



# CITY OF DELRAY BEACH

OFFICE OF THE CITY MANAGER

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



## City Commission Information Letter

July 19, 2024

### **Next Steps Involving Badger Meters, Inc. Commitments Regarding Delray Beach's Advanced Metering Infrastructure**

Earlier this week, my office, and that of Director of Utilities Hassan Hadjimiry and City Attorney Lynn Gelin hosted a meeting with representatives of Badger Meters, Inc. to discuss and outline remaining tasks necessary to repair encoders and other components of the City's advanced metering infrastructure system (AMI).

As referenced in the attached electronic mail message from Mr. Hadjimiry, guidance to this effect currently involves ancillary coordination of both internal staffing and external contractual services to help achieve better access to failed devices that continue to remain inaccessible. These include recent revelations of more sand and dirt covered meters and encoders, as well as associated wiring.

Direction is therefore currently underway to update project implementation details to this effect, including ancillary specific responsibilities on part of both Badger, Inc., and the Department of Utilities, to finish all remaining repairs, now currently anticipated to be accomplished during the next few months.

Meanwhile, all involved remain pleased to report that the recently communicated metric of 98% of utility billing continues to remain a function of both manual reads and presently well-functioning AMI hardware and components, sustainably alleviating dependence on estimating to determine customer utility account balances accordingly.

### **Implementation of Expanded License Plate Reader Program**

With current efforts to expand both operations and functionality of the Delray Beach Police Department Real Time Crime Center, via installation of external interfacing technology in strategic areas of the community, please be advised

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that direction to this effect includes expansion of the agency's license plate reader program.

As noted in the attached memorandum from Assistant Chief of Police Darrell Hunter, this includes the recently authorized purchase and installation of both license plate recognition cameras and closed-circuit television cameras to support respective operations in the vicinity of Linton Boulevard and Interstate 95. Partnership to this effect involving both BMW of Delray Beach and the Palms of Delray has likewise been initiated to support placement of infrastructure that otherwise would not become possible.

The next phase of implementation to this effect supports such for Downtown Delray Beach. Although specific details relative to infrastructure placement have yet been determined, direction is currently imminent to coordinate with leadership of both the Delray Beach Community Redevelopment Agency and the Downtown Development Authority to help facilitate respective logistics. Guidance to this effect therefore involves facilitating respective permitting and other related concerns beginning next week.

An additional update as outlined will likewise be offered publicly during the August 5<sup>th</sup> regular City Commission meeting.

### **Closure and Removal of Non-Servicing Bus Stop Shelters**

As the City of Delray Beach continues to advance efforts to manage both homelessness and various unsightly conditions currently being experienced in our community, please be advised that an updated bus stop shelter inventory will soon be initiated to help address status of functionality accordingly.

As referenced in the attached electronic mail message from Director of Neighborhood and Community Services Sam Walthour, direction to this effect involves applicable coordination with Palm Tran, ultimately enabling the removal of non-operational shelters that have since transitioned into make-shift home environments for less fortunate individuals.

While it is anticipated that the removal of non-operational bus stop shelters as outlined will take place during the next few months, all involved likewise look



forward to achieving productive collaboration with Palm Tran, so as to not disrupt their service routes and/or other aspects of their operations accordingly.

### **Information Technology Infrastructure to Support Creative Arts School Operations and Programming**

With last week's budget amendment authorization to proceed with both organizational and operational structures necessary to reactivate the Creative Arts School, leadership from both Information Technology and Communications have since been asked to convene to discuss and outline specific technical equipment and infrastructure needs accordingly.

As noted in the attached electronic mail message from Chief Technology Officer Jay Stacy, anticipated investment at the facility includes data and electrical cabling, network and Wi-Fi routers, as well as various audio/visual equipment to enable presentations and other related capabilities.

At an approximate cost of \$30,000, the Office of the City Manager will therefore approve specific transactions as outlined in the coming days. Applicable installation tasks and activities are likewise anticipated by later next month.

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

In response to direction offered during Tuesday evening's regular City Commission session to host a special meeting next week to further evaluate millage rate policy considerations for Fiscal Year 2024-2025, my office convened a meeting yesterday morning with departmental leadership who lead annual operations that are highly dependent on General Fund resources.

This exercise resulted in guidance for all involved to prepare for a dialogue that supports clarity relative to proposed operational line-item adjustments, efforts to reduce General Fund dependency to implement capital improvement projects,

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as well as potential level of service impacts to support various policy consideration scenarios accordingly.

