



# 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

August 23, 2024

### **Updated Trajectory to Finalize Badger Meter, Inc. Encoder Repair and Replacement Program**

As both Director of Utilities Hassan Hadjimiry and I recently collaborated to achieve an updated timeline and trajectory for Badger Meter, Inc. to conclude their replacement and repair of all remaining defective endpoints for the City's advanced metering infrastructure system, please be advised that guidance was formally offered earlier this week to resume activities to this effect beginning in early September.

As referenced in the attached authorization letter, commitments to this effect include Badger providing both personnel and replacement parts necessary to conclude this effort. This likewise also involves applicable coordination with Department of Utilities staff regarding specific site condition logistics for both effective and efficient tasks completion activities accordingly.

The mutual agreed upon plan as outlined therefore anticipates completion of all noted activities, engagements, and functions by October 31, 2024.

### **Community Development Block Grant and State Housing Initiative Partnership Program Funding Allocations for Program Year 2024-2025**

With the City of Delray Beach currently concluding project transactions involving both Community Development Block Grant (CDBG) Entitlement Community Program and State Housing Initiative Partnership (SHIP) resources for the current program year, please be advised that the Department of Neighborhood and Community Services will soon prepare for specific project opportunities for Fiscal Year 2024-2025.

As referenced in the attached electronic mail message from Director of Neighborhood and Community Services Sam Walthour, the City of Delray Beach

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is scheduled to receive \$444,593 via the annual CDBG allocation, as well as \$511,049 from SHIP, both dedicated to support a variety of housing strategies. These include rehabilitation, first time homebuyer assistance, as well as public service activities involving area local non-profit agencies.

Although the City's commitments to this effect have remained fairly consistent since becoming a United States Department of Housing and Urban Development recipient community over 30 years ago, it is important to underscore available opportunities on an annual basis, considering that yearly allocations from both programs tend to fluctuate depending on formula calculations directed by both state and federal agencies.

Staff from Neighborhood and Community Services will likewise now be empowered to work with community stakeholders to encourage applications for eligible families and individuals accordingly.

### **Financial Impacts to Consider Super Senior Exemption Program**

As committed at the conclusion of Palm Beach County Property Appraiser Dorothy Jacks' August 5<sup>th</sup> City Commission meeting presentation, an analysis was conducted earlier this week to determine financial impacts to the City of Delray Beach's ad valorem revenue stream should it ever decide to support the Super Senior Exemption Program.

As the Super Senior Exemption Program provides for income eligible homeowners over the age of 65 to receive an additional homestead exemption of up to \$50,000, it has been determined that approximately 35 Delray Beach residents would qualify as noted.

As referenced in the attached electronic mail message from Chief Financial Officer Hugh Dunkley, in the event that all eligible homeowners were to register for the program, a current annual impact to General Fund revenues would be approximately \$833.

While this estimate is extremely low, it is important to underscore that a significant number of eligible homes currently have a zero taxable value.

## **Clarity Regarding Municipal Cemetery Operations and Protocols**

With a few misunderstandings relative to Delray Beach Municipal Cemetery patron and visitor protocols having recently been communicated to both the Office of the City Manager and that of Director of Parks and Recreation Sam Metott, direction has been offered to continue the expanded staff communications practices regarding individual grave site etiquette, as well as more precise coordination of maintenance without unnecessary disruptions to both visitations and daily operations.

Via a briefing meeting with Mr. Metott earlier this week, guidance to this effect as outlined included adherence to policies and procedures regarding decorations and ornamentals placed at individual sites. This includes staff continuing to consider recent plots with the understanding that respective areas are active burial sites.

With communication of expectations to staff as outlined, we feel that patrons and visitors will have the most pleasant experience possible while visiting deceased loved ones.

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

With Chief Financial Officer (CFO) Hugh Dunkley having submitted his resignation earlier this week to accept a career progression opportunity outside of municipal government service, the Office of the City Manager has initiated immediate steps to continue productive synergy relative to daily financial, budget, and procurement related operations. This included applicable orientation of expectations with departmental staff members, as well as assigning both Assistant Director of Finance Laura Thezine and Chief Accounting Officer Carmen Aleman to expanded interim duties effective Monday, September 16<sup>th</sup>, several days in advance of Mr. Dunkley's departure date of Friday, September 20<sup>th</sup>.

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Direction was also initiated to begin external recruitment efforts to ultimately select a professional to serve as the City's next permanent CFO. I am likewise pleased with the level of immediate interests currently being expressed by job seekers via the noted application process. I am therefore confident that a final hire will be successfully made in the coming weeks.

