



# CITY OF DELRAY BEACH

OFFICE OF THE CITY MANAGER

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



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## City Commission Information Letter

January 12, 2024

In Remembrance of Dr. Martin Luther King, Jr.!

### **Updated Trajectory Regarding New Water Treatment Plant Revenue Bond Transaction Process**

With consulting estimating and other preliminary tasks being initiated in the coming weeks necessary to advance the new water treatment plant project implementation activities, the recommendations to formally structure revenue bond transaction processes will soon be prepared for applicable consideration.

As referenced in the attached Gant chart from Director of Utilities Hassan Hadjimiry, guidance to this effect specifically involves initial expenditures for design and support infrastructure. Activities to this effect will also involve the construction of a deep injection well necessary to facilitate disposal capacities at the new facility.

With cost details to this effect soon forthcoming, initial revenue bond related transactions are anticipated in the next few months for City Commission review and consideration.

### **Advanced Metering Infrastructure End Coder Replacement Logistics**

With direction currently underway to proceed with the replacement of malfunctioned advanced metering infrastructure (AMI) end coders necessary for accurate water usage readings for utility customers, both the Office of the City Manager and that of Director of Utilities Hassan Hadjimiry are pleased to report that delivery of applicable hardware has been initiated.

As noted in the attached electronic mail message from Mr. Hadjimiry, replacement end coders are to be delivered to the City of Delray Beach during the week of January 22nd. With applicable installation activities to likewise

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commence immediately thereafter, internal staff will continue to work with Badger personnel to help integrate the communication interface with existing infrastructure.

Given the associated progress to date, all involved remain confident that the City of Delray Beach will be able to enjoy a fully functional AMI system in the next few months. Meanwhile, existing staff resources will continue manual reading of all meters that are currently experiencing technical issues.

### **Palm Beach County Infrastructure Surtax Project Certification for Proposed Delray Beach Improvements**

During the Fall 2023 meeting of the Palm Beach County League of Cities Infrastructure Surtax Citizen Oversight Committee, the City of Delray Beach's proposed projects for the current fiscal year were reviewed for applicable Florida and Palm Beach County eligibility requirements.

As referenced in the attached letter from Chairman Ken Schenck, it has been determined that Delray Beach projects that have been submitted for respective financial support have been deemed qualified for consideration of approval.

Proposed projects having been submitted to Palm Beach County to this effect include various roadway reconstruction and paving projects, as well as additional funding to support the Delray Beach Seaboard Air Line Railway Station Reconstruction Project (affectionally known as "the Train Depot") and the current replacement of Fire Station 113.

Direction is likewise now being offered to submit all information necessary to secure financial outcomes to Palm Beach County accordingly. Meanwhile, much appreciation is given to the Public Works team for their work in enabling the City of Delray Beach to engage in this important and productive annual process.

## **Ancillary Collaborations Involving the Delray Beach Housing Authority**

The Office of the City Manager hosted a meeting this past Wednesday morning with the leadership of Delray Beach Housing Authority to briefly discuss the contents of that organization's 2023 annual report and how noted accomplishments and goals align with those of the City of Delray Beach.

Of particular focus involves community safety and the merits for collaborating with law enforcement agencies and other partners to direct strategies sustainably respond to crime in specific areas of concern.

The Office of the Chief of Police is, therefore, empowered to engage with all concerned and involved. This includes specific direction to support ancillary efforts of the Delray Beach Police Department Community Outreach Team to continue to assist individuals in our community who are faced with problems related to housing, as well as covert operations necessary to resolve and alleviate concerns relative to safety.

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

With the past few days being the first full business week of 2024, the Department of Human Resources was extremely busy facilitating two meaningful experiences for staff employed in all departments and operations of the City of Delray Beach. This included yesterday's annual health and wellness fair at the Delray Beach Community Center, featuring participation and sponsorship by various insurance partners and other wellness related service providers. Despite the inclement weather conditions, the event was extremely well attended, perhaps one of the highest levels of employee involvement and engagement to date.

