



AGENDA

Town of Hillsboro Beach Commission Meeting

June 2, 2020
9:00 AM



MAYOR

Honorable Deborah L. Tarrant

VICE MAYOR

Honorable Irene Kirdahy

COMMISSIONERS

Honorable Vicky Feaman
Honorable Barbara Baldassarre
Honorable Andrew R. Brown

TOWN MANAGER

William "Mac" Serda, ICMA-CM

TOWN ATTORNEY

Donald J. Doody

TOWN CLERK

Sherry D. Henderson, CMC

HILLSBORO BEACH TOWN HALL

1210 Hillsboro Mile
Hillsboro Beach, FL 33062
954-427-4011

www.TownofHillsboroBeach.com



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile, Hillsboro Beach, Florida 33062

June 2, 2020 | 9:00 AM

REGULAR TOWN COMMISSION MEETING AGENDA

MAYOR DEBORAH L. TARRANT
VICE MAYOR IRENE KIRDAHY
COMMISSIONER VICKY FEAMAN
COMMISSIONER BARBARA BALDASARRE
COMMISSIONER ANDREW R. BROWN

TOWN MANAGER WILLIAM 'MAC' SERDA, ICMA-CM
TOWN ATTORNEY DONALD J. DOODY, ESQ
TOWN CLERK SHERRY D. HENDERSON, CMC

CALL TO ORDER AND ROLL CALL

- A. VIRTUAL COMMISSION MEETING** - The June 2, 2020 Town of Hillsboro beach Commission Meeting will be a "Virtual" Meeting - utilizing Communications Media Technology ("CMT"), in accordance with Governor Ron DeSantis [Executive Order No. 20-69](#), dated March 20, 2020, relating to Emergency Management & Conducting Local Government Public Meetings in response to the Coronavirus (COVID-19) global health pandemic. Municipalities may conduct meetings of their governing boards without having a quorum of its members present physically or at any specific location, and utilizing communications media technology such as video conferencing as provided by Section 120.54 (5)(b)2, Florida Statutes.

Attending & Viewing the Town Commission Meeting: The public can attend/view the meeting utilizing WebEx, a web-based virtual meeting platform that allows the Town Commission, Town Staff, and the public to attend in a virtual environment.

[Click to Join meeting](#)

- **Join WebEx Meeting** Meeting number: 790 990 494 Password: JEc2AphYS89

PROVIDING PUBLIC COMMENT - Persons desiring to provide public comment may do so by one of the methods listed below. Please be sure to include your name and address for the record. Your comments will be limited to three minutes per person.

- **VIA EMAIL** – Public comments and documents maybe submitted via email to TownClerk@TownofHillsboroBeach.com. Comments will be read aloud to the Commission and public and incorporate into the record. Emails will be accepted up until the end of the Public Comment portion off the Meeting.

LIVE WEBEX PARTICIPATION – If attending via WebEx online, during the meeting bring the mouse to the bottom of the screen and select the 4th icon from the right ("participants"). You will then see those participating electronically in the meeting.

- When the meeting gets to the applicable public comment section, click "raise hand" button next to your name on the right side of the screen. This will notify the meeting host that you would like to make a comment.

APPROVAL OF AGENDA

PLEDGE OF ALLEGIANCE

I. APPROVAL OF MINUTES

- A.** May 5, 2020 Regular Commission Meeting (Virtual)
- B.** May 13, 2020 Special Commission Meeting (Virtual)

II. PRESENTATIONS

- A. Performance Recognition for Hillsboro Beach Police Officer Alex MacLellan**
Presented by Chief Szesnat

III. ORDINANCES

- A. Ordinance No. 2020-02** Amendment to Town Code of Ordinance to Impose and Enforce Code Violations when the Town's Emergency Orders are Not Followed **(Second Reading)**
- B. Ordinance No. 2020-03** Amendment to Town Code of Ordinance to Amend Vacation Rental Ordinance **(Second Reading)**
- C. Ordinance No. 2020-04** Amendment to Town Code of Ordinance, Chapter 4- Buildings and Building Regulations, Article II. Contractors, Sec. 4-18 Limitation on Hours of Construction **(First Reading)**

IV. DISCUSSION & POSSIBLE ACTION

- A.** Discussion on Broward County Land Use Policy 2.21.7 and the Town's Seawall Ordinance; Chapter 12-Land Development, Div. 5- Zoning, Article XIII., Sec. 12-268 Seawalls
Presented by Town Attorney Doody

V. OLD BUSINESS

- A. Resolution No. 2020-32** Consideration to Approve and Adopt the Town of Hillsboro Beach Water Leak Credit Policy **(Tabled from the 5/5/2020 Commission Mtg)**

VI. RESOLUTIONS & CONTRACTS

VII. CONSENT

- A. INVOICES FOR APPROVAL**

1. **Akerman:** Invoice #9564368 April 2020 **\$39,190.00**
2. **CG&A:** Invoice # 76696 Services Rendered thru 04-30-2020 **\$6,959.43**
3. **Goren, Cherof, Doody & Ezrol P.A.:** Invoice # 31317 April - May 2020 **\$5,353.50 (General Matters)**
4. **Goren, Cherof, Doody & Ezrol P.A.:** Invoice # 31318 May 2020 **\$8,488.75 (Deerfield Beach)**
5. **Goren, Cherof, Doody & Ezrol P.A.:** Invoice # 31319 April - May 2020 **\$1,622.50 (Purchase from Winter Sun Investments LLC)**
6. **Goren, Cherof, Doody & Ezrol P.A.:** Invoice # 31320 May 2020 **\$5,670.00 (Adv. State of Florida (Bond Validation 2020))**
7. **Goren, Cherof, Doody & Ezrol P.A.:** Invoice # 31321 April - May 2020 **\$4,252.50 (Adv. David Pratt (Seagrape Revocable) Appeal)**
8. **Inframark:** Invoice # 51433 May 2020 **\$7,322.17**
9. **Moffat & Nichol:** Invoice # 747538 Services Rendered thru 11-30-2019 **\$48,479.00**
10. **Moffat & Nichol:** Invoice # 747948 Services Rendered from 12-1-2019 thru 12-25-2019 **\$5,636.00**
11. **Moffat & Nichol:** Invoice # 748689 Services Rendered from 07-28-2019 thru 01-25-2020 **\$36,838.27**
12. **Moffat & Nichol:** Invoice # 749590 Services Rendered from 01-26-2020 thru 02-29-2020 **\$17,413.17**
13. **Moffat & Nichol:** Invoice # 750936 Services Rendered from 03-29-2020 thru 04-25-2020 **\$46,881.75**
14. **Shutts & Bowen LLP:** Invoice #1452282 Services Rendered thru 04-30-2020 **\$6,150.00**
15. **Sweetapple Broeder & Varkas:** Invoice # 10921 **\$5,025.00**
16. **RMA :** Invoice # 4493 Service Rendered from 03-20-2020 thru 04-17-2020 **\$3,075.00**
17. **RMA:** Invoice #4494 Service Rendered from 04-18-2020 thru 05-17-2020 **\$2,075.00**

VIII. STAFF UPDATES

A. Police Department

Presented by Chief Szesnat

B. Finance Dept

Presented by Stephen Bloom, Inframark

1. Investment Update from Cumberland Advisors
2. 2011 Beach Loan Assessment Final Payout
3. April 2020 Finance Report

C. Building & Permits Dept

Presented by Steve Mitchell, Building Official, CG&A

D. Code Compliance

Presented by Mario Sotolongo

IX. TOWN MANAGER REPORT

A. 1. Update on Painting Town Hall

2. Update on Florida Dept of Transportation (FDOT) AIA re-design

3. Update on Final Draft of Information Guide

4. Update on Florida Power & Light (FP&L) Overhead/ Underground Conversion Project

X. TOWN COMMISSION ACTION ITEMS

XI. TOWN ATTORNEY REPORT

XII. TOWN COMMISSION COMMENTS/REPORTS

XIII. PUBLIC COMMENTS

XIV. ADJOURNMENT

PLEASE TAKE NOTICE AND BE ADVISED that if any interested person desires to appeal any decision made by the Town Commission, Special Master or any other Boards or Commissions of the Town with respect to any matter considered at this meeting or hearing, such interested person will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The meeting/hearing may be continued from day to day, time to time, place to place, as may be found necessary during the aforesaid meeting. IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA) THIS DOCUMENT CAN BE MADE AVAILABLE IN AN ALTERNATE FORMAT (LARGE PRINT) UPON REQUEST AND SPECIAL ACCOMMODATIONS CAN BE PROVIDED UPON REQUEST WITH THREE (3) DAYS ADVANCE NOTICE. Please contact Sherry D. Henderson, IIMC-CMC, Town Clerk (954) 427-4011 Town Hall - 1210 Hillsboro Mile, Hillsboro Beach, Florida 33062.

DRAFT

**MINUTES
TOWN OF HILLSBORO BEACH
REGULAR COMMISSION MEETING**

TUESDAY

MAY 5, 2020

9:00 A.M.

The May 5, 2020 Regular Commission Meeting was a "Virtual Meeting" utilizing Communications Media Technology ("CMT"), in accordance with Governor Ron DeSantis [Executive Order No. 20-69](#), dated March 20, 2020, relating to Emergency Management and Conducting Local Government Public Meetings in response to Coronavirus (COVID-19) global health pandemic. Municipalities may conduct meetings of their governing bodies without having a quorum of its members present physical or at an specific location, and utilizing communication media technology such as telephone or video conference, as provided by [Section 120.54 \(5\)\(b\)2](#) Florida Statutes.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Mayor Deborah L. Tarrant called the meeting to order at 9:00 a.m. Town Clerk Henderson called roll with the Commission members and staff present via video as listed below.

Town Commission:

Mayor Deborah L. Tarrant
Commissioner Andrew R. Brown
Commissioner Barbara Baldassarre

Vice Mayor Irene Kirdahy
Commissioner Vicky Feaman

Town Staff:

Town Manager Mac Serda	Stephen Bloom, Finance Dir.
Town Attorney DJ Doody	Steve Mitchell, Building Official
Town Clerk Sherry D. Henderson, CMC	Mario Sotolongo, Code Compliance
Police Chief Thomas Nagy	

Town Manager Mac Serda shared the Governor's order ([Executive Order No. 20-69](#)) allowing for online meeting and outlined the procedure to be followed. He explained the notice given and provided instruction on the WebEx system being utilized to host the meeting online. He further noted public comment was being accepted by email, as well as on the WebEx system.

APPROVAL OF AGENDA

Motion made by Commissioner Feaman, seconded by Commissioner Brown, to approve the agenda as printed. In a roll call vote, the **motion** passed unanimously. (5-0)

I. APPROVAL OF MINUTES

A. Minutes of the March 3, 2020 Regular Commission Meeting

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Baldasarre, to approve the minutes from the March 3, 2020 Regular Commission Meeting as printed. In a roll call vote, the **motion** passed unanimously. (5-0)

B. Minutes of the March 24, 2020 Re-organization Meeting

Motion made by Commissioner Baldasarre, seconded by Commissioner Brown, to approve the minutes from the March 24, 2020 Re-organization Meeting as printed. In a roll call vote, the **motion** passed unanimously. (5-0)

C. Minutes of the April 7, 2020 Regular Commission Meeting

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to approve the minutes from the April 7, 2020 Regular Commission Meeting as printed. In a roll call vote, the **motion** passed unanimously. (5-0)

II. PRESENTATIONS

A. Recognition of Chief Thomas Nagy Retirement from Hillsboro Beach Police Department

Mayor Tarrant recognized Chief Thomas Nagy for his 28 years of service protecting the Town of Hillsboro Beach. She outlined his career path, noting he became Chief of Police in 2008 and continued to take advantage of training opportunities.

Continuing, Mayor Tarrant stated Chief Nagy had served as President of the Broward County Chief's Association and District Director for State of Florida Police Chief's Association. She outlined accomplishments of the Chief's tenure, including obtaining a JAG Grant and personally fundraising to get a Marine Boat for the Town.

Mayor Tarrant noted Chief Nagy made it a priority to connect with residents and thanked him for his many years of service and for his efforts in succession planning.

Chief Nagy spoke briefly, thanking the Mayor for her kind words and stating it was a pleasure to serve. He said he was confident his replacement would have the full support of the staff and noted he would always be there for Incoming Police Chief Jay Szesnat.

Each of the Commissioners thanked Chief Nagy for his service and willingness to do what it takes for the community.

Town Manager Mac Serda spoke in recognition of Chief Nagy's commendable legacy, noting the Chief's adaptability and professionalism. He stated he believes the most important thing a leader can do is to leave a legacy and noted Chief Nagy's commitment to bring up those behind him.

Mr. Serda encouraged residents to sign a large framed photo of the Town in recognition of Chief Nagy once social distancing regulations are lifted.

B. Update and Presentation on Census 2020 by Marty C. Cassini, Intergovernmental Affairs Manager at Broward County Government in partnership with U.S. Census Bureau Atlanta Regional Census Center

Mayor Tarrant stated Census 2020 materials says Pompano Beach (instead of Hillsboro Beach), which is off-putting and may make people not want to respond. She explained residents should understand the address on the form was the result of a cost-saving measure and would not impact the Town assigned to when forms are tabulated. She encouraged people to respond to the Census, noting the Town is in second to last place in the County for responses.

Mr. Serda shared a chart outlining Census response numbers across Broward County.

Mayor Tarrant explained the importance of the Census and its use for assigning funding to municipalities. She noted every board and property manager needed to be brought on to reach out with Census information.

The Commissioners and staff discussed high rates of seasonal residents.

Marty C. Cassini, Intergovernmental Affairs Manager, Broward County, joined the meeting. He agreed that a higher percentage of seasonal residents is a factor in response rates. He noted anyone living six months plus one day in the community should submit a Census 2020 form in Hillsboro Beach.

Mr. Cassini stated a big in-person push was planned beginning April 1 but was rolled back due to COVID-19 measures. He outlined alternative measures which were taken, including changing City and County telephone hold messages, adding the Census 2020 logo to websites and water bills, and social media campaigns.

Continuing, Mr. Cassini stated the most successful approach recently had been disseminating information at food delivery and food distribution sites, but Hillsboro

Beach does not have either. He acknowledged Hillsboro Beach was a unique Town and needed a unique approach.

The Commissioners and staff discussed signage options for advertising the need to respond to the Census.

Mr. Cassini asked that the information linking to Census 2020 also be added to the Mayor's newsletter and to any social media outlets. He noted a variety of resources are available and volunteered those as needed.

The Commissioners and staff discussed who should complete the Census, noting that those who spend the majority of their time at a residence in Hillsboro Beach should be counted there.

Mr. Cassini provided his contact information in case additional questions came up. He noted he would be in contact with Mr. Serda for coordination purposes.

C. Discussion on Planning Goals for Parking Along Side of A1A Within the Single-Family District by Sarah Sinatra Gould, Planning Director, CG&A

Mr. Serda outlined the issue, noting concerns about parking along A1A had been discussed at previous meetings. He stated property owners submitting site plans are looking for direction from staff regarding what parking is available on the side of A1A, as well as clarification regarding grass width.

Continuing, Mr. Serda stated Sarah Sinatra Gould, Planning Director with CG&A, was present to gather information. He explained she had not started to make contact with FDOT or to review the Code because staff wanted to gather Commission comments first.

Ms. Sinatra Gould noted Diana White, Assistant Director of Traffic Engineering with CG&A, was also present to hear Commission feedback.

Mario Sotolongo, Code Compliance, spoke briefly regarding A1A parking. He noted he had completed a survey of residents and found that vehicles parking on the west side of the road for maintenance and deliveries were tearing up the required grass.

Steve Mitchell noted the concern is with the south side of the community, where the road becomes narrower. He explained with new projects, elevating the roadway, and adding seawalls, there is a conflict between Code and practicality. He asserted guidance from the Commission is needed.

Vice Mayor Kirdahy stated she had noticed the inconsistency and noted some recommendations for how those with narrower properties could handle the situation, such as paving and adding planters. She stated the eight (8) foot grass requirement couldn't be enforced and said ideas for drainage needed to be addressed.

Commissioner Feaman asserted that the plan needed to allow for delivery drivers and others to have a way to get off the road.

Commissioner Baldasarre stated it was difficult to make recommendations when properties are so inconsistent in size.

Mayor Tarrant stated she saw the first step as identifying each property, based on address and available space, then moving to what type of use is allowed. She noted the Code should include consistent materials to be selected from to give more cohesiveness.

Continuing, Mayor Tarrant said workers trucks should be in the driveway of the property having the work done, not on the highway. She noted this issue could also be addressed in the Code.

The Commissioners and staff discussed materials for drainage and the need to have a space for drainage between the property and road.

Mr. Serda stated staff would take the information and report back.

Ms. Sinatra Gould noted a standard for parking barriers should also be included, for those concerned about people pulling over on their property.

Vice Mayor Kirdahy stated the item used as a parking barrier needs to be moveable for landscaping and during the season.

Town Attorney DJ Doody asserted the Commission may want to consider creating a district on the south of Town and give parking regulations within that district to address the consistency issue.

III. ORDINANCES

A. Ordinance No. 2020-02 Amendment to Town Code of Ordinance and Enforcement Code Violations when the Town's Emergency Orders are not Followed (First Reading)

Town Attorney DJ Doody read Ordinance 2020-02 by title only.

Mr. Serda explained there was nothing in the Code allowing for enforcement of emergency orders, and the COVID-19 situation had highlighted the problem. He noted a penalty and enforcement provisions were necessary.

Mr. Doody stated consistent with the Governor's order, enforcement falls on the Police Department. He noted the initial discussion was a penalty of \$100, but the ultimate decision would be made by the judge. He explained similar violations had a penalty of \$500 within the Code.

Vice Mayor Kirdahy stated she liked the idea of a range up to \$500 so the judge had discretion available to them.

Mr. Doody explained the officer could provide additional information to the court regarding circumstances.

In response to a question from Mayor Tarrant, Mr. Doody explained the provision within the Ordinance to allow 15 days following the second reading prior to enactment was required by statute.

[Clerk's Note: Commissioner Feaman was inadvertently disconnected from the WebEx video conference meeting]

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Baldasarre, to amend Ordinance 2020-02 to include a penalty up to \$500. In a roll call vote, the **motion** passed by a majority vote (4-0). Commissioner Feaman did not vote on this measure, she was inadvertently disconnected from the WebEx video conference meeting prior to vote taking place.

Mayor Tarrant opened public comment on the matter, however there being none to speak, closed the public comment.

Town Clerk Henderson checked the email account published for public comment and found no additional comments.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Baldasarre, to adopt the first reading of Ordinance 2020-02 as amended. In a roll call vote, the **motion** passed by a majority vote (4-0). Commissioner Feaman did not vote on this measure, she was inadvertently disconnected from the WebEx video conference meeting prior to vote taking place.

B. Ordinance No. 2020-03 Amendment to Town Code of Ordinance to Amend Vacation Rental Ordinance (First Reading)

Mr. Doody read Ordinance 2020-03 by title only.

[Clerk's Note: Commissioner Feaman rejoined the video conference meeting]

Mr. Serda explained the Town Attorney had received direction to expand the district for vacation rentals from single family residences to the entire Town. He noted additional Code changes would be required if passed.

The Commissioners and staff discussed the oversight of individual condominium boards and the types of rentals addressed.

Mr. Serda clarified the Ordinance did not apply to rentals of 30 days or more.

The Commissioners and staff discussed the issue of properties being listed on short-term rental websites, as well as non-conforming permitted use by specific properties and the need for additional categories.

Commissioner Brown noted the co-op located adjacent to his property would also need to be addressed. He asked if someone was monitoring online listings for rentals.

Mayor Tarrant stated Code Enforcement was tasked with follow up but needed an Ordinance to enforce.

In response to a question from Mayor Tarrant, Mr. Doody explained language regarding previously approved rentals and allowing family usage was included in the Ordinance for the protection of the Town.

The Commissioners and staff discussed the difference between renting and allowing friends or family to utilize a property.

Mr. Doody noted the language was modeled after an Ordinance which had been the subject of successful litigation in another municipality.

Mayor Tarrant opened public comment on the matter.

Jane Reiser, 1050 Hillsboro Mile, asked for clarification, noting her condo association has regulations in place. She asked if the Ordinance would give the Condo Associations additional enforcement ability.

In response to Ms. Reiser's question, Mr. Doody stated support of condominium associations' enforcement may be the practical outcome, but the Ordinance was intended for registration purposes.

Mayor Tarrant asserted associations could contact Code Enforcement regarding unregistered units.

Mr. Doody stated he would review language regarding day-to-day management of rentals prior to second reading.

Town Clerk Henderson checked the email account published for public comment and found no additional comments.

Mayor Tarrant closed the public hearing.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to adopt the first reading of Ordinance 2020-03. In a roll call vote, the **motion** passed unanimously. (5-0)

IV. RESOLUTIONS & CONTRACTS

A. Resolution No. 2020-32 Consideration to Approve and Adopt the Town of Hillsboro Beach Water Leak Credit Policy

Mr. Doody read Resolution 2020-32 by title only.

Mr. Serda explained the Resolution was part of an effort to clarify the policy on responding to resident requests for credit on an inflated water bill due to a water leak. He stated the Resolution applied for hidden leaks, not those missed or undetected, and limited the Town Manager's authority to a credit of up to \$750 once every three (3) years. He noted there was no provision for leaks caused by a third party.

Continuing, Mr. Serda explained the meeting materials included a summary of policies from other utilities. He stated the appeal process would be to the Special Magistrate.

The Commissioners and staff discussed time periods within the Resolution, and whether time should be measured from the repair of the leak.

In response to a question from Mayor Tarrant, Mr. Serda stated his proposal did not include a provision for vandalism.

Mayor Tarrant stated there are a number of municipalities who do not have a policy for credits that are not the fault of the Town. She asked if the Commission would consider a 50/50 split with the property owner of costs which fell under the policy.

The Commissioners and staff discussed culpability based on property boundaries.

Mr. Serda clarified that water loss outside of the private property would not go through the meter and therefore would be the full responsibility of the Town. He noted the Town is not required to have a water leak credit policy.

Mayor Tarrant asked how acts of God, such as damage caused by a hurricane, would be addressed within the policy.

Mr. Doody stated he did not believe the Town should be responsible for acts of God.

Commissioner Baldasarre noted she had mixed feelings about adopting a policy, as she did not see the taxpayers as responsible for leaks on private property.

Vice Mayor Kirdahy stated she would prefer to defer the issue, citing examples that would and would not be the Town's responsibility.

Mr. Doody stated the Town could address the issue on a case-by-case basis and not put a policy in place. He recommended tabling the item.

Commissioner Brown asserted high usage with no noticeable leak or issue could be troubleshoot utilizing valves. He noted he agreed with addressing the item on a case-by-case basis.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Baldasarre, to table Resolution 2020-32. In a roll call vote, the **motion** passed unanimously. (5-0)

B. Resolution No. 2020-33 Consideration to Authorize and Approve Requests for Water Utility Credit for Properties Located at 1045 Hillsboro Mile and 1121 Hillsboro Mile, Hillsboro Beach, FL 33062

Mr. Doody read Resolution 2020-33 by title only.

Mayor Tarrant stated the properties should have been placed on separate Resolutions. She asked that separate votes be held for each request.

Mr. Serda explained the request for 1121 Hillsboro Mile stemmed from staff noticing the property was under construction but utilizing a substantial amount of water. He

explained staff contacted the contractor, who sought out a leak detection company to identify the leak.

In response to a question from Mayor Tarrant, Mr. Serda clarified the assumption was that the work being done on the site contributed to or caused the leak.

Vice Mayor Kirdahy stated she saw a break during construction as the responsibility of the homeowner and contractor, not the Town.

Commissioner Feaman agreed.

Mayor Tarrant noted Mr. Serda had recommended denial of the claim.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to deny the claim of 1121 Hillsboro Mile. In a roll call vote, the **motion** passed unanimously. (5-0)

Mayor Tarrant noted the claim of 1045 Hillsboro Mile was believed to be the result of a hit and run. She noted this was vandalism, and per previous discussion, the Commission did not want to provide a credit in cases of vandalism.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to deny the claim of 1121 Hillsboro Mile. In a roll call vote, the **motion** passed unanimously. (5-0)

Motion made by Commissioner Baldasarre, seconded by Vice Mayor Kirdahy, to deny Resolution 2020-33. In a roll call vote, the **motion** passed unanimously. (5-0)

Mr. Serda stated future leak requests would come before the Commission as needed.

C. Resolution No. 2020-34 Consideration to Approve and Authorize BH3 Management to Work Saturday Hours Limited from 8 a.m. to 4 p.m. on Property Located at 1159 Hillsboro Mile, Hillsboro Beach, Duration from Receipt of Town Approval to Receipt of Certificate of Occupancy.

Mr. Doody read Resolution 2020-34 by title only.

Mayor Tarrant noted an incorrect address was included in the request, and that the property is actually located at 1159 Hillsboro Mile.

The Commissioners and staff discussed the times included in the request, and whether the discussion should contemplate an 8 a.m. or 9 a.m. start.

Mayor Tarrant expressed concern that the neighbor had been told 9 a.m. via email, and the request to the Town was 8 a.m.

Mr. Doody noted he had added language to the Resolution to allow the revocation of the extension at any time.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to amend Resolution 2020-34 to include a 9 a.m. start time and to correct the address. **Motion** withdrawn.

Mayor Tarrant pointed out only the neighbors on one side had responded and asked if the Town Manager could be given the ability to revoke if approved.

Mr. Serda requested that approval also be contingent upon the Building Department's satisfaction with FEMA elevation certificate being received.

Mayor Tarrant noted the current Ordinance allows for 7 a.m. work in the off-season and asked that an amendment be brought forward at a future meeting in deference to the year-round residents.

Mr. Doody stated the Commission could ask the Building Department to encourage an 8 a.m. start pending the amendment of the Ordinance.

Steve Mitchell, Building Official, agreed to encourage voluntary participation.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to amend Resolution 2020-34 to include a 9 a.m. start time, to correct the address (1159 Hillsboro Mile), to allow for revocation by the Town Manager, and to add the contingency that the FEMA elevation certificate be received, and Town Manager approval be granted. In a roll call vote, the **motion** passed unanimously. (5-0)

Motion made by Commissioner Feaman, seconded by Commissioner Baldassarre, to adopt Resolution 2020-34 as amended. In a roll call vote, the **motion** passed unanimously. (5-0)

D. Resolution No. 2020-35 Consideration to Authorize the Appropriate Town Officials to Execute Third Amendment to Commercial Contract Between the Town of Hillsboro Beach and Winter Sun Investments, LLC, to Extend Due Diligence Period and Underground Storage Tank Removal at 1205 Hillsboro Mile.

Mr. Doody read Resolution 2020-35 by title only.

Mr. Doody explained that consistent with what was presented at the last Commission meeting, he had discussions with the counsel for Winter Sun Investments regarding removal of the underground storage tank. He stated that through that discussion, it was determined the owners may also be considering demolition on the property.

Continuing, Mr. Doody stated there was a gap in communication, and the only direction he had at this point was that the owners would be amendable to an extension.

Mr. Doody noted a validation hearing was scheduled for June 23, 2020 and this extension would allow for that hearing and the 30-day review process following the hearing.

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to adopt Resolution 2020-35. In a roll call vote, the **motion** passed unanimously. (5-0)

- E. Resolution No. 2020-36** Consideration to Purchase Two (2) 2020 Interceptor Utility Vehicles with Peripherals and Equipment, Piggybacking the Terms of Broward Sheriff's Office Assignment and Assumption Agreement and Charlotte County, Florida Contract #2018000509.

Mr. Doody read Resolution 2020-36 by title only.

Mr. Serda explained the item was included in the budget. He stated Dodge Chargers were originally contemplated, but due to the shutdown, Dodge Chargers were not being assembled and an estimated date of delivery was not available. He stated the hybrid Explorers were similar to those already owned and would replace current vehicles.

Mayor Tarrant clarified staff would confirm the Town was released from the prior vehicle purchase commitment.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Baldassare, to adopt Resolution 2020-36. In a roll call vote, the **motion** passed unanimously. (5-0)

- F. Resolution No. 2020-37** Consideration to Approve the 2020 Amendment to the Interlocal Agreement Providing for Division and Distribution of the Proceeds from the Broward County Additional Three-Cent Local Option Gas Tax on Motor Fuel (EXHIBIT 1)

Mr. Doody read Resolution 2020-37 by title only.

Mr. Serda outlined allowable uses of the Local Option Gas Tax funds since the Town no longer participates in the funding of the Town shuttle, such as road and roadside

improvements. He noted a transportation consultant may be required to develop shuttle stops at the condominiums.

Continuing, Mr. Serda explained the Resolution was to allow the Town to continue participation in the revenue share.

Mayor Tarrant noted the item highlighted the need for residents to complete the Census.

The Commissioners and staff discussed possible uses for transportation funds, including crosswalks and shuttle stops.

Motion made by Commissioner Baldasarre, seconded by Vice Mayor Kirdahy, to adopt Resolution 2020-39. In a roll call vote, the **motion** passed unanimously. (5-0)

G. Resolution No. 2020-38 Consideration to Approve the 2020 Amendment to the Interlocal Agreement Providing Division and Distribution of the Proceeds from the Broward County Additional Fifth-Cent Local Option Gas Tax on Motor Fuel for Transit (EXHIBIT 2)

Mr. Doody read Resolution 2020-38 by title only.

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to adopt Resolution 2020-38. In a roll call vote, the **motion** passed unanimously. (5-0)

H. Resolution No. 2020-39 Consideration to Authorize Proper Town Officials to Execute Amendment No. 2 to the Town's State Revolving Loan Agreement Between the State of Florida and the Town of Hillsboro Beach.

Mr. Doody read Resolution 2020-39 by title only.

Mr. Serda summarized the amendment and explained it was optional. He noted Mr. Bloom had made the recommendation to increase the amount of the loan to cover additional funds taken from the Water Utility Reserves and pay outstanding invoices.

Mr. Bloom pointed out the interest rate on the loan was 1.18 percent and replacing the reserves would ensure availability of cash for future projects.

In response to a question from Vice Mayor Kirdahy, Mr. Bloom clarified this Resolution did not increase the project cost but made sure the Town was fully reimbursed for everything spent.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to adopt Resolution 2020-39. In a roll call vote, the **motion** passed unanimously. (5-0)

V. CONSENT AGENDA

- A. **Shutts & Bowen, LLP:** Invoice 1440770, Services Rendered through March 2020 \$14,458.88 (Clerk's Note: correct amount of payment- \$7,600)
- B. **Limousines of South Florida (LSF):** Invoice 20-0331-26, Services Rendered through March 2020 \$6,083.87
- C. **Calvin, Giordano & Assoc, Inc (CG&A):** Invoice 75974, Services Rendered through March 2020 \$11,013.55
- D. **Redevelopment Management Associates (RMA):** Invoice 4484, Services Rendered Feb/March 2020 \$5,650.00
- E. **Inframark:** Invoice 50677, Services Rendered through April 2020 \$7,351.41
- F. **Moffat & Nichol:** Invoice 750251, Services Rendered through March 2020 \$23,388.00
- G. **Sweetapple, Broeker, & Varkas:** Invoice 10911, Services Rendered through April 2020 \$5,850.00
- H. **Goren, Cherof, Doody & Ezrol:** Invoice 30917 (March/ April 2020) \$5,735.35 (General Matters)
- I. **Goren, Cherof, Doody & Ezrol:** Invoice 30918 (March/ April 2020) \$2,947.50 (Deerfield Beach)
- J. **Goren, Cherof, Doody & Ezrol:** Invoice 30919 (March/ April 2020) \$630.00 (Purchase from Winter Sun Investments LLC 1205 and 1206 Hillsboro Mile)
- K. **Goren, Cherof, Doody & Ezrol:** Invoice 30920 (March/ April 2020) \$7,418.75 (St. of Florida Bond Validation)
- L. **Goren, Cherof, Doody & Ezrol:** Invoice 30921 (March/ April 2020) \$3,818.80 (David Pratt Appeal, Seagrape Revocable Trust)

Mayor Tarrant pulled items A, D, and F for discussion.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to approve the Consent Agenda invoices as amended. In a roll call vote, the **motion** passed unanimously. (5-0)

Mayor Tarrant stated the correct invoice amount for item A was \$7,600 and item D included an incorrect address for tracking purposes.

In response to a question from Mayor Tarrant, Mr. Serda provided clarification regarding the items covered on invoice F.

Motion made by Commissioner Baldassarre, seconded by Commissioner Feaman, to approve Items A, D, and F from the Consent Agenda. In a roll call vote, the **motion** passed unanimously. (5-0)

VI. STAFF UPDATES

A. Police Department – March 2020 Report

Police Chief T. Nagy provided his final staff update. He stated there had been a number of issues with trespassers and explained the department had been staying healthy and following regulations, while preparing for the transition to new leadership.

Continuing, Chief Nagy gave an update on the Marine unit. He stated repairs and replacements are in the works utilizing forfeiture funds.

The Commissioners and staff discussed the newly hired officer for the Marine unit, who is a boat captain and was hired specifically for that purpose.

Chief Nagy stated his last day with the Town was June 1, noting he would be shifting to a mentoring role beginning Monday when Incoming Police Chief Jay Szesnat began.

B. Finance Department – March 2020 Report

Stephen Bloom gave a brief overview of the financial report through March 2020, approximately 50 percent through the fiscal year.

Mr. Serda shared slides of the financial report.

Mr. Bloom noted the general fund had a surplus of \$1.8 million through March, largely due to 92 percent collection of property taxes. He stated fines and forfeitures were low in terms of the budget, but also made up a small percentage of the budget.

Continuing, Mr. Bloom shared expenditures, which were favorable at 46.5 percent of annual budget. He noted departments were at or below budget for spending. Mr. Bloom outlined special revenue funds, sharing the impact of Covid-19 closures on permitting.

Mr. Bloom noted the beach loan was paid off on March 16, 2020, and approximately \$65,000 remained to full collection. He stated an assessment for this loan would not be required in the next fiscal year.

Continuing, Mr. Bloom outlined the water fund and associated debt service payments. He presented a chart showing water usage and comparing usage with the prior year.

