

CITY OF DELRAY BEACH

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Ms. Beverly Brown
Town Manager
Town of Highland Beach
3601 S. Ocean Boulevard
Highland Beach, FL 33487

February 11, 2016


RE: Inter-Local Agreement

Dear Ms. Brown:

On behalf of the Delray Beach City Commission I would to apologize for any misunderstandings that have arisen from the previous discussions on the Inter-Local Agreement for Fire Service. Section 5.1 of the agreement requires that the Town of Highland Beach (HB) provide the City of Delray Beach (DB) notice of its intent to renew the agreement 18 months prior to the expiration of the initial term or renewal periods. Based upon my calculations said notice of renewal will be required by March 31, 2016. The City of Delray Beach will then have 60 days to determine whether to accept said request. If either party fails to comply with the notice provisions results in the cancellation of the agreement at the end of the term. Based upon this provision I will be making a recommendation whether or not DB should accept if one is made by HB. If such a written request has been made previously by HB please provide as I am unaware of such request. In order to be as timely as possible for both parties I would request HB provide to DB indication of its intent as soon as possible.

If have any questions please contact me at your convenience.

Sincerely,


Donald B. Cooper
City Manager Delray Beach

DC/sy

cc: Delray Beach Mayor, City Commission
Francine Ramaglia, Assistant City Manager
David Scott, Assistant City Manager
Danielle Connor, Fire Chief
Noel Pfeffer, City Attorney
Jack Warner, Chief Financial Officer