Enclosures:

Authorization Letter – Badger Meter

Electronic Mail Message from Sam Walthour – 2024-2025 CDBG and SHIP Allocations

Electronic Mail Message from Hugh Dunkley – Super Senior Homestead Exemption

Calendar for Business Week of August 19, 2024

CM/Documents/City Commission Information Letter 117



4545 W. Bronson Deer Road  
PO Box 246036  
Milwaukee, Wisconsin 53224-9536  
414 355 0400 • 800 876 3837

August 15, 2024

Mr. Terrance Moore, ICAM-CM City Manager  
City of Delray Beach  
100 N.W. 1<sup>st</sup> Avenue  
Delray Beach, FL 334444

Dear Mr. Moore:

Badger Meter acknowledges receipt of your email dated July 26, 2024, and is providing the City of Delray Beach with two solutions for your review to address your concerns, updated to address the requests outlined in Mr. Hadjimiry's email dated August 12, 2024. Both proposals go above and beyond the terms and conditions provided in our published warranty and reflect our commitment to reaching a solution.

Option One is to proceed with replacement of endpoints that did not successfully communicate to the mobile reading system when attempting to capture a reading during the week of May 27, 2024:

1. Badger Meter will provide personnel and the work order application to facilitate the changeout of ORION SE endpoints. Data will be sent from BEACON to help drive the changeout process and will include, at minimum, the endpoint and meter serial number along with the address to help identify accounts before starting work.
2. Endpoints identified for replacement from the May 27, 2024, mobile reading project will be confirmed while onsite using an IR communication device. Endpoints unable to communicate with the IR device are also unable to send mobile and fixed network radio frequency messages. Endpoints that can communicate with the IR communication device continue to send mobile and fixed network radio frequency messages. These endpoints are not communicating due to environmental challenges outside of our control and the published warranty. As such, they will be turned over to the City to address.
3. Badger Meter will submit weekly to the City Excel files of replaced devices. Badger Meter will use best practices to provide accurate dates with each submission.
4. Badger Meter and the City will develop a mutually agreeable plan to address the endpoint replacement project. The City has requested seven working days to clean meter pits to support the endpoint change out project. Cleaned pits must be free of water, dirt, and debris to allow maintenance and evaluation to be performed on the encoder, the endpoint and the wire that connects these devices. Any location that fails to meet these requirements will be documented by Badger Meter personnel and returned to the City for the City to complete the change out.

5. The City is required to notify its customers of the project, provide necessary identification to address initial public questions and provide personnel to accompany each Badger Meter supplied installation team. If indoor access is needed for endpoint replacement, the City is responsible for scheduling an appointment. City personnel will be responsible for addressing any non-warrantable product and environmental issues identified that will impact fixed network and mobile radio frequency performance.
6. The City is responsible for addressing any non-warrantable products and any environmental issues identified by Badger Meter or City personnel that will impact mobile and fixed network radio frequency signal propagation and performance.
7. All replacement endpoints will be connected to existing encoders using industry standard field splice kits.
8. The City will be required to change endpoint serial number data in its utility billing application and send weekly files to BEACON with the new information using the existing billing integration process.
9. The City shall provide a secure warehouse location to store new endpoints and splice kits used to complete the project.
10. The City shall provide a location and packaging of the endpoints pulled from the field. All endpoints pulled from the field will be returned to Badger Meter using the standard published return case process.
11. All replacement devices shall assume the warranty of the time remaining from the endpoint removed from the field.
12. The shipment of replacement product is estimated to begin within three weeks from the date of the delivery of an executed acceptance of this agreement.
13. The successful completion of the project removes Badger Meter from any further liability, damages, or other remedies related to endpoints other than those established in Badger Meter's published warranty document applicable to the products purchased by the City.

To reiterate, under Option One, the City will still face issues regarding endpoints not properly communicating due to circumstances outside of Badger Meter's control and not covered by Badger Meter's warranty. These circumstances include, but are not limited to, the use of metal pit lids, the lack of gateways or improper installation of gateways, and lack of maintenance per Badger Meter's operation manual. These circumstances will cause performance issues outside the scope of Badger Meter's warranty.

Option Two is to proceed with replacement of current endpoints with cellular endpoints. Deploying cellular endpoints following Badger Meter's recommended installation process eliminates the need for additional gateway infrastructure. As we have advised previously, based on the current installation of gateway infrastructure, there is not enough gateway coverage to support successful reading of 100% of the endpoints. Deploying cellular endpoints through non-metal lids eliminates the need for additional infrastructure. A quote with special pricing for this option is attached. For this option, Badger Meter is offering a heavily discounted upgrade program. The City will receive a new cellular endpoint and a new encoder, both of which come with a new warranty.

