding the size of SETAC and to determine if there is a more efficient membership composition that can be enacted while still maintaining the high-level of operational knowledge of the current membership.

Please let me know if you have any questions or require any additional information.

Jeff Oris, CEcD
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August 14, 2023 - August 20, 2023

August 2023							September 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4 5						1 2	
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Monday, August 14

- G. Carter - Out
- 7:30am - 8:30am Begin CIL (CM Office) ↻
- 9:00am - 10:00am Congresswoman L. Frankel City Managers/Mayors Roundtable
- 10:00am - 11:00am Mayor mtg w/CM Moore Re: Agenda & Updates (City Manager's Office) - Rangel, Delores ↻
- 11:00am - 11:30am Police Advisory Board (CM Office) - Terrence R. Moore
- 2:00pm - 2:30pm Finalize Janet Case Response Concerning Fire Rescue Payroll Procedures (CM Office) - Terrence R. Moore
- 3:30pm - 4:00pm Final Insurance Package (d; Conference Room - City Hall 1st Floor) - Wolfe, Paula

Tuesday, August 15

- 9:00am - 10:00am Compile Information Letter Report - SETAC Membership Composition (CM Office) - Terrence R. Moore
- 10:00am - 10:30am South East Municipality Special Event Summit (Field House)
- 10:30am - 11:00am Biweekly Meeting Gina Carter (CM Office) - Terrence R. Moore ↻
- 3:00pm - 8:00pm August 15th Commission Meetings - Viewing of Presentations (Microsoft Teams Meeting) - Harris, Patrice
- 3:00pm - 5:00pm Regular Workshop Meeting (Commission Chambers) - Terrence R. Moore
- 4:00pm - 7:00pm Regular Commission Meeting (Commission Chambers)

Wednesday, August 16

- 8:00am - 9:00am Kiwanis Club of Delray (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 8:30am - 9:00am Sam Metott Bi-Weekly Meeting (Office of the City Manager) - Terrence R. Moore ↻
- 9:00am - 11:00am Adaptability Index Workshop (Community Center, Banyan Room) - Edwards, Kent
- 9:30am - 10:30am Compile Information Letter Report - General Obligation Bond Supported Capital Improvements for the Delray
- 11:00am - 12:00pm Compile and Deliver (CM Office)
- 2:00pm - 2:30pm Jay Stacy Bi-Weekly Meeting (City Manager Office) - Vilain, Amanda ↻
- 3:00pm - 4:00pm Compile Information Letter Report - Downtown Overlay Historic (District/Planning/Community Input/Timeframe)
- 4:00pm - 4:30pm Chief Tomey Bi-Weekly Meeting (City Manager's Office)
- 5:00pm - 5:30pm Burning Conversations with Commissioner

Thursday, August 17

- 12:00am Chief Mager - Out →
- 12:00am H. Dunkley - Out →
- 8:30am - 9:30am Compile Information Letter Report - Execution of Resident Parking Discount Program (CM Office) - Terrence R. Moore
- 10:00am - 10:30am Sammie Walthour - Bi-weekly Meeting with ACM Jeff Oris (City Manager's Office) - Walthour, Sammie ↻
- 11:30am - 12:00pm JANAI BOWENS - BI-WEEKLY MEETING (CM OFFICE) - Oris, Jeff ↻
- 2:00pm - 2:30pm Katerri Johnson Bi-Weekly Meeting (Office of the City Manager) - Vega, Brenda ↻
- 3:00pm - 4:30pm Various (Various) ↻

Friday, August 18

- ← 12:00am Chief Mager - Out
- ← 12:00am H. Dunkley - Out
- Chief Tomey - Out 1/2 day
- S. Metott - Out
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 10:00am Comm. Boylston mtg w/CM Moore Re: Bi-Weekly Updates (City Manager's Office) - Rangel, Delores ↻
- 11:00am - 1:00pm Various (Various)
- 3:00pm - 4:00pm EJS Proposal (Conference Room - City Manager) - Ingles, Cathy
- 3:30pm - 4:00pm FMLA (CM Office) - Terrence R. Moore

Saturday, August 19

- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 11:00am - 1:00pm Various, CIL Notes, etc. (CM Office) ↻
- 12:00pm - 1:30pm Finish ICMA Credentialed Manager Annual Reporting (CM Office)
- 6:00pm - 11:00pm The Delray Beach Firefighter's Benevolent 31st Annual Recognition Dinner (Delray Beach Opal Grand)

Sunday, August 20

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