Formal presentations necessary to convey resulting analysis will likewise be delivered by various members of the Executive Leadership Team.

As the coming business week for me will be abbreviated due to a brief annual leave Monday and Tuesday, no information letter will be issued next week. Reporting as noted will likewise resume Friday August 2<sup>nd</sup>.

### Enclosures:

Electronic Mail Message from Hassan Hadjimiry – Advanced Metering Infrastructure and Badger Meters, Inc.  
Memorandum from Darrell Hunter – Progress Regarding Expansion of License Plate Reader Program  
Electronic Mail Message from Sam Walthour – Inactive Bus Shelters  
Electronic Mail Message from Jay Stacy – Old School Square (Creative Art School) IT Infrastructure Upgrades  
Calendar for Business Week of July 15, 2024

CM/Documents/City Commission Information Letter 114

## Terrence R. Moore

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**From:** Hadjimiry, Hassan  
**Sent:** Thursday, July 18, 2024 11:17 AM  
**To:** Terrence R. Moore  
**Subject:** Advanced Metering Infrastructure and Badger Meters, Inc.

Mr. Moore,

Following our recent meeting with representatives of Badger Meter Inc. on Tuesday, July 16, I would like to offer Utilities Department's further assistance to resume the replacement of failed/defective communication devices.

Utilities Department will:

- Schedule a coordination meeting with Badger Meter to establish and outline a detailed plan and timeline for the replacement of the failed devices.
- Allocate additional internal and external support staff to clear the inside of water meter boxes / vaults with defective communication devices so that the replacement devices to be installed by Badger Meter.

I am committed to resuming the replacement process promptly and aim for a successful completion within a few months.



**Hassan Hadjimiry, P.E.**

*Utilities Director*

*City of Delray Beach*

*434 S. Swinton Avenue*

*Delray Beach, FL 33444*



**561.243.7303**



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





Russ E. Mager  
Chief of Police

# Delray Beach Police Department

300 West Atlantic Avenue  
Delray Beach, Florida 33444-3695  
(561) 243-7888 Fax (561) 243-7816



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## MEMORANDUM

TO: Terrence Moore, City Manager

FROM: Acting Chief Darrell Hunter *SKH*

DATE: July 17, 2024

SUBJECT: Progress Regarding Expansion of License Plate Reader Program

### Background

The Delray Beach Police Department is enhancing the Real-Time Crime Center through the installation of technology in strategic locations to act as a force multiplier to deter, combat, and solve crime.

Currently, the Delray Beach Police Department has two active LPR/CCTV camera projects and is working on a plan for the anticipated receipt of federal funds awarded through a federal grant (FY24 COPS - Technology and Equipment Program Invitational Solicitation).

### Linton Blvd and I95

The City Commission approved the purchase and installation of license plate recognition cameras (LPR) and closed-circuit TV cameras (CCTV) in the area of Linton Boulevard and I-95. In an effort to be fiscally responsible, the city entered into a public/private partnership agreement east of I-95 with AutoNation (BMW of Delray Beach) and Palms of Delray (HomeGoods) to install a pole, LPR/CCTV cameras, and other necessary hardware on private property. Both entities provided access to their electricity at no cost, which reduced the overall cost of this project by approximately \$11,000 as the city did not have to install an electric meter at these locations. In addition, this partnership eliminated the need to file for permitting with Palm Beach County and/or FDOT, as the pole and other equipment did not have to be placed in a public easement or right-of-way.

The original applications for the two sites west of I-95 were filed with the City of Delray Beach Building Department, routed to Planning and Zoning, and denied for various reasons, which needed to be addressed by the contractor. The refiles are expected to occur prior to the end of the day on July 19, 2024.

*"Serving with H.E.A.R.T."*

An anticipated issue is that both BMW of Delray Beach and Palms of Delray have old surveys for their respective properties. The city requires a current survey, no more than a year old. However, it is not the intent of the Delray Beach Police Department to cause the property owners to incur any costs for assisting with these projects, and a waiver will be requested if the permit is denied.

The poles, cameras, and other necessary hardware to be installed east of I-95 need to be placed in a public easement, which requires permitting from the county and review by FDOT. Engineering drawings and necessary paperwork are being filed in accordance with county/FDOT rules and regulations.