Upon Badger Meter's receipt of the City's acceptance of either Option 1 or 2, it is the intent of Badger Meter to complete the Option selected by the City by the end of October. To expedite completion, Badger Meter and the City will make best efforts working together to address

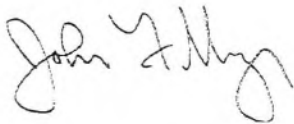
Mr. Terrence Moore  
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concerns that may impact the program including but not limited to pit cleaning, weather, and unknown environmental concerns. In addition, Badger Meter will conduct a final drive-through to confirm that devices replaced under the selected Option are successfully sending RF signals.

We believe offering these two options allows the City to select the plan that best meets its needs. The acceptance and completion of either option removes Badger Meter from any further liability, damages, or other remedies related to these endpoints other than those available in Badger Meter's published warranty documents applicable to the products owned by the City.

Please have an authorized officer of the City accept this offer by selecting one of the options and signing below. Upon acceptance, we will commence the project by reaching out to Mr. Hadjimiry.

Sincerely,



John Fillinger  
Director, Customer Success and Field Support

CC: Colin Middaugh, Director, Sales  
Shauna Griffin, Badger Meter, Sr. Director, Sales  
David Miller, Badger Meter, Director, Legal Counsel

**Attachments:**

RDM-WR-00685-EN-07\_AWWA Lead-Free Disc Meter Warranty.pdf  
ORI-WR-00531-EN-08\_Water Products.pdf  
ORI-WR-0053-EN-06\_EN\_Water Products Warranty.pdf  
ORION\_SE\_Clar\_DelrayBeachFL\_Rev4\_2013\_0717.pdf  
ADD INSTALLATION GUIDE HERE  
City of Del Ray Beach Upgrade Program (002).pptx  
Gateway-ORIONSE300ftCable.pdf  
Quote #

The above-mentioned offer and terms and conditions are hereby accepted by the City of Delray Beach for:

- Option One (replace endpoints under warranty with ORION SE) to be completed by 10/31/2024
- Option Two (replace endpoints under warranty with ORION Cellular)

Mr. Terrence Moore  
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August 15, 2024

BY:  \_\_\_\_\_

PRINTED NAME: Terrence R. Moore, ICMA, CM

DATE: August 20, 2024



## Terrence R. Moore

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**From:** Walthour, Sammie  
**Sent:** Tuesday, August 20, 2024 2:17 PM  
**To:** Terrence R. Moore  
**Subject:** 2024-2025 CDBG and SHIP Allocations

Mr. Manager,

For the 2024-2025 fiscal year, allocations for the Community Development Block Grant (CDBG) and the State Housing Initiative Partnership Program (SHIP) are \$444,593 and \$511,049, respectively. Through this funding, the Neighborhood Services Division will continue to advance its mission of implementing strategies for low and moderate-income households and individuals, including housing rehabilitation for the renovation and repair of substandard homes, purchase assistance for first-time homebuyers, and public service activities delivered to city residents by local nonprofit organizations. Outreach efforts to apprise the community regarding these opportunities will be implemented accordingly.

The City of Delray Beach has been a CDBG and SHIP grantee since 1992.

Should you need additional information, please advise.

Thanks,

Sam

Sammie L. Walthour, MSM, Director  
Neighborhood & Community Services Department  
(561) 400-4511 Cell  
(561) 243-7240 Office  
[www.mydelraybeach.com](http://www.mydelraybeach.com)

## Terrence R. Moore

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**From:** Dunkley, Hugh  
**Sent:** Thursday, August 22, 2024 12:21 PM  
**To:** Terrence R. Moore  
**Cc:** Thezine, Laura; Aleman, Carmen  
**Subject:** Super Senior Homestead Exemption

Mr. Moore –

As you are aware, the City already grants an additional homestead exemption of \$25,000 to certain income-qualified senior citizens. This exemption, which is commonly referred to as the *Senior Homestead Exemption*, is only applicable to the City portion of the tax bill and does not apply to the millage of the school district or other taxing authorities. When the Senior Homestead Exemption was adopted by the City Commission via Ordinance No. 34-23 (September 18, 2023), it was determined that the estimated revenue loss would amount to approximately \$120,000/yr.

There is yet an additional homestead exemption that is available to certain qualifying senior citizens. This exemption, referred to as the *Super Senior Homestead Exemption*, provides an exemption that is equal to the assessed value of the property to an owner who has title to real estate in Florida with a market value less than \$250,000, as determined in the first tax year that the owner applies and is eligible for the exemption, and who has maintained permanent residence on the property for at least 25 years, is 65 or older, and whose household income does not exceed the household income limitation. The Office of the Property Appraiser has informed us that the City currently has 35 residents who would qualify for this exemption, should it be granted by the City Commission. The total revenue loss for granting the Super Senior Homestead Exemption to these 35 individuals would amount to \$833.

Please advise if you need any additional information regarding this matter.



**Hugh B. Dunkley, CPA, CPFO, CGFO**  
Chief Financial Officer  
City of Delray Beach  
100 N.W. 1<sup>st</sup> Avenue  
Delray Beach, FL 33444  
(561) 243-6204  
[DunkleyH@mydelraybeach.com](mailto:DunkleyH@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.