This morning, a quarterly service awards program was also hosted here in the City Commission Chambers. Although this event has previously taken place via

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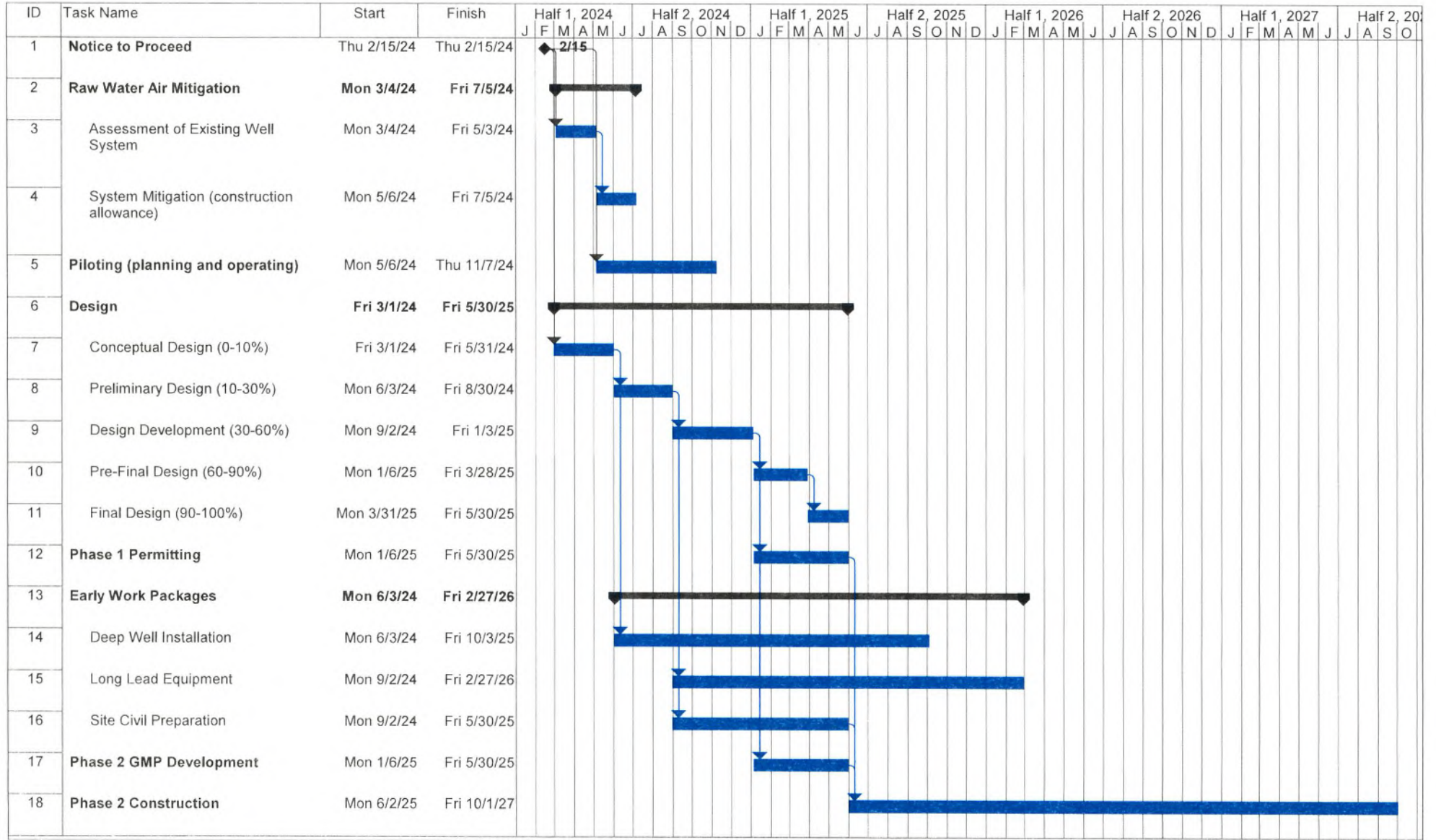
a Thursday scheduling block, a Friday schedule appears to yield greater levels of participation in this regard.