It should be noted that all needed hardware for this project has been delivered to the Delray Beach Police Department and is being properly secured in the Criminal Intelligence Unit office pending permit approval for installation.

### Downtown Camera Project

The City of Delray Beach, Community Redevelopment Agency, and Downtown Development Authority have partnered to fund the installation of CCTV cameras along East Atlantic Avenue from Swinton Boulevard to the FEC train tracks, around the exterior of the OSS parking garage, and in front of the amphitheater. Members of City IT, and DBPD IT worked together to design a fiber network that would not only support this project but also be ready for future expansion of the camera program and provide the capabilities of bringing secure fiber to city-owned facilities that could be leveraged and used for a multitude of unrelated future needs.

The contractor filed a permit with the city, which was denied for a multitude of reasons. At the same time, it was learned that the Public Works Department had concerns about the installation of hardware at the Crest Theater which was originally identified as being one of two "hubs" for this project. However, city IT believes that the Crest Theater should remain a hub for this project as it will allow for the easier installation of security cameras if so desired in the future and bring city-owned, secured fiber capabilities to this structure, which is needed for operational reasons.

On Monday, July 22, 2024, at 1:30 p.m., Chief Mager will meet with all involved department heads and other critical personnel to discuss both of these projects, the permit status, and other related concerns.

### Federal Grant (FY24 COPS) Technology and Equipment Program Invitational Solicitation) Update

In early 2023, the City of Delray Beach was awarded \$963,000 to enhance public safety through the installation and use of police technology, more specifically LPR and CCTV cameras through a Senate Appropriations Bill/DOJ Grant. Upon approval, members of the Delray Beach Police Department had to complete a complex grant application with the Department of Justice. The application deadline was July 17, 2024, and the Delray Beach Police Department submitted the completed grant application on May 14, 2024. The application is pending review, and if approved, funding is expected to be provided after October 1, 2024.

In preparation of this funding, members of the Special Investigations Section of the Delray Beach Police Department have identified strategic locations throughout the entire city based on traffic, crime trends, and other police intelligence to install LPR and CCTV cameras.



## Terrence R. Moore

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**From:** Walthour, Sammie  
**Sent:** Thursday, July 18, 2024 2:55 PM  
**To:** Terrence R. Moore  
**Subject:** Inactive Bus Shelters

Mr. Manager,

This email message serves as a follow up to the discussion regarding bus shelters in the city that are no longer active due to bus routes that have been canceled in recent years. Provided by Palm Tran, Public Works has the list of the referenced bus shelters, and as appropriate, considerations regarding their removal will involve a collaborative effort of all concerned.

Should you need additional information, please advise.

Thanks,

**Sammie L. Walthour, MSM, Director**  
Neighborhood and Community Services Department  
100 NW First Avenue  
Delray Beach, FL 33444  
Work: (561) 243-7240  
Mobile: (561) 400-4511  
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NEIGHBORHOOD and  
COMMUNITY SERVICES

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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.



## Terrence R. Moore

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**From:** Stacy, Jay  
**Sent:** Wednesday, July 17, 2024 12:32 PM  
**To:** Terrence R. Moore  
**Cc:** Carter, Gina  
**Subject:** Old School Square IT Infrastructure Upgrades

Good afternoon Terrence,

My team has completed our analysis of the IT infrastructure that is needed to enable the building to support City employees and conduct classes. The data cabling needs to be completely replaced and some additional electrical runs are also needed for power. We will need to purchase data communication equipment (switches, routers) to connect the building back to City Hall and to provide Wi-Fi connectivity within the building. We have obtained estimates for the above and expect the total cost to come in under \$25,000.

In addition to the basic network infrastructure above, some audio/visual equipment is needed for instructors to display class material (e.g. large display screen, wireless screen sharing devices) and digital signage. This equipment is expected to cost less than \$5,000.

Let me know if you require any additional information.

