

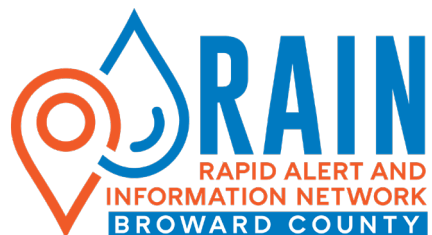
Standard Operating Procedure (SOP)

Broward Rapid Alert and Information Network (RAIN)

Initial ILA Agreement and Installation

Table of Contents

1. Purpose
2. Scope
3. Definitions
4. Roles and Responsibilities
5. Permitting and Site Preparation
6. Coordination Process
6. Data Management and Visualization
7. Maintenance and Inspection Protocols
8. Communication and Reporting
9. Points of Contact
10. Compliance and Legal Considerations



Purpose

This SOP establishes a comprehensive framework for coordination between Broward County and participating municipalities following execution of the Interlocal Agreement (ILA) for the Broward Rapid Alert and Information Network (RAIN). It ensures effective planning, installation, maintenance, and data management for urban flood monitoring units deployed under the RAIN program.

Scope

This SOP applies to Broward County Public Works and Environmental Services Department (PWESD), participating City/Town staff, and authorized contractors and vendors engaged in the implementation and maintenance of RAIN infrastructure.

Definitions

Urban Flood Unit: A system consisting of water level sensors, data loggers, telemetry modules, solar panels, batteries, and mounting hardware installed at designated locations to monitor flood conditions.

Licensed Location: A site designated by the City/Town for installation of RAIN equipment as per the ILA.

Roles and Responsibilities

Broward County will coordinate meetings, procure equipment, provide technical specifications, install and maintain urban flood units, and manage data dashboards. Broward County will also supply the pole and pedestal for each site. The City/Town may pick up the pole at the Broward County Traffic Engineering Division by coordinating with the designated County representative. The City/Town is responsible for identifying suitable locations, constructing foundations, installing conduits, obtaining permits, and providing access for County staff during installation and maintenance.

Party	Responsibilities
Broward County	<ul style="list-style-type: none"> • Coordinate all meetings with participating municipalities. • Procure and deliver all required equipment. • Provide technical support for installation. • Install and maintain urban flood units. • Manage and maintain data dashboards. • Supply the pole and pedestal for each site.
City/Town	<ul style="list-style-type: none"> • Pick up the pole and pedestal from Broward County Traffic Engineering Division (coordinate with County representative). • Identify suitable installation locations. • Construct concrete foundations. • Install conduits. • Obtain all necessary permits within its own right-of-way. • Provide access for County staff during installation and maintenance. • Provide annual payment of \$1,000 per site to support telemetry, data storage, and replacement parts.

Permitting and Site Preparation

Following ILA execution, the County representative will schedule a kickoff meeting with the City/Town to confirm the number of sites, review site selection criteria, and discuss data storage and visualization needs. Joint field visits will be conducted to evaluate site suitability. The County will procure equipment, and the City/Town will prepare sites in accordance with roadway jurisdictional specifications. Installation and commissioning will follow, ensuring accurate data transmission to HydrometCloud and the Broward County dashboard.

Coordination Process

The participating City/Town is responsible for obtaining all necessary permits within its own right-of-way, in accordance with its own specifications and regulatory requirements. Once permits are secured, the City/Town shall complete the following site preparation tasks prior to County installation activities:

1. Construct the concrete base to provide a stable foundation for the urban flood unit.
2. Set the pole and pedestal supplied by Broward County.
3. Install conduit from the pole to the designated catch basin location.
4. Core drill the catch basin to allow sensor placement and conduit routing.
5. Place the elbow pull box at the catch basin for wiring and maintenance access.

All work must comply with applicable local standards and codes. Broward County staff will be available

on-site upon request to assist and help ensure work is completed appropriately. Coordination with the County representative is required prior to installation to confirm readiness of the site.

Data Management and Visualization

Data will be accessible through HydrometCloud and a Broward County-hosted dashboard, scheduled for deployment during FY26. Both platforms will provide real-time sensor data, battery status, and system health alerts. Access credentials will be provided to the City/Town point of contact.

Maintenance and Inspection Protocols

Routine inspections will occur every three to six months to clean sensors, check battery health, and verify telemetry connectivity. Additional inspections will be conducted after major storm events. Any maintenance outside routine operations will be communicated to the City/Town point of contact.

Communication and Reporting

The County will provide quarterly status reports summarizing site health, data reliability, and maintenance actions. An annual review meeting will be held to assess program performance and discuss potential expansion. All official communications will follow the Notices section of the ILA.

Points of Contact

Broward County designates **Stefan Perritano** as the primary point of contact for all coordination related to the RAIN program. Should there be any change to the County's point of contact, participating City/Town representatives will be promptly notified with updated information. Each City/Town will also designate its own point of contact as outlined in the Notices section of the Interlocal Agreement (ILA).

Contact Information

Stefan Perritano

Climate Resilience Coordinator

Broward County Public Works & Environmental Services

115 S. Andrews Avenue, Room 329 K

Fort Lauderdale, FL 33301

Email: SPerritano@Broward.org

Office: **954-357-6670**

Cell: **954-853-4799 (Preferred)**

Compliance and Legal Considerations

All activities under this SOP shall comply with applicable federal, state, and local laws, including Florida Building Code standards. Liability, indemnification, and insurance requirements are governed by the ILA.