Mr. Bloom closed with trend analysis, including fuel cost and gallons purchased, as well as Workers' Compensation expenses.

Mayor Tarrant noted spikes in Workers' Compensation expenses in 2015 and 2016 were due to claims in 2013 and 2014.

C. Building Services Report – March 2020 Report

Steve Mitchell, Building Official with CG&A, provided his report. He stated March was good, but April was very low. He noted things were picking up in May. He explained Landmark had stopped inspections due to COVID-19, but all other building services work continued as normal.

Mr. Mitchell noted the building plan turn-around time had increased because plans had to be moved from house to house rather than within an office.

D. Code Compliance Report – February 2020 Report

Mario Sotolongo, Code Supervisor with CG&A, gave a brief update on Code Compliance. He stated he had been working on open cases regarding the King Tide and had explored complaints regarding sea turtles.

Mr. Sotolongo stated he had responded to a complaint regarding seaweed on the beach and found the beach raker is working in the area three times a week, but a large amount of seaweed is currently coming ashore. He outlined his efforts to investigate the issue.

Continuing, Mr. Sotolongo noted he had reached out to a company called House Compliance which utilizes software to scan rental property listings for Pompano Beach. He forwarded information on the company to Mr. Serda for consideration.

Commissioner Baldasarre asked what type of feedback was being received regarding the new seawall requirements.

Mr. Sotolongo stated the only response he had received was agreeable. He noted he would keep the Commissioners apprised of any comments received.

Mayor Tarrant asked about the seawall case related to 1015 Hillsboro Mile.

Mr. Sotolongo stated the complaint was generated in February and was still pending. He noted he is staying in contact.

Mayor Tarrant said the Town may be too small for the rental tracking software, but staff should review the option.

Mr. Sotolongo stated he would continue to review listings manually.

VII. TOWN MANAGER REPORT

A. Preliminary Budget Discussion to Establish Budget Priorities

Mr. Serda provided an update regarding the calendar of Budget Hearings. He noted staff is fully in budget mode, and departments are working on goals and objectives. He asked that Commissioners bring forward any concerns or priorities in the next few weeks.

B. Discussion on Purchase of iPad or Laptops for Town Commission

Mr. Serda stated Commissioners had brought up a potential need to purchase iPads or laptops for remote access. He noted the difference between the purchases would be consumption versus creation of content.

Mayor Tarrant noted she hadn't brought the issue forward, but when she had an issue with accessing Town business on her computer, she couldn't get support because it was on a personal machine. She stated this highlighted the need to her.

Commissioner Baldasarre stated her iPad did not have the capacity to participate in online meetings.

Mayor Tarrant pointed out public records requests could also be an issue with personal machines being utilized.

Commissioner Feaman said she thought having the Commissioners use Town iPads would help to separate personal business from Town business.

The Commissioners agreed by consensus to have Mr. Serda move forward with purchasing equipment in cooperation with each individual Commissioner.

C. Discussion on Commissioner Baldasarre serving as Liaison to Condo Boards and Property Managers to Address their Concerns/Questions and Provide Information on Town Events

Mr. Serda stated Commissioner Baldasarre had brought forward the idea, similar to Coffee with a Cop and other initiatives, to have a liaison to the condominium boards. He noted this would allow Town issues to be communicated to those boards, as well as having someone to bring forward to the Commission any concerns of those boards.

Mayor Tarrant noted it would be useful to have a network established.

Mr. Serda outlined times in the past when having a liaison would have been useful.

Commissioner Baldasarre shared ideas for communicating with condominium boards throughout the community.

The Commissioners agreed by consensus to name Commissioner Baldasarre as liaison to the condominium boards and property managers.

D. Discussion on Automated Clearing House (ACH) Electronic Payments

Mr. Serda stated Mr. Bloom and his team are working on an electronic payment policy. He noted there is a trend for vendors to request electronic payment, especially in light of the virus. He asked for direction from the Commission regarding the creation of an electronic process, noting the benefits.

Vice Mayor Kirdahy said she believed most people were already utilizing electronic payments. She stated there are already safety measures in place.

Mayor Tarrant asked if there was any benefit to a signed check. She stated it seemed more expensive to write a check.

Mr. Serda outlined the process, noting several manual steps would be eliminated, including the use of a courier to and from Inframark.

Mr. Bloom stated there would be no cost associated with moving to electronic, as the accounting software already had the capabilities.

The Commissioners agreed by consensus to direct Mr. Serda and Mr. Bloom to move forward with an Automated Clearing House (ACH) electronic payment policy.

Mr. Serda stated there are quotes in place to replace the Town of Hillsboro welcome entry signs which are both out. He noted he would like to replace them with something similar to what was previously in place, rather than wait for an updated logo.

Commissioner Feaman stated that a new sign in front of Town Hall also should be considered.

The Commissioners agreed by consensus to direct Mr. Serda to move forward with the acquisition of signs.

VIII. TOWN ATTORNEY REPORT

Mr. Doody provided an update regarding the three (3) lawsuits the Town is currently involved with. He reported a virtual mediation via Zoom was scheduled for May 6 regarding the Deerfield Beach suit. He noted legal counsel had requested the Town Manager and Mayor be available.

Continuing, Mr. Doody stated the 30-day extension was recently awarded in the appeal process undertaken by the property adjacent to 965 Hillsboro Beach regarding the variance granted. He noted the file response of pleading was prepared, but he would take the extra time to work on the document.

Mr. Doody reported copies of discoveries sought by Mr. Ginsberg in relation to the validation hearing had been provided to the Commissioners. He explained a motion for protective order had been filed in response to the request, and the Court would determine whether an evidentiary hearing would be required.

Mr. Doody summarized that Litigation is progressing, though slowly due to closures. He noted he would request the Mayor schedule a shade session or special meeting if needed.

IX. TOWN COMMISSION COMMENTS/REPORTS

A. Commissioner Andrew R. Brown

None.

B. Commissioner Barbara Baldassarre

Commissioner Baldassarre reported no League of Cities meeting has been scheduled at this time, noting she assumes a virtual meeting will be planned.

C. Commissioner Vicky Feaman

Commissioner Feaman reported a solid waste and recycling virtual meeting is scheduled for May 11, 2020.

D. Vice Mayor Irene Kirdahy

Vice Mayor Kirdahy reported a virtual meeting is scheduled for the Broward MPO (Metropolitan Planning Organization)

E. Mayor Deborah L. Tarrant

Mayor Tarrant stated Broward County had approved use of pools, and noted discussion is moving forward regarding re-opening. She stated a meeting with the Broward County Mayors was scheduled for later in the day.

X. PUBLIC COMMENTS

Frank Alberghina (1043 Hillsboro Mile) asked Mr. Sotolongo for follow up regarding a previous issue with a balcony railing being removed at 1043 Hillsboro Mile. He noted the owner is pleasant to Mr. Sotolongo but is not cooperative with the condominium association. He asked for further assistance regarding the violation.

Mr. Sotolongo stated he had been in contact with the resident and advised him in writing that a permit would be required to verify the railing was reattached properly. He said he would continue to follow up.

Town Clerk Henderson checked the email account published for public comment and found no additional comments.

XI. ADJOURNMENT

Motion made by Commissioner Feaman, seconded by Commissioner Baldassarre, to adjourn the meeting at 12:45 p.m. In a roll call vote, the **motion** passed unanimously.

ADOPTED THIS _____ DAY OF _____, 2020

By: _____
Deborah L. Tarrant, Mayor

ATTEST:

Sherry D. Henderson, CMC
Town Clerk



TOWN OF HILLSBORO BEACH
1210 Hillsboro Mile, Hillsboro Beach, Florida 33062

MINUTES
VIRTUAL SPECIAL COMMISSION MEETING
Wednesday, May 13, 2020 | 1:00 P.M.

MAYOR DEBORAH L. TARRANT
VICE MAYOR IRENE KIRDAHY
COMMISSIONER VICKY FEAMAN
COMMISSIONER BARBARA BALDASARRE
COMMISSIONER ANDREW R. BROWN

TOWN MANAGER WILLIAM M. SERDA, ICMA-CM
TOWN ATTORNEY DONALD J. DOODY
TOWN CLERK SHERRY D. HENDERSON, CMC

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Mayor Tarrant welcomed everyone and called the meeting to order at 1:06 pm

Town Manager Serda called roll and declared a quorum. Staff present as listed below:

TOWN COMMISSION	ATTENDANCE
Mayor Deb Tarrant	Present
Vice Mayor Irene Kirdahy	Present
Commissioner Vicky Feaman	Present
Commissioner Barbara Baldasarre	Present
Commissioner Andrew R. Brown	Present

Town Staff Included: William “Mac” Serda, Town Manager and Donald “DJ” Doody, Town Attorney

I. APPROVAL OF AGENDA

Motion made by Vice Mayor Kirdahy seconded by Commissioner Feaman, to approve the agenda. In a roll call vote, the **motion** passed unanimously. (5-0)

ROLL CALL - CLOSED SHADE SESSION Pursuant to Section 286.011 of the Florida Statutes.

The Shade Session was held between Town Commission, The Town Attorney, Town Manager, and Special Counsel to discuss the lawsuit presently pending in the 17th Judicial Circuit in and for Broward County, FL-Town of Hillsboro Beach v. City of Deerfield Beach, Case No. 17-007784 (08). The Closed Shade Session was held via WebEx, video and telephone conference.

ADJOURN Town Commission reconvened into the Special Commission Meeting. There being no further business to come before the Town Commission, Commissioner Baldasarre motioned to adjourn, Commissioner Brown seconded. With a vote of 4-0, the meeting adjourned.

CLERK’S NOTE: Mayor Tarrant did not vote - she was disconnected from the WebEx video conference call at time of vote.

ADOPTED THIS _____ DAY OF _____, 2020

By: _____
Deborah L. Tarrant, Mayor

ATTEST:

Sherry D. Henderson, CMC
Town Clerk



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

Phone: (954) 427-4011
www.townofhillsborobeach.com

Agenda Item Cover Memo

Agenda Item: Performance Recognition for Hillsboro Beach Police Officer Alex MacLellan
Presented by Chief Szesnat

Submitting Dept: Town Clerk, Sherry D. Henderson, Town Clerk

Agenda Date: June 2, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Performance Recognition Maclellan



TOWN OF HILLSBORO BEACH



Thomas D. Nagy, Chief of Police
tnagy@townofhillsborobeach.com

Date: 05/12/2020
To: Officer Alex MaClellan
From: Chief Thomas Nagy
Subject: Performance Recognition

On May 6, 2020, you were operating our Marine Unit, on what was described as a very busy Saturday afternoon. The boat traffic was one of the highest volumes on the water that we've seen in quite some time. On this day, you were approached by a concerned citizen in reference to two women in distress operating a paddle board in the Hillsboro Inlet. Within minutes of notification, you made your way to the scene and observed two females in distress. You took quick action and according to Sergeant Kirchoff, the females were visibly shaken, with tears in their eyes, in a bad situation and your assistance was desperately needed. You were able to rescue the individuals in distress and retrieve their paddle boards in the process.

Your alert and quick response in this matter reflects favorably on you and the Hillsboro Beach Police Department. Thanks for a job well done!



TOWN OF HILLSBORO BEACH

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Phone: (954) 427-4011
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Agenda Item Cover Memo

Agenda Item: Ordinance No. 2020-02 Amendment to Town Code of Ordinance to Impose and Enforce Code Violations

when the Town's Emergency Orders are Not Followed (Second Reading)

Submitting Dept: Town Clerk, Sherry D. Henderson, Town Clerk

Agenda Date: June 2, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. 02- Code Violations Emergency Order SECOND READING (00372563-2)
 2. Emergency Orders Code Violations 6681690 Newspaper Ad
 3. ORD 2020-02 Emergency Orders Code Violation (2nd reading)

ORDINANCE NO. 2020-02

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, AMENDING THE TOWN'S CODE OF ORDINANCES BY AMENDING CHAPTER 1 ENTITLED "GENERAL PROVISIONS," BY SPECIFICALLY AMENDING SECTION 1-9 ENTITLED "GENERAL PENALTY; CONTINUING VIOLATIONS"; PROVIDING FOR A VIOLATION OF ANY FEDERAL, STATE, COUNTY OR TOWN EMERGENCY ORDER; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission has determined that it is in the Town's best interest to amend the Town's Code of Ordinances to provide for a violation of any Federal, State, County, or Town Emergency Order; and

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN OF HILLSBORO BEACH, FLORIDA THAT:

Section 1. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and are hereby made a part of this Ordinance.

Section 2. The Town Commission of the Town of Hillsboro Beach, Florida hereby amends the Town's Code of Ordinances by amending Chapter 1 entitled "General Provisions," by specifically amending Section 1-9 entitled "General penalty; continuing violations" which shall read as follows:

Sec. 1-9. - General penalty; continuing violations.

(a) Whenever in this Code or in any ordinance of the town any act is prohibited or is made or declared to be unlawful, an offense or a misdemeanor, or whenever in the Code or ordinance the doing of any act is required or the failure to do any act is declared to be unlawful, where no specific penalty is provided therefor, the violation of any such provision of this Code or ordinance shall be punished by a fine not exceeding \$500.00 or imprisonment for a term not exceeding 60 days or by both such fine and imprisonment. Each day any violation of any provision of this Code or of any ordinance shall continue shall constitute a separate offense.

(a)(b) It shall be unlawful to violate any Federal, State, County, or Town order which is issued during an emergency when the order is included in any proclamation of emergency and is issued for the purpose of protecting life and property. The violation of any such order shall be punished by a fine of up to \$500.00 per occurrence.

Section 3. It is the intention of the Town Commission of the Town of Hillsboro Beach, that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of Town of Hillsboro Beach, Florida, and the Sections of this ordinance may be renumbered, re-lettered and the word "Ordinance" may be changed to "Section," "Article," or such other word or phrase in order to accomplish such intention.

Section 4. That all ordinances or parts of ordinances and all resolutions or parts of resolutions in conflict with this Ordinance are repealed to the extent of such conflict.

Section 5. If any section, subsection, sentence, clause or provision of this Ordinance is held invalid, the remainder of this Ordinance shall not be affected by such invalidity.

Section 6. This Ordinance shall be effective fifteen (15) calendar days subsequent to its passage and adoption by the Town Commission of the Town of Hillsboro Beach.

PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, ON FIRST READING, THIS _____ DAY OF _____, 2020.

PASSED ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, ON SECOND AND FINAL READING, THIS _____ DAY OF _____, 2020.

By: _____
Deborah L. Tarrant, Mayor

ATTEST:

By: _____
Sherry D. Henderson, CMC
Town Clerk

ORDINANCE NO. 2020-02

RECORD OF TOWN COMMISSION VOTE:

	<u>YES</u>	<u>NO</u>
APPROVED AS TO FORM:		
MAYOR D. TARRANT	☐	☐
VICE MAYOR I. KIRDAHY	☐	☐
COMMISSIONER V. FEAMAN	☐	☐
COMMISSIONER B. BALDASARRE	☐	☐
COMMISSIONER A. BROWN	☐	☐

Order ID: 6681690

* Agency Commission not included

GROSS PRICE * : \$201.75**PACKAGE NAME:** SSC Advertisement For Bids**Product(s):** Sun Sentinel, Affidavit, Floridapublicnotices.com**AdSize(s):** 1 Column**Run Date(s):** Sunday, May 24, 2020**Color Spec.** B/W**Preview**

**EMERGENCY ORDERS
CODE VIOLATIONS****Tuesday, June 2, 2020 at 9:00 a.m.**

NOTICE IS HEREBY GIVEN that prior to the Town of Hillsboro Beach Commission's consideration of the Second Reading of Ordinance 2020-02, a Public Hearing will be held on Tuesday, June 2, 2020 at 9:00 a.m. via Webex Video Conference, in accordance with Governor Ron DeSantis Executive Order No. 20-69 dated March 20, 2020, relating to Emergency Management & Conducting Local Government Public Meetings in response to Coronavirus (Covid-19) global health pandemic.

ORDINANCE NO. 2020-02
EMERGENCY ORDER CODE VIOLATIONS

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, AMENDING THE TOWN'S CODE OF ORDINANCES BY AMENDING CHAPTER 1 ENTITLED "GENERAL PROVISIONS," BY SPECIFICALLY AMENDING SECTION 1-9 ENTITLED "GENERAL PENALTY; CONTINUING VIOLATIONS"; PROVIDING FOR A VIOLATION OF ANY FEDERAL, STATE, COUNTY OR TOWN EMERGENCY ORDER; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

All interested parties may appear at said meeting and be heard with respect to the proposed Ordinance, which may be inspected by the public in the Office of The Town Clerk, Town Hall, 1210 Hillsboro Mile, Hillsboro Beach, FL 33062.

JOIN WEBEX MEETING Tuesday, June 2,
2020 9:00am (Eastern)
Meeting number: 790 990 494 Pass-
word: JEc2AphYS89

JOIN BY PHONE (not recommended, has
limited functionality, you will be unable to
speak during the meeting) +1-408-418-
0288 United States Toll Access code

Order ID: 6681690

* Agency Commission not included

GROSS PRICE * : \$201.75**PACKAGE NAME: SSC Advertisement For Bids**

7300 United States Rd Access Code:
790 990 494 #

PROVIDING PUBLIC COMMENT

Persons desiring to provide public comment may do so by one of the methods listed below. Please be sure to include your name and address for the record. Your comments will be limited to three minutes per person.

- **VIA EMAIL** – Public comments and documents may be submitted via email to TownClerk@TownofHillsboroBeach.com. Comments will be read aloud to the Commission and public and incorporated into the record. Emails will be accepted up until the end of the Public Comment portion off the Meeting.

- **LIVE WEBEX PARTICIPATION** – If attending via WebEx online, during the meeting bring the mouse to the bottom of the screen and select the 4th icon from the right ("participants). You will then see those participating electronically in the meeting. When the meeting gets to the applicable public comment section, click "raise hand" button next to your name on the right side of the screen. This will notify the meeting host that you would like to make a comment.

Sherry D. Henderson, CMC Town Clerk
5/24/2020 6681690

**TOWN OF HILLSBORO BEACH, FLORIDA
PUBLIC HEARING**

**Emergency Orders Code Violations
Tuesday, June 2, 2020 at 9:00 a.m.**

NOTICE IS HEREBY GIVEN that prior to the Town of Hillsboro Beach Commission's consideration of the **Second Reading** of Ordinance 2020-02, a Public Hearing will be held on **Tuesday, June 2, 2020 at 9:00 a.m.** via Webex Video Conference, in accordance with Governor Ron DeSantis Executive Order No. 20-69 dated March 20, 2020, relating to Emergency Management & Conducting Local Government Public Meetings in response to Coronavirus (Covid-19) global health pandemic.

**ORDINANCE NO. 2020-02
EMERGENCY ORDER CODE VIOLATIONS**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, AMENDING THE TOWN'S CODE OF ORDINANCES BY AMENDING CHAPTER 1 ENTITLED "GENERAL PROVISIONS," BY SPECIFICALLY AMENDING SECTION 1-9 ENTITLED "GENERAL PENALTY; CONTINUING VIOLATIONS"; PROVIDING FOR A VIOLATION OF ANY FEDERAL, STATE, COUNTY OR TOWN EMERGENCY ORDER; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

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JOIN WEBEX MEETING Tuesday, June 2, 2020 9:00am (Eastern)

Meeting number: 790 990 494 Password: JEc2AphYS89

JOIN BY PHONE (not recommended, has limited functionality, you will be unable to speak during the meeting) +1-408-418-9388 United States Toll Access code: 790 990 494 #

PROVIDING PUBLIC COMMENT

Persons desiring to provide public comment may do so by one of the methods listed below. Please be sure to include your name and address for the record. Your comments will be limited to three minutes per person.

- **VIA EMAIL** – Public comments and documents maybe submitted via email to TownClerk@TownofHillsboroBeach.com. Comments will be read aloud to the Commission and public and incorporated into the record. Emails will be accepted up until the end of the Public Comment portion off the Meeting.
- **LIVE WEBEX PARTICIPATION** – If attending via WebEx online, during the meeting bring the mouse to the bottom of the screen and select the 4th icon from the right ("participants). You will then see those participating electronically in the meeting. When the meeting gets to the applicable public comment section, click "raise hand" button next to your name on the right side of the screen. This will notify the meeting host that you would like to make a comment.

Sherry D. Henderson, CMC Town Clerk
5/21/2020



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

Phone: (954) 427-4011
www.townofhillsborobeach.com

Agenda Item Cover Memo

Agenda Item: Ordinance No. 2020-03 Amendment to Town Code of Ordinance to Amend Vacation Rental Ordinance (Second Reading)

Submitting Dept: Town Clerk, Sherry D. Henderson, Town Clerk

Agenda Date: June 2, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. 03 - amending vacation rental ordinance (Second Reading Clean)
 2. Vacation Rental Ordinance 6681424 Newspaper Ad
 3. ORD 2020-03 Vacation Rental Ordinance (2nd reading)

ORDINANCE NO. 2020-03

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, AMENDING CHAPTER 12 ENTITLED "LAND DEVELOPMENT CODE", BY SPECIFICALLY AMENDING SECTION 12-111 ENTITLED "VACATION RENTALS"; PROVIDING FOR THE REGULATION OF VACATION RENTALS LOCATED IN ANY ZONING DISTRICT OF THE TOWN; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, it is the intent of this Chapter to regulate vacation rentals as defined by Florida Statutes, as well as other transient public lodging establishments that do not have on-site management, which are located in any zoning district of the Town of Hillsboro Beach, which is referred to herein as "Vacation Rentals".

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA THAT:

Section 1. The foregoing "Whereas" clause is hereby ratified and confirmed as being true and correct and are hereby made a part of this Ordinance.

Section 2. Chapter 12 of the Code of Ordinances entitled "Land Development Code" is amended by specifically amending Section 12-111 as follows:

Sec. 12-111. - Vacation rentals.

(A) Authority, scope and purpose. This section is enacted under the home rule power of the town in the interest of the health, peace, safety and general welfare.

This section does not prohibit vacation rentals, or the duration or frequency of vacation rentals, nor is it the intention of the town to do so, but rather this section is intended to address life safety and compatibility concerns in the interests of the health, peace, safety, and general welfare.

(1) Findings of facts. Based on information gleaned from the practical first-hand experience and observations of Town Commissioners, common sense deductions of Town Commissioners based on long term experiences in Hillsboro Beach, information learned by Town Commissioners from various residents, information from the U.S. Census and from the Short-Term Rental Housing Restrictions White Paper, prepared by Robinson & Cole, Attorneys at Law, in 2011, prepared for the National Association of Realtors®, the Town Commission finds:

(a) Residents residing within their residential dwellings are inherently familiar with the local surroundings, local weather disturbances, local hurricane evacuation plans, and means of egress from their residential dwellings, thereby minimizing potential risks to themselves and their families.

(b) In contrast, transient occupants of vacation rentals, due to their transient nature, are typically not familiar with local surroundings, local weather disturbances, local hurricane evacuation plans, and means of egress from the vacation rentals in which they are staying, thereby increasing potential risks to themselves and their families, and putting an additional burden on, and potentially putting at risk, emergency personnel in the event of an emergency situation.

(c) Vacation rentals, left unregulated, can create negative impacts within a residential neighborhood due to excessive noise, parking and traffic problems, excessive use and impact on public services and public works, extreme size and/or greater occupancy.

(d) Vacation rentals situated within a residential neighborhood can disturb the quiet nature and atmosphere of the residential neighborhood, and the quiet enjoyment of its residents.

(e) Vacation rentals located within established residential neighborhoods can create negative compatibility impacts relating to extreme noise levels, late night activities, on-street parking issues and traffic congestion.

(f) According to the 2010 U.S. Census, the town has an average household size of 1.66 persons.

(g) According to the 2010 U.S. Census, the town has an average family size of 2.14 persons.

(h) Vacation rentals situated in a single-family residential neighborhood can and do create a great disparity in occupancy.

(i) The presence of on-site management militates against the negative impacts of vacation rentals.

(2) *Definitions.* The following terms as used in this section are defined as set forth hereinafter:

Bedroom means any room in a vacation rental which has a bed or other place for sleeping and a separate closet that is an integral part of the permanent construction within the bedroom or an en suite bathroom, and complies with the Florida Fire Code and Florida Life Safety Code as a bedroom, but shall not include a bathroom, a kitchen, a dining room, or any main living area. If a room has been added, altered, or converted without any required building permit having been granted, such room shall not be deemed a bedroom. If a previously approved bedroom in an existing vacation rental exists as of the effective date of this Code, and does not have a separate closet that is an integral part of the permanent construction of the structure, but rather utilizes an armoire or other furniture piece for clothing storage, the requirement for a closet to qualify as a bedroom is waived.

Occupant means any person who occupies a vacation rental overnight.

On-site management means an office located at the site of a transient public lodging establishment that has, no less than eight (8) hours per day, seven (7) days a week, a person or persons physically present on site for purposes of supplying management, rental, and/or maintenance services for that particular transient public lodging establishment, and, when the office is closed, has a person who is available upon one hour's phone notice to return to the transient public lodging establishment to supply management or maintenance services.

1 *Owner occupied* means the vacation rental is then occupied by person(s), at the vacation
2 rental owner's consent, who do not pay rent for the occupancy of the vacation rental,
3 when such persons are members of the family of the vacation rental owner. Family shall
4 be defined as any number of individuals related by blood, marriage or legal adoption, and
5 not more than four persons not so related, living together as a single housekeeping unit.
6 Foster children are considered part of a family.

7 *Transient public lodging establishments* means any unit, group of units, dwelling, building,
8 or group of buildings within a single complex of buildings which is rented to guests more
9 than three times in a calendar year for periods of less than 30 days or 1 calendar month,
10 whichever is less, or which is advertised or held out to the public as a place regularly
11 rented to guests.

12 *Vacation rental* is collectively a vacation rental as defined under Florida Statutes, and any
13 transient public lodging establishment that does not have on-site management, which is
14 located in any zoning district of the town.

15 *Vacation rental owner* is the fee simple owner of the vacation rental, whether an
16 individual, partnership, corporation, limited liability company, trust, or other entity. In the
17 event the vacation rental owner is not an individual, each and every person who owns 20
18 percent or more of the equitable interest in the vacation rental shall also be deemed a
19 vacation rental owner. The duties and functions of a vacation rental owner may, at the
20 option of the vacation rental owner, be performed by an agent of the vacation rental
21 owner, so long as the vacation rental owner notifies the town in writing, on a form
22 provided by the town, of the identity and contact information of such agent, and the
23 specific duties that the agent will be performing for the vacation rental owner. The
24 vacation rental owner may change the designation of agent at any time through the filing
25 of a new form and the payment of an administrative fee in an amount as set by resolution
26 by the Town Commission. The vacation rental owner shall be held responsible for all
27 actions of such designated agent with respect to the applicable vacation rental.

28 (3) *Enforcement.* Violations of the provisions of the Code of Ordinances relative to vacation
29 rentals shall be enforced in accordance with the provisions of Chapter 2 Article VI of the
30 Code of Ordinances, and through fines in accordance with ordinances and resolutions
31 adopted by the Town Commission.

32 (4) *Appeals.* Any decision of the Special Master shall be final and shall be rendered in writing
33 in appealable form. Such final decision may be reviewed as permitted under Florida law.

34 (5) *Construction of section.* This section shall be liberally construed to accomplish its purpose
35 of regulating vacation rentals, protecting the residential character of Hillsboro Beach, the
36 health, safety, and general welfare of its residents and visitors, and the quiet enjoyment by
37 Hillsboro Beach's residents of their residential property.

38
39 **Section 3.** If any section, subsection, sentence, clause or provision of this Ordinance is
40 held invalid, the remainder of this Ordinance shall not be affected by such invalidity.
41

Section 4. That all ordinances or parts of ordinances and all resolutions or parts of resolutions in conflict with this Ordinance are repealed to the extent of such conflict.

Section 5. It is the intention of the Town Commission of the Town of Hillsboro Beach, that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of Town of Hillsboro Beach, Florida, and the Sections of this ordinance may be renumbered, re-lettered and the word "Ordinance" may be changed to "Section," "Article," or such other word or phrase in order to accomplish such intention.

Section 6. Severability. In the event that any word(s), phrase(s), portion(s), sub-sub-section(s), sub-section(s), or section(s) of this section, is contrary to law, or against public policy, or shall for any reason whatsoever held to be invalid, illegal or unconstitutional, by any court of competent jurisdiction, such word(s), phrase(s), portion(s), sub-sub-section(s), sub-section(s), or section(s) of this section shall be null and void, and shall be deemed severed, and a separate, distinct, and independent provision from the remaining provisions of this section, and such holding shall in no manner affect the validity of the remaining words, phrases, portions, sub-sub-sections, sub-sections, or sections of this section, which shall remain in full force and effect. This section shall be construed in a manner to accomplish, to the greatest extent legally possible, the purposes of this section as expressed herein.

Section 7. This Ordinance shall be effective immediately upon passage and adoption by the Town Commission of the Town of Hillsboro Beach.

PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, ON FIRST READING, THIS ____ DAY OF _____, 2020.

PASSED ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, ON SECOND AND FINAL READING, THIS ____ DAY OF _____, 2020.

By: _____
Deborah L. Tarrant, Mayor

ATTEST:

By: _____
Sherry D. Henderson, CMC
Town Clerk

APPROVED AS TO FORM:

Donald J. Doody, Town Attorney

RECORD OF TOWN COMMISSION VOTE:

	<u>YES</u>	<u>NO</u>
MAYOR D. TARRANT	☐	☐
VICE MAYOR I. KIRDAHY	☐	☐
COMMISSIONER V. FEAMAN	☐	☐
COMMISSIONER B. BALDASARRE	☐	☐
COMMISSIONER A. BROWN	☐	☐

Order ID: 6681424

* Agency Commission not included

GROSS PRICE * : \$171.20**PACKAGE NAME:** SSC Notice of Public Meeting**Product(s):** Sun Sentinel, Affidavit, Floridapublicnotices.com**AdSize(s):** 1 Column**Run Date(s):** Saturday, May 23, 2020**Color Spec.** B/W**Preview**

VACATION RENTAL ORDINANCE**TUESDAY, JUNE 2, 2020 AT 9:00 A.M.**

NOTICE IS HEREBY GIVEN that prior to the Town of Hillsboro Beach Commission's consideration of the Second Reading of Ordinance 2020-02, a Public Hearing will be held on Tuesday, June 2, 2020 at 9:00 a.m. via WebEx utilizing Communications Media Technology, in accordance with Governor Ron DeSantis Executive Order No. 20-69 dated March 20, 2020, relating to Emergency Management & Conducting Local Government Public Meetings in response to Coronavirus (Covid-19) global health pandemic.

ORDINANCE NO. 2020-03

VACATION RENTAL ORDINANCE

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, AMENDING CHAPTER 12 ENTITLED "LAND DEVELOPMENT CODE", BY SPECIFICALLY AMENDING SECTION 12-111 ENTITLED "VACATION RENTALS"; PROVIDING FOR THE REGULATION OF VACATION RENTALS LOCATED IN ANY ZONING DISTRICT OF THE TOWN; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

All interested parties may appear at said meeting and be heard with respect to the proposed Ordinance, which may be inspected by the public. Please contact the Town Clerk at TownClerk@TownofHillsboroBeach.com

JOIN WEBEX MEETING Tuesday, June 2, 2020 9:00am (Eastern)

Meeting number: 790 990 494 Password: JEC2AphYS89

JOIN BY PHONE (not recommended, has limited functionality, you will be unable to speak during the meeting) +1-408-418-9388 United States Toll Access code: 790 990 494 #

PROVIDING PUBLIC COMMENT

Persons desiring to provide public comment may do so by one of the methods listed below. Please be sure to include your name and address for the record. Your comments will be limited to three minutes per person.

Order ID: 6681424

* Agency Commission not included

GROSS PRICE * : \$171.20**PACKAGE NAME: SSC Notice of Public Meeting**

minutes per person.

- **VIA EMAIL** – Public comments and documents maybe submitted via email to TownClerk@TownofHillsboroBeach.com. Comments will be read aloud to the Commission and public and incorporated into the record. Emails will be accepted up until the end of the Public Comment portion of the Meeting.

- **LIVE WEBEX PARTICIPATION** – If attending via WebEx online, during the meeting bring the mouse to the bottom of the screen and select the 4th icon from the right ("participants). You will then see those participating electronically in the meeting. When the meeting gets to the applicable public comment section, click "raise hand" button next to your name on the right side of the screen. This will notify the meeting host that you would like to make a comment.

05/23/20 6681424

**TOWN OF HILLSBORO BEACH, FLORIDA
PUBLIC HEARING**

**Vacation Rental Ordinance
Tuesday, June 2, 2020 at 9:00 a.m.**

NOTICE IS HEREBY GIVEN that prior to the Town of Hillsboro Beach Commission's consideration of the **Second Reading** of Ordinance 2020-02, a Public Hearing will be held on **Tuesday, June 2, 2020 at 9:00 a.m.** via WebEx utilizing Communications Media Technology, in accordance with Governor Ron DeSantis Executive Order No. 20-69 dated March 20, 2020, relating to Emergency Management & Conducting Local Government Public Meetings in response to Coronavirus (Covid-19) global health pandemic.

**ORDINANCE NO. 2020-03
VACATION RENTAL ORDINANCE**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, AMENDING CHAPTER 12 ENTITLED "LAND DEVELOPMENT CODE", BY SPECIFICALLY AMENDING SECTION 12-111 ENTITLED "VACATION RENTALS"; PROVIDING FOR THE REGULATION OF VACATION RENTALS LOCATED IN ANY ZONING DISTRICT OF THE TOWN; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

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Sherry D. Henderson, CMC Town Clerk
5/21/2020



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

Phone: (954) 427-4011
www.townofhillsborobeach.com

Agenda Item Cover Memo

Agenda Item: Ordinance No. 2020-04 Amendment to Town Code of Ordinance, Chapter 4- Buildings and Building Regulations,
Article II. Contractors, Sec. 4-18 Limitation on Hours of Construction ([First Reading](#))

Submitting Dept: Town Clerk, Sherry D. Henderson, Town Clerk

Agenda Date: June 2, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. 04 - Construction Hours Amendment (00376955)

ORDINANCE NO. 2020-04

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, AMENDING THE TOWN'S CODE OF ORDINANCES BY AMENDING CHAPTER 4 ENTITLED "BUILDINGS AND BUILDING REGULATIONS", BY SPECIFICALLY AMENDING SECTION 4-18 ENTITLED "LIMITATION ON HOURS OF CONSTRUCTION"; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission has determined that it is in the Town's best interest to amend the hours of construction during off-season to enhance and protect the quality of life enjoyed by the residents of the Town of Hillsboro Beach;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA THAT:

Section 1. The foregoing "Whereas" clause is hereby ratified and confirmed as being true and correct and is hereby made a part of this Ordinance.