With the next business week being abbreviated due to the King holiday weekend, no information letter will be issued on Friday, January 19th. Weekly reporting, as noted, will likewise resume on Friday, January 26th.

Enclosures:

Gant Chart – Updated Timeline for New Water Treatment Plant Project Development and Implementation  
Electronic Mail Message from Hassan Hadjimiry – Advance Metering Infrastructure End Coder Replacement Logistics  
Letter from Palm Beach League of Cities Infrastructure Surtax Citizen Oversight Committee Chair Ken Schenck  
Calendar for Business Week of January 8, 2024

CM/Documents/City Commission Information Letter 93



## Terrence R. Moore

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**From:** Hadjimiry, Hassan  
**Sent:** Wednesday, January 10, 2024 1:03 PM  
**To:** Terrence R. Moore  
**Cc:** Dunkley, Hugh; Gelin, Lynn  
**Subject:** Advanced Metering Infrastructure End Coder Replacement Logistics

Mr. Moore,

After our November 20, 23 meeting with Badger Meters officials which they finally accepted/agreed to replace the defective High-Resolution Encoder (HRE) and ORION SE endpoints, following is summary of each entities responsibilities for reestablishing proper communications between water meters and Utilities Billing system,

### **Badger Meter will:**

- Honor the published warranty from the time of purchase on the City's ORION SE endpoint Advanced Metering Infrastructure (AMI) system endpoints and encoders.
- Commence shipments of warrantied replacement products High Resolution Encoder (HRE) and ORION SE endpoints, beginning the week of January 22, 2024, with an initial quantity of (1,000) units. Subsequent shipments will follow on a cadence to support the field evaluation and/or replacement of failed, existing Absolute Digital Encoder (ADE) registers + ORION SE.
- Provide testing of all existing, suspect ADE registers + ORION SE units to determine if a unit is communicating and will replace with new warrantied replacement AMI retrofits (HRE encoder + ORION SE endpoints) in accordance with the published warranty.
- Coordinate route management information with the city to ensure the most efficient means of evaluation and/or replacement of existing electronics is completed.
- Provide the city with a weekly electronic summary of all activities and a roster of affected accounts: testing results, replacement of existing AMI retrofits (ADE registers + ORION SE), and units to be returned to Badger (Milwaukee) for warranty evaluation via Return Materials Authorization (RMA) process.

The Utilities Department will provide space to store the shipments from Badger and is responsible for packaging and shipping costs for RMA returns per Badger Meter's standard warranty terms.

The Utilities Department is currently inspecting all 27 Gateway/antenna sites to assure equipment are in working condition and will replace as needed.

Utilities Billing will provide appropriate staffing to accompany Badger staff in the field during this project. This request ensures access, safety, oversight, and guidance to ensure project efficiency and the best experience for the city's citizens.

I will remain dedicated to maintaining my active role until these crucial tasks are successfully accomplished.

Respectfully,



**Hassan Hadjimiry, P.E.**

*Utilities Director*

*City of Delray Beach*

*434 S. Swinton Avenue*

*Delray Beach, FL 33444*



# Palm Beach County LEAGUE of CITIES, Inc.

December 28, 2023

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**2<sup>nd</sup> Vice President**

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JeRiise Hansen

City of Delray Beach  
c/o Missie Barletto  
Assistant Public Works Director  
100 N.W. First Ave.  
Delray Beach, FL 33444  
[BarlettoM@mydelraybeach.com](mailto:BarlettoM@mydelraybeach.com)

**Re: The Palm Beach County League of Cities Inc. Infrastructure Surtax Citizen Oversight Committee Meeting on October 18, 2023**