# July 15, 2024 - July 21, 2024

July 2024							August 2024							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
		1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13		4	5	6	7	8	9	10
14	15	16	17	18	19	20		11	12	13	14	15	16	17
21	22	23	24	25	26	27		18	19	20	21	22	23	24
28	29	30	31					25	26	27	28	29	30	31

## Monday, July 15

- 12:00am Chief Mager - Out →
- H. Hadjimiry - Out
- 7:30am - 8:30am Begin CIL (CM Office) ↻
- 8:30am - 8:40am New employee orientation (First Floor Conference Room) - Bast, Dot ↻
- 9:00am - 9:30am Mike Salem (CM Office)
- 9:30am - 10:00am Review/Finalization of Ad Valorem Rate
- 10:00am - 11:00am Mayor Meeting w/CM Moore Re: Agenda &
- 10:00am - 10:30am Sister Cities Meeting -Daphney Antione &
- 11:00am - 11:30am Various (Various) 🔒
- 11:30am - 12:30pm Review of Chief Procurement Officer
- 2:00pm - 2:30pm Follow-Up Considerations Regarding Director of
- 3:00pm - 4:00pm Commissioner Burns mtg w/CM Moore Re:
- 3:00pm - 3:30pm Update Regarding Procurement and Purchasing

## Wednesday, July 17

- ← Chief Mager - Out →
- 12:00am S. Metott - Out →
- H. Hadjimiry - Out
- 7:30am - 8:30am Kiwanis Club of Delray (Delray Beach Golf Club
- 8:30am - 9:00am Sam Metott Bi-Weekly Meeting (Office of the City
- 9:00am - 9:30am Sam Metott Bi-Weekly Meeting (CM Office) -
- 9:30am - 10:00am Phone Conference with Palm Beach County PBA
- 10:30am - 11:30am Compile Information Letter Report -
- 11:00am - 11:30am Tomey v City (Microsoft Teams Meeting) - Gelin,
- 12:30pm - 1:30pm Commissioner Casale Meeting w/CM Moore Re:
- 12:30pm - 1:00pm Update Regarding Procurement and Purchasing
- 2:00pm - 2:30pm Jay Stacy Bi-Weekly Meeting (City Manager
- 3:00pm - 4:00pm Meeting Regarding FPL Drones at Delray

More Items...

## Friday, July 19

- ← 12:00am Chief Mager - Out
- ← 12:00am S. Metott - Out
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 10:00am Follow-Up Meeting Regarding Haitian Cultural Center (CM Conference) - Terrence R. Moore
- 10:30am - 12:00pm Quarterly Service Awards (Commission Chambers)
- 11:00am - 12:30pm Various (Various)
- 12:30pm - 1:00pm Various (Various)
- 1:30pm - 3:00pm Various (Various) - Terrence R. Moore
- 2:00pm - 2:30pm Cornell Art Museum/ Be Playful, Be Magic
- 3:30pm - 4:30pm Compile PowerPoint Presentation to Accompany
- 4:30pm - 5:00pm Brief Annual Leave Email Notification (CM
- 5:00pm - 5:30pm Set Outlook Out of Office Notification (CM

## Tuesday, July 16

- ← Chief Mager - Out →
- 9:00am - 10:00am Follow-up Meeting Regarding Defective Badger Encoders Replacement (CM Conference Room) - Terrence R. Moore
- 11:00am - 12:00pm Compile Information Letter Report - Inventory and Potential Removal of Non-Servicing Bus Shelters (CM Office) - Terrence R. Moore
- 12:00pm - 1:30pm Various
- 2:30pm - 3:00pm Gina Carter Bi-weekly Meeting (CM Office) - Terrence R. Moore ↻
- 4:00pm - 10:00pm July 16th Commission Meetings - Viewing of Presentations (Microsoft Teams Meeting) - Harris, Patrice
- 4:00pm - 8:00pm Budget Workshop/Regular Commission Meeting

## Thursday, July 18

- ← Chief Mager - Out →
- ← S. Metott - Out →
- 8:00am - 9:00am Compile Information Letter Report - Alternative Solutions Considerations Involving Advanced Metering
- 9:00am - 10:00am Ancillary Fiscal Year 2024-2025 General Fund
- 10:00am - 10:30am Sammie Walthour - Bi-weekly Meeting with
- 11:00am - 11:30am Various (Various)
- 11:30am - 12:00pm JANAI BOWENS - BI-WEEKLY MEETING (CM
- 2:00pm - 2:30pm Brief Meeting with Mayor Carney (CM Office) -
- 2:00pm - 2:30pm Katerri Johnson Bi-Weekly Meeting (Office of the
- 3:00pm - 4:30pm Various (Various) ↻
- 4:00pm - 5:00pm Compile Information Letter Report - Progress
- 5:00pm - 6:00pm Deliver Pat (CM Office)
- 5:00pm - 5:30pm Good Luck Presentation to Delray Rocks

## Saturday, July 20

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

## Sunday, July 21