Section 2. Chapter 4 of the Code of Ordinances is hereby amended by specifically amending Section 4-18 entitled "Limitation on hours of construction." which shall read as follows:

Sec. 4-18. - Limitation on hours of construction.

(A) It shall be unlawful for any person to perform labor or work, or to operate or conduct any construction enterprise in the town on new construction or remodeling of present improvements, except between the hours of 8:00 a.m. to 6:00 p.m. on weekdays only, from November 1 of each year to ~~March 31~~ April 1 of the succeeding year; and except between the hours of ~~87:00~~ 8:00 a.m. to 6:00 p.m. during the remaining part of the year on weekdays only. For minor remodeling or repair work conducted on the interior of a residential enclosed structure, the work may be conducted on weekends in residential units during the same time limitations set forth hereinabove so long as where the location or sites of the work are not so close to inhabited domiciles, apartments or hotels that the noise emanating from the operation of the minor remodeling or repair work shall disturb or is detrimental to the health, business and quiet enjoyment of any occupant or neighbor thereof. No construction activity shall take place in the town on Thanksgiving, Christmas and New Year's Day.

(B) In the event any emergency exists or conditions with reference to the operation of any such business or enterprise are such that it would be unjust and inequitable for the same not to be operated during the prohibited hours, upon application made to the ~~Town Manager~~ Clerk and after an investigation has been made, the ~~Town Manager~~ Clerk may issue a permit authorizing the operation of the construction for a limited period of time.

(C) It is the purpose and intention of this provision to include all types of construction work on any and all types of improvements. Its terms shall include seawalls, bridges, boats, docks, buildings of every nature and kind.

1 **Section 3.** If any section, subsection, sentence, clause or provision of this Ordinance is held
2 invalid, the remainder of this Ordinance shall not be affected by such invalidity.

3
4 **Section 4.** That all ordinances or parts of ordinances and all resolutions or parts of resolutions
5 in conflict with this Ordinance are repealed to the extent of such conflict.

6
7 **Section 5.** It is the intention of the Town Commission of the Town of Hillsboro Beach, that
8 the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of Town of
9 Hillsboro Beach, Florida, and the Sections of this ordinance may be renumbered, re-lettered and the word
10 "Ordinance" may be changed to "Section," "Article," or such other word or phrase in order to accomplish
11 such intention.

12
13 **Section 6.** This Ordinance shall be effective fifteen (15) days after its passage and adoption
14 by the Town Commission of the Town of Hillsboro Beach.

15
16
17 PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF HILLSBORO
18 BEACH, FLORIDA, ON FIRST READING, THIS ____ DAY OF ____, 2020.

PASSED ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH,
FLORIDA, ON SECOND AND FINAL READING, THIS ____ DAY OF ____, 2020.

19
20
21
22 By: _____
23 Deborah L. Tarrant, Mayor

24 ATTEST:

25
26 By: _____
27 Sherry D. Henderson, CMC
28 Town Clerk

29
30
31 APPROVED AS TO FORM:

32
33 _____
34 Donald J. Doody, Town Attorney



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

Phone: (954) 427-4011
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Agenda Item Cover Memo

Agenda Item: Discussion on Broward County Land Use Policy 2.21.7 and the Town's Seawall Ordinance; Chapter 12-Land Development, Div. 5- Zoning, Article XIII., Sec. 12-268 Seawalls
Presented by Town Attorney Doody

Submitting Dept: Town Clerk, Sherry D. Henderson, Town Clerk

Agenda Date: June 2, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS:

1. 2020-16 Memorandum on Broward County Seawall Ordinance
2. Seawall Amendment- Tidal Ordinance (00376945)

INTER-OFFICE CORRESPONDENCE

MEMORANDUM NO. 2020-16

TO: Mayor and Members of the Town Commission

CC: William “Mac” Serda, Town Manager
Sherry D. Henderson, Town Clerk

FROM: Donald J. Doody, Town Attorney *DJD*
Sean M. Swartz, Assistant Town Attorney *SMS*

DATE: May 21, 2020

RE: Town of Hillsboro Beach (“Town”) / Impact of Broward County Land Use Policy 2.21.7 on the Town’s Seawall Ordinance

This memorandum addresses the impact of Broward County Land Use Policy 2.21.7 on Section 12-268 of the Town’s Code entitled “Seawalls”.

In order to comply with Broward County Land Use Policy 2.21.7, the Town must adopt an ordinance to amend its Code providing for consistent top elevations of seawalls with that of Chapter 39, Article XXV – Resiliency Standards for Flood Protection - of the Broward County Code of Ordinances.

BROWARD COUNTY LAND USE POLICY AND ORDINANCE

On January 7, 2020, the Broward County Board of Commissioners adopted Land Use Policy 2.21.7. Policy 2.21.7 provides that tidally-influenced municipalities, which includes the Town, shall adopt an ordinance consistent with the top elevations for seawalls, banks and berms, and other appurtenant infrastructure. Policy 2.21.7 reads as follows:

POLICY 2.21.7 In order to ensure coordination, consistency and maximum effectiveness of improvements necessary to mitigate high tide flooding associated with realized and additional sea level rise through the year 2070, tidally-influenced municipalities shall adopt within 24-months of the effective date of this Policy (February 13, 2020), regionally consistent top elevations for seawalls, banks and berms, and other appurtenant infrastructure (e.g., boat ramps) consistent with the findings and recommendations of the United States Army Corps of Engineers/Broward County Flood Risk Management Study for Tidally Influenced Coastal Areas. These standards shall be consistent with Chapter 39, Article XXV – Resiliency Standards for Flood Protection - of the Broward County Code of Ordinances, which shall serve as the model ordinance, and shall not be applicable to oceanfront beaches or shorelines seaward of the Coastal Construction Control Line.

The Broward County's Code of Ordinances at Chapter 39, Article XXV – Resiliency Standards for Flood Protection provides for the minimum elevation for seawalls of five (5) feet NAVD88, subject to certain exceptions, and reads as follows:

Sec. 39-407. Minimum elevations for coastal infrastructure within tidally influenced areas.

(a) All new or substantially repaired or substantially rehabilitated banks, berms, green-grey infrastructure, seawalls, seawall caps, upland stem walls, or other similar infrastructure shall be designed and constructed to perform as tidal flood barriers. Tidal flood barriers shall have a minimum elevation of five (5) feet NAVD88. Applications for new or substantially repaired or substantially rehabilitated tidal flood barriers submitted prior to January 1, 2035, may be permitted a minimum elevation of four (4) feet NAVD88, if designed and constructed to accommodate a minimum elevation of five (5) feet NAVD88 by January 1, 2050.

TOWN'S CODE

Currently, the Town's Code Section 12-268 provides for a minimum elevation for seawalls of four (4) feet NAVD88 and certain maximum seawall elevations based on the location of the subject property on the FEMA flood insurance rate map. Section 12-268(D) of the Town's Code of Ordinances provides as follows:

(D) The top surface of a newly constructed seawall shall have a minimum elevation of 4.0 feet NAVD88 (see table). The elevation shall not exceed a maximum of the base flood elevation (BFE) as identified in the most recent FEMA Flood Insurance Rate Map (FIRM) for the property, except as specifically set forth herein. For properties with a BFE of 4.0 feet NAVD88, the minimum seawall elevation shall meet 4.0 feet NAVD88 and the maximum seawall elevation shall be 5.0 feet NAVD88. For waterfront properties with a habitable finished floor elevation of less than 4.0 feet NAVD88, a seawall may be constructed at less than the stated minimum elevation if a waiver is granted by the Town Commission. For properties within an X zone, the minimum seawall elevation shall meet 4.0 feet NAVD88 and the maximum shall meet the definition of grade defined as the base flood elevation requirement for the lowest floor as shown on the flood insurance rate map published by the Federal Emergency Management Agency (FEMA). Property owners choosing to construct seawalls at less than 5.0 feet NAVD88 are strongly encouraged to have the foundation designed to accommodate a future seawall height extension up to a minimum elevation of 5.0 feet NAVD88.

CONCLUSION

In order for the Town to comply with Broward County Land Use Policy 2.21.7, the Town, prior to February 13, 2022, must amend its Code at Section 12-268 to provide for top elevations consistent with Chapter 39, Article XXV of Broward County's Code of Ordinances. Therefore,

Page 3 of 3

our office would advise the Town Commission to adopt Broward's "Model" Ordinance entitled "Resiliency Standards for Flood Protection" related to its regulation of the top elevation of seawalls in the Town. This would ensure the Town's compliance with Policy 2.21.7.

Please feel free to contact our office with any questions.

DJD/SMS

ORDINANCE NO. 2020-_____

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, AMENDING CHAPTER 12 ENTITLED “LAND DEVELOPMENT CODE”, BY SPECIFICALLY AMENDING SECTION 12-268 ENTITLED “SEAWALLS”; PROVIDING FOR CONSISTENT TOP ELEVATIONS OF SEAWALLS WITH BROWARD COUNTY CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in order to comply with Broward County Land Use Policy 2.21.7, the Town must adopt an ordinance to amend its Code providing for consistent top elevations of seawalls with that of Chapter 39, Article XXV – Resiliency Standards for Flood Protection - of the Broward County Code of Ordinances.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA THAT:

Section 1. The foregoing "Whereas" clause is hereby ratified and confirmed as being true and correct and are hereby made a part of this Ordinance.

Section 2. Chapter 12 of the Code of Ordinances entitled “Land Development Code” is amended by specifically amending Section 12-268 as follows:

Sec. 12-268. - Seawalls.

(A) *Purpose.* It is the purpose of this section to prevent flooding in the town caused by rising sea levels and the periodic King Tide effect that results in portions of State Road A-1-A becoming impassable and closed to vehicular traffic resulting in a risk to the health, safety and welfare of the residents of Hillsboro Beach. In order to protect the health, safety, and welfare of the citizens of the town and to prevent the adverse impacts on the State Road A-1-A caused by tidal waters from the Intracoastal Waterway, this section is intended to require improvements to one's real property to impede tidal waters flowing on to private and public property and causing damage to adjacent properties.

(B) *Findings.* Based on evidence associated with rising sea levels and King Tides presented in hearings, studies, and reports made available to the Town Commission and the resultant adverse impacts on municipalities located in South Florida including, but not limited to, "Leveraging Catastrophe Bonds : As a Mechanism for Resilient Infrastructure Project Finance"; "A Research Paper Reviewing Issues and Unintended Consequences related to Raising Minimum Building Finish Floor Elevations" prepared for City of Miami Beach; "City of Fort Lauderdale Frequently Asked Questions: Proposed Sea Wall Ordinance"; Miami Beach Flooding Mitigation Committee meetings minutes of July 9, 2014; City of Miami

1 Beach memorandum dated February 18, 2015 relative to discussion regarding seawall height
2 standards and its impact on single-family home development; and "Max Seawall Heights for
3 Coastal Cities in Broward County"; a Powerpoint presentation entitled "King Tides, Sea Level
4 Rise, and Seawalls in SE Florida" presented by Dr. Nancy Gassman; "King Tide 2016: A
5 Glimpse at what South Florida's Future Could Like" Briefing Book for U.S. Congressman
6 Ted Deutch; and "Climate Change and Sea-Level Rise in Florida" prepared by the Florida
7 Oceans and Coastal Council, Tallahassee, Florida, the Town Commission finds:

- 8 (1) The construction of new seawalls or the repair to existing seawalls to prevent tidal
9 waters from flowing overland and leaving one's property is necessary to protect the
10 health, safety, and welfare of the town residents; and
- 11 (2) The town has a substantial interest in attempting to prevent the closure of State Road
12 A-1-A due to tidal waters flowing overland from the Intracoastal waterway onto the state
13 road;

14 (C) The following words when used in this section shall have the following meaning:

- 15 (1) NGVD 29 or the National Geodetic Vertical Datum of 1929 means the vertical control
16 datum established for vertical control surveying in the United States of America by the
17 General Adjustment of 1929. The datum is used to measure elevation or altitude above,
18 and depression or depth below, mean sea level (MSL).
- 19 (2) NAVD88 or the North American Vertical Datum means the vertical control datum of
20 orthometric height established for vertical control surveying in the United States of
21 America based upon the General Adjustment of the North American Datum of 1988.
- 22 (3) Seawall means vertical or near vertical structures placed between an upland area and a
23 waterway. For the purposes of the Land Development Code, rip rap is not considered a
24 seawall.
- 25 (4) Rip rap means a foundation of unconsolidated boulders, stone, concrete or similar
26 materials placed on or near a shoreline to mitigate wave impacts and prevent erosion.

27 (D) ~~The top surface of a newly constructed seawall shall have a minimum elevation of 4.0 feet~~
28 ~~NAVD88 (see table). The elevation shall not exceed a maximum of the base flood elevation~~
29 ~~(BFE) as identified in the most recent FEMA Flood Insurance Rate Map (FIRM) for the~~
30 ~~property, except as specifically set forth herein. For properties with a BFE of 4.0 feet~~
31 ~~NAVD88, the minimum seawall elevation shall meet 4.0 feet NAVD88 and the maximum~~
32 ~~seawall elevation shall be 5.0 feet NAVD88. For waterfront properties with a habitable~~
33 ~~finished floor elevation of less than 4.0 feet NAVD88, a seawall may be constructed at less~~
34 ~~than the stated minimum elevation if a waiver is granted by the Town Commission. For~~
35 ~~properties within an X-zone, the minimum seawall elevation shall meet 4.0 feet NAVD88 and~~
36 ~~the maximum shall meet the definition of grade defined as the base flood elevation~~
37 ~~requirement for the lowest floor as shown on the flood insurance rate map published by the~~
38 ~~Federal Emergency Management Agency (FEMA). Property owners choosing to construct~~
39 ~~seawalls at less than 5.0 feet NAVD88 are strongly encouraged to have the foundation~~
40 ~~designed to accommodate a future seawall height extension up to a minimum elevation of 5.0~~

feet NAVD88. All new or substantially repaired or substantially rehabilitated banks, berms, green-grey infrastructure, seawalls, seawall caps, upland stem walls, or other similar infrastructure shall be designed and constructed to perform as tidal flood barriers. Tidal flood barriers shall have a minimum elevation of five (5) feet NAVD88. Applications for new or substantially repaired or substantially rehabilitated tidal flood barriers submitted prior to January 1, 2035, may be permitted a minimum elevation of four (4) feet NAVD88, if designed and constructed to accommodate a minimum elevation of five (5) feet NAVD88 by January 1, 2050.

Property's FEMA Flood Insurance Rate Map Location	Minimum Allowable Seawall Elevation	Maximum Allowable Seawall or Dock Elevation
In a floodplain with a base flood elevation greater than or equal to 5.0 feet NAVD88	4.0 feet NAVD88	Base Flood elevation of the property
In a floodplain with a base flood elevation equal to 4.0 feet NAVD88	4.0 feet NAVD88	5 feet NAVD88
In an X zone, not in a floodplain	4.0 feet NAVD88	Meet the definition of grade as defined herein.

- (1) Seawalls shall be designed and built in a substantially impermeable manner to prevent tidal waters from flowing through the seawall while still allowing for the release of hydrostatic pressure from the upland direction. To effectuate the release of hydrostatic pressure, if needed because of insufficient structural strength of the seawall, seawalls shall be designed to provide for "seepage holes" with adequate back-flow prevention or a valve with backflow preventer. Additionally, the design of seawalls shall take into account the existing historic storm water runoff patterns and provide for maintaining those patterns so as not to cause flooding of adjacent roadways.
- (2) Fixed docks may be constructed at an elevation less than the elevation of the adjacent seawall to which it is attached but shall not be constructed at an elevation more than 10 inches above the adjacent seawall's elevation. Floating docks shall be allowed and must be permitted and permanently attached to a marginal dock, finger pier, mooring pilings, or seawall.
- (3) Seawalls improvements constituting substantial repair at the time of permit application shall meet the minimum elevation and consider the design recommendations as set forth in this section for the continuous seawall for the length of the property. For the purposes of this section, substantial repair threshold shall mean any improvement to a structure as defined as follows:
 - (a) If more than fifty percent (50%) of the total gross floor area of the building or more than fifty percent (50%) of a structure or more than fifty percent (50%) of its replacement value west of State Road A1A is damaged, destroyed or removed for

any reason the entire building, structure or use thereof shall be required to meet the Town's Land Development Code.

(4) All property owners shall maintain their seawalls in good repair. A seawall is presumed to be in disrepair if it allows for upland erosion, transfer of material through, around or over the seawall or allows tidal waters to flow unimpeded through the seawall to adjacent properties or public right-of-way or the seepage of water is restricted such that water remains on the land side of the seawall and intrudes on neighboring property or public facilities or right-of-way. Property owners failing to maintain their seawalls may be cited. The owner of the property on which the seawall is constructed is required to initiate a process, including, but not limited to, hiring a contractor or as an owner applying for a building permit, and be able to demonstrate progress toward repairing the cited defect within 60 days of receiving notice from the town and complete the repair within 365 days of citation or as extended by the Town Commission. The property owner shall insure that the seawall is designed and constructed to meet the minimum elevation requirement and design requirement as set forth in this section.

(5) Property owners with seawalls below the minimum elevation, or permeable erosion barriers, or a land/water interface of another nature shall not allow tidal waters entering their property to impact adjacent properties or public rights-of-way or other public facilities. Property owners failing to prevent tidal waters from flowing overland and leaving their property may be cited. The owner of the property is required to initiate a process, including, but not limited to, hiring a contractor or as an owner submitting a building permit, and be able to demonstrate progress toward addressing the cited concern within 60 days of receiving notice from the town and complete the proposed remedy within 365 days of citation.

(6) Any property owner required to install or repair a seawall or an existing structure or rip-rap under the Code of Ordinances may submit an alternative design including existing rip-rap to that specified in this section to be reviewed by the town's consulting engineer. If determined by the Town's Consulting Engineer that the functional requirements stated herein are satisfied, the Town's Manager shall submit the alternate design to the Town Commission for its review and approval with or without conditions or denial.

Section 3. If any section, subsection, sentence, clause or provision of this Ordinance is held invalid, the remainder of this Ordinance shall not be affected by such invalidity.

Section 4. That all ordinances or parts of ordinances and all resolutions or parts of resolutions in conflict with this Ordinance are repealed to the extent of such conflict.

Section 5. It is the intention of the Town Commission of the Town of Hillsboro Beach, that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of Town of Hillsboro Beach, Florida, and the Sections of this ordinance may be renumbered,

1 re-lettered and the word "Ordinance" may be changed to "Section," "Article," or such other word
2 or phrase in order to accomplish such intention.
3

4 **Section 6.** Severability. In the event that any word(s), phrase(s), portion(s), sub-sub-
5 section(s), sub-section(s), or section(s) of this section, is contrary to law, or against public policy,
6 or shall for any reason whatsoever held to be invalid, illegal or unconstitutional, by any court of
7 competent jurisdiction, such word(s), phrase(s), portion(s), sub-sub-section(s), sub-section(s), or
8 section(s) of this section shall be null and void, and shall be deemed severed, and a separate,
9 distinct, and independent provision from the remaining provisions of this section, and such holding
10 shall in no manner affect the validity of the remaining words, phrases, portions, sub-sub-sections,
11 sub-sections, or sections of this section, which shall remain in full force and effect. This section
12 shall be construed in a manner to accomplish, to the greatest extent legally possible, the purposes
13 of this section as expressed herein.
14

15 **Section 7.** This Ordinance shall be effective immediately upon passage and adoption by
16 the Town Commission of the Town of Hillsboro Beach.
17

18 PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF
19 HILLSBORO BEACH, FLORIDA, ON FIRST READING, THIS _____ DAY OF
20 _____, 2020.

PASSED ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF HILLSBORO
BEACH, FLORIDA, ON SECOND AND FINAL READING, THIS _____ DAY OF _____,
2020.

21
22
23 By: _____
24 Deborah L. Tarrant, Mayor
25
26
27

28 ATTEST:
29

30 By: _____
31 Sherry D. Henderson, CMC
32 Town Clerk
33



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

Phone: (954) 427-4011
www.townofhillsborobeach.com

Agenda Item Cover Memo

Agenda Item: Resolution No. 2020-32 Consideration to Approve and Adopt the Town of Hillsboro Beach Water Leak Credit Policy ([Tabled from the 5/5/2020 Commission Mtg](#))

Submitting Dept: Town Clerk, Sherry D. Henderson, Town Clerk

Agenda Date: June 2, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. Agenda Item- Town -Water Credits Policy- (6-2-2020 Mtg)
 2. 32 - Water Credit Policy (00372539) (2)
 3. Town of Hillsboro Beach Water Credit Policy 5-27-2020
 4. TOHB---Water-Credit-Request-Form 2020 -002
 5. Other Municipalities Credit Policies



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

Phone: (954) 427-4011
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Agenda Item Cover Memo

Agenda Item: Approval of The Town's Water Credit Policy
Submitting Dept.: Finance Department
Agenda Date: June 2, 2020

1. BACKGROUND/HISTORY

The Town's has recently received several requests for a water credits due to water line breakages and leaks which resulted in an inflated water bill for residents. Those Town's residents that have experience a leak, have filled out a Water Credit Request Form that is located on the Town's Website. The Town does not have a Water Credit Policy in place.

2. CURRENT ACTIVITY

Included in this agenda item is a redline version of the water credit policy based on the Commission's requests from the May 5, 2020 meeting. In particular, the new policy requires that all water credit requests must be approved by the Commission.

3. FINANCIAL IMPACT

There is no financial impact.

4. RECOMMENDATION

Staff recommends that the Town Commission review the Water Credit Policy and approve with changes as needed.

Attachments:

- 1) Town of Hillsboro Beach Water Credit Policy. (RED LINED DRAFT)
- 2)

Adopted by the Hillsboro Beach Mayor and Commission on this ____ day of _____, 2020.

RESOLUTION NO. 2020-32

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING THE TOWN'S PROPOSED WATER LEAK CREDIT POLICY; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission deems it to be in the best interests of the Town to approve the Town's proposed Water Leak Credit Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA THAT:

SECTION 1. The foregoing "WHEREAS" clause is true and correct and hereby ratified and confirmed by the Town Commission. All exhibits attached hereto are hereby incorporated herein.

SECTION 2. The Town Commission of the Town of Hillsboro Beach, Florida, hereby approves the Town's proposed Water Leak Credit Policy; a copy of the Policy is attached hereto as Exhibit "A".

SECTION 3. The appropriate Town officials are authorized and directed to execute the necessary documents to comply with this Resolution.

SECTION 4. All Resolutions or parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.

SECTION 5. If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered eliminated and will in no way affect the validity of the other provisions of this Resolution.

SECTION 6. This Resolution shall become effective immediately upon its passage and adoption.

1 **ADOPTED** by the Town Commission of the Town of Hillsboro Beach, Florida this ____
2 day of _____ 2020.
3
4
5
6 TOWN OF HILLSBORO BEACH, FLORIDA
7
8
9 _____
10 Deborah L. Tarrant
11 Mayor
12 ATTEST:
13
14 _____
15 Sherry D. Henderson, CMC
16 Town Clerk

RESOLUTION NO. 2020-32

RECORD OF TOWN COMMISSION VOTE:

	<u>YES</u>	<u>NO</u>
MAYOR D. TARRANT	☐	☐
VICE MAYOR I. KIRDAHY	☐	☐
COMMISSIONER V. FEAMAN	☐	☐
COMMISSIONER B. BALDASARRE	☐	☐
COMMISSIONER A. BROWN	☐	☐



Town of Hillsboro Beach

Water Credit Policy

The Town of Hillsboro Beach **may** consider a potential credit for excess water consumption that resulted in **substantial** increase in water bill charges due to the following:

- Single or Multiple Residential Leaks
- Major Irrigation Leaks

WATER DEPARTMENT

The Town of Hillsboro Beach Water Department is responsible for managing its water distribution system which consists of the water mains that deliver water to the residents of Hillsboro Beach. Each resident is provided water through a water meter service, that consist of a service line connecting a water meter to the distribution water main. The water meters are installed on a curb stop meter valve, using a meter flange located immediately in front of and behind the water meter and located inside the meter box or meter vault.

The Water Department's responsibility ENDS at the meter flange immediately located after the water meter. The Town of Hillsboro Beach is NOT liable for water leaks occurring in any piping structure(s) immediately following the meter flange after the water meter.

REQUIREMENTS FOR CREDIT

- A "Customer Request for Water Credit" form must be filled out completely and signed within 45 days of the leak occurrence and repair. (Forms are also located on Town's Website)
- The identification of where and how the leak occurred and the explanation of the repairs, along with an attached copy of the repair bill from a licensed plumber must be included for credit consideration.
- All disputed balances must be paid in full to avoid late fees or disconnection.

IMPORTANT ADDITIONAL INFORMATION

- ~~• Water credits will only be considered for hidden leaks~~
- ~~• All water credits \$2,000 and over must have approval by the Town Commission, anything under \$2,000 may be approved by the Town Manger.~~
- All water credit requests must be approved by the Town Commission.
- ~~• The water leak will only be considered for a single billing cycle.~~



Town of Hillsboro Beach

Water Credit Policy

IMPORTANT ADDITIONAL INFORMATION (continued)

- No credits are issued due to leaks caused by a third party.
- If a licensed plumber did not complete the repair, then the leak will not be considered for credit.
- The Town will not reimburse for the cost of the licensed plumber.
- Incomplete forms or supporting documentation will delay the process. Account Holders will be contacted if additional information is required for credit consideration.
- Credits will be calculated based on the average consumption of the prior 12 months. This calculated average will then be subtracted from the disputed month.
- Any late fees or disconnection fees will not be considered in the credit amount
- ~~Once a water credit is approved, only one (1) adjustment per address (either irrigation or domestic accounts) will be considered within a three (3) year period for the same leak.~~
Water credit approvals or denials will be communicated to the Account Holder.

~~Water credit approvals or denials will be communicated to the Account Holder. Appeals on any water credit denials may be submitted within a 45day time period to the Town Clerk for hearing by the Special Magistrate. Denied appeals will be subject to a \$250 admin fee.~~



Town of Hillsboro Beach Water Department

Customer Request for Water Credit

CUSTOMER INFORMATION:

Name: _____ Daytime Phone: _____

Date of Request: _____ Email Address: _____

Service Address: _____ Acct Number: _____

Meter Service: Domestic _____ Irrigation _____ If Domestic: Single _____ Multi _____ Residential _____

REASON FOR CREDIT REQUEST:

Location of Leak: _____ When was leak discovered: _____

Describe the reason for credit request: (add photos if needed) _____

What recourse was taken to repair leak: (copy of repair bill from licensed plumber must be included with form)

Certification:

I certify that the above information contained in the request is, to the best of my knowledge, correct and represents a complete and accurate statement. By signing below, I agree to allow Hillsboro Beach Water Department staff on site to review and verify the above information (as needed).

(Please sign)

(Printed Name)

(Date)

Hillsboro Beach Staff Only

Date Received: _____ Processed: _____

Confirmed Leak (yes or no): _____ If Yes - Calculated water loss and explanation: _____

Water Dept Staff Signature: _____ Date forward to Town Manager: _____

APPROVED: _____	DENIED: _____	SIGNATURE: _____
DATE: _____	REASON: _____	

Town of Hillsboro Beach Summary of City Water Credit Policies

Credit Terms	Broward County	City of Fort Lauderdale	North Lauderdale	City of Palm Beach	City of Pompano	City of Deerfield	City of Boca Raton	Town of Hillsboro Beach <i>DRAFT</i>
Process	Notification must be submitted within 30 days after customer has detected a plumbing concern and repaired it. No Credits are issued due to leaks caused by a 3rd Party.	Provides credits for all types of Water Meters leaks. Requires customer affidavit and repair confirmation.	Provides credits due to a leak that was underground or concealed in wall or foundation, or by act of vandalism- Form must be completed and signed by the property owner within 15 days of the repair completion.	Does not offer individual credits- May offer adjustments due to acts of nature and an insurance claim must be submitted.	Offers credit for catastrophic leaks only. No credit for negligence causing increased usage.	Does not offer credit for any customer site leak. Rarely credits commercial leaks.	The bill in question must be double the customer's average consumption. Must contact customer service within 4 months from the date in question.	Notification of residential or irrigation leaks must be submitted with 60 days of the leak occurrence and repair.
Requirements	Provide completed form and Plumber License # required	Notarized Affidavit requesting leak credit and copy of bill or written statement from licensed plumber / location of leak and date of repairs.	Signed form and attach a copy of the detailed repair bill including location of leak and address	N/A	No Form- email proof of repair by a licensed plumber or visit city hall in person.	N/A	Fill out form and provide receipt of repairs	Fully completed and signed form identifying problem and proof of repair by licensed plumber.
How often credits are allowed	Once every 3 years	N/A	Only 1 adjustment applied for the same repair within a 5 year period	N/A	A total of 2 months of credits per year	N/A	Adjustments are given once every 3 years with proof of repairs and every 5 years without proof of receipt	One adjustment every 3 years for the same repair.
Calculation of credit	N/A	Average 12 mo. of consumption & credit the difference	50% of the difference between the usage units of the requested single billing cycle and the average usage over the last 12 billing cycles	N/A	Based on a 4 Tiered Billing Consumption Method which identifies the percentage credited	N/A	N/A	Average consumption of the prior 12 months. This calculated Average will be subtracted from the disputed month.
Processing Time Frame	Up to 90 days to process	N/A	Up to 45 days for processing	N/A	N/A	N/A	N/A	Up to 90 days to process and must be approved by the Town Commission
Other Notes:	N/A	N/A	10% of the disputed bill must be paid. No Late fees or disconnection fees credited.	N/A	Waste water on commercial property is capped at 10,000 gallons.	N/A	Must still submit payment for disputed month to avoid late fees or disconnection.	Must still submit payment for disputed month to avoid late fees or disconnection.

3/30/2020



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

Phone: (954) 427-4011
www.townofhillsborobeach.com

Agenda Item Cover Memo

- Agenda Item:** Akerman: Invoice #9564368 April 2020 \$39,190.00
2. CG&A: Invoice # 76696 Services Rendered thru 04-30-2020 \$6,959.43
 3. Goren, Cherof, Doody & Ezrol P.A.: Invoice # 31317 April - May 2020 \$5,353.50 (General Matters)
 4. Goren, Cherof, Doody & Ezrol P.A.: Invoice # 31318 May 2020 \$8,488.75 (Deerfield Beach)
 5. Goren, Cherof, Doody & Ezrol P.A.: Invoice # 31319 April - May 2020 \$1,622.50 (Purchase from Winter Sun Investments LLC)
 6. Goren, Cherof, Doody & Ezrol P.A.: Invoice # 31320 May 2020 \$5,670.00 (Adv. State of Florida (Bond Validation 2020))
 7. Goren, Cherof, Doody & Ezrol P.A.: Invoice # 31321 April - May 2020 \$4,252.50 (Adv. David Pratt (Seagrape Revocable) Appeal)
 8. Inframark: Invoice # 51433 May 2020 \$7,322.17
 9. Moffat & Nichol: Invoice # 747538 Services Rendered thru 11-30-2019 \$48,479.00
 10. Moffat & Nichol: Invoice # 747948 Services Rendered from 12-1-2019 thru 12-25-2019 \$5,636.00
 11. Moffat & Nichol: Invoice # 748689 Services Rendered from 07-28-2019 thru 01-25-2020 \$36,838.27
 12. Moffat & Nichol: Invoice # 749590 Services Rendered from 01-26-2020 thru 02-29-2020 \$17,413.17
 13. Moffat & Nichol: Invoice # 750936 Services Rendered from 03-29-2020 thru 04-25-2020 \$46,881.75
 14. Shutts & Bowen LLP: Invoice #1452282 Services Rendered thru 04-30-2020 \$6,150.00
 15. Sweetapple Broeder & Varkas: Invoice # 10921 \$5,025.00



TOWN OF HILLSBORO BEACH

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16. RMA : Invoice # 4493 Service Rendered from 03-20-2020 thru 04-17-2020 \$3,075.00

17. RMA: Invoice #4494 Service Rendered from 04-18-2020 thru 05-17-2020 \$2,075.00

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant
Agenda Date: June 2, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. Akerman Invoice #9564368 April 2020 \$39,190.00
 2. CG&A Invoice #76696 Services thru 04-30-2020 \$6,959.43
 3. Goren, Cherof, Doody & Ezrol Invoice # 31319 April- May 2020 \$ 1,622.50 (Purchase from Winter Sun Investments LLC 1205 and 1206 Hillsboro Mile)
 4. Goren, Cherof, Doody & Ezrol Invoice #31317 April-May 2020 \$5,353.50 (General Matters)
 5. Goren, Cherof, Doody & Ezrol Invoice #31318 May 2020 \$ 8,488.75 (Deerfield Beach)
 6. Goren, Cherof, Doody & Ezrol Invoice #31320 May 2020 \$5,670.00 (adv. State of Florida (Bond Validation 2020))



TOWN OF HILLSBORO BEACH

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7. Goren, Cherof, Doody & Ezrol Invoice #31321 April - May 2020 \$ 4,252.50 (adv. David Pratt (Seagrape Revocable Trust) Appeal
8. INFRAMARK - Invoice #51433 May 2020 \$7,322.17
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11. Moffat & Nichol Invoice #747538 Services Rendered thru November 30, 2019 \$ 48,479.00
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13. Moffat & Nichol Invoice # 747948 Services Rendered from 12-1-2019 thru 12-28-2019 \$ 5,636.00
14. Moffat & Nichol Invoice # 748689 Services Rendered from 07-28-2019 thru 01-25-2020 \$36,838.27
15. Moffat & Nichol Invoice # 749590 Services Rendered from 01-26-2020 thru 02-29-2020 \$17,413.41
16. RMA Invoice #4493 (\$3075.00)
17. RMA Invoice #4494 \$2,075.00



Akerman LLP
Post Office Box 4906
Orlando, FL 32802
Tel: 407.254.2305
Fax: 407.254.3408

Remittance Copy

Invoice Date
Invoice No.