PLEASE NOTE: Pursuant to Florida's Government in the Sunshine Act (a.k.a. "Sunshine Law"), e-mails containing city business should be directed to either: all City Commissioners or only 1 City Commissioner at a time and should not include prior responses from other Commissioners in order to avoid the perception that a third party is acting as a liaison between Commissioners. "

# August 19, 2024 - August 25, 2024

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

## Monday, August 19

- 12:00am J. Oris - Out →
- 12:00am A. Gianniotis - 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 Missie Barletto Bi-Weekly Meeting (Office of the City Manager) - Vega, Brenda ↻
- 10:00am - 11:00am Mayor Meeting w/CM Moore Re: Agenda &
- 10:00am - 10:30am Aggregate Liability Insurance Structure (CM
- 11:30am - 12:00pm Step 3 Grievance Process T. Barnes (CM
- 2:00pm - 2:30pm Duane D'Andrea Bi-Weekly Meeting (CM's Office)
- 3:00pm - 4:00pm ICMA Credentialed Manager Annual Report (CM
- 6:00pm - 10:00pm August 19th Commission Meeting - Viewing of
- 6:00pm - 9:00pm Regular Commission Meeting (Commission

## Tuesday, August 20

- ← J. Oris - Out →
- ← A. Gianniotis - Out →
- 9:00am - 9:30am Follow-Up Concerning Utilities Related Cost Allocation Structure (CM Office) - Terrence R. Moore
- 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) - Terrence R. Moore ↻
- 10:00am - 10:30am Insurance Package Premium Quotes Presentation (Conference Room - City Manager) - Wolfe, Paula
- 11:00am - 12:00pm Compile Information Letter Report - CDBG and SHIP Funding Allocations for Program Year 2024-2025 (CM Office) - Terrence R. Moore
- 3:30pm - 4:30pm Compile Information Letter Report - Clarity Regarding Municipal Cemetery Operations and Protocols (CM

## Wednesday, August 21

- ← J. Oris - Out →
- ← 12:00am A. Gianniotis - Out →
- 12:00am D. D'Andrea - Out →
- K. Edwards - Out
- 7:30am - 8:30am Kiwanis Club of Delray (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 9:00am - 10:00am Agenda Review Meeting (September 3rd CC Meeting) (Conference Room - City Hall 1st Floor) - Conference Room -
- 11:00am - 11:30am Kent Edwards Bi-Weekly Meeting (CM's Office)
- 11:30am - 12:30pm Preparation for Interim Chief Financial Officer
- 2:30pm - 3:30pm Compile Information Letter Report - Financial
- 3:00pm - 3:30pm Hugh Dunkley Bi-Weekly Meeting (CM's Office) -
- 4:00pm - 5:00pm Commissioner Markert Meeting w/CM Moore
- 4:00pm - 4:30pm Discussion Ancillary Mktg and Promotion of

## Thursday, August 22

- ← J. Oris - Out →
- ← D. D'Andrea - Out →
- 8:00am - 8:30am HBL (CM Office)
- 9:00am - 10:00am Compile Information Letter Report - Updated Trajectory to Finalize Badger Meters, Inc. Encoder Repair Program (CM Office) - Terrence R. Moore
- 11:00am - 12:30pm Begin Michele Pandolfo Annual Performance Evaluation (CM Office)
- 2:00pm - 3:00pm Commissioner Long mtg w/CM Moore Re: Agenda and Updates (CM Office) - Terrence R. Moore ↻
- 3:00pm - 4:30pm Various (Various) ↻

## Friday, August 23

- ← 12:00am J. Oris - Out
- ← 12:00am D. D'Andrea - Out
- H. Dunkley - Out
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 9:30am Anthea Gianniotis Bi-Weekly Meeting (City Manager's Office) - Vega, Brenda ↻
- 9:00am - 9:30am Anthea Gianniotis Bi-Weekly Meeting (CM Office) ↻
- 9:00am - 9:30am Utility Plan Review Fee (CM Office) - Terrence R. Moore
- 11:00am - 1:30pm PBCCMA (Monthly) Meeting (TBD) - Vega, Brenda ↻
- 1:30pm - 2:30pm PD Litigation (City Manager's Office - Lynn may
- 2:30pm - 3:00pm 2:30 pm - DEPARTMENT STAFF MONTHLY
- 4:00pm - 5:00pm Process UKG Time and Attendance (CM Office) ↻

## Saturday, August 24

- 9:00am - 10:30am Finish ICMA Credentialed Manager Annual Report (CM Office)
- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 11:30am - 1:30pm Various, CIL Notes, etc. (CM Office) ↻

## Sunday, August 25

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