Dear Ms. Barletto:

The Palm Beach County League of Cities Inc.'s Infrastructure Surtax Citizen Oversight Committee met on October 18, 2023. The purpose of the meeting was to review your city's project list for FY 2023/2024. Please be advised that the Committee has determined your proposed projects for FY 2023/2024 are consistent with the requirements of F.S. § 212.055(2), and Palm Beach County Ordinance No. 2016-032. The Committee wants to thank you for your work to date, and appreciates your efforts. The next steps are as follows:

**February 28, 2024:**

Please send JeRiise Hansen ([JHansen@pbcgov.org](mailto:JHansen@pbcgov.org)) an updated FY 2022/2023 project list by February 28, 2024. The updated project list should contain the following information:

- (a) surtax project name;
- (b) description of project;
- (c) rationale from municipality as to how the project is eligible to be funded through surtax monies;
- (d) surtax allocation for each project during FY 2022/2023 (e.g., estimated costs);
- (e) surtax expenditures for each project through September 30, 2023; and
- (f) management letter comments from auditors regarding the use of surtax funds, if any.

The timeframe that the Committee wants to review for this updated project list is October 1, 2022 through September 30, 2023. If your city did not spend any money in FY 2022/2023, please provide written correspondence stating so. The updated project list will be used by the Committee in preparing its FY 2022/2023 Annual Report to each Participating Municipality. The Committee anticipates issuing its FY 2022/2023 Annual Report following its meeting in April or May 2024.

The League will provide the date, time and place of the April or May 2024 Committee Meeting at a later date. Annual Reports for FY 2023/2024 are anticipated to be issued in April or May 2025.

**June 30, 2024:**

Please send JeRiise Hansen ([JHansen@pbcgov.org](mailto:JHansen@pbcgov.org)) a FY 2024/2025 project list by June 30, 2024. The project list should contain the following documentation:

- (a) surtax project name;
- (b) description of project;
- (c) rationale from municipality as to how the project is eligible to be funded through surtax monies; and
- (d) surtax allocation for each project during FY 2024/2025 (e.g., estimated costs).

The timeframe that the Committee wants to review for this project list is October 1, 2024 through September 30, 2025. If you do not intend on spending any money in FY 2024/2025, please provide written correspondence stating so. The Committee anticipates reviewing the FY 2024/2025 project lists at its second meeting in 2024, contemplated to be scheduled some time between August and October 2024. The League will provide the date, time and place of that Committee Meeting at a later date.

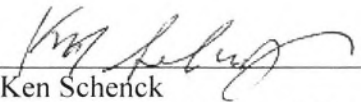
**Additional Committee Comments:**

1. Formatting of project lists: The project lists may be in a word or Excel format. The Committee requests that each municipality continue to use the template model currently in use for developing and updating project lists. This template has been provided previously.
2. Amendments to previously reviewed project lists: The Committee understands that project lists may be amended from time to time as municipal priorities change and funding sources become available. The Committee requests that if a project list is amended after the Committee reviews it (i.e., one project is removed and a new project is added), that the city show the amendments on the revised project list. An easy way to show this is with a strikethrough and underline format, showing where the changes have occurred. The Committee also requests that if a project list adds new projects, changes the scope of work on projects previously reviewed by the Committee, or removes projects previously reviewed by the Committee, that the city provide written correspondence or a notation on the project list indicating that the updated list has been approved by the governing body. The Committee is not looking for governing body approval for minor, non-substantive changes to the list (i.e. wording changes).



Please contact Palm Beach County League of Cities Executive Director Richard Radcliffe at (561) 355-4484 if you have any questions regarding the above.

Sincerely,



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Ken Schenck

Chair of the Palm Beach County League of Cities, Inc.  
Infrastructure Surtax Citizen Oversight Committee

cc:

Executive Director Richard Radcliffe  
General Counsel Keith W. Davis, Esq.