May 08, 2020
9564368

TOWN OF HILLSBORO BEACH, FLORIDA
C/O D.J. DOODY, ESQUIRE
GOREN, CHEROF, DOODY & EZRO, P.A.
3099 E. COMMERCIAL BLVD.
FORT LAUDERDALE, FL 33308

Client Name: **TOWN OF HILLSBORO BEACH, FLORIDA**
Matter Name: **CITY OF DEERFIELD BEACH, FLORIDA**
Matter Number: **0312732**

For professional services rendered through April 30, 2020 as summarized below:

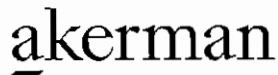
Services	\$39,190.00
Disbursements	<u>\$7,707.36</u>
TOTAL THIS INVOICE	\$46,897.36

PREVIOUS BALANCE	75,532.71
(Includes payments received through 05/08/20)	
TOTAL AMOUNT DUE	<u>\$122,430.07</u>

*To ensure proper credit to the above account, please indicate invoice no. 9564368
Return remittance sheet with payment in US funds.*

Wired funds accepted:

Akerman LLP Operating Account
c/o SunTrust Bank, Atlanta, GA
ABA Number: 061000104
Account Number: 0215-252207533
Swift code SNTRUS3A (For International Wires Only)
IRS EIN 59-3117860



Akerman LLP
Post Office Box 4906
Orlando, FL 32802
Tel: 407.254.2305
Fax: 407.254.3408

Invoice Date May 08, 2020
Invoice No. 9564368

TOWN OF HILLSBORO BEACH, FLORIDA
C/O D.J. DOODY, ESQUIRE
GOREN, CHEROF, DOODY & EZRO, P.A.
3099 E. COMMERCIAL BLVD.
FORT LAUDERDALE, FL 33308

Client Name: TOWN OF HILLSBORO BEACH, FLORIDA
Matter Name: CITY OF DEERFIELD BEACH, FLORIDA
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Account Number: 0215-252207533
Swift code SNTRUS3A (For International Wires Only)
IRS EIN 59-3117860

074723	TOWN OF HILLSBORO BEACH, FLORIDA	As of	April 30, 2020
0312732	CITY OF DEERFIELD BEACH, FLORIDA	Invoice Number	9564368

<u>Date</u>	<u>Services</u>	<u>Initials</u>	<u>Hours</u>	<u>Value</u>
1-Apr-20	Communications with commissioners to train on WebEx and participate in same (3.5 - no charge); communications with M. Serda and with A. Brown re: shade meeting issues. Telephone with T. Perry and same re: R. Sweetapple.	CAL	1.10	550.00
2-Apr-20	Work on outline and work with T. Perry for additional input; review of past agreements to ensure this is comprehensive; review Boca Inlet Issue and Hillsboro Inlet issue re: ebb shoal based on earlier issues with obtaining sand there in discovery documents.	CAL	4.20	2,100.00
3-Apr-20	Telephone with W. Sweetapple re: draft settlement issues and strategy. (.5) Edits to strategies and changes to appendix for appropriate time line. Telephone and emails with T. Perry re: same and complete outline for distribution subject to T. Perry comments. Continue work on (b)(6). (4.7) Communications re: WebEx; scheduling, etc. (1.5 - no charge)	CAL	4.70	2,350.00
4-Apr-20	Incorporate suggestions into settlement outline for distribution and email back for further consideration by T. Perry. Following approval, distribute same and respond to questions; receive, review and respond to same on 1.310(b)6 position.	CAL	1.70	850.00
6-Apr-20	Hold testing Webex meetings as precursor to shade meetings. 2.5 - no charge. Prepare for Shade meeting re: process during Webex; exhibits and telephone re: same for preparation with individual commission members. 3.0 (reduced to 3.0 from 3.7 for inefficiencies).	CAL	3.00	1,500.00
7-Apr-20	Telephone with R. Sweetapple and with T. Perry re: Shade issues and refinement on presentation. Numerous edits and reviews re: comparative financial resolutions. Attend Shade meeting, follow up on action items and communications with T. Perry re: same. Updating renourishment cost analysis and discussion re: same prior to Shade meeting. Discussion re: scope of settlement talks with Deerfield.	CAL	4.20	2,100.00
7-Apr-20	Review of motion to compel the deposition of Hillsboro's corporate representative	J H	0.30	75.00
9-Apr-20	Begin review of key cases cited in Motion to Compel and key cites produced by staff (non-billable staff for pulling and key citing). Communications on same and transcript continued review as preparation for response and ultimate argument for court.	CAL	3.20	1,600.00
9-Apr-20	Communications with Commissioner and City Attorney re: strategy on process for breaking tie and re: Motion to compel.	CAL	0.40	200.00

074723	TOWN OF HILLSBORO BEACH, FLORIDA	As of	April 30, 2020
0312732	CITY OF DEERFIELD BEACH, FLORIDA	Invoice Number	9564368

<u>Date</u>	<u>Services</u>	<u>Initials</u>	<u>Hours</u>	<u>Value</u>
10-Apr-20	Emails to and from the team on the strategy issues for upcoming attorney meeting.	CAL	0.70	350.00
13-Apr-20	Telephone with Commissioner re: next step and re: motion to compel; review and begin annotating cases for detailed edits to draft response.	CAL	3.30	1,650.00
14-Apr-20	Communications from opposing counsel regarding process for mediation, confer and emails with co-counsel re: same and re: strategy and changes to settlement agreement; process for approval and mediation issues of additional experts. Review for facts comparative to those in our case; countering same (3.5) Review Corporate representative admissible evidence at trial issue for discussion with R. Sweetapple and strategy given motion. (.8) Review re: J. Cole issues re: trial proof as preparation for mediation arguments on risk. Research re: objections on fine evidentiary point of seeking expert discovery via non-expert interrogatories and objections to same. (.8)	CAL	5.10	2,550.00
14-Apr-20	Retrieval of the 1997 Interlocutory Agreement from Broward County Official Records database	J H	0.10	25.00
15-Apr-20	Continued preparation of the nuanced response to the Motion to Compel; review T. Blankenship production relating to future renourishments and revetment; telephone with T. Perry re: outline of response to Deerfield suggestion of process for conferring going forward. Begin review of 6,000 page production as exhibit. Additional preparation for call and review of potential issues regarding the revetment and of former settlement proposals. Beginning review of 1957-1964 documents produced by Deerfield and FDEP earlier for defense of Motion to Compel.	CAL	4.50	2,250.00
15-Apr-20	Communicate with client regarding search specifics. Update database and indexes and run "Regular Expression" searches for all docs containing references to years from 1957 - 1964. Export the resulting hits as PDF and provide a download link.	J G	2.30	460.00
15-Apr-20	Review of and revision of groin investigation locations chart	J H	0.20	50.00
16-Apr-20	Complete final discovery and communications re: execution and related matters; telephone conference with legal team to plan Friday's call with opposing counsel. Follow up preparations of same and review notes re: settlement issues to avoid. Review the 28 documents that are document productions as a defense re: MTC.	CAL	1.60	800.00

074723	TOWN OF HILLSBORO BEACH, FLORIDA	As of	April 30, 2020
0312732	CITY OF DEERFIELD BEACH, FLORIDA	Invoice Number	9564368

<u>Date</u>	<u>Services</u>	<u>Initials</u>	<u>Hours</u>	<u>Value</u>
16-Apr-20	Second entry - Revisions and incorporating changes to response on detailed cites to testimony to fine tune comparisons with the cases cited by Deerfield.	CAL	1.20	600.00
16-Apr-20	Finalization, electronic filing and service of responses to request for admissions and answers to interrogatories including preparation of notice of service of answers to interrogatories	J H	1.60	400.00
17-Apr-20	Prepare for by discussion with group and reviewing previous drafts and communications; participate in lawyers pre-mediation mediation conference call; follow up with T. Perry on strategy for providing for changes in redlined draft and for shade meeting timing with mediation schedule.	CAL	5.40	2,700.00
17-Apr-20	Review and organization of responses to interrogatories and requests for admissions that were filed on April 16, 2020	J H	0.20	50.00
20-Apr-20	Review objections made prior to and during deposition for use in Response; communications with Mediator and discussion re: process for Zoom mediation; discussion with Hillsboro Beach team lawyers re: same and re: additional public documents.	CAL	3.00	1,500.00
21-Apr-20	Draft and obtain citations for refutation of the legislative issue raised by Deerfield in its Motion to Compel and add additional citations. Review case law for best quotes; respond to inquiries from mediator and team. Complete penultimate draft for review and tweaks by associate.	CAL	4.40	2,200.00
21-Apr-20	Retrieval, review and organization of case law regarding 1.310(b)(6)	J H	0.90	225.00
22-Apr-20	Additional edits and reviews of the Motion and our Draft response, including selecting key pages for the Exhibits.	CAL	3.50	1,750.00
22-Apr-20	Review of file and retrieval of mediation letter and documents sent to Jaime Cole	J H	0.40	100.00
22-Apr-20	Analyze Florida law regarding corporate representative depositions and attempting to solicit expert testimony from corporate representative; review Florida law regarding appropriate process for obtaining expert opinions; analyze Florida law regarding proper preparation for corporate representative depositions and prepare argument that Hillsboro's representative was adequately prepared for the deposition and the Defendant's Motion to Compel should be denied; draft Opposition to Motion to Compel.	WCH	7.80	2,574.00
23-Apr-20	Edit Response. Adjust and edit exhibits. Edit citations.	CAL	2.00	1,000.00
23-Apr-20	Drafting and revisions to Response to Motion to Compel and research/review of pertinent case law in connection with same.	HH	1.30	468.00

074723 TOWN OF HILLSBORO BEACH, FLORIDA
 0312732 CITY OF DEERFIELD BEACH, FLORIDA

As of
 Invoice Number

April 30, 2020
 9564368

<u>Date</u>	<u>Services</u>	<u>Initials</u>	<u>Hours</u>	<u>Value</u>
23-Apr-20	Review and revision of response to motion to compel and accompanying exhibits	J H	1.10	275.00
23-Apr-20	Communications regarding strategy for response to Motion to Compel; analyze arguments made by Defendant to compel Hillsboro's corporate representative and determine arguments in response for same; multiple correspondence regarding issues with Response to Motion to Compel; continue drafting Response to Motion to Compel; multiple correspondence regarding finalizing same.	WCH	3.60	1,188.00
25-Apr-20	Communications regarding process on hearing and standards re: same; draft letter to Commissioners.	CAL	0.40	200.00
27-Apr-20	Telephone with T. Perry re: certain elements of red-line and process; communications with all and individual members of the team regarding issues relating to the mediation; correspondence to the Commissioners regarding the Response to the Motion to Compel. (reduced to 3.0 due to inefficiencies).	CAL	3.00	1,500.00
28-Apr-20	Participate in mediation preliminary conference with mediator and follow up on same re: deadlines and tasks; communications with co-counsel re: preparations and related matters.	CAL	2.00	1,000.00
28-Apr-20	Preparation of agreed motion to continue hearing	J H	0.60	150.00
29-Apr-20	Communications with co-counsel re: mediation issues and changes to settlement agreement; with team members on process. Email to team members on same. (.8) Preparation of initial mediation statement draft to incorporate requested style and information from mediator (1.3) Review of exhibits used last time for consideration in this mediation and emails with T. Perry re: same. (.7) Communications re: coordination and zoom meetings (.5) Administrative communications (.4 - no charge)	CAL	2.50	1,250.00
30-Apr-20	Complete edits to draft mediation statement and review agreement with team revisions; emails with opposing counsel re: mediation and with mediator's office re: zoom (no charge for mediator's office).	CAL	1.20	600.00

Total Services\$39,190.00

074723 TOWN OF HILLSBORO BEACH, FLORIDA
 0312732 CITY OF DEERFIELD BEACH, FLORIDA

As of
 Invoice Number

April 30, 2020
 9564368

<u>Date</u>	<u>Disbursements</u>	<u>Value</u>
13-Mar-20	TELEPHONE CONFERENCING InterCall Cindy Laquidara Inv# 1744686606	10.79
Total for TELEPHONE CONFERENCING		10.79
21-Jan-20	TRANSPORTATION - CINDY A. LAQUIDARA: Airfare - Airfare for travel to Broward for Shade/Meeting. CL/5237	407.96
29-Jan-20	TRANSPORTATION - CINDY A. LAQUIDARA: Airfare - Roundtrip airfare to Ft. Lauderdale for Case Mgmt Conference and hearing on Motion for Summary Judgment. CL/5237	177.60
Total for TRANSPORTATION		585.56
29-Jan-20	HOTEL - CINDY A. LAQUIDARA: Lodging - Lodging at hotel. CL/5237	326.57
Total for HOTEL		326.57
29-Jan-20	MEALS - CINDY A. LAQUIDARA: Hotel - Breakfast - Breakfast at hotel on 01/29/20. CL/5237	18.98
Total for MEALS		18.98
21-Jan-20	PARKING - CINDY A. LAQUIDARA: Parking - Parking at airport for travel to Broward County for meeting. CL/5237	10.06
Total for PARKING		10.06
21-Jan-20	OTHER TRAVEL EXPENSES - CINDY A. LAQUIDARA: Taxi/Car Service - UBER fare from FLL to meeting in Hillsboro Beach. CL/5237	36.60
21-Jan-20	OTHER TRAVEL EXPENSES - CINDY A. LAQUIDARA: Mileage - Round trip mileage from St. Johns to JAX airport. CL/5237	42.55
29-Jan-20	OTHER TRAVEL EXPENSES - CINDY A. LAQUIDARA: Mileage - Roundtrip mileage to airport for trip to Ft. Lauderdale for hearings. CL/5237	42.55
Total for OTHER TRAVEL EXPENSES		121.70

074723 TOWN OF HILLSBORO BEACH, FLORIDA
0312732 CITY OF DEERFIELD BEACH, FLORIDA

As of
Invoice Number

April 30, 2020
9564368

<u>Date</u>	<u>Disbursements</u>	<u>Value</u>
30-Mar-20	TITLE SEARCHES - FIDELITY NATIONAL TITLE INSURA - Title Search - 880 SE 21 Avenue, Deerfield Beach, FL 33441. RD/4420	350.00
Total for TITLE SEARCHES		350.00
10-Mar-20	OTHER CHARGES - KLDISCOVERY LLC - Document Review, hosting and Collaboration to assist with case team.. VD/4679	3,199.35
15-Apr-20	OTHER CHARGES - KLDISCOVERY LLC - Document review, hosting and collaboration to assist with cast team.. VD/4679	3,084.35
Total for OTHER CHARGES		6,283.70
Total Disbursements		\$7,707.36

074723 TOWN OF HILLSBORO BEACH, FLORIDA
0312732 CITY OF DEERFIELD BEACH, FLORIDA

As of
Invoice Number

April 30, 2020
9564368

<u>Initial</u>	<u>Name</u>	<u>Hours</u>	<u>Amount</u>
CAL	C. A. LAQUIDARA	66.30	33,150.00
HH	H. HARRINGTON	1.30	468.00
J G	J. GONZALEZ	2.30	460.00
J H	J. HIGGINBOTHAM	5.40	1,350.00
WCH	W. C. HANDLE	11.40	3,762.00
	Total	86.70	\$39,190.00



Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS™
1800 Eller Drive, Suite 600, Fort Lauderdale, Florida 33316
Phone: 954.921.7781 • Fax: 954.921.8807

TOWN OF HILLSBORO BEACH
1210 HILLSBORO MILE
HILLSBORO BEACH, FL 33062

Invoice number 76696
Date 04/30/2020

Project **179902 HILLSBORO BEACH BUILDING
CODE**

Billing period through April 30, 2020

CGA PM: Shellie Ransom-Jackson

emailto: Mac Serda (mserda@townofhillsborobeach.com)

cc: Stephen.Bloom@inframark.com
terri.lusk@inframark.com
ranathan@townofhillsborobeach.com
Sherry D. Henderson (shenderson@townofhillsborobeach.com)
Billing 85% of Permit Fees Collected

Description	Contract Amount	Prior Billed	Current Billed
65-100 BUILDING CODE SERVICES	0.00	629,004.76	6,959.43
Total	0.00	629,004.76	6,959.43

Invoice total **6,959.43**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
75974	03/31/2020	19,611.67		19,611.67			
76696	04/30/2020	6,959.43	6,959.43				
Total		26,571.10	6,959.43	19,611.67	0.00	0.00	0.00

GOREN, CHEROF, DOODY & EZROL, P.A.
Attorneys at Law
3099 East Commercial Boulevard
Suite 200
Fort Lauderdale, Florida 33308
Telephone (954) 771-4500

TOWN OF HILLSBORO BEACH
1210 Hillsboro Mile
Hillsboro Beach FL 33062

Attn: Mac Serda, Town Manager

Page: 1
05/26/2020
ACCOUNT NO: 1182-1200989
STATEMENT NO: **31319**

Purchase from Winter Sun Investments LLC
1205 and 1206 Hillsboro Mile, Hillsboro Beach FL

			HOURS	
04/30/2020	DJD	Telephone conference call with David Hardin, Esq; re: extension to Inspection Period.	0.60	
05/06/2020	RLL	Review signed copy of third amendment to contract and forward to seller's counsel.	0.30	
05/14/2020	DJD	Review sequence of prior events.	1.20	
05/15/2020	RLL	Review agendas and resolutions to comprise a timeline of real estate matters and special assessment matters.	1.70	
	SMS	calls and correspondences related to memorandum on timeline of events; review of resolutions and documents associated with timeline memo	0.80	
05/18/2020	SMS	draft memorandum to the Town Commission on the legal sequence of events for special assessment and real estate transaction with Winter Sun	1.40	
	DJD	Telephone conference call with David Hardin, Esq; review file.	0.50	
	SMS	draft memorandum to the Town Commission on the legal sequence of events for special assessment and real estate transaction with Winter Sun	1.30	
05/20/2020	SMS	review memorandum on real estate transaction and special assessment for publication dates	0.30	
		FOR CURRENT SERVICES RENDERED	8.10	1,622.50

RECAPITULATION			
TIMEKEEPER	HOURS	HOURLY RATE	TOTAL
D.J. DOODY	2.30	\$225.00	\$517.50
SEAN M. SWARTZ	3.80	225.00	855.00
RACHEL L LEACH	2.00	125.00	250.00

TOTAL CURRENT WORK 1,622.50

BALANCE DUE **\$1,622.50**



AMOUNTS PREVIOUSLY BILLED NOT INCLUDED ABOVE

GOREN, CHEROF, DOODY & EZROL, P.A.
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TOWN OF HILLSBORO BEACH
1210 Hillsboro Mile
Hillsboro Beach FL 33062

Attn: Mac Serda, Town Manager

Page: 1
05/26/2020
ACCOUNT NO: 1182-0606490
STATEMENT NO: 31317

General Matters

			HOURS
04/29/2020	SMS	draft RFP for Town and Police Building painting; draft RFQ for FPL undergounds	2.30
	DJD	Initial preparation of RFQ for FPL easement; prepare RFP for Town Hall paint project; prepare Resolutions for Agenda.	1.70
04/30/2020	SMS	revise RFP for town hall and police building painting; draft RFQ for FPL undergounds	1.30
	DJD	Revise RFP for painting project; prepare Resolution.	0.60
05/01/2020	DJD	Review draft of FPL Easement RFQ.	0.80
	DJD	Review Agenda; revisions to RFP.	1.20
	SMS	draft/revise RFP for Painting of Town Hall and Police Buildings; draft RFQ for FPL undergounds	1.50
05/04/2020	DJD	Review Agenda and prepare for Town Commission Meeting.	0.80
05/05/2020	DJD	Prepare for and attend Town Commission Meeting; follow-up on Comission action.	4.40
05/07/2020	DJD	Review Seawall Ordinance; prepare memo on Amendment to County Ethics Code.	1.20
05/08/2020	DJD	Revisions to Ordinance Emergency Order; revisions to Work Hours Resolution.	0.40
05/12/2020	DJD	Address inquiry relative to dock permits re: public records.	0.40
05/15/2020	DJD	Review Agreement with CGA and exchange of e-mails.	0.30
05/19/2020	SMS	research on tide flood barrier necessary amendments per Broward Land Use Policy	0.60
	DJD	Review Broward County resiliency standards; review Hillsboro Beach Seawall Ordinance.	0.70
05/20/2020	DJD	Address Seawall Ordinance and Broward County Ordinance; address time frame for Winter Sun and Special Assessment.	1.60
05/21/2020	SMS	draft memorandum based on Broward Land Use Policy requiring increase in seawall	0.80
	DJD	Address Seawall Ordinance and revisions to code re: construction activity; revise memorandum re: Special Assessment.	1.30

			HOURS	
05/22/2020	DJD	Analyze Broward County Imposed Seawall Ordinance; review e-mails.	1.20	
		FOR CURRENT SERVICES RENDERED	23.10	5,197.50

		RECAPITULATION		
<u>TIMEKEEPER</u>		<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
D.J. DOODY		16.60	\$225.00	\$3,735.00
SEAN M. SWARTZ		6.50	225.00	1,462.50

Photocopies	126.00
TOTAL EXPENSES THRU 05/25/2020	126.00
TOTAL CURRENT WORK	5,323.50

BALANCE DUE**\$5,323.50**

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TOWN OF HILLSBORO BEACH
1210 Hillsboro Mile
Hillsboro Beach FL 33062

Attn: Mac Serda, Town Manager

Page: 1
05/26/2020
ACCOUNT NO: 1182-1200986
STATEMENT NO: **31318**

Deerfield Beach

			HOURS	
05/01/2020	DJD	Review Mediation Statement.	0.60	
05/04/2020	DJD	Prepare for Mediation; telephone conference with Cindy Laquidara; initial review of Deerfield Beach Comprehensive Beach Management Plan.	1.70	
05/05/2020	DJD	Review Deerfield Beach Comprehensive Beach Management Plan.	1.80	
05/06/2020	DJD	Participate in Mediation.	9.80	
05/07/2020	DJD	Post Mediation follow-up with Joe Goldstein; telephone conference call with Town Commission Members.	2.60	
05/08/2020	DJD	Telephone conference with Town Officials re: shade session; address Notice issues.	1.40	
05/11/2020	DJD	Prepare for Shade Session.	1.30	
05/12/2020	DJD	Telephone conference with Cindy Laquidara; participate in conference call with litigation team; prepare for Shade Session.	1.60	
05/13/2020	DJD	Prepare for and participate in Shade Session.	2.80	
05/14/2020	DJD	Participate in Zoom Meeting with Mediator; review revised Settlement Agreement.	1.80	
05/15/2020	DJD	Review revisions to Settlement Agreement; participate in conference call.	2.60	
05/18/2020	DJD	Review draft Settlement Agreement; telephone conference with Tim Perry.	0.40	
05/19/2020	DJD	Read final version of Settlement language; review e-mails.	0.40	
05/20/2020	DJD	Telephone conference call with Cindy Laquidara.	0.20	
05/22/2020	DJD	Participate in conference call.	0.50	
		FOR CURRENT SERVICES RENDERED	29.50	6,637.50

RECAPITULATION			
<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
D.J. DOODY	29.50	\$225.00	\$6,637.50

Photocopies	119.00
TOTAL EXPENSES THRU 05/25/2020	<u>119.00</u>

05/11/2020	Prestige Reporting Service - Invoice 100970	1,732.25
		<u>1,732.25</u>

TOTAL ADVANCES THRU 05/25/2020	<u>1,732.25</u>
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TOTAL CURRENT WORK	8,488.75
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BALANCE DUE	<u><u>\$8,488.75</u></u>
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TOWN OF HILLSBORO BEACH
1210 Hillsboro Mile
Hillsboro Beach FL 33062

Attn: Mac Serda, Town Manager

Page: 1
05/26/2020
ACCOUNT NO: 1182-1200991
STATEMENT NO: 31320

adv. State of Florida (Bond Validation 2020)

			HOURS
05/06/2020	TAD	Receipt and review of correspondence from clerk re: documents. Receipt of correspondence from Ginsberg re: motion for protective order. Review information from the Town re: response to discovery and 2010 assessment methodology requested by Ginsberg. Review additional records from Town re: hearing.	0.60
05/07/2020	TAD	Review documents received from the Town re: response to discovery. Receipt of correspondence re: motion for protective order. Confer with DJD re: status and request re: discovery. Review requested documents for production. Prepare documents for production. Prepare proposed agreed order on Motion for Protective order. Prepare correspondence to Defendant Ginsberg re: agreement.	1.40
	GB	Telephone conference call with TAD and email to DJD Regarding attorney Marc Ginsberg's request for searchable documents.	0.60
	DJD	Address production of assessment methodology re: production to Ginsberg.	1.30
05/08/2020	TAD	Prepare correspondence to Ginsberg counsel re: proposed agreement on motion for protective order. Revise proposed order. Prepare correspondence re: same. Receipt of correspondence from court re: order.	0.50
	DJD	Review Agreed Order.	0.60
05/11/2020	TAD	Receipt and review of order on discovery. Prepare discovery and prepare correspondence re: same.	0.30
05/12/2020	DJD	Address request by Marc Ginsberg; review 2010 Renourishment Assessment Methodology; review solicitation by residents.	0.80
05/13/2020	TAD	Receipt and review of correspondence from Ginsberg counsel re: assessment. Review report re: request for information. Prepare correspondence re: same. Receipt of second correspondence from Ginsberg re: assessment roll. Review information and prepare correspondence re: same. Receipt of correspondence from Town clerk re: information requested. Prepare correspondence re: discovery response.	1.30
	DJD	Address procedural issues; telephone conference call with Mayor Tarrant.	1.70
05/14/2020	GB	Drafted outline of bond validation proceeding. Legal Research for outline. Telephone conference call with TAD regarding outline.	2.90
	DJD	Address transparency related issues.	1.40
05/15/2020	GB	Drafted memo regarding legal requirements of bond validation proceeding. Emails with DJD regarding memo.	0.70

adv. State of Florida (Bond Validation 2020)

			HOURS	
	SMS	calls and correspondences related to memorandum on timeline of events; review of resolutions and documents associated with timeline memo	0.70	
	DJD	Prepare Memorandum relative to actions by Town Commission.	1.50	
05/16/2020	DJD	Draft Memorandum.	1.40	
05/18/2020	DJD	Revisions to Memorandum.	1.80	
05/19/2020	TAD	Receipt and review of correspondence re: memorandum and case law. Prepare response to same. Revise memorandum and prepare case law for hearing.	1.30	
05/20/2020	TAD	Review memorandum and case law and continue preparation for hearing. Confer with DJD re: issues and response from Garcia defendants.	1.10	
	DJD	Review responsive pleading filed by Counsel for Garcia, et., al.	0.80	
05/21/2020	DJD	Address Responsive Pleading filed by Fishman, et., al.	1.20	
05/22/2020	DJD	Review caselaw.	1.30	
		FOR CURRENT SERVICES RENDERED	25.20	5,670.00

RECAPITULATION			
TIMEKEEPER	HOURS	HOURLY RATE	TOTAL
D.J. DOODY	13.80	\$225.00	\$3,105.00
SEAN M. SWARTZ	0.70	225.00	157.50
GAL BETESH	4.20	225.00	945.00
TRACEY A. DECARLO	6.50	225.00	1,462.50

TOTAL CURRENT WORK 5,670.00

BALANCE DUE**\$5,670.00**


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TOWN OF HILLSBORO BEACH
1210 Hillsboro Mile
Hillsboro Beach FL 33062

Attn: Mac Serda, Town Manager

Page: 1
05/26/2020
ACCOUNT NO: 1182-1200992
STATEMENT NO: 31321

adv. David Pratt (Seagrape Revocable Trust) Appeal

			HOURS	
04/08/2020	SMS	correspondences related to extension to response to order to show cause; draft motion for extension	1.30	
04/10/2020	SMS	draft revise response to order to show cause	0.70	
04/15/2020	SMS	draft/revise response to order to show cause	0.60	
05/05/2020	SMS	review/draft/revise response to Order to Show Cause	2.10	
05/08/2020	SMS	draft/revise response to Order to Show Cause	1.90	
05/19/2020	SMS	draft/revise response to order to show cause	1.70	
	DJD	Review of response to Petition for Writ of Certiorari.	1.00	
05/20/2020	SMS	review comments to Response to Order to Show Cause	0.60	
	MDC	Review response, materials, provide comments back to SS.	1.00	
	DJD	Review draft of Response to Petition for Writ of Certiorari.	1.10	
05/21/2020	SMS	conference call related to draft of Response; review/revise/draft response to Order to Show Cause	2.80	
	MDC	Phone call with SMS, discuss comments and revisions to response to Order to Show Cause.	0.50	
	DJD	Review Brief.	1.00	
05/22/2020	SMS	draft/revise Response to Order to Show Cause; draft Motion for extension of Time; call with opposing counsel based on motion for extension	1.80	
	MDC	Phone conference with Sean Swartz, review draft motion for extension, provide comments.	0.30	
	DJD	Address Extension of Time for filing Answer Brief.	0.50	
		FOR CURRENT SERVICES RENDERED	18.90	4,252.50

RECAPITULATION

<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
D.J. DOODY	3.60	\$225.00	\$810.00
MICHAEL D. CIRULLO	1.80	225.00	405.00
SEAN M. SWARTZ	13.50	225.00	3,037.50

TOTAL CURRENT WORK

4,252.50

TOWN OF HILLSBORO BEACH

adv. David Pratt (Seagrape Revocable Trust) Appeal

Page: 2
05/26/2020
ACCOUNT NO: 1182-1200992
STATEMENT NO: 31321

BALANCE DUE

\$4,252.50



AMOUNTS PREVIOUSLY BILLED NOT INCLUDED ABOVE



Inframark, LLC
2002 West Grand Parkway North
Suite 100
Katy, TX 77449

Invoice: 51433
Invoice Date: 5/12/2020
Due Date: 6/11/2020
Terms: Net 30
Project ID: HILLSBORO
PO #:

Bill To:
Town of Hillsboro Beach
1210 Hillsboro Mile
Hillsboro Beach FL 33062
United States

Sales Description	Quantity	Units	Rate	Amount
Accounting Services for the Month of: May 2020				
Financial Accounting Service 001-532004-51308-5000	1	Ea	\$7,242.42	\$7,242.42
Postage 001-541010-51307-5000	1	Ea	\$68.65	\$68.65
Storage 001-544025-51307-5000	1	Ea	\$11.10	\$11.10
Subtotal				\$7,322.17
Tax (0%)				\$0.00
Total Due				\$7,322.17

Remit To : Inframark, LLC
P.O. Box 733778
Dallas, TX 75373-3778

*Please note our lockbox address has changed.
Please include the Project ID and the Invoice
Number on the check stub of your payment.*

SHUTTS & BOWEN LLP

ATTORNEYS AND COUNSELORS AT LAW

200 SOUTH BISCAYNE BOULEVARD, SUITE 4100

MIAMI, FLORIDA 33131

FORT LAUDERDALE (954) 524-5505 • JACKSONVILLE (904) 899 - 9950 • MIAMI (305) 358-6300 • ORLANDO (407) 423-3200

SARASOTA (941) 552-3500 • TALLAHASSEE (850) 521-0600 • TAMPA (813) 229-8900 • WEST PALM BEACH (561) 835-8500

E-mail: billing@shutts.com

Town of Hillsboro Beach
1210 Hillsboro Mile
Hillsboro Beach, FL 33062
Donald J Doody, City Attorney

May 13, 2020

Atty No.: 0331

Invoice: 1452282

Client: 51416-0001

Re: *City of Deerfield Beach Litigation*

For professional services rendered thru: *April 30, 2020*

Total Service	6,150.00
Total Expense	0.00
Credits Applied	(0.00)
Current Balance Due	6,150.00
Prior Balance Due	7,600.00
Total Balance Due	\$13,750.00

The wiring instructions for the Shutts & Bowen SunTrust Bank Operating Account are:

Bank:	SunTrust Bank N.A.
Bank Location:	25 Park Place Atlanta, GA 30308
ABA No.:	061-000-104
Swift Code:	SNTRUS3A
Beneficiary Name:	Shutts & Bowen Operating Account
Beneficiary Account No.:	0189001217220
Reference Number:	51416-0001-1452282

Terms: DUE UPON RECEIPT.

A 1% per month late payment charge will apply on any unpaid balance over 30 days from date of invoice.

Federal I.D. No. 59-0447122

TO ENSURE PROPER CREDIT, PLEASE RETURN ONE COPY OF THE COVER SHEET WHEN MAKING PAYMENT.
THANK YOU.

SHUTTS & BOWEN LLP

ATTORNEYS AND COUNSELORS AT LAW

200 SOUTH BISCAYNE BOULEVARD, SUITE 4100

MIAMI, FLORIDA 33131

FORT LAUDERDALE (954) 524-5505 • JACKSONVILLE (904) 899 - 9950 • MIAMI (305) 358-6300 • ORLANDO (407) 423-3200

SARASOTA (941) 552-3500 • TALLAHASSEE (850) 521-0600 • TAMPA (813) 229-8900 • WEST PALM BEACH (561) 835-8500

E-mail: billing@shutts.com

Atty No.: 0331

Invoice: 1452282

— SERVICES RENDERED —

Date	Description	Attorney	Hours
04/06/20	Review extensive materials to prepare for shade meeting on April 7, 2020	JMG	1.20
04/07/20	Prepare for and attend shade meeting	JMG	3.50
04/09/20	Review motion to compel regarding corporate representative depositions	JMG	0.10
04/13/20	Review materials to prepare for pre-mediation meeting with counsel	JMG	0.20
04/14/20	Prepare for settlement meeting with co-counsel	JMG	0.50
04/16/20	Call with counsel to prepare for settlement meeting	JMG	0.90
04/17/20	Prepare for and attend pre-mediation meeting with counsel for Deerfield Beach; attend debriefing meeting with internal counsel	JMG	2.30
04/20/20	Review notes to assist with mediation and prepare public records request for beach management plan	JMG	0.30
04/22/20	Review e-mails to prepare for pre-mediation meeting with Mediator	JMG	0.20
04/24/20	Review response to motion as to deposition of corporate representative	JMG	0.10
04/27/20	Assist with alternative mediation strategy	JMG	0.30
04/28/20	Prepare for and attend conference regarding mediation and redline of settlement agreement; telephone conference with Mr. Cole regarding mediation and special set hearing	JMG	2.50
04/30/20	Assist with preparing for mediation	JMG	0.20
Total Fees for Professional Services:			\$6,150.00

SHUTTS & BOWEN LLP

ATTORNEYS AND COUNSELORS AT LAW

200 SOUTH BISCAYNE BOULEVARD, SUITE 4100

MIAMI, FLORIDA 33131

FORT LAUDERDALE (954) 524-5505 • JACKSONVILLE (904) 899 - 9950 • MIAMI (305) 358-6300 • ORLANDO (407) 423-3200

SARASOTA (941) 552-3500 • TALLAHASSEE (850) 521-0600 • TAMPA (813) 229-8900 • WEST PALM BEACH (561) 835-8500

E-mail: billing@shutts.com

— FEES SUMMARY —

Attorney	Title	Hours	Rate	Total
Goldstein, Joseph M.	Partner	12.30	500.00	6,150.00
		Total	12.30	\$6,150.00

Sweetapple, Broeker & Varkas

4800 North Federal Highway Suite 306D
Boca Raton, Fl 33431
Phone: 561-392-1230 | Fax: 561-394-6102

Account Statement

Prepared for Mayor Tarrant

Re: Hillsboro Beach v Deerfield Beach Re: Litigation #1927

Previous Balance	\$5,850.00
Current Charges	\$5,025.00
New Balance	\$10,875.00
Adjustments	\$0.00
Payments	\$0.00
Now Due	\$10,875.00

Sweetapple, Broeker & Varkas

4800 North Federal Highway Suite 306D

Boca Raton, Fl 33431

Phone: 561-392-1230 | Fax: 561-394-6102

INVOICE

Misc Tarrant

Invoice Date: May 14, 2020

Invoice Number: 10921

Invoice Amount: \$5,025.00

Matter: Hillsboro Beach v Deerfield Beach Re: Litigation #1927

Attorney's Fees

4/30/2020	Review mediation summary and respond.	R.S.	.30	\$150.00
5/5/2020	Review re PRR and mediation.	R.S.	.10	\$50.00
5/6/2020	Review.	R.S.	.10	\$50.00
5/6/2020	Review DEERFIELD draft Comprehensive Plan for Beaches. Attend mediation.	R.S.	2.50	\$1,250.00
5/6/2020	Additional mediation time.	R.S.	1.20	\$600.00
5/6/2020	Post mediation conferences	R.S.	.20	\$100.00
5/12/2020	Review multiple.	R.S.	.20	\$100.00
5/12/2020	Shade meeting prep and conference.	R.S.	1.20	\$600.00
5/13/2020	Conference Mayor.	R.S.	.25	\$125.00
5/13/2020	Review citizen flier.	R.S.	.10	\$50.00
5/13/2020	Shade meeting	R.S.	2.50	\$1,250.00
5/13/2020	Review and respond Cindy. Multiple.	R.S.	.20	\$100.00
5/14/2020	Review and respond Cindy. Review and and edit. Conferences Mayor re settlement and ramifications and strategy.	R.S.	1.20	\$600.00
SUBTOTAL:			10.05	\$5,025.00

Costs

SUBTOTAL:				\$0.00
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Matter Ledgers

4/29/2020	Balance before last invoice			\$0.00
4/29/2020	Invoice 10911			\$5,850.00

5/14/2020

Invoice 10921

\$5,025.00

SUBTOTAL:

\$10,875.00

TOTAL \$5,025.00

PREVIOUS BALANCE DUE \$5,850.00

CURRENT BALANCE DUE AND OWING \$10,875.00

Invoice

4225 E. Conant Street
 Long Beach CA 90808
 (562) 590-6500

Mac Serda
 Town Manager
 Town of Hillsboro Beach
 1210 Hillsboro Mile
 Hillsboro Beach, Florida 33062

December 30, 2019
 Invoice No: 747538

M&N Project 9225-02 Hillsboro Beach Coastal Engineering
 Contract No. or Purchase Order No. :00000

Professional Services through November 30, 2019

Phase 1 Construction Plans

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
1a Construction Plans	33,800.00	100.00	33,800.00	0.00	33,800.00
1b Technical Specifications	9,500.00	100.00	9,500.00	0.00	9,500.00
1c FDEP Submittal	2,200.00	0.00	0.00	0.00	0.00
Total Fee	45,500.00		43,300.00	0.00	43,300.00
Total					43,300.00
Total this Phase					\$43,300.00

Phase 2 Bidding Assistance

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
2a Bid Documents	9,000.00	50.00	4,500.00	0.00	4,500.00
2b Bidding Assistance	6,790.00	10.00	679.00	0.00	679.00
Total Fee	15,790.00		5,179.00	0.00	5,179.00
Total					5,179.00
Total this Phase					\$5,179.00

Phase 5 Post-Construction Physical Monitoring

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
Post Construction Physical Monitoring Rp	5,845.00	0.00	0.00	0.00	0.00
Total Fee	5,845.00		0.00	0.00	0.00

Check Lockbox Account

Payable to: Moffatt & Nichol
 P.O. Box 51760
 Los Angeles, CA 90051-0068
ClientPayments@moffattnichol.com

ACH Information

Bank / Account Name: Union Bank / Moffatt & Nichol
 Address: 400 California St. San Francisco, CA 94104
 Account Number: 64963107
 Fed Routing Number: 021052053

Domestic Wire

Acct No.: 4501065066
 Routing No.: 122000496

International Wire

Acct No.: 4501065066
 Swift Code: BOFCUS33MPK

Project	9225-02	Hillsboro Beach Coastal Engineering	Invoice	747538
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Total 0.00

Total this Phase 0.00

Phase 6 Environmental Permit Compliance

Task a Pre-Construction Biological Surveys

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
6a Pre-Construction Biological Survey	13,645.00	0.00	0.00	0.00	0.00
Total Fee	13,645.00		0.00	0.00	0.00
Total					0.00
			Total this Task		0.00
			Total this Phase		0.00

Phase 7 FEMA Coordination

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
FEMA Coordination	8,250.00	0.00	0.00	0.00	0.00
Total Fee	8,250.00		0.00	0.00	0.00
Total					0.00
			Total this Phase		0.00

TOTAL DUE THIS INVOICE (USD): \$48,479.00

Check Lockbox Account

Payable to: Moffatt & Nichol
P.O. Box 51760
Los Angeles, CA 90051-0068
ClientPayments@moffattnichol.com

ACH Information

Bank / Account Name: Union Bank / Moffatt & Nichol
Address: 400 California St. San Francisco, CA 94104
Account Number: 64963107
Fed Routing Number: 021052053

Domestic Wire

Acct No.: 4501065066
Routing No.: 122000496

International Wire

Acct No.: 4501065066
Swift Code: BOFCUS33MPK

Invoice

4225 E. Conant Street
 Long Beach CA 90808
 (562) 590-6500

Mac Serda
 Town Manager
 Town of Hillsboro Beach
 1210 Hillsboro Mile
 Hillsboro Beach, Florida 33062

May 15, 2020

Invoice No: 750936

M&N Project 9225-02 Hillsboro Beach Coastal Engineering
 Contract No. or Purchase Order No. :00000

Professional Services from March 29, 2020 through April 25, 2020

Phase 1 Construction Plans

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
1a Construction Plans	33,800.00	100.00	33,800.00	33,800.00	0.00
1b Technical Specifications	9,500.00	100.00	9,500.00	9,500.00	0.00
1c FDEP Submittal	2,200.00	90.00	1,980.00	1,100.00	880.00
Total Fee	45,500.00		45,280.00	44,400.00	880.00
Total					880.00
Total this Phase					\$880.00

Phase 2 Bidding Assistance

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
2a Bid Documents	9,000.00	100.00	9,000.00	9,000.00	0.00
2b Bidding Assistance	6,790.00	100.00	6,790.00	6,790.00	0.00
Total Fee	15,790.00		15,790.00	15,790.00	0.00
Total					0.00
Total this Phase					0.00

Phase 3 Construction Administration

Task a Construction Administration

Professional Personnel

	Hours	Rate	Amount
Principal/Environmental Mngr Blankenship, Timothy	14.00	250.00	3,500.00

Check Lockbox Account

Payable to: Moffatt & Nichol
 P.O. Box 51760
 Los Angeles, CA 90051-0068
ClientPayments@moffattnichol.com

ACH Information

Bank / Account Name: Union Bank / Moffatt & Nichol
 Address: 400 California St. San Francisco, CA 94104
 Account Number: 64963107
 Fed Routing Number: 021052053

Domestic Wire

Acct No.: 4501065066
 Routing No.: 122000496

International Wire

Acct No.: 4501065066
 Swift Code: BOFCUS33MPK

Project	9225-02	Hillsboro Beach Coastal Engineering	Invoice	750936
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Supervisory Engineer/Scientist				
Brush, Christy	5.10	200.00	1,020.00	
Eng II/Environmental Scientist				
Brower, Jacqueline	16.50	139.00	2,293.50	
Senior Technician				
Smith, Anthony	1.00	115.00	115.00	
Word Processor				
Caparro, Amanda	1.30	65.00	84.50	
	37.90		7,013.00	
Total Labor				7,013.00

	Current	Prior	To-Date	
Total Billings	7,013.00	14,579.50	21,592.50	
Limit			31,700.00	
Remaining			10,107.50	
			Total this Task	\$7,013.00

Task b Volume Calculations

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
3b Volume Calculations	9,500.00	100.00	9,500.00	5,700.00	3,800.00
Total Fee	9,500.00		9,500.00	5,700.00	3,800.00
	Total				3,800.00
			Total this Task		\$3,800.00
			Total this Phase		\$10,813.00

Phase 4 Resident Project Representative Services

Professional Personnel

	Hours	Rate	Amount	
Principal/Environmental Mngr				
Blankenship, Timothy	.25	250.00	62.50	
Eng II/Environmental Scientist				
Brower, Jacqueline	1.50	139.00	208.50	
Staff Engineer/Scientist				
Jonaitis, Lauren	28.35	95.00	2,693.25	
Vidal, Jeff	90.00	95.00	8,550.00	
	30.10		11,514.25	
Total Labor				11,514.25

	Current	Prior	To-Date	
Total Billings	11,514.25	17,195.75	28,710.00	
Limit			44,700.00	
Remaining			15,990.00	

Check Lockbox Account Payable to: Moffatt & Nichol P.O. Box 51760 Los Angeles, CA 90051-0068 ClientPayments@moffattnichol.com	ACH Information Bank / Account Name: Union Bank / Moffatt & Nichol Address: 400 California St. San Francisco, CA 94104 Account Number: 64963107 Fed Routing Number: 021052053	Domestic Wire Acct No.: 4501065066 Routing No.: 122000496 International Wire Acct No.: 4501065066 Swift Code: BOFCUS33MPK
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Project	9225-02	Hillsboro Beach Coastal Engineering	Invoice	750936
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Total this Phase \$11,514.25

Phase 5 Post-Construction Physical Monitoring

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
Post Construction Physical Monitoring Rp	5,845.00	100.00	5,845.00	0.00	5,845.00
Total Fee	5,845.00		5,845.00	0.00	5,845.00
Total					5,845.00

Total this Phase \$5,845.00

Phase 6 Environmental Permit Compliance

Task a Pre-Construction Biological Surveys

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
6a Pre-Construction Biological Survey	13,645.00	90.00	12,280.50	0.00	12,280.50
Total Fee	13,645.00		12,280.50	0.00	12,280.50
Total					12,280.50

Total this Task \$12,280.50

Task b Permit Compliance Documentation

Professional Personnel

	Hours	Rate	Amount
Supervisory Engineer/Scientist			
Brush, Christy	.25	200.00	50.00
Staff Engineer/Scientist			
Jonaitis, Lauren	12.65	95.00	1,201.75
Word Processor			
Caparro, Amanda	2.65	65.00	172.25
	15.55		1,424.00
Total Labor			1,424.00

	Current	Prior	To-Date
Total Billings	1,424.00	988.00	2,412.00
Limit			2,950.00
Remaining			538.00

Total this Task \$1,424.00

Total this Phase \$13,704.50

Phase 7 FEMA Coordination

Check Lockbox Account Payable to: Moffatt & Nichol P.O. Box 51760 Los Angeles, CA 90051-0068 ClientPayments@moffattnichol.com	ACH Information Bank / Account Name: Union Bank / Moffatt & Nichol Address: 400 California St. San Francisco, CA 94104 Account Number: 64963107 Fed Routing Number: 021052053	Domestic Wire Acct No.: 4501065066 Routing No.: 122000496 International Wire Acct No.: 4501065066 Swift Code: BOFCUS33MPK
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Project	9225-02	Hillsboro Beach Coastal Engineering			Invoice	750936
Tasks		Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
FEMA Coordination		8,250.00	50.00	4,125.00	0.00	4,125.00
Total Fee		8,250.00		4,125.00	0.00	4,125.00
		Total				4,125.00
				Total this Phase		\$4,125.00
				TOTAL DUE THIS INVOICE (USD):		\$46,881.75

Check Lockbox Account Payable to: Moffatt & Nichol P.O. Box 51760 Los Angeles, CA 90051-0068 ClientPayments@moffattnichol.com	ACH Information Bank / Account Name: Union Bank / Moffatt & Nichol Address: 400 California St. San Francisco, CA 94104 Account Number: 64963107 Fed Routing Number: 021052053	Domestic Wire Acct No.: 4501065066 Routing No.: 122000496 International Wire Acct No.: 4501065066 Swift Code: BOFCUS33MPK
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Invoice

4225 E. Conant Street
 Long Beach CA 90808
 (562) 590-6500

Mac Serda
 Town Manager
 Town of Hillsboro Beach
 1210 Hillsboro Mile
 Hillsboro Beach, Florida 33062

January 20, 2020
 Invoice No: 747948

M&N Project 9225-02 Hillsboro Beach Coastal Engineering
 Contract No. or Purchase Order No. :00000

Professional Services from December 1, 2019 through December 28, 2019

Phase 1 Construction Plans

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
1a Construction Plans	33,800.00	100.00	33,800.00	33,800.00	0.00
1b Technical Specifications	9,500.00	100.00	9,500.00	9,500.00	0.00
1c FDEP Submittal	2,200.00	10.00	220.00	0.00	220.00
Total Fee	45,500.00		43,520.00	43,300.00	220.00
Total					220.00
Total this Phase					\$220.00

Phase 2 Bidding Assistance

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
2a Bid Documents	9,000.00	80.00	7,200.00	4,500.00	2,700.00
2b Bidding Assistance	6,790.00	50.00	3,395.00	679.00	2,716.00
Total Fee	15,790.00		10,595.00	5,179.00	5,416.00
Total					5,416.00
Total this Phase					\$5,416.00

Phase 5 Post-Construction Physical Monitoring

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
Post Construction Physical Monitoring Rp	5,845.00	0.00	0.00	0.00	0.00
Total Fee	5,845.00		0.00	0.00	0.00

Check Lockbox Account

Payable to: Moffatt & Nichol
 P.O. Box 51760
 Los Angeles, CA 90051-0068
ClientPayments@moffattnichol.com

ACH Information

Bank / Account Name: Union Bank / Moffatt & Nichol
 Address: 400 California St. San Francisco, CA 94104
 Account Number: 64963107
 Fed Routing Number: 021052053

Domestic Wire

Acct No.: 4501065066
 Routing No.: 122000496

International Wire

Acct No.: 4501065066
 Swift Code: BOFCUS33MPK

Project	9225-02	Hillsboro Beach Coastal Engineering	Invoice	747948
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Total 0.00

Total this Phase 0.00

Phase 6 Environmental Permit Compliance

Task a Pre-Construction Biological Surveys

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
6a Pre-Construction Biological Survey	13,645.00	0.00	0.00	0.00	0.00
Total Fee	13,645.00		0.00	0.00	0.00
Total					0.00
			Total this Task		0.00
			Total this Phase		0.00

Phase 7 FEMA Coordination

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
FEMA Coordination	8,250.00	0.00	0.00	0.00	0.00
Total Fee	8,250.00		0.00	0.00	0.00
Total					0.00
			Total this Phase		0.00

TOTAL DUE THIS INVOICE (USD): \$5,636.00

Check Lockbox Account

Payable to: Moffatt & Nichol
P.O. Box 51760
Los Angeles, CA 90051-0068
ClientPayments@moffattnichol.com

ACH Information

Bank / Account Name: Union Bank / Moffatt & Nichol
Address: 400 California St. San Francisco, CA 94104
Account Number: 64963107
Fed Routing Number: 021052053

Domestic Wire

Acct No.: 4501065066
Routing No.: 122000496

International Wire

Acct No.: 4501065066
Swift Code: BOFCUS33MPK

Invoice

4225 E. Conant Street
 Long Beach CA 90808
 (562) 590-6500

Mac Serda
 Town Manager
 Town of Hillsboro Beach
 1210 Hillsboro Mile
 Hillsboro Beach, Florida 33062

February 18, 2020
 Invoice No: 748689

M&N Project 9225 Hillsboro Beach Nourishment Monitoring

Professional Services from July 28, 2019 through January 25, 2020

Phase 36 Beach Nourishment Permit Sketches

Professional Personnel

	Hours	Rate	Amount	
Environmental Manager				
Blankenship, Timothy	6.00	230.00	1,380.00	
Senior Engineer				
Brush, Christy	.60	175.00	105.00	
Engineer III				
Shepherd, Laura	.30	150.00	45.00	
Engineer II				
Brower, Jacqueline	10.00	125.00	1,250.00	
Chen, Yong	9.00	125.00	1,125.00	
Staff Engineer I				
Jonaitis, Lauren	.25	85.00	21.25	
CADD II				
Lipkins, Turi	1.50	90.00	135.00	
CADD I				
Duran, Jesus	2.00	75.00	150.00	
	29.65		4,211.25	
Total Labor				4,211.25
		Total this Phase		\$4,211.25

Phase 37 Joint Coastal Permitting
 Task A Corps Permit Application

Professional Personnel

	Hours	Rate	Amount
Senior Engineer			
Brush, Christy	3.60	175.00	630.00
Engineer III			
Shepherd, Laura	1.05	150.00	157.50
Engineer II			
Brower, Jacqueline	8.50	125.00	1,062.50
Staff Engineer I			
Jonaitis, Lauren	3.80	85.00	323.00

Check Lockbox Account

Payable to: Moffatt & Nichol
 P.O. Box 51760
 Los Angeles, CA 90051-0068
ClientPayments@moffattnichol.com

ACH Information

Bank / Account Name: Union Bank / Moffatt & Nichol
 Address: 400 California St. San Francisco, CA 94104
 Account Number: 64963107
 Fed Routing Number: 021052053

Domestic Wire

Acct No.: 4501065066
 Routing No.: 122000496

International Wire

Acct No.: 4501065066
 Swift Code: BOFCUS33MPK

Project	9225	Hillsboro Beach Nourishment Monitoring	Invoice	748689
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Senior Technician Smith, Anthony	.25	115.00	28.75
	17.20		2,201.75

Total Labor **2,201.75**

Total this Task **\$2,201.75**

Task B FDEP Permit Modification Request

Professional Personnel

	Hours	Rate	Amount
Senior Engineer Brush, Christy	3.80	175.00	665.00
Staff Engineer I Jonaitis, Lauren	.05	85.00	4.25
	3.85		669.25

Total Labor **669.25**

Total this Task **\$669.25**

Task C Broward Permit Modification Request

Professional Personnel

	Hours	Rate	Amount
Environmental Manager Blankenship, Timothy	1.00	230.00	230.00
Senior Engineer Brush, Christy	2.05	175.00	358.75
Staff Engineer I Jonaitis, Lauren	.05	85.00	4.25
	3.10		593.00

Total Labor **593.00**

Total this Task **\$593.00**

Task D Corps Processing

Professional Personnel

	Hours	Rate	Amount
Environmental Manager Blankenship, Timothy	13.25	230.00	3,047.50
Senior Engineer Brush, Christy	14.70	175.00	2,572.50
Engineer II Brower, Jacqueline	5.50	125.00	687.50
Staff Engineer I Jonaitis, Lauren	5.40	85.00	459.00
Karanci, Ayse	19.00	85.00	1,615.00
Designer Perez Herize, Hermes Jesus	3.00	145.00	435.00
CADD I Duran, Jesus	18.00	75.00	1,350.00
Sanchez Hostos, Karem	3.00	75.00	225.00

Check Lockbox Account

Payable to: Moffatt & Nichol
P.O. Box 51760
Los Angeles, CA 90051-0068
ClientPayments@moffattnichol.com

ACH Information

Bank / Account Name: Union Bank / Moffatt & Nichol
Address: 400 California St. San Francisco, CA 94104
Account Number: 64963107
Fed Routing Number: 021052053

Domestic Wire

Acct No.: 4501065066
Routing No.: 122000496

International Wire

Acct No.: 4501065066
Swift Code: BOFCUS33MPK

Project	9225	Hillsboro Beach Nourishment Monitoring	Invoice	748689
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Admin

Caparro, Amanda

2.45

55.00

134.75

84.30

10,526.25

Total Labor

10,526.25

Total this Task

\$10,526.25

Task E FDEP Processing

Professional Personnel

Hours

Rate

Amount

Environmental Manager

Blankenship, Timothy

8.00

230.00

1,840.00

Senior Engineer

Brush, Christy

11.90

175.00

2,082.50

Engineer II

Brower, Jacqueline

.50

125.00

62.50

Staff Engineer I

Jonaitis, Lauren

7.85

85.00

667.25

Senior Technician

Smith, Anthony

2.50

115.00

287.50

Admin

Caparro, Amanda

3.55

55.00

195.25

34.30

5,135.00

Total Labor

5,135.00

Total this Task

\$5,135.00

Task F Broward Processing

Professional Personnel

Hours

Rate

Amount

Senior Engineer

Brush, Christy

8.10

175.00

1,417.50

Engineer II

Brower, Jacqueline

11.00

125.00

1,375.00

Staff Engineer I

Jonaitis, Lauren

5.60

85.00

476.00

Karanci, Ayse

14.00

85.00

1,190.00

Senior Technician

Smith, Anthony

1.75

115.00

201.25

Admin

Caparro, Amanda

14.30

55.00

786.50

54.75

5,446.25

Total Labor

5,446.25

Total this Task

\$5,446.25

Total this Phase

\$24,571.50

Phase 38 2019 Nourishment Event Meetings

Check Lockbox Account

Payable to: Moffatt & Nichol

P.O. Box 51760

Los Angeles, CA 90051-0068

ClientPayments@moffattnichol.com

ACH Information

Bank / Account Name: Union Bank / Moffatt & Nichol

Address: 400 California St. San Francisco, CA 94104

Account Number: 64963107

Fed Routing Number: 021052053

Domestic Wire

Acct No.: 4501065066

Routing No.: 122000496

International Wire

Acct No.: 4501065066

Swift Code: BOFCUS33MPK

Professional Personnel

	Hours	Rate	Amount	
Environmental Manager				
Blankenship, Timothy	.50	230.00	115.00	
Engineer II				
Brower, Jacqueline	1.00	125.00	125.00	
	1.50		240.00	
Total Labor				240.00
				Total this Phase
				\$240.00

Phase 39 FEMA Consulting (2019)

Professional Personnel

	Hours	Rate	Amount	
Engineer II				
Brower, Jacqueline	5.00	125.00	625.00	
Admin				
Caparro, Amanda	2.15	55.00	118.25	
	7.15		743.25	
Total Labor				743.25
				Total this Phase
				\$743.25

Phase 42 Vessel Exclusion Buoys Support
Task A Buoys Permit Construction Drawings

Professional Personnel

	Hours	Rate	Amount	
Blankenship, Timothy	5.00	230.00	1,150.00	
Brower, Jacqueline	9.50	125.00	1,187.50	
Jonaitis, Lauren	.25	85.00	21.25	
	14.75		2,358.75	
Total Labor				2,358.75
				Total this Task
				\$2,358.75

Task B FWC Buoys Authorization

Professional Personnel

	Hours	Rate	Amount	
Brush, Christy	2.90	175.00	507.50	
Jonaitis, Lauren	2.50	85.00	212.50	
	5.40		720.00	
Total Labor				720.00
				Total this Task
				\$720.00

Task C FDEP Buoys Authorization

Check Lockbox Account Payable to: Moffatt & Nichol P.O. Box 51760 Los Angeles, CA 90051-0068 ClientPayments@moffattnichol.com	ACH Information Bank / Account Name: Union Bank / Moffatt & Nichol Address: 400 California St. San Francisco, CA 94104 Account Number: 64963107 Fed Routing Number: 021052053	Domestic Wire Acct No.: 4501065066 Routing No.: 122000496 International Wire Acct No.: 4501065066 Swift Code: BOFCUS33MPK
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Professional Personnel

	Hours	Rate	Amount
Blankenship, Timothy	5.65	230.00	1,299.50
Brush, Christy	3.60	175.00	630.00
Jonaitis, Lauren	2.05	85.00	174.25
	11.30		2,103.75
Total Labor			2,103.75
Total this Task			\$2,103.75

Task D Corps Buoys Authorization

Professional Personnel

	Hours	Rate	Amount
Brush, Christy	2.75	175.00	481.25
Jonaitis, Lauren	1.60	85.00	136.00
	4.35		617.25
Total Labor			617.25
Total this Task			\$617.25

Task E Broward Buoys Authorization

Professional Personnel

	Hours	Rate	Amount
Brush, Christy	3.10	175.00	542.50
Jonaitis, Lauren	.50	85.00	42.50
	3.60		585.00
Total Labor			585.00
Total this Task			\$585.00
Total this Phase			\$6,384.75

Phase 44 2019 Post-Con Biological Monitoring

Professional Personnel

	Hours	Rate	Amount
Senior Engineer			
Senior Project Engineer			
Brush, Christy	.25	175.00	43.75
	.25		43.75
Total Labor			43.75
Total this Phase			\$43.75

Phase A Post Construction Neashore Hardbottom Mo

Task 01 2016 Monitoring Event

Check Lockbox Account

Payable to: Moffatt & Nichol
P.O. Box 51760
Los Angeles, CA 90051-0068
ClientPayments@moffattnichol.com

ACH Information

Bank / Account Name: Union Bank / Moffatt & Nichol
Address: 400 California St. San Francisco, CA 94104
Account Number: 64963107
Fed Routing Number: 021052053

Domestic Wire

Acct No.: 4501065066
Routing No.: 122000496

International Wire

Acct No.: 4501065066
Swift Code: BOFCUS33MPK

Project	9225	Hillsboro Beach Nourishment Monitoring	Invoice	748689
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Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
2016 Monitoring Event	28,000.00	100.00	28,000.00	28,000.00	0.00
2017 Monitoring Event	28,300.00	70.00	19,810.00	19,810.00	0.00
2018 Monitoring Event	28,500.00	100.00	28,500.00	28,500.00	0.00
Total Fee	84,800.00		76,310.00	76,310.00	0.00
Total					0.00
Total this Task					0.00
Total this Phase					0.00

Phase	B	Post Construction Physical Monitoring Su
Task	01	2016 Monitoring Event

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
2016 Monitoring Event	16,200.00	100.00	16,200.00	16,200.00	0.00
2017 Monitoring Event	16,400.00	100.00	16,400.00	16,400.00	0.00
2018 Monitoring Event	17,000.00	0.00	0.00	0.00	0.00
Total Fee	49,600.00		32,600.00	32,600.00	0.00
Total					0.00
Total this Task					0.00
Total this Phase					0.00

Phase	BB	Preconstruction Shorebird & Dune Veg Map
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Total	11,900.00				
Percent Complete	100.00	Total Earned	11,900.00		
		Previous Fee Billing	11,900.00		
		Current Fee Billing	0.00		
		Total			0.00
Total this Phase					0.00

Phase	C	Post Construction Physical Monitoring Re
Task	01	2016 Monitoring Event

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
2016 Monitoring Event	9,800.00	100.00	9,800.00	9,800.00	0.00
2017 Monitoring Event	9,100.00	100.00	9,100.00	9,100.00	0.00
2018 Monitoring Event	9,100.00	0.00	0.00	0.00	0.00

Check Lockbox Account Payable to: Moffatt & Nichol P.O. Box 51760 Los Angeles, CA 90051-0068 ClientPayments@moffattnichol.com	ACH Information Bank / Account Name: Union Bank / Moffatt & Nichol Address: 400 California St. San Francisco, CA 94104 Account Number: 64963107 Fed Routing Number: 021052053	Domestic Wire Acct No.: 4501065066 Routing No.: 122000496 International Wire Acct No.: 4501065066 Swift Code: BOFCUS33MPK
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Project	9225	Hillsboro Beach Nourishment Monitoring	Invoice	748689
Total Fee		28,000.00	18,900.00	0.00
		Total		0.00
		Total this Task		0.00
		Total this Phase		0.00

Phase	D	Beach Tilling Coordination
Task	01	2016 Tilling Event

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
2016 Tilling Event	2,100.00	100.00	2,100.00	2,100.00	0.00
2017 Tilling Event	1,900.00	100.00	1,900.00	1,900.00	0.00
2018 Tilling Event	2,000.00	100.00	2,000.00	2,000.00	0.00
Total Fee	6,000.00		6,000.00	6,000.00	0.00
	Total				0.00
		Total this Task			0.00
		Total this Phase			0.00

Phase	E	Client-Directed Meetings
		Total this Phase

Phase	G	Continued Consulting Services
		Total this Phase

Phase	H	Broward County Research
		Total this Phase

Phase	I	Hurricane Matthew Erosion Assessment
		Total this Phase

Phase	J	Beach Profiles
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Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
Beach Profiles	7,620.00	100.00	7,620.00	7,620.00	0.00
Total Fee	7,620.00		7,620.00	7,620.00	0.00
	Total				0.00
		Total this Phase			0.00

Phase	K	Preliminary Beach Fill Design
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Check Lockbox Account Payable to: Moffatt & Nichol P.O. Box 51760 Los Angeles, CA 90051-0068 ClientPayments@moffattnichol.com	ACH Information Bank / Account Name: Union Bank / Moffatt & Nichol Address: 400 California St. San Francisco, CA 94104 Account Number: 64963107 Fed Routing Number: 021052053	Domestic Wire Acct No.: 4501065066 Routing No.: 122000496 International Wire Acct No.: 4501065066 Swift Code: BOFCUS33MPK
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Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
Prelim Beach Fill Design	15,220.00	100.00	15,220.00	15,220.00	0.00
Total Fee	15,220.00		15,220.00	15,220.00	0.00
Total					0.00
Total this Phase					0.00

Phase	P	Beach Sand Sampling
Total		2,800.00
Percent Complete	20.00	Total Earned 560.00 Previous Fee Billing 560.00 Current Fee Billing 0.00 Total 0.00
Total this Phase		0.00

Phase	Q	Beach Nourishment Permit Sketches
Total		4,500.00
Percent Complete	100.00	Total Earned 4,500.00 Previous Fee Billing 4,500.00 Current Fee Billing 0.00 Total 0.00
Total this Phase		0.00

Phase	R	Joint Coastal Permitting
Task	01	Corps Permit Application
Total		4,500.00
Percent Complete	100.00	Total Earned 4,500.00 Previous Fee Billing 4,500.00 Current Fee Billing 0.00 Total 0.00
Total this Task		0.00

Task	02	FDEP Permit Modification Request
Total		4,500.00
Percent Complete	100.00	Total Earned 4,500.00 Previous Fee Billing 4,500.00 Current Fee Billing 0.00 Total 0.00

Check Lockbox Account Payable to: Moffatt & Nichol P.O. Box 51760 Los Angeles, CA 90051-0068 ClientPayments@moffattnichol.com	ACH Information Bank / Account Name: Union Bank / Moffatt & Nichol Address: 400 California St. San Francisco, CA 94104 Account Number: 64963107 Fed Routing Number: 021052053	Domestic Wire Acct No.: 4501065066 Routing No.: 122000496 International Wire Acct No.: 4501065066 Swift Code: BOFCUS33MPK
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Project	9225	Hillsboro Beach Nourishment Monitoring	Invoice	748689
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Total this Task 0.00

Task 03 Broward Permit Modification Request

Total 4,500.00

Percent Complete	100.00	Total Earned	4,500.00
		Previous Fee Billing	4,500.00
		Current Fee Billing	0.00
		Total	0.00

Total this Task 0.00

Total this Phase 0.00

Phase S Beach Management Funding Application

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
Beach Management Funding Application	7,600.00	100.00	7,600.00	7,600.00	0.00
Total Fee	7,600.00		7,600.00	7,600.00	0.00
	Total				0.00

Total this Phase 0.00

Phase T Beach Management Funding Meetings

Total this Phase 0.00

Phase U Post Hurricane Irma Aerials

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
Post Hurricane Irma Aerials	2,500.00	100.00	2,500.00	2,500.00	0.00
Total Fee	2,500.00		2,500.00	2,500.00	0.00
	Total				0.00

Total this Phase 0.00

Phase V Construction Plans

Task A Construction Plans

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
Construction Plans	33,800.00	100.00	33,800.00	33,800.00	0.00
Technical Specifications	9,230.00	100.00	9,230.00	9,230.00	0.00

Check Lockbox Account

Payable to: Moffatt & Nichol
P.O. Box 51760
Los Angeles, CA 90051-0068
ClientPayments@moffattnichol.com

ACH Information

Bank / Account Name: Union Bank / Moffatt & Nichol
Address: 400 California St. San Francisco, CA 94104
Account Number: 64963107
Fed Routing Number: 021052053

Domestic Wire

Acct No.: 4501065066
Routing No.: 122000496

International Wire

Acct No.: 4501065066
Swift Code: BOFCUS33MPK

Project	9225	Hillsboro Beach Nourishment Monitoring	Invoice	748689
FDEP Submittal		2,240.00 100.00 2,240.00	2,240.00	0.00
Total Fee		45,270.00	45,270.00	0.00
Total				0.00
Total this Task				0.00
Total this Phase				0.00