# January 8, 2024 - January 14, 2024

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
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			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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		

## Monday, January 8

- 12:00am Chief Mager - Out →
- K. Edwards - Out 1/2 Day
- 7:30am - 8:30am Begin CIL (CM Office) ↻
- 9:00am - 9:30am Missie Barletto Bi-Weekly Meeting (Office of the City Manager) - Vega, Brenda ↻
- 10:00am - 11:00am Mayor mtg w/CM Moore Re: Agenda & Updates (City Manager's Office) - Rangel, Delores ↻
- 11:00am - 12:00pm Follow-Up Considerations Regarding Organizational Structure (CM Office) - Terrence R. Moore
- 2:00pm - 2:30pm Duane D'Andrea Bi-Weekly Meeting (CM's Office) ↻
- 3:30pm - 3:30pm Rescheduled: Commissioner Burns mtg w/CM Moore Re: Agenda and Updates (CM Office) - Terrence R. Moore
- 3:30pm - 4:00pm On-Site Visit Miller Field Scoreboard (Miller Field)

## Tuesday, January 9

- ← 12:00am Chief Mager - Out
- 12:00am Chief Tomey - Out →
- 9:00am - 9:30am Hassan Hadjimiry Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 9:00am - 9:30am Hassan Hadjimiry Bi-Weekly Meeting (CM Office) ↻
- 9:30am - 10:30am Compile Information Letter Report - Updated Trajectory Regarding New Water Treatment Plant Revenue Bond Transaction Process (CM Office) - Terrence R. Moore
- 11:30am - 12:00pm ROB USE OF CMO CONFERENCE ROOM : Small Business/DBE Engagement Strategies
- 2:00pm - 3:00pm Bank of America (Bank of America)
- 4:00pm - 4:30pm Expedited Discussion Regarding Traffic Logix Speed Cushion (CM Office) - Terrence R. Moore

## Wednesday, January 10

- ← Chief Tomey - Out →
- 7:30am - 8:30am Kiwanis Club of Delray (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 10:00am - 10:30am Follow-Up Discussion with Delray Beach Housing Authority (CM office) - Terrence R. Moore
- 11:00am - 11:30am Kent Edwards Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 2:00pm - 3:00pm Compile Information Letter Report - Advanced Metering Infrastructure End Coder Replacement Logistics (CM Office) - Terrence R. Moore
- 3:00pm - 3:30pm Hugh Dunkley Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 4:30pm - 5:30pm Jeff Oris Annual Performance Evaluation (CM Office) - Terrence R. Moore

## Thursday, January 11

- ← Chief Tomey - Out →
- 12:00am G. Carter - Out →
- S. Walthour - Out
- 9:00am - 10:00am Compile Information Letter Report - Palm Beach County Infrastructure Surtax Project Certification for Delray
- 10:00am - 11:00am Discussion Concerning the Future of the Spady Museum (CM office) - Terrence R. Moore
- 11:00am - 12:00pm Compile Information Letter Report - Delray
- 11:30am - 12:30pm Employee Health Fair (COMMUNITY CENTER)
- 2:00pm - 3:00pm Commissioner Long mtg w/CM Moore Re:
- 2:00pm - 3:00pm Discussion Regarding the Golf Course (CM Office)
- 3:00pm - 4:30pm Various (Various) ↻
- 3:30pm - 4:30pm CANCELED: Monthly Meeting with Renee
- 3:30pm - 4:30pm Monthly Meeting with Renee Jadusingh (CM)

## Friday, January 12

- ← 12:00am Chief Tomey - Out
- ← 12:00am G. Carter - Out
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 9:30am Anthea Gianniotis Bi-Weekly Meeting (City Manager's Office) - Vega, Brenda ↻
- 10:30am - 12:00pm Quarterly Service Awards (Commission Chambers)
- 3:00pm - 4:30pm Schedule Annual Performance Evaluations for 2024 (CM Office) - Terrence R. Moore

## Saturday, January 13

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

## Sunday, January 14