Phase	W	Bidding Assistance
Task	A	Bid Documents

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
Bid Documents	9,570.00	100.00	9,570.00	9,570.00	0.00
Bidding Assistance	6,790.00	100.00	6,790.00	6,790.00	0.00
Total Fee	16,360.00		16,360.00	16,360.00	0.00
Total					0.00
Total this Task					0.00
Total this Phase					0.00

Phase	X	Construction Administration
Task	A	Construction Administration
		Total this Task
		0.00

Task	B	Volume Calculations			
Total		7,320.00			
Percent Complete		100.00	Total Earned	7,320.00	
			Previous Fee Billing	7,320.00	
			Current Fee Billing	0.00	
			Total		0.00
				Total this Task	0.00

Task	C	Turbidity Monitoring Review			
Total		2,920.00			
Percent Complete		100.00	Total Earned	2,920.00	
			Previous Fee Billing	2,920.00	
			Current Fee Billing	0.00	
			Total		0.00
			Total this Task		0.00

Check Lockbox Account Payable to: Moffatt & Nichol P.O. Box 51760 Los Angeles, CA 90051-0068 ClientPayments@moffattnichol.com	ACH Information Bank / Account Name: Union Bank / Moffatt & Nichol Address: 400 California St. San Francisco, CA 94104 Account Number: 64963107 Fed Routing Number: 021052053	Domestic Wire Acct No.: 4501065066 Routing No.: 122000496 International Wire Acct No.: 4501065066 Swift Code: BOFCUS33MPK
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Project	9225	Hillsboro Beach Nourishment Monitoring	Invoice	748689
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Total this Phase 0.00

Phase XY Expenses

Reimbursable Expenses

Reproductions			
12/10/2019	ARC DOCUMENT SOLUTIONS, LLC	Reproductions	.09
Car Rental & Mileage			
10/29/2019	Blankenship, Timothy		8.00
10/29/2019	Blankenship, Timothy		15.00
10/29/2019	Blankenship, Timothy		15.00
12/9/2019	Blankenship, Timothy		55.68
Permit & License Fees			
8/14/2019	Brush, Christy	Broward Co. permit mod fee	100.00
8/14/2019	Brush, Christy	Broward Co. General ERL fee	100.00
8/15/2019	Brush, Christy	FDEP - permit fee	250.00
8/28/2019	Brush, Christy	FDEP exemption fee - swim buoys	100.00
Total Reimbursables			643.77
		Total this Phase	\$643.77

TOTAL DUE THIS INVOICE (USD): \$36,838.27

Outstanding Invoices

Invoice	Date	Balance
745260	10/3/2019	28,040.75
746674	11/22/2019	1,450.00
Total		29,490.75

Check Lockbox Account Payable to: Moffatt & Nichol P.O. Box 51760 Los Angeles, CA 90051-0068 ClientPayments@moffattnichol.com	ACH Information Bank / Account Name: Union Bank / Moffatt & Nichol Address: 400 California St. San Francisco, CA 94104 Account Number: 64963107 Fed Routing Number: 021052053	Domestic Wire Acct No.: 4501065066 Routing No.: 122000496 International Wire Acct No.: 4501065066 Swift Code: BOFCUS33MPK
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Invoice

4225 E. Conant Street
 Long Beach CA 90808
 (562) 590-6500

Mac Serda
 Town Manager
 Town of Hillsboro Beach
 1210 Hillsboro Mile
 Hillsboro Beach, Florida 33062

March 26, 2020
 Invoice No: 749590

M&N Project 9225-02 Hillsboro Beach Coastal Engineering
 Contract No. or Purchase Order No. :00000

Professional Services from January 26, 2020 through February 29, 2020

Phase 1 Construction Plans

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
1a Construction Plans	33,800.00	100.00	33,800.00	33,800.00	0.00
1b Technical Specifications	9,500.00	100.00	9,500.00	9,500.00	0.00
1c FDEP Submittal	2,200.00	50.00	1,100.00	220.00	880.00
Total Fee	45,500.00		44,400.00	43,520.00	880.00
Total					880.00
Total this Phase					\$880.00

Phase 2 Bidding Assistance

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
2a Bid Documents	9,000.00	100.00	9,000.00	7,200.00	1,800.00
2b Bidding Assistance	6,790.00	100.00	6,790.00	3,395.00	3,395.00
Total Fee	15,790.00		15,790.00	10,595.00	5,195.00
Total					5,195.00
Total this Phase					\$5,195.00

Phase 3 Construction Administration

Task a Construction Administration

Professional Personnel

	Hours	Rate	Amount
Principal/Environmental Mngr Blankenship, Timothy	7.00	250.00	1,750.00

Check Lockbox Account

Payable to: Moffatt & Nichol
 P.O. Box 51760
 Los Angeles, CA 90051-0068
ClientPayments@moffattnichol.com

ACH Information

Bank / Account Name: Union Bank / Moffatt & Nichol
 Address: 400 California St. San Francisco, CA 94104
 Account Number: 64963107
 Fed Routing Number: 021052053

Domestic Wire

Acct No.: 4501065066
 Routing No.: 122000496

International Wire

Acct No.: 4501065066
 Swift Code: BOFCUS33MPK

Project	9225-02	Hillsboro Beach Coastal Engineering	Invoice	749590
Supervisory Engineer/Scientist				
Brush, Christy	1.85	200.00	370.00	
Sr. Eng/Environmental Sr. PM				
Shepherd, Laura	1.30	175.00	227.50	
Eng II/Environmental Scientist				
Brower, Jacqueline	12.50	139.00	1,737.50	
Word Processor				
Caparro, Amanda	1.80	65.00	117.00	
	24.45		4,202.00	
Total Labor				4,202.00
	Current	Prior	To-Date	
Total Billings	4,202.00	0.00	4,202.00	
Limit			31,700.00	
Remaining			27,498.00	
		Total this Task		\$4,202.00
		Total this Phase		\$4,202.00

Phase 4 Resident Project Representative Services

Professional Personnel

	Hours	Rate	Amount	
Staff Engineer/Scientist				
Jonaitis, Lauren	74.50	95.00	7,077.50	
	74.50		7,077.50	
Total Labor				7,077.50
	Current	Prior	To-Date	
Total Billings	7,077.50	0.00	7,077.50	
Limit			44,700.00	
Remaining			37,622.50	
		Total this Phase		\$7,077.50

Phase 5 Post-Construction Physical Monitoring

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
Post Construction Physical Monitoring Rp	5,845.00	0.00	0.00	0.00	0.00
Total Fee	5,845.00		0.00	0.00	0.00
	Total				0.00
		Total this Phase			0.00

Phase 6 Environmental Permit Compliance

Task a Pre-Construction Biological Surveys

Check Lockbox Account Payable to: Moffatt & Nichol P.O. Box 51760 Los Angeles, CA 90051-0068 ClientPayments@moffattnichol.com	ACH Information Bank / Account Name: Union Bank / Moffatt & Nichol Address: 400 California St. San Francisco, CA 94104 Account Number: 64963107 Fed Routing Number: 021052053	Domestic Wire Acct No.: 4501065066 Routing No.: 122000496 International Wire Acct No.: 4501065066 Swift Code: BOFCUS33MPK
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Project	9225-02	Hillsboro Beach Coastal Engineering			Invoice	749590
Tasks		Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
6a Pre-Construction Biological Survey		13,645.00	0.00	0.00	0.00	0.00
Total Fee		13,645.00		0.00	0.00	0.00
		Total				0.00

Professional Personnel

	Hours	Rate	Amount	
Staff Engineer/Scientist				
Jonaitis, Lauren	.65	90.63	58.91	
	.65		58.91	
Total Labor				58.91
		Total this Task		\$58.91
		Total this Phase		\$58.91

Phase 7 FEMA Coordination

Tasks	Contract Amount	Percent Complete	Earned To Date	Previous Invoices	Current Invoice
FEMA Coordination	8,250.00	0.00	0.00	0.00	0.00
Total Fee	8,250.00		0.00	0.00	0.00
	Total				0.00
		Total this Phase			0.00

TOTAL DUE THIS INVOICE (USD): \$17,413.41

Check Lockbox Account Payable to: Moffatt & Nichol P.O. Box 51760 Los Angeles, CA 90051-0068 ClientPayments@moffattnichol.com	ACH Information Bank / Account Name: Union Bank / Moffatt & Nichol Address: 400 California St. San Francisco, CA 94104 Account Number: 64963107 Fed Routing Number: 021052053	Domestic Wire Acct No.: 4501065066 Routing No.: 122000496 International Wire Acct No.: 4501065066 Swift Code: BOFCUS33MPK
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Invoice Date:
May 1, 2020

Services from 03/20/2020
to 04/17/2020

Invoice Number: 4493
1 of 5



REINVENTING YOUR CITY

Town of Hillsboro Beach
Attn: Mayor Deborah L. Tarrant
1210 Hillsboro Mile
Hillsboro Beach, FL 33062
Re: Services

General Planning

	Date and Description (date) (detail)	(hours)
general	3/23/2020 zoning designation calls + reseach	0.50
general	3/24/2020 coordinate w/ Nicole & Steve Process	0.50
general	4/2/2020 coordinate w/ Nicole & Steve	0.50
general	4/17/2020 zoning commercial use call	0.25
925	4/16/2020 house demo - guest house call Elenor emails with w/ Architect Ronald Ricket	0.50
977	3/24/2020 (addition)	0.50
977	3/30/2020 addition - email from architect	0.25
977	3/31/2020 addition - email from architect	0.25
	pavers calls w/ Mac- print/review emailed plan review proposed solution - Conf call w/ Mac -	
977	4/3/2020 Mr Lambert never joined	1.00
977	4/5/2020 email w/ architect email & call regarding floor elevation - code	0.25
1106	3/23/2020 research	0.50
1160	3/27/2020 final inspection email	0.25
1189	4/16/2020 call w/ Jack Mancini	0.25
1189	4/16/2020 email research + calls w/ Marc Raphael	0.75
Time - hrs.		6.25

Site Plan/Variance Review

Address	Date and Description	(hours)
995 variance	3/24/2020 mailing address 300 ft, owner notification, public notice	2.75
	3/24/2020 calls w/ Nectaria	0.50
	3/24/2020 coordiante w/ Sherry	0.25
	3/25/2020 email public notice + call with Nectaria email from Nectaria review revised landscape	0.50
	4/17/2020 plans	0.75
		4.75

Invoice Date:
May 1, 2020

Services from 03/20/2020
to 04/17/2020

Invoice Number: 4493
2 of 5



REINVENTING YOUR CITY

Town of Hillsboro Beach
Attn: Mayor Deborah L. Tarrant
1210 Hillsboro Mile
Hillsboro Beach, FL 33062
Re: Services

1060 variance	3/23/2020 call with condo board member	0.25
	mailing address 300 ft, owner notification,	
	3/24/2020 public notice	2.25
	4/5/2020 email regarding magistrate hearing	0.25
	4/6/2020 calls w/ Don Julian	0.25
	4/10/2020 calls w/ Don Julian & Sherry	0.75
	4/15/2020 call w/ Don Julian	0.25
		4.00

Total Site Plan / Variance Review	Time - hrs.	8.75
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Permitting

Address	Date and Description	(hours)
923 Permit # 85289 rev 93268		
	3/25/2020 call w/ James Wentzel @ site	0.25
	3/27/2020 e-mail James Cruz	0.25
	4/2/2020 review	0.75
	4/2/2020 call w/ James Wentzel	0.25
	4/3/2020 drop off	Flat Rate #3
		1.50
927 Permit # 85167 rev 93504 dock		
	3/26/2020 finalize review	0.75
	3/27/2020 drop-off	Flat Rate #2
	4/5/2020 email w/ Nicole final inspection - Nicole	0.25
	4/13/2020 final inspection	1.25
	4/14/2020 drop-off	Flat Rate #6
		2.25
931 87678 rev 89410/89166		
	3/24/2020 drop off	Flat Rate #1
		0.00

Invoice Date:
May 1, 2020

Services from 03/20/2020
to 04/17/2020

Invoice Number: 4493
3 of 5



REINVENTING YOUR CITY

Town of Hillsboro Beach
Attn: Mayor Deborah L. Tarrant
1210 Hillsboro Mile
Hillsboro Beach, FL 33062
Re: Services

963 Permit # 93585		
4/14/2020 pick up	Flat Rate #6	
4/16/2020 review		0.75
4/17/2020 drop off	Flat Rate #7	
		0.75
969 Permit # (93625)		
3/24/2020 drop off -Steve	Flat Rate #1	
4/10/2020 reponse to comment-research- email		0.50
4/14/2020 calls w/ Nicole + Steve		0.50
		1.00
997 Permit # 19042		
3/24/2020 emails with w/ Architect Ronald Ricket (addition)		0.50
3/30/2020 addition - email from architect		0.25
3/31/2020 addition - email from architect		0.25
4/6/2020 addition - email from architect		0.25
		1.25
999 Permit # (93190)		
3/24/2020 pick up	Flat Rate #1	
3/26/2020 review		1.25
4/2/2020 finalize review		0.50
4/3/2020 enter comments in system - timed out		0.50
4/5/2020 comment & email Nicole		0.25
4/6/2020 drop-off	Flat Rate #4	
		2.50
999 Permit # (93195)		
3/24/2020 pick up	Flat Rate #1	
3/26/2020 review		0.50
4/6/2020 drop off	Flat Rate #4	
		0.50

Invoice Date:
May 1, 2020

Services from 03/20/2020
to 04/17/2020

Invoice Number: 4493
4 of 5



REINVENTING YOUR CITY

Town of Hillsboro Beach
Attn: Mayor Deborah L. Tarrant
1210 Hillsboro Mile
Hillsboro Beach, FL 33062
Re: Services

1131 Permit # (87678) rev 89166-89410		
4/8/2020 emails		0.25
4/8/2020 call w/ Civil Engineer		0.25
		0.50
1141 Permit # (93239)		
4/8/2020 pick up	Flat Rate #5	
4/16/2020 review		0.75
4/16/2020 clarification email Nicole		0.25
		1.00
1150 Permit # (85201)		
4/14/2020 pick up	Flat Rate #6	
4/16/2020 review - inspection request		0.50
4/17/2020 drop off	Flat Rate #7	
		0.50
1150 Permit # (85203)		
4/14/2020 pick up	Flat Rate #6	
4/16/2020 review - inspection request		0.50
4/17/2020 drop off	Flat Rate #7	
		0.50
1150 Permit # (85205)		
4/14/2020 pick up	Flat Rate #6	
4/16/2020 review - inspection request		0.50
4/17/2020 drop off	Flat Rate #7	
		0.50

Invoice Date:
May 1, 2020

Services from 03/20/2020
to 04/17/2020

Invoice Number: 4493
5 of 5



REINVENTING YOUR CITY

Town of Hillsboro Beach
Attn: Mayor Deborah L. Tarrant
1210 Hillsboro Mile
Hillsboro Beach, FL 33062
Re: Services

1166 Permit # (93256)

3/24/2020 pick up	Flat Rate #1	
3/26/2020 review file - email w/ Nicole		0.75
3/27/2020 drop off plans	Flat Rate #2	
3/27/2020 email w/ Nicole - final survey		0.25
4/6/2020 email from GC		0.25
		1.25

General Planning Hours	6.25
Site Plan / Variance Review Hours	8.75
Permitting Hours	14.00
Total Hours	29.00

Total Hours	29.00
Hourly Rate	100.00
Sub-total Hourly Services	2900.00
Flat Rate Services:	
7 drop off/pick up at \$25 each	175.00
Total Amount Due	\$ 3,075.00

Invoice Date:
May 28, 2020

Services from 04/18/2020
to 05/17/2020

Invoice Number: 4494
1 of 4



REINVENTING YOUR CITY

Town of Hillsboro Beach
Attn: Mayor Deborah L. Tarrant
1210 Hillsboro Mile
Hillsboro Beach, FL 33062
Re: Services

General Planning

	Date and Description (date) (detail)	(hours)
general	4/23/2020 email w/ Nicole Development application	0.25
general	4/27/2020 call w/ Mac 925 + Seaboney Saturday work	0.25
925	4/27/2020 texts + call with GC Eric	0.50
925	4/28/2020 text with GC Eric - submittal	0.25
925	5/7/2020 call + email + text	0.50
925	5/8/2020 call prep - reearch guest house + conf call	1.00
977	4/23/2020 conf call w/ Mr Lambert - west side parking	0.25
977	4/29/2020 2nd conf call w/ Mr Lambert - invite call prep; research -revisit emailed plan + call	0.25
977	4/30/2020 w/ Mr Lambert & Mac	0.75
1007	5/5/2020 email w/ architect download dwgs	0.50
1007	5/13/2020 email + call w/ Architect review request for letter of consistency + email	0.50
1105	4/29/2020 to engineer	0.50
1105	5/6/2020 call - commission meeting	0.25
1105	5/7/2020 email Seaboney - resarch work variance + email	0.25
1159	4/29/2020 research prior work time research variance	0.50
1200	4/23/2020 email Mr Rowe variance	0.25
1200	4/28/2020 email variance	0.25
1200	4/29/2020 email + research Tim Rowe	0.50
1231	4/28/2020 call with realtor + reasearch	0.50
1231	5/6/2020 email realtor email realtor - rezoning - variance property	0.25
1231	5/11/2020 options	0.50
Time - hrs.		8.75

Invoice Date:
May 28, 2020

Services from 04/18/2020
to 05/17/2020

Invoice Number: 4494
2 of 4



REINVENTING YOUR CITY

TOWN OF HILLSBORO BEACH

Attn: Mayor Deborah L. Tarrant
1210 Hillsboro Mile
Hillsboro Beach, FL 33062
Re: Services

Site Plan / Variance Rev.		(hours)
995 variance	4/24/2020 email w/ Nectaria - email research	0.50
	4/27/2020 calls w/ Nectaria	0.50
	4/29/2020 email Nectataria	0.25
	4/29/2020 review landscape plan call w/ Nectaria	0.50
	5/1/2020 email Nectataria	0.25
	5/1/2020 download, review landscape plan	0.50
	5/1/2020 call w/landscape architect	0.25
	5/6/2020 call Nectaria	0.25
		3.00
1060 variance	4/5/2020 call with condo board member	0.25
	4/8/2020 call w/ Don Julian	0.25
		0.50
Total Site Plan / Variance Review		Time - hrs. 3.50

Permitting

Address	Date and Description	(hours)
923 Permit # 85289 rev 93730		
	4/28/2020 call w/ Jeffrey Morgan - revision	0.50
	5/6/2020 pick up	Flat Rate #3
	5/10/2020 intial review	0.75
	5/11/2020 email research	0.25
	5/12/2020 call to James Wentzel	0.25
		1.75
927 Permit # 85167 rev 93504 dock		
	4/30/2020 drop-off	Flat Rate #2
	5/5/2020 call w/ Nicole - research comments	0.50
		0.50

Invoice Date:
May 28, 2020

Services from 04/18/2020
to 05/17/2020

Invoice Number: 4494
3 of 4



REINVENTING YOUR CITY

TOWN OF HILLSBORO BEACH

Attn: Mayor Deborah L. Tarrant
1210 Hillsboro Mile
Hillsboro Beach, FL 33062
Re: Services

951 Permit # 93404		
4/27/2020 pick up	Flat Rate #1	
4/29/2020 review		0.75
4/30/2020 drop off	Flat Rate #2	
		0.75
963 Permit # 93585		
4/30/2020 pick up	Flat Rate #2	
5/1/2020 email w/ Nicole		0.25
5/5/2020 review		0.75
5/7/2020 drop off	Flat Rate #4	
		1.00
1057 Permit # (93702)		
4/30/2020 pick up	Flat Rate #2	
5/5/2020 review		0.75
5/7/2020 drop off	Flat Rate #4	
		0.75
1141 Permit # (93239)		
4/28/2020 finalize review		0.50
4/30/2020 drop off	Flat Rate #2	
		0.50
1160 Permit # (93738)		
5/6/2020 pick up	Flat Rate #3	
5/10/2020 review		1.00
5/14/2020 drop off	Flat Rate #5	
		1.00

Invoice Date:
May 28, 2020

Services from 04/18/2020
to 05/17/2020

Invoice Number: 4494
4 of 4



REINVENTING YOUR CITY

TOWN OF HILLSBORO BEACH

Attn: Mayor Deborah L. Tarrant
1210 Hillsboro Mile
Hillsboro Beach, FL 33062
Re: Services

1200 Permit # (93715)

4/30/2020 pick up

Flat Rate #2

5/5/2020 review + email to contractor

1.00

5/7/2020 drop off

Flat Rate #4

1.00

General Planning Hours

8.75

Site Plan / Variance Review Hours

3.50

Permitting Hours

7.25

Total Hours

19.50

Total Hours

19.50

Hourly Rate

100.00

Sub-total Hourly Services

1950.00

Flat Rate Services:

5 drop off/pick up at \$25 each

125.00

Total Amount Due

\$ 2,075.00



Hillsboro Beach Police
APRIL 2020 Activity Report



Marine	Apr-20	Prior Month	Apr-19
Total Number of Marine Contacts	31	8	23
Total Number of Boats Removed From Swim Zone	2	1	7
Total Number of Wake/Safety Education Given/Noise Complaints	37	7	14
Hours of Marine Patrol	62	4	75
Hours of ATV Patrol	15	9	21
Traffic/Pedestrian/Cyclist			
Total Number of Traffic Contacts	10	63	37
Total Number of Trespassers Removed	349	202	37
Total Number of Cyclist Contacts	87	38	40
Hours Conducting Crosswalk Enforcement	19	10	27
Hours Of Bike Patrol	0	0	0
Activity			
Total Number of Sick/Deceased/Injured Calls For Service	15	24	14
CUSHIONS (Call Urgent Sick Hospitalized Individuals On Next Shift)	15	24	14
Total Number of Arrests	0	0	2
Total Number of Crashes	1	4	5
Service Calls	475	377	170

Attached: Crash Report, Complaints and Monthly Activity Report Breakdown.

Submitted by:


Jay Szesnat, Chief of Police

5/18/20
Date

**Patrol Activity
APRIL 2020**

	Mileage	Arrests	Traffic Contacts	Marine Contacts	Bicyclist Contacts	ATV Contacts	Security Checks	Service Calls*	Self Initiated Calls	Enforcements (crosswalk)	Work Zone Enforcements	Subpoena Hours	Training Hours	ATV Hours	Marine Hours	PD Bicycle Hours
Chief Nagy	45															
Major O'Neill																
Lt. Pugliese	225			1			65	5	3	1			4		3	
Sgt. Mastandrea	801						796	113	40				7			
Sgt. Clark	1182		3	3			572	108	50	1					4	
Sgt. Gianino	689		4	7	18	15	427	111	48	4			2	5	12	
Sgt. Kirchoff	949				2	44	949	120	57	9				4	12	
Ofc. McGrath	1420			2	3		690	126	85				3			
Ofc. Kelly	1113		1		22		465	116	42				1	1	6	
Ofc. Steel	608		1				648	99	56							
Ofc. Nolan	935		1	6	42	8	768	95	48	3				4	8	
Ofc. Stengel	505						421	14	17				4			
Ofc. Pope	357			7		8	41	10	3	1			2	1	12	
Ofc. Torres	1471						830	70	41							
Ofc. Bukata															5	
Ofc. MacLellan													49			
Monthly Totals	10300	0	10	26	87	75	6672	987	490	19	0	0	72	15	62	0

*service calls represents number of officers responding to a call and is higher than total calls because more than one officer may respond to each call.

Crash Locations
APRIL 2020

Location	Injury	No Injury	Fatal	Total
1239 Hillsboro Mile		X		1
Total		1		1

Crash Causes

	Total
Careless Driving	0
Failed to Yield Right of Way	0
Improper Backing	0
Following Too Closely	0
Disregarded Traffic Signal	0
Exceeded Safe Speed	0
Fail to Maintain Equipment	0
DUI	0
Hit and Run	0
Other	1
Total	0

Investigation Activity
APRIL 2020

Complaint/Info			
Currently Working	Active	Pending	Cleared
Grand Theft	3	1	1
Robbery	1		
Burglary Conveyance	3	1	
Burglary/Grand Theft		1	
Petit Theft		2	
Property Damage		1	
Criminal Mischief		1	
Unlicensed Contractor			1
Burglary Structure			1
Fraud			1
Criminal Mischief			1
Identity Theft	1		
New			
Identity Theft	2		

Bias Based Profiling
APRIL 2020



	<i>Traffic Contacts</i>		<i>Arrests (including traffic)</i>		
	Male	Female	Male	Female	
White	4	4			
Black					
Asian					
Native American					
Other	1	1			
Total	5	5			10

2020 Gas Usage Police Department

Employee	Department	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total Gallons
1-Nagy	Police	107.9	98.9	93.3	113.0									413.1
13-O'Neill	Police	0.0	14.2	31.3	0.0									45.5
3-Pugliese	Police	74.9	60.3	65.1	66.5									266.8
4-Mastandrea	Police	52.0	137.3	82.0	180.3									451.6
5-Clark	Police	193.5	170.6	110.5	193.2									667.8
12-Gianino	Police	0.0	0.0	0.0	10.2									10.2
11-Kirchoff	Police	12.6	13.2	1.7	34.0									61.5
7-McGrath	Police	135.4	149.0	152.9	189.0									626.3
8-Kelly	Police	47.8	0.0	10.3	0.0									58.1
9-Steel	Police	118.8	118.2	157.7	102.7									497.4
10-Nolan	Police	77.4	36.5	9.2	26.1									149.2
14-Pope	Police	0.0	66.3	1.9	82.3									150.5
15-Stengel	Police	14.0	0.0	43.9	29.8									87.7
27-Torres	Police	47.9	0.0	49.8	48.3									146.0
16-MacLellan	Police	0.0	0.0	0.0	0.0									0.0
18-Beauparlant	Police	207.4	151.0	118.4	117.1									593.9
17-Bukata	Police	0.0	0.0	0.0	0.0									0.0
26-Joseph	Maintenance	21.3	0.0	12.4	0.0									33.7
Police Totals	TOTALS	1110.9	1015.5	940.4	1192.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4259.3

Gas Usage Water Department

19-Garray	Water Dept	45.9	37	0	18									100.9
20-Bullard	Water Dept	57.3	83.7	103.4	55.7									300.1
21-Charles	Water Dept	20.4	59.8	36.7	43.9									160.8
22-Knapstein	Water Dept	0	0	0	0									0
23-Rivera	Water Dept	0	0	0	0									0
Water Totals		123.6	180.5	140.1	117.6		0	0	0	0	0	0	0	

Gas Tank 48" = 3225 gal

2020 Vehicle Mileage PD

Unit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TM
160	2,157	3,372	4,136	4,298									13,963
161	2,491	2,286	2,535	1,259									8,571
162	24	540	45	343									952
163	4,257	2,438	2,112	4,400									13,207
164	2,468	2,463	2,455	1,952									9,338
166	1,289	1,247	1,451	1,399									5,386
TOTAL	12,686	12,346	12,734	2,899	0	0	0	0	0	0	0	0	40,665
GALLONS	1,110.90	1,016	940	1,193									4,259

Specialty Vehicles PD

Marine 1	40	3	4.2	51.2									98.4
ATV	8.7	6.6	8.7	15									39

Water Department

170	577	532	311	194									1,614
171	105	47	55	0									207
172	502	473	637	439									2,051
173	199	236	218	100									753
174	0	0	150	538									688
TOTAL	1,383	1,288	1,371	1,271	0	0	0	0	0	0	0	0	5,313
GALLONS	123.6	180.5	140.1	118									562

Vehicle/Mileage Recap APRIL 2020

Unit	Type	Primary Use	EOM	BOM	CMM	PMM	INC/DEC
160	SUV	Road Patrol	142,187	137,889	4,298	4,136	162
161	SUV	Road Patrol	115,477	114,218	1,259	2,535	-1,276
162	Crown Vic.	Training/Decoy	124,227	123,884	343	45	298
163	SUV	Road Patrol	39,105	34,705	4,400	2,112	2,288
164	Charger	Chief	67,964	66,012	1,952	2455	-503
166	Charger	Major	169,623	168,224	1,399	1451	-52
		Police		Police	13,651	12,734	917
170	Pickup Truck	Maintenance	93,463	93,269	194	311	-117
171	Pickup Truck	Maintenance	91,101	91,101	0	55	-55
172	Pickup Truck	Water Dept	51,255	50,816	439	637	-198
173	Pickup Truck	Water Dept	3,398	3,298	100	218	-118
174	Pickup Truck	Water Dept	888	350	538	150	388
		Water Dept		Water Dept	1,271	1,371	-100
		EOMH		BOMH	CMH	PMH	INC/DEC
M1	Boat	Patrol	1267	1215.8	51.2	4.2	47
165	ATV (old)	Patrol	496.7	495.3	1	8.7	-7
165	AtTV (new)	Patrol	14	0.4	13.6	0	13.6
				ATV Total hours	15	8.7	6.3

Key

EOM= End of Month

BOM= Beginning of Month

CMM= Current Month Mileage

PMM= Previous Month Mileage

INC/DEC= Increase/Decrease

EOMH= End of Month Hours

BOMH= Beginning of Month Hours

CMH= Current Month Hours

PMH= Previous Month Hours



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

Phone: (954) 427-4011
www.townofhillsborobeach.com

Agenda Item Cover Memo

Agenda Item: Investment Update from Cumberland Advisors

Submitting Dept: Town Clerk, Sherry D. Henderson, Town Clerk

Agenda Date: June 2, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Cumberland Advisors Investment Update (June 2020)

Town of Hillsboro Beach

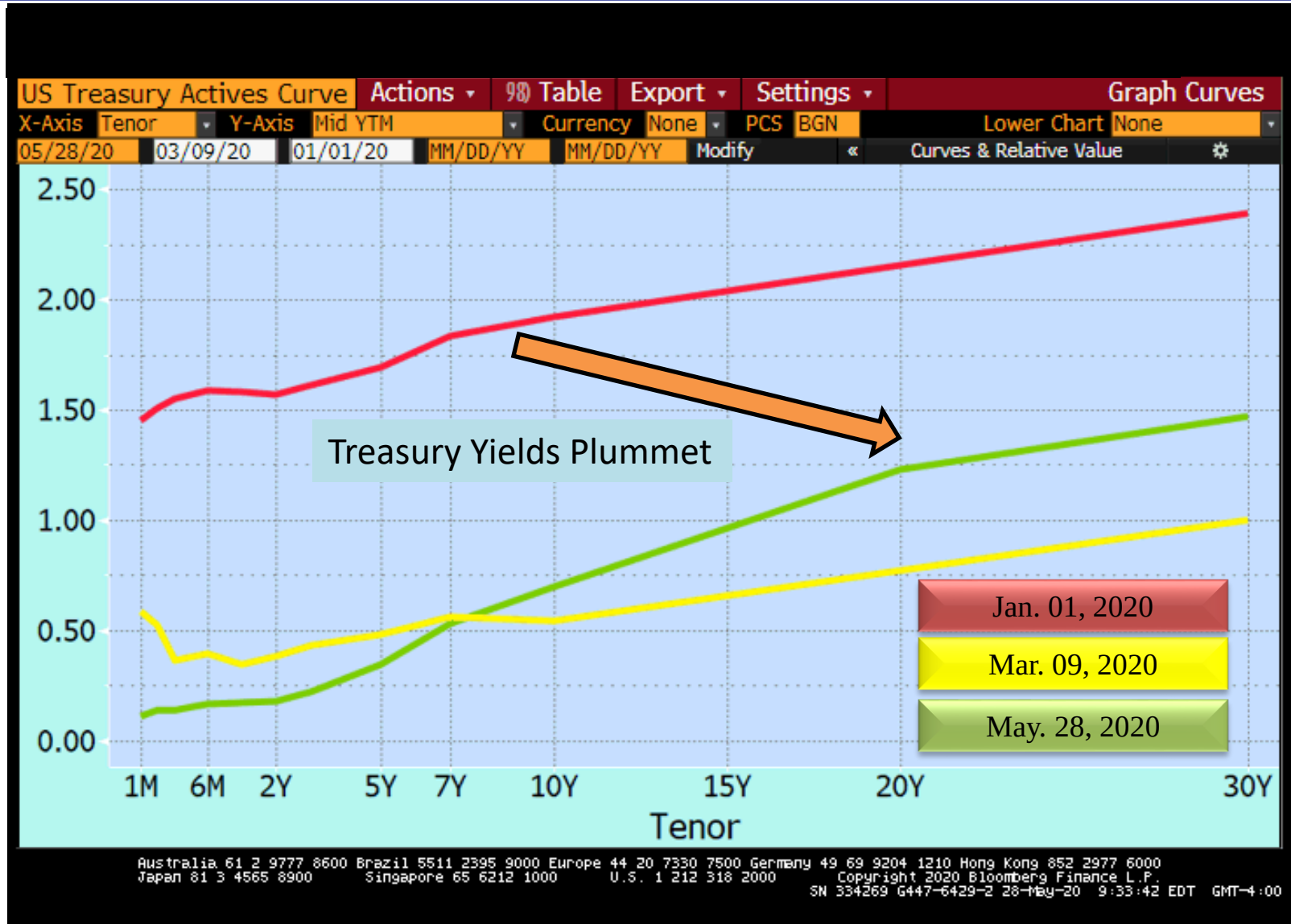
June 02, 2020

John R. Mousseau, CFA

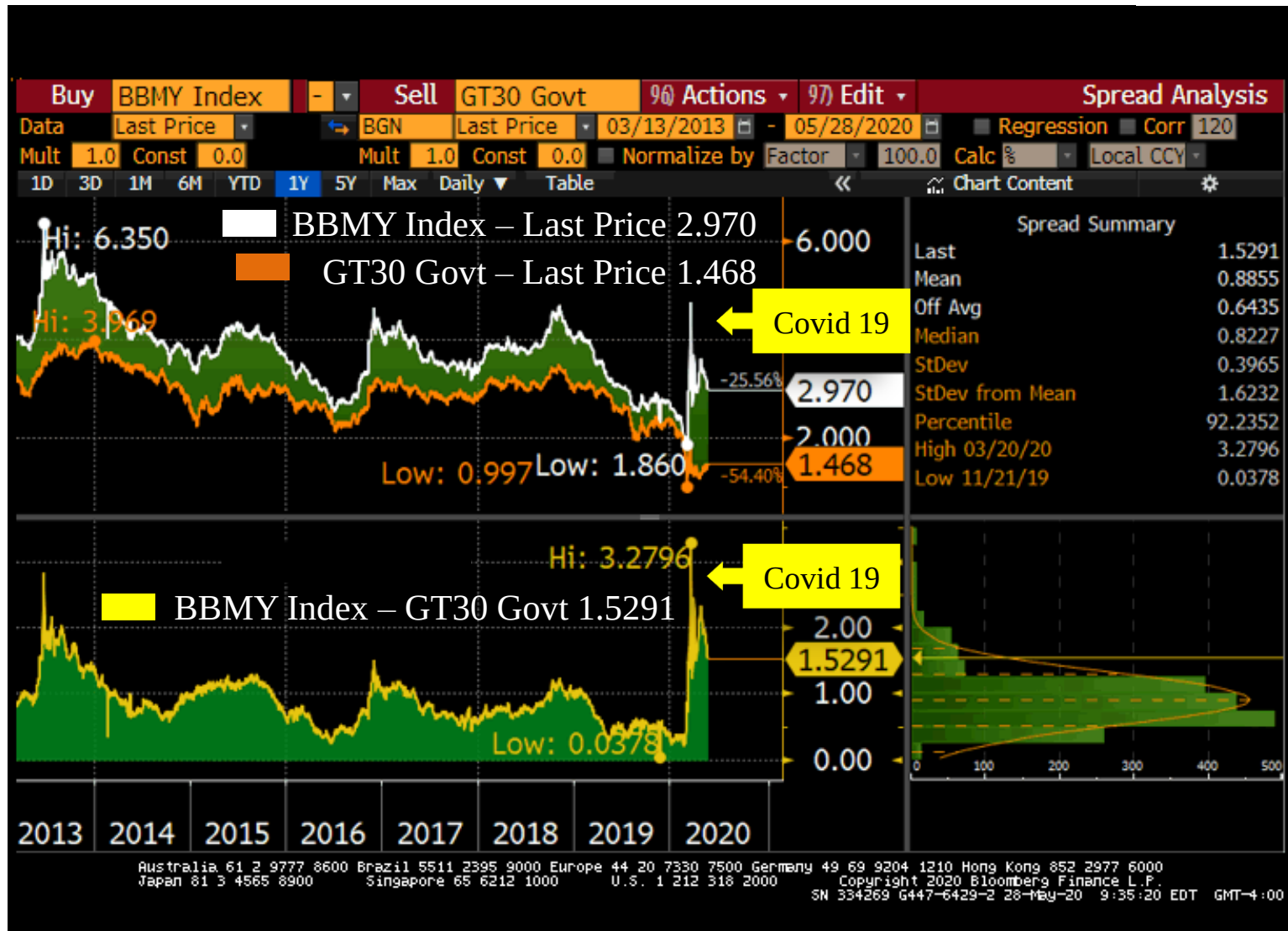
President, Chief Executive Officer & Director of Fixed Income

john.mousseau@cumber.com

Treasury Yield Curve this year



Bond Buyer 40 Yield vs US Treasury 30 Yield



Source: Bloomberg

2-yr vs. 10-yr Treasury Yields



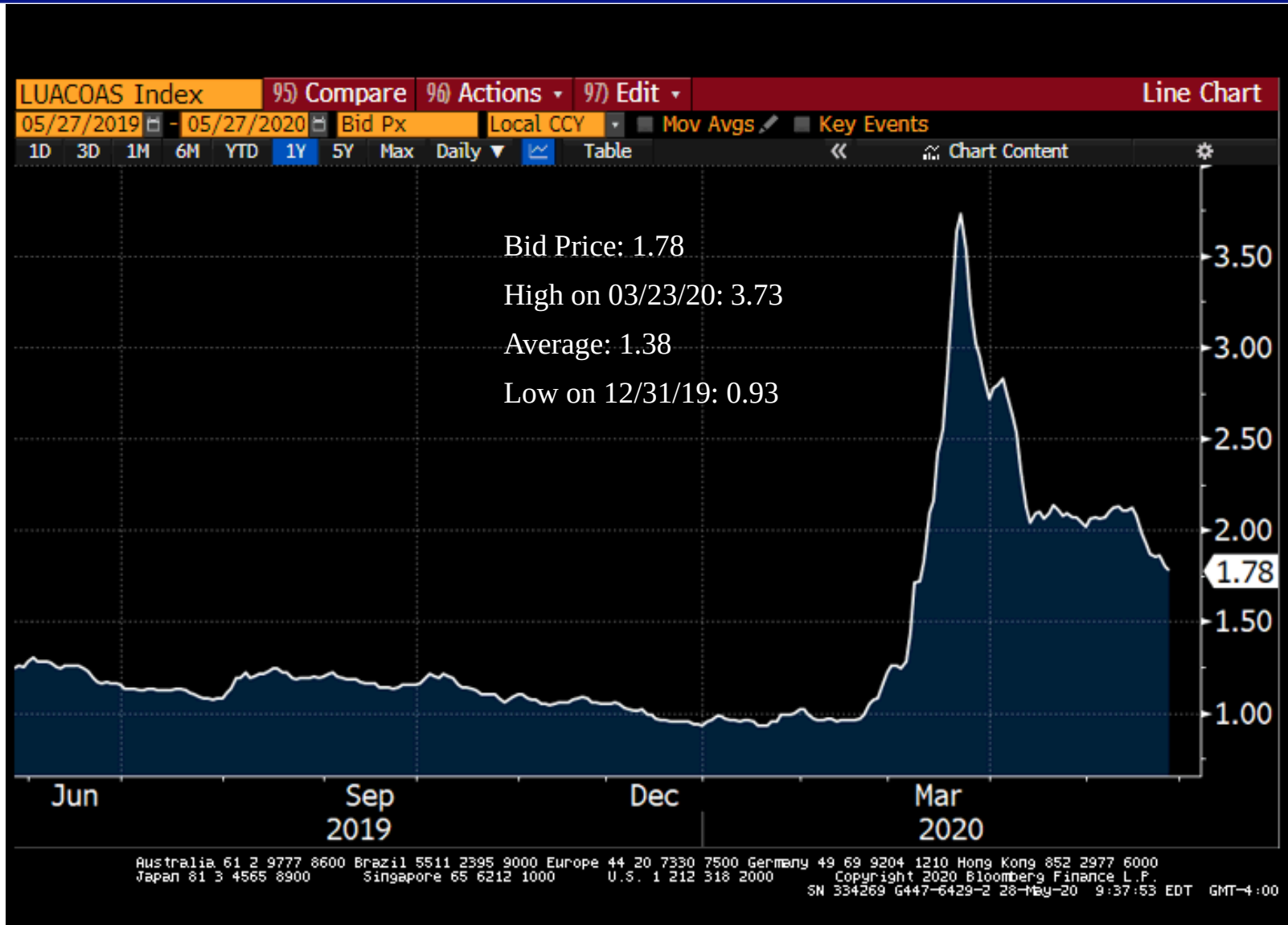
Source: Bloomberg

2-yr vs. 30-yr Treasury Yields



Source: Bloomberg

Investment Grade Corporate Spreads



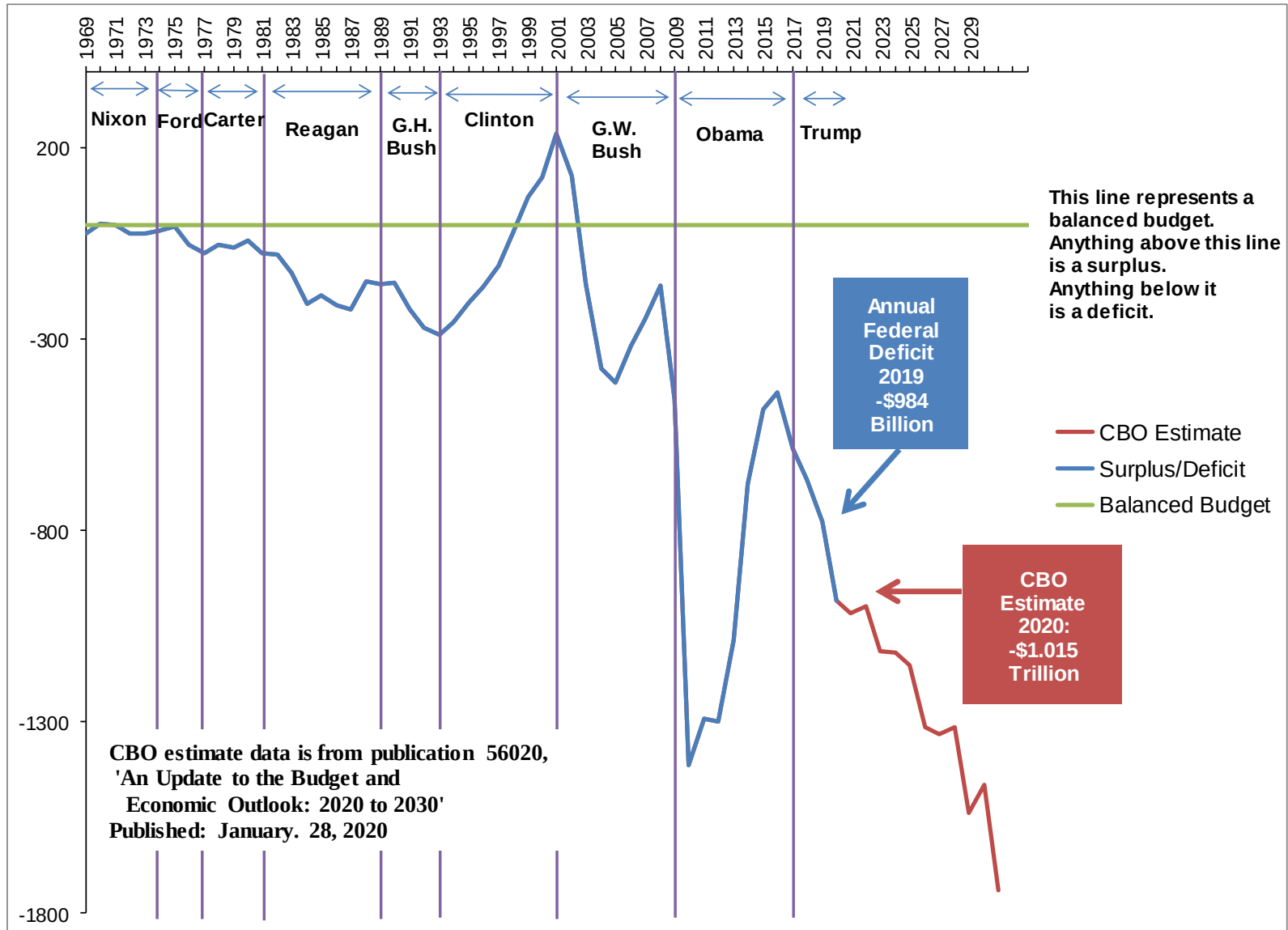
Source: Bloomberg

10yr Treasury and Core CPI



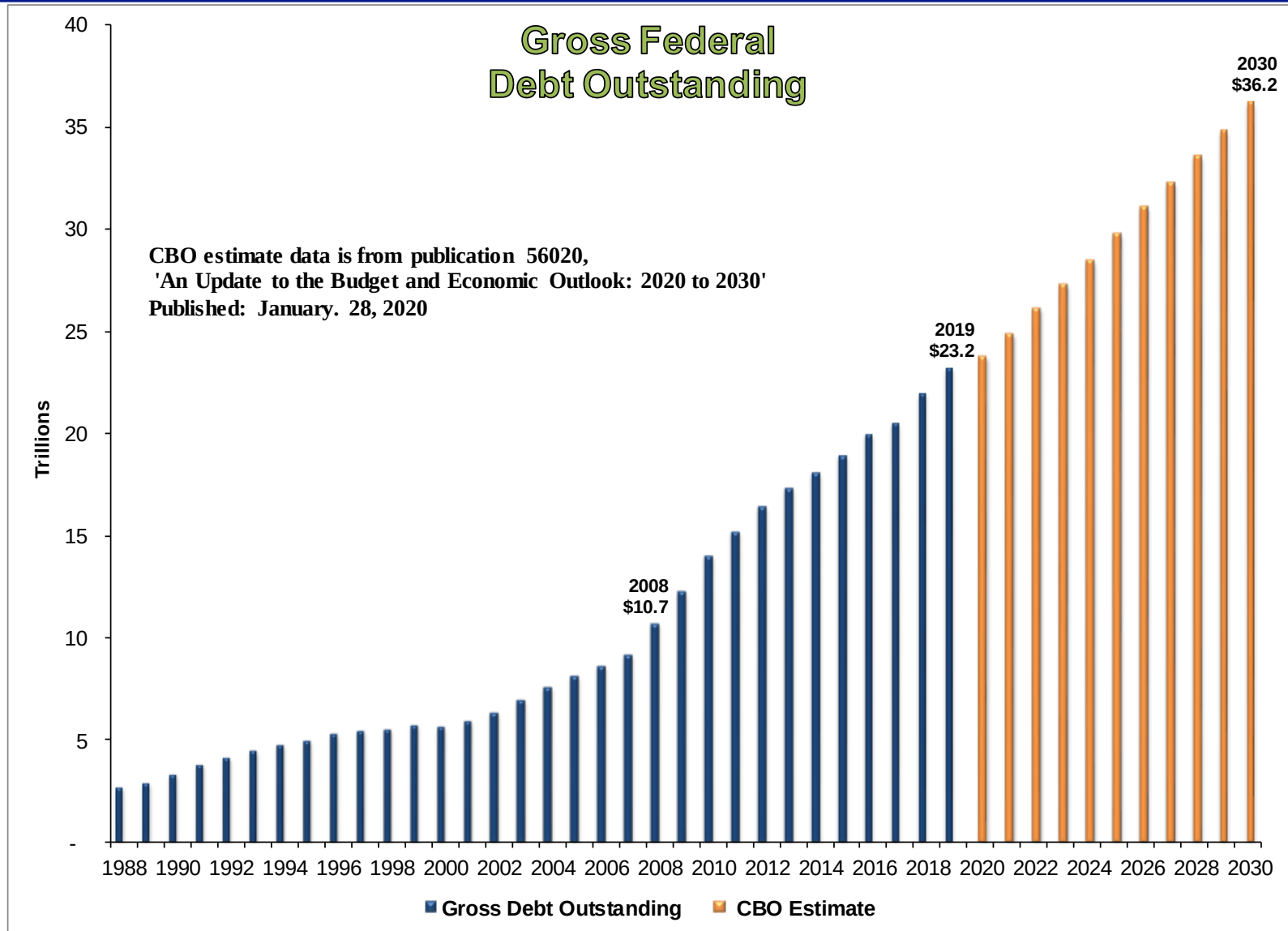
Source: Bloomberg

Federal Deficit



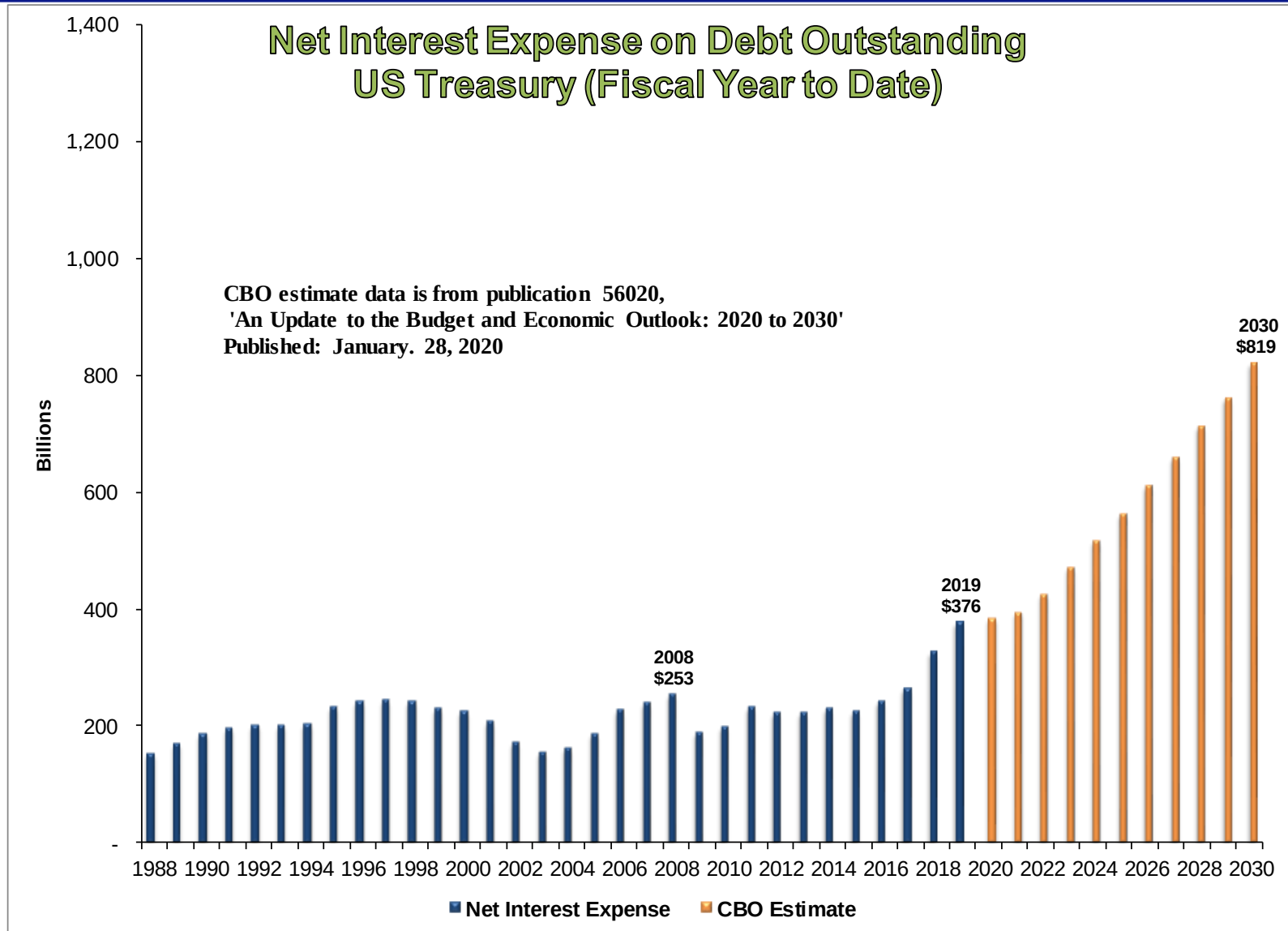
Source: Bloomberg, CBO.gov

Historical Gross Debt Outstanding



Source: Bloomberg, CBO.gov

Net Interest Expense: Debt Outstanding



Source: CBO.gov

G7 Government Bond Yields

Country	2-year Yields (%)	10-year Yields (%)
As of May 28, 2020		
USA	0.174	0.692
Canada	0.292	0.548
UK	-0.045	0.194
France	-0.571	-0.066
Germany	-0.666	-0.434
Italy	0.313	1.433
Japan	-0.181	-0.006
Swiss	-0.727	-0.509

Source: Bloomberg

Muni Default Probabilities Are Smaller

Cumulative Default Rates, Average over the Period 1970-2018, Municipal Issuers

Rating	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Municipal Issuers	%	%	%	%	%	%	%	%	%	%
Aaa	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Aa	0.00	0.00	0.00	0.01	0.01	0.01	0.01	0.02	0.02	0.02
A	0.00	0.01	0.02	0.03	0.03	0.04	0.06	0.08	0.09	0.11
Baa	0.03	0.11	0.22	0.35	0.48	0.63	0.76	0.89	1.02	1.13
Ba	0.25	0.69	1.12	1.62	2.03	2.34	2.71	3.06	3.38	3.65
B	2.84	5.63	8.31	10.41	12.52	14.04	15.09	15.85	16.71	17.91
Caa-C	9.20	14.42	17.79	19.65	20.90	22.17	23.12	24.15	25.14	25.75
Investment-Grade	0.00	0.01	0.02	0.03	0.04	0.05	0.06	0.08	0.09	0.10
Speculative-Grade	1.32	2.47	3.47	4.31	5.05	5.62	6.13	6.59	7.03	7.47
All Rated	0.02	0.04	0.05	0.07	0.09	0.10	0.12	0.14	0.15	0.16

Source: Moody's

Higher Corp. Default Experience

Cumulative Default Rates, Average over the Period 1970-2018, Corporate Issuers

Rating	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Corporate Issuers	%	%	%	%	%	%	%	%	%	%
Aaa	0.00	0.01	0.01	0.03	0.08	0.13	0.19	0.24	0.30	0.37
Aa	0.02	0.06	0.11	0.19	0.29	0.39	0.51	0.61	0.70	0.78
A	0.05	0.15	0.32	0.50	0.72	0.96	1.22	1.50	1.80	2.10
Baa	0.16	0.43	0.75	1.13	1.52	1.93	2.33	2.74	3.20	3.70
Ba	0.89	2.44	4.23	6.13	7.91	9.55	11.03	12.47	13.95	15.48
B	3.33	7.87	12.54	16.80	20.66	24.11	27.19	29.84	32.24	34.28
Caa-C	10.03	17.59	24.00	29.42	34.02	37.63	40.74	43.71	46.34	48.23
Investment-Grade	0.09	0.23	0.42	0.65	0.89	1.15	1.41	1.69	1.98	2.28
Speculative-Grade	4.03	8.11	11.98	15.43	18.43	21.01	23.25	25.25	27.11	28.79
All Rated	1.53	3.04	4.42	5.62	6.64	7.51	8.26	8.92	9.55	10.13

Source: Moody's

10-yr Treasury vs. 10-yr German Bond



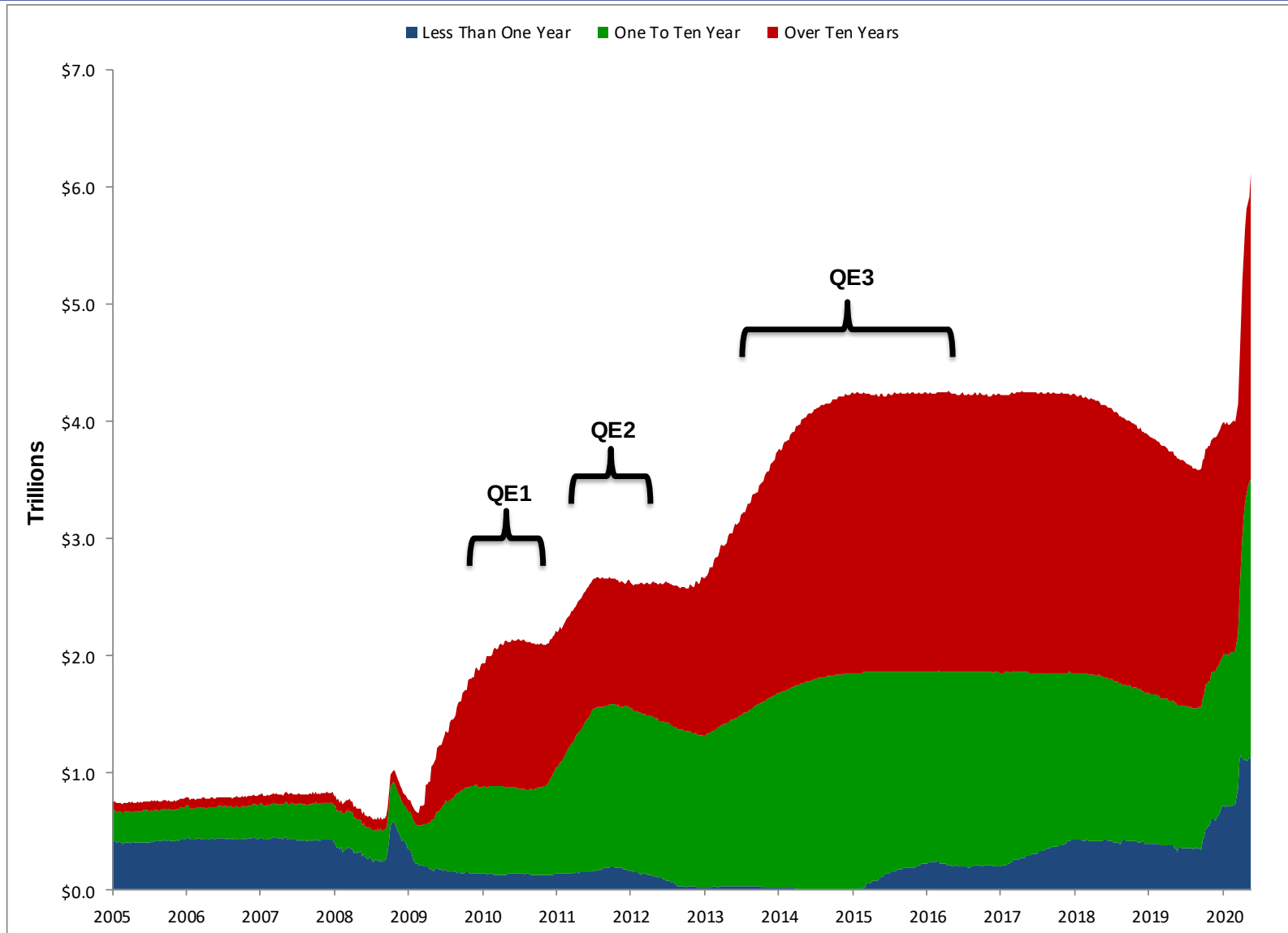
Source: Bloomberg

57 years of Government Yields



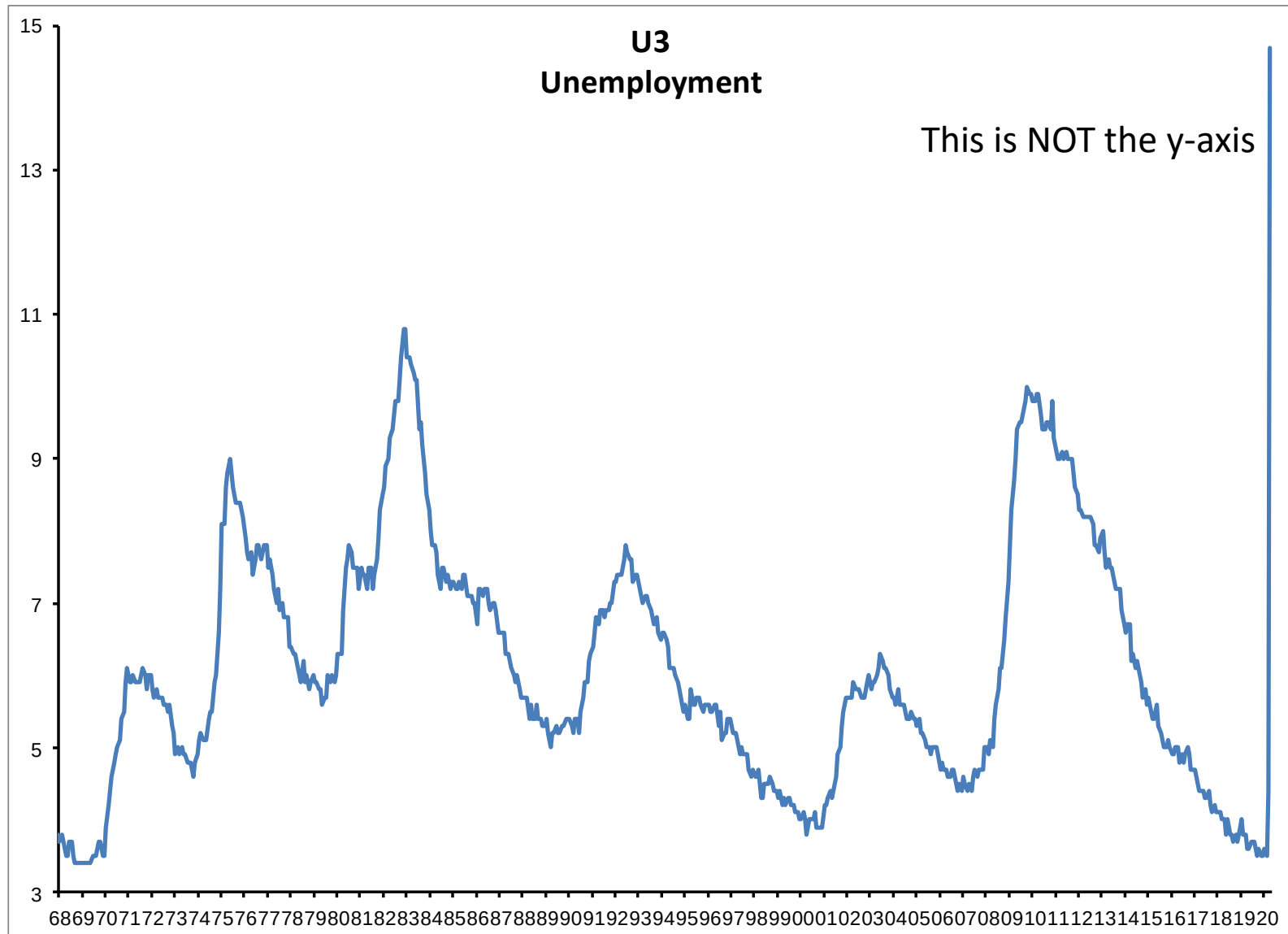
Source: Bloomberg

Fed Maturity Structure: Assets



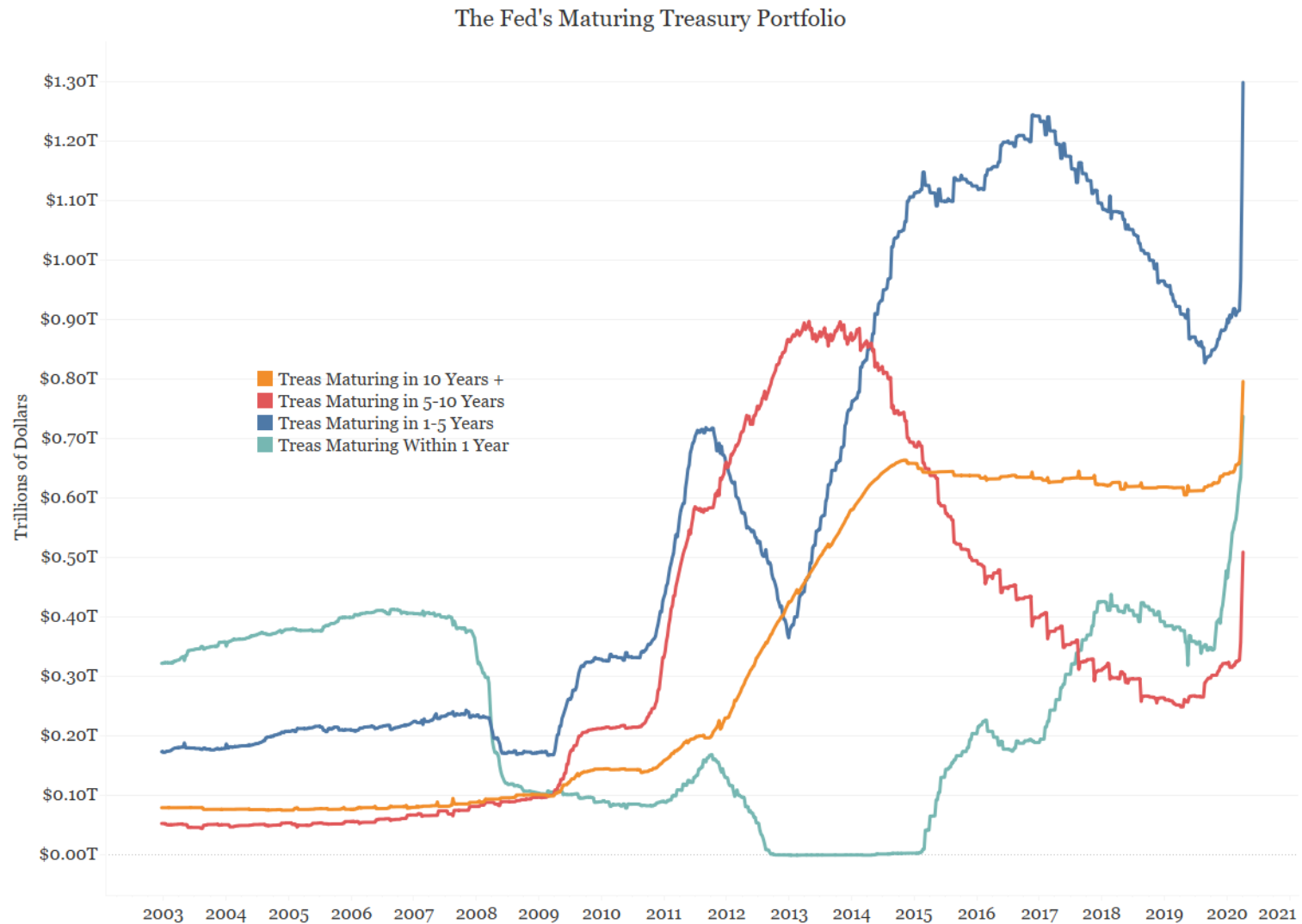
Source: Bloomberg

Unemployment



Source: St. Louis Fed, Bureau of Labor Statistics

The Fed's Maturing Treasury Portfolio



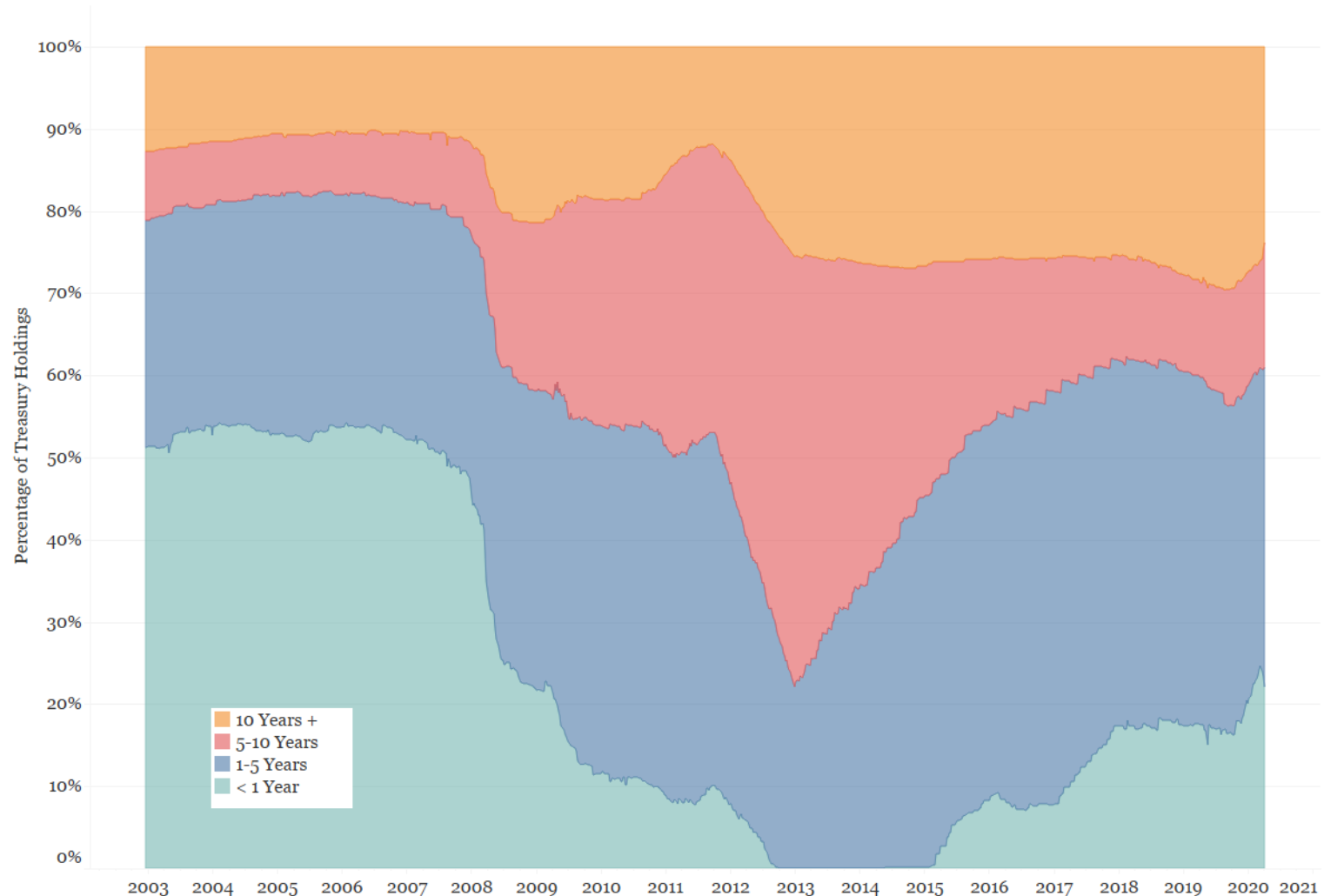
Source: The Federal Reserve

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The Fed's Treasury Portfolio by Maturity

Breaking Down the Fed's Treasury Portfolio by Maturity

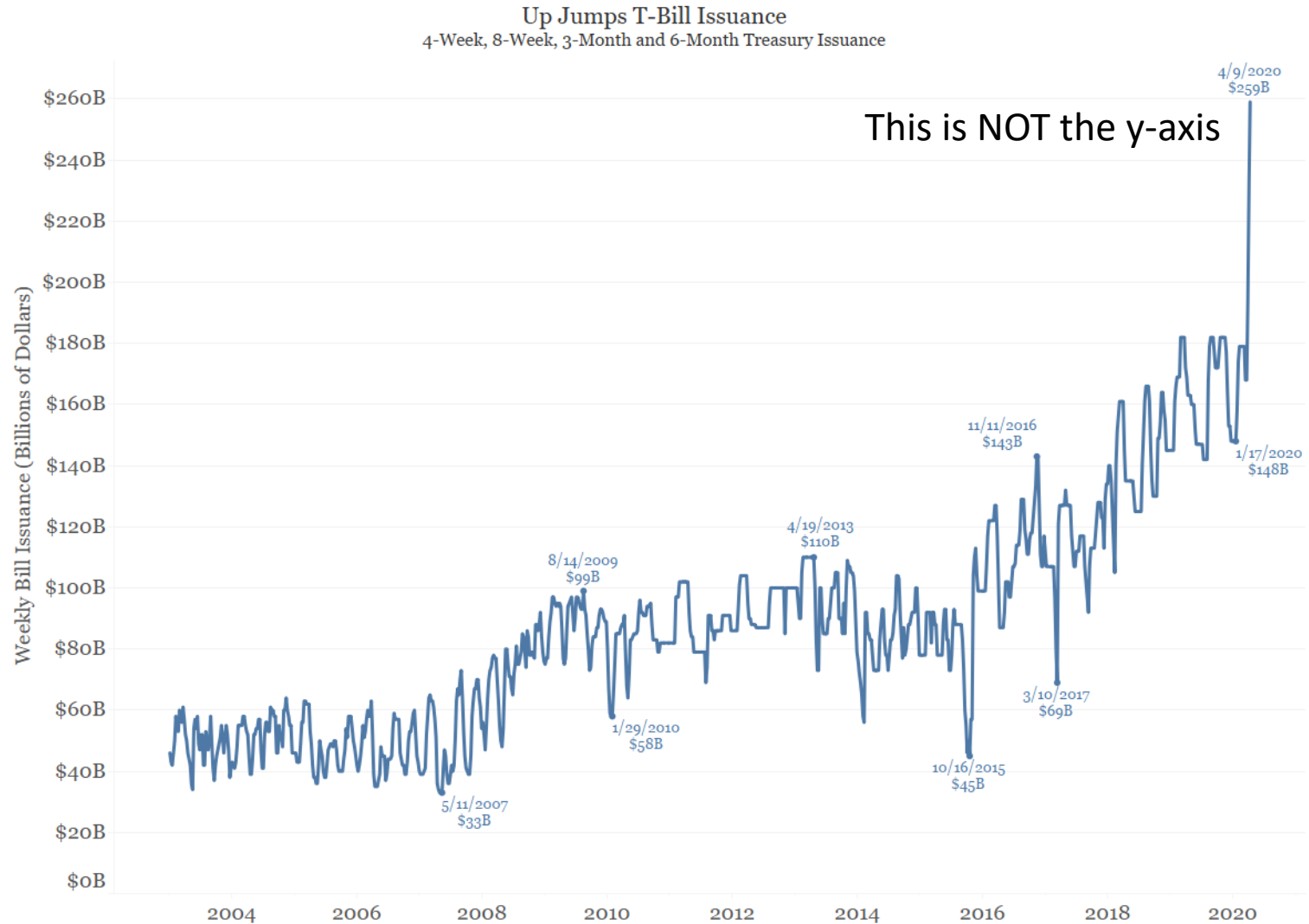


Source: The Federal Reserve

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T-Bill Issuance Ramps Up



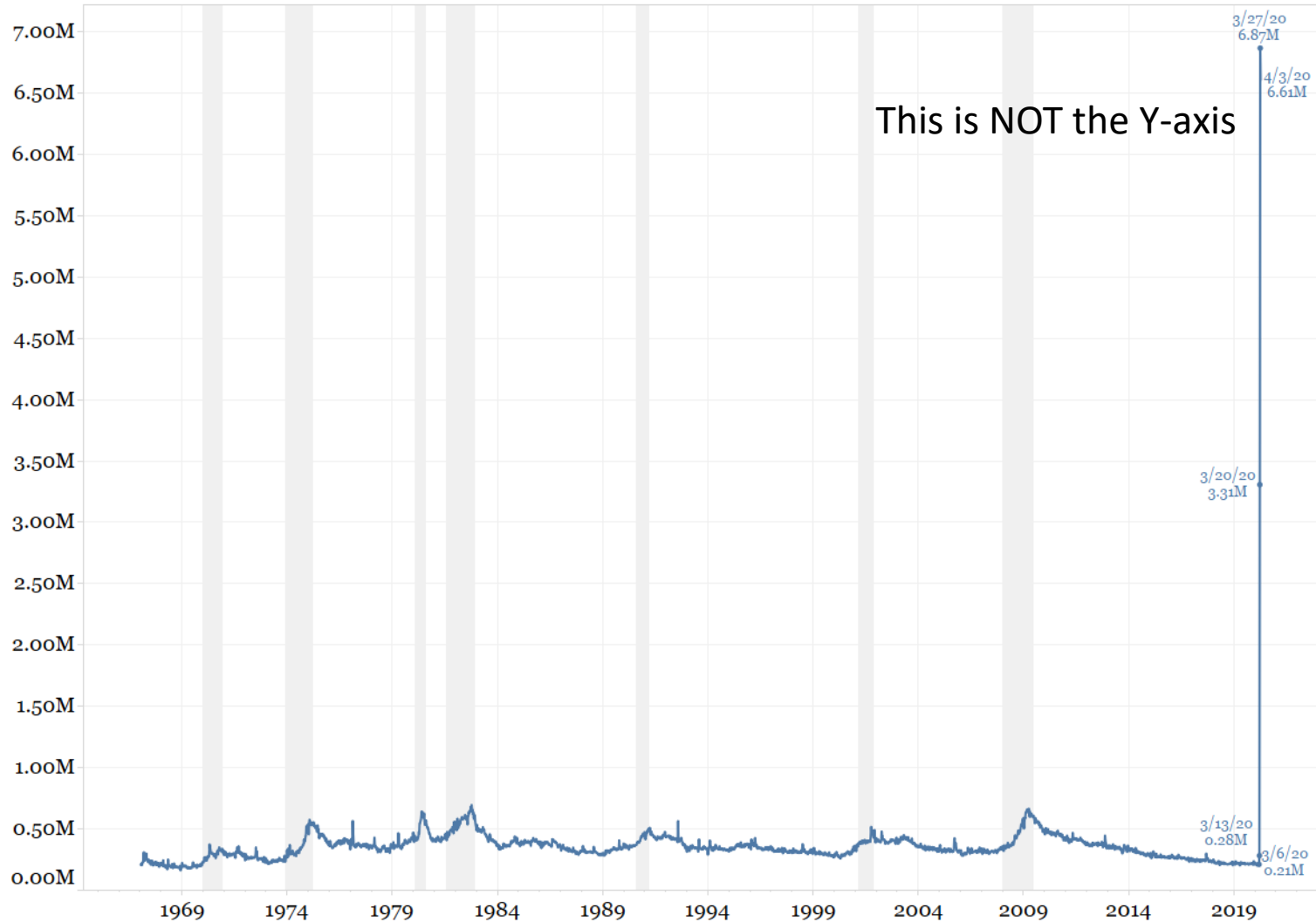
Data Source: Bloomberg

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A Look At Unemployment Claims

Weekly Initial Claims

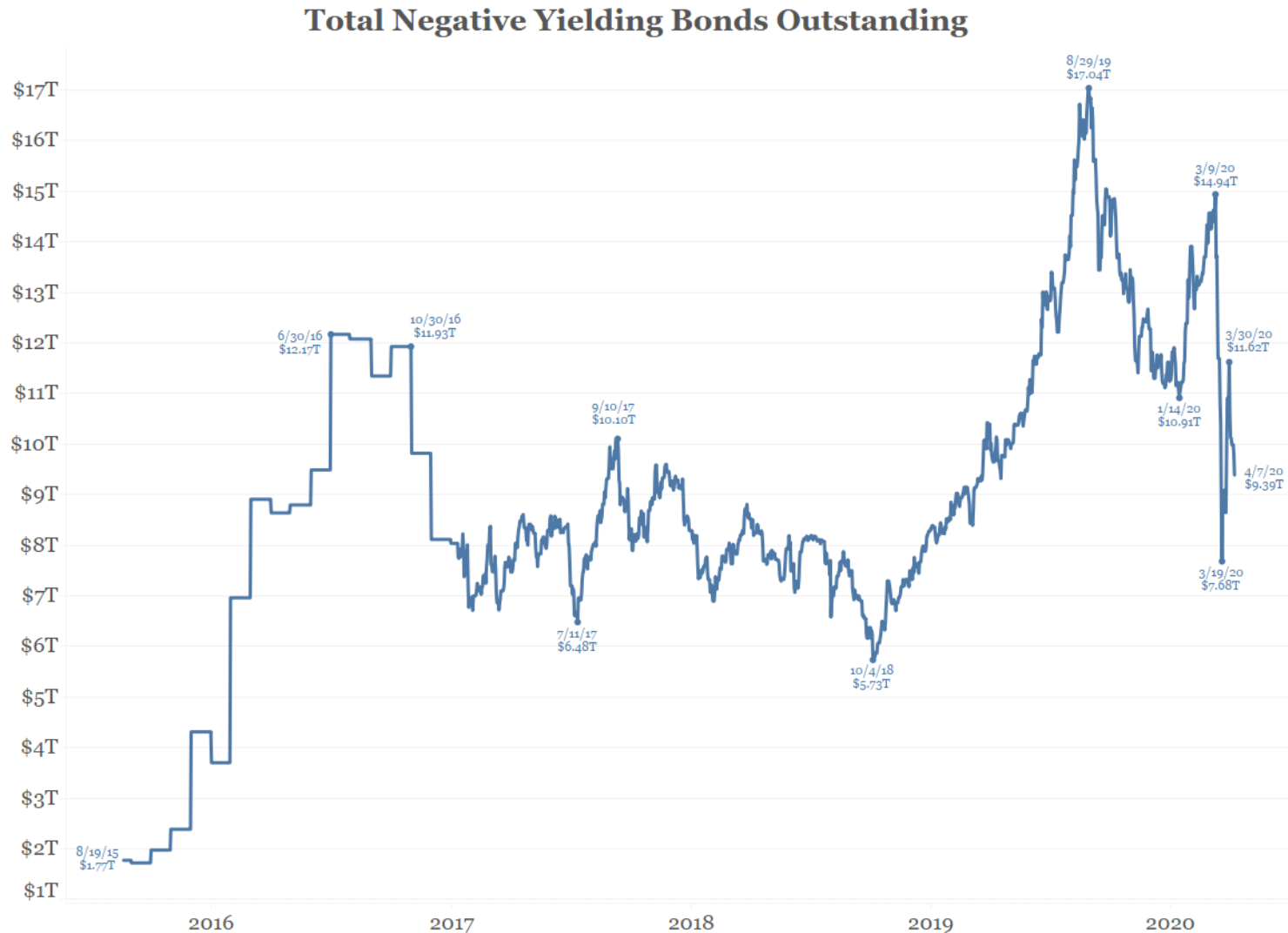


Data Source: Bureau of Labor Statistics

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Total Negative Yielding Bonds Outstanding



Source: Bloomberg

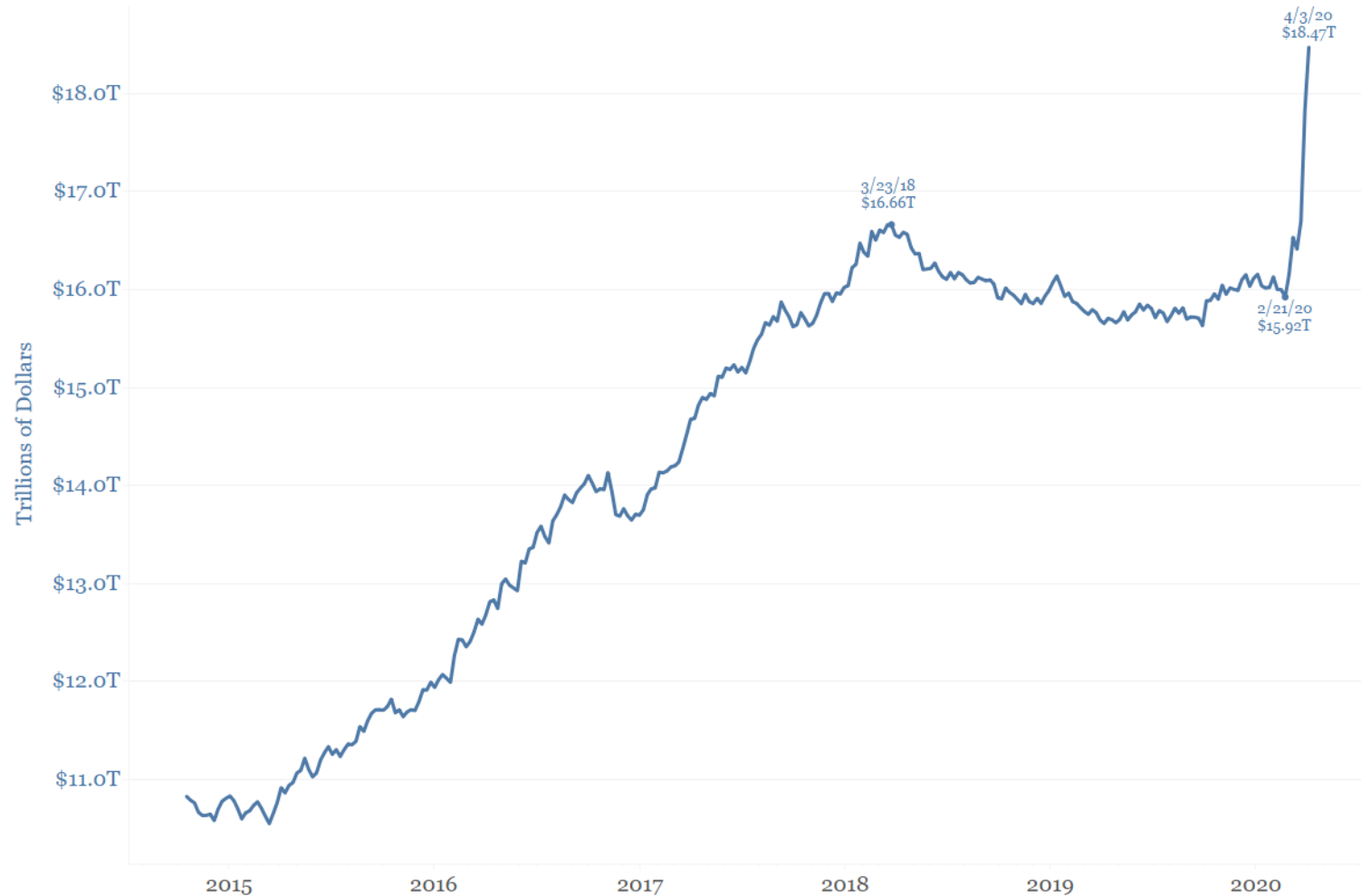
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Combined Central bank Balance Sheets

Cumulative Central Bank Balance Sheets

Includes the Fed, ECB, BOE, BOJ and SNB

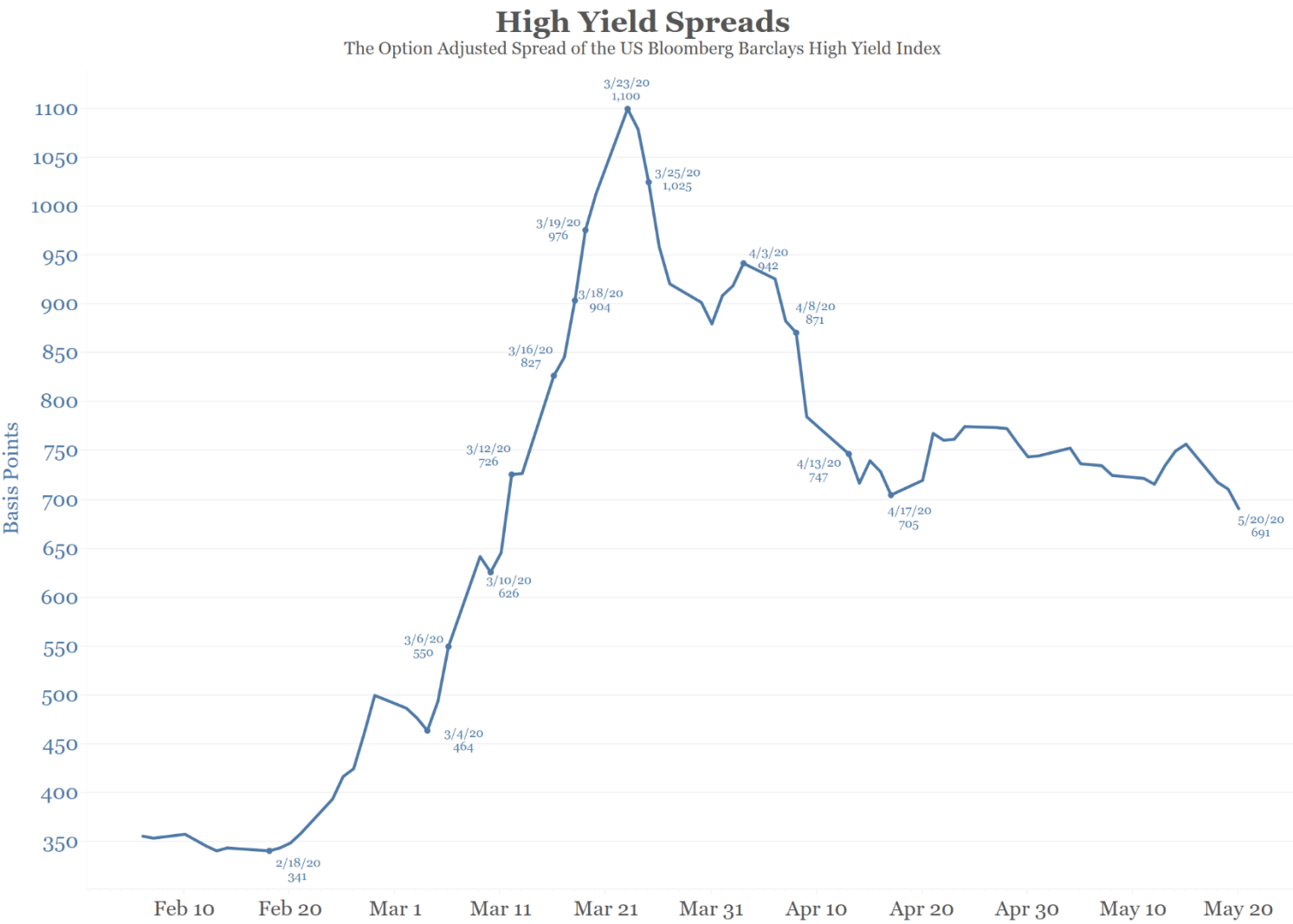


Data Source: Fed, ECB, BoJ, BoE, SNB, Bloomberg

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High Yield Spreads

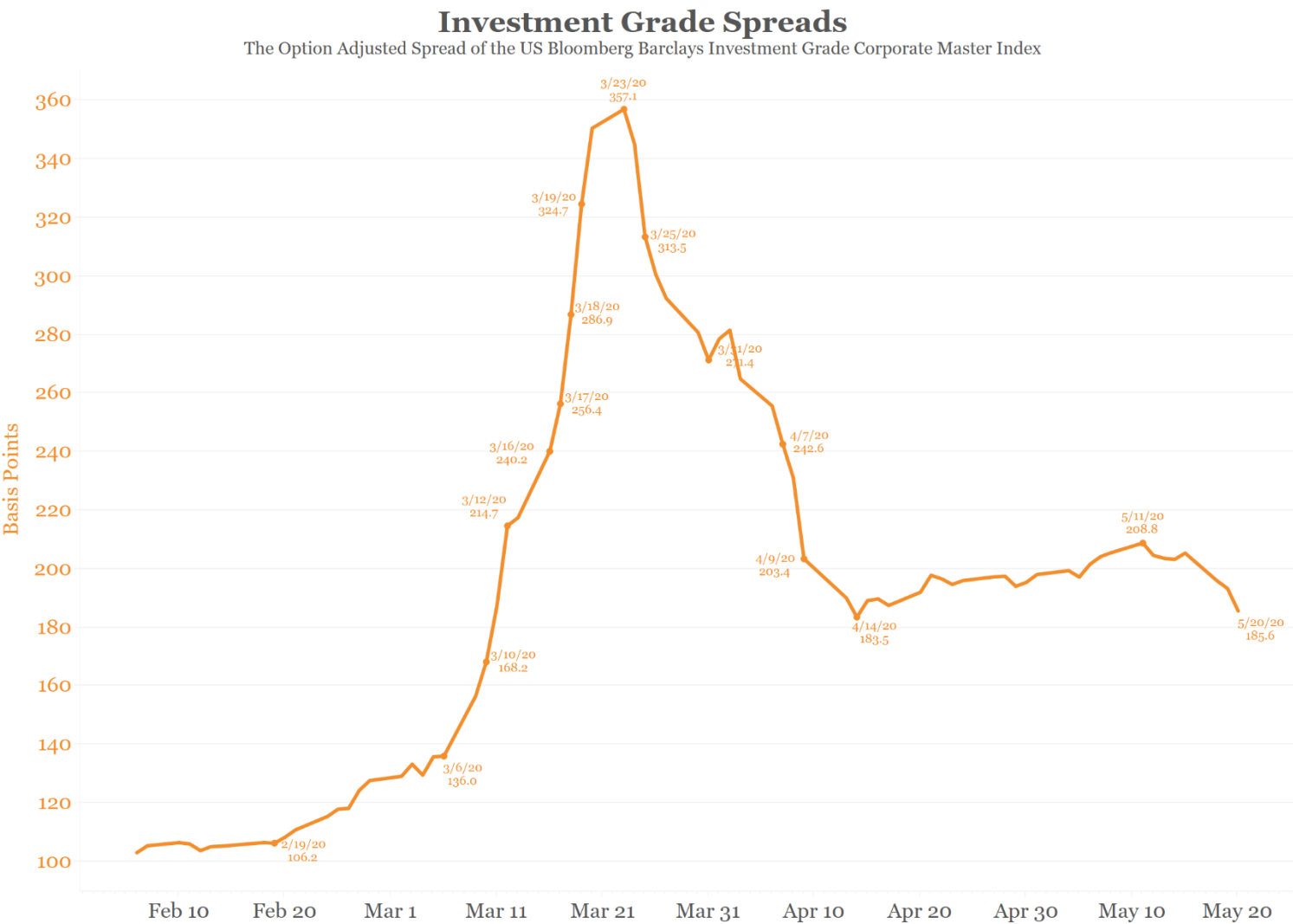


Source: Bloomberg

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Investment Grade Spreads

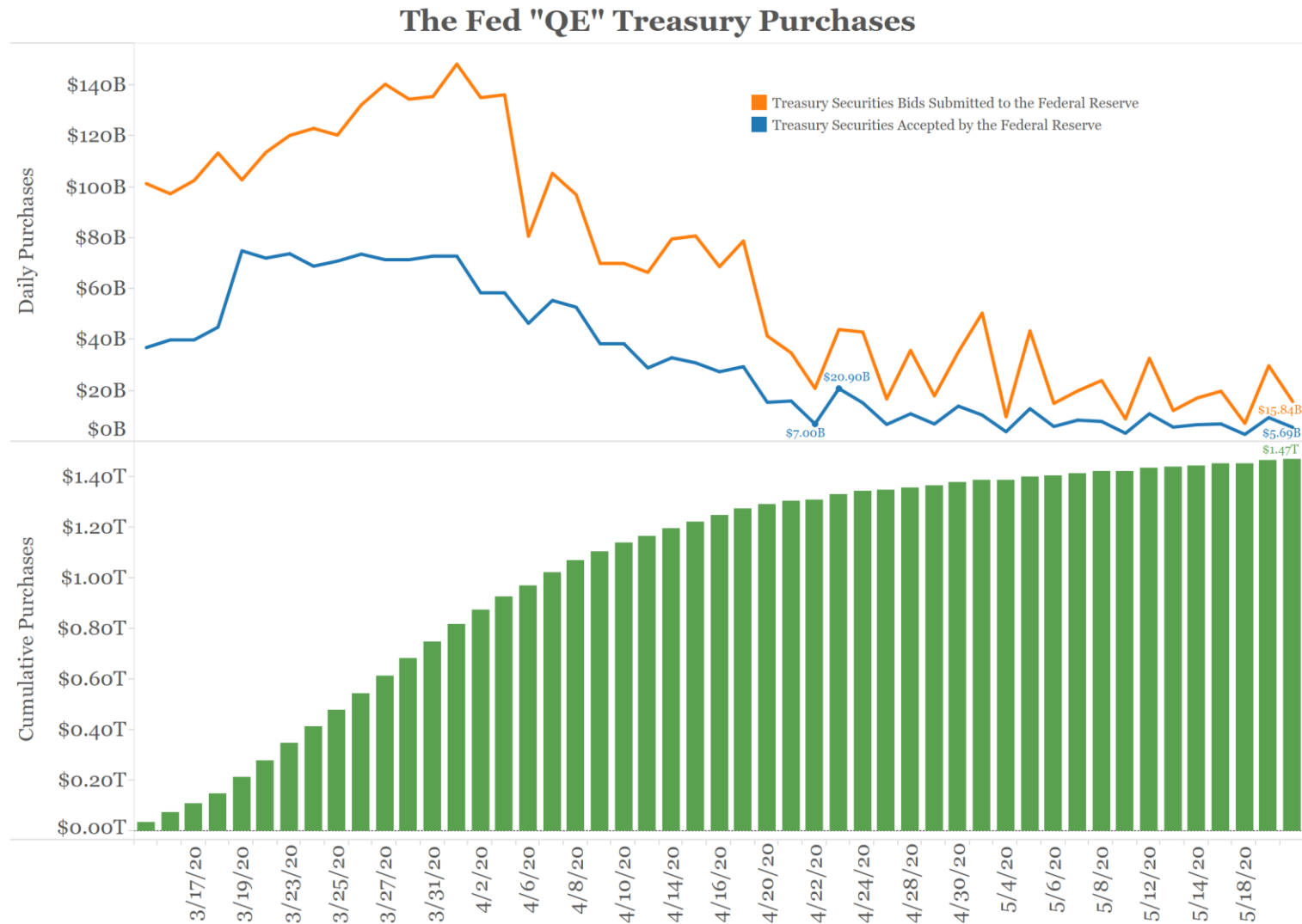


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The Fed QE Treasury Purchases

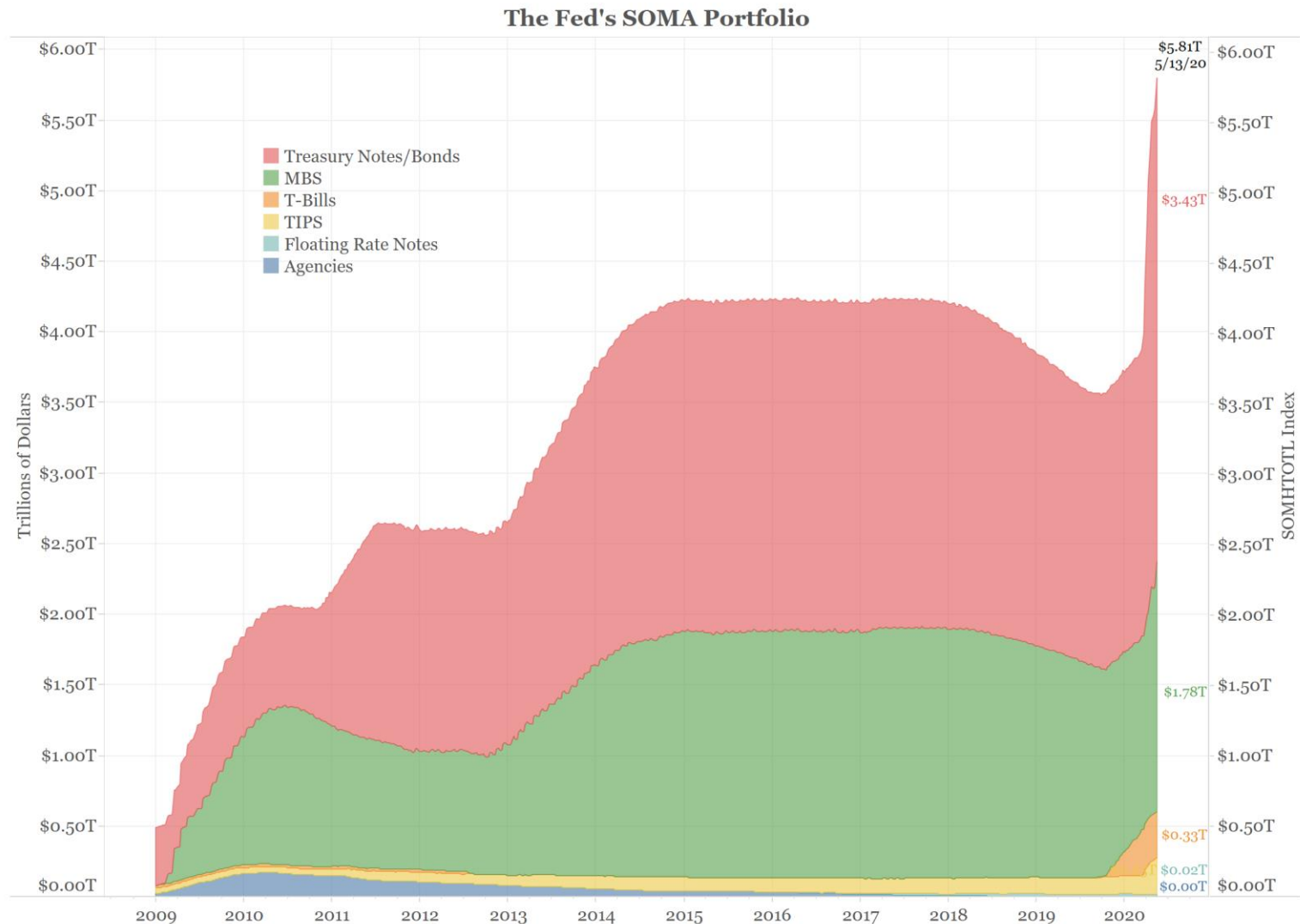


Data Source: New York Federal Reserve, Bloomberg

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The Fed's SOMA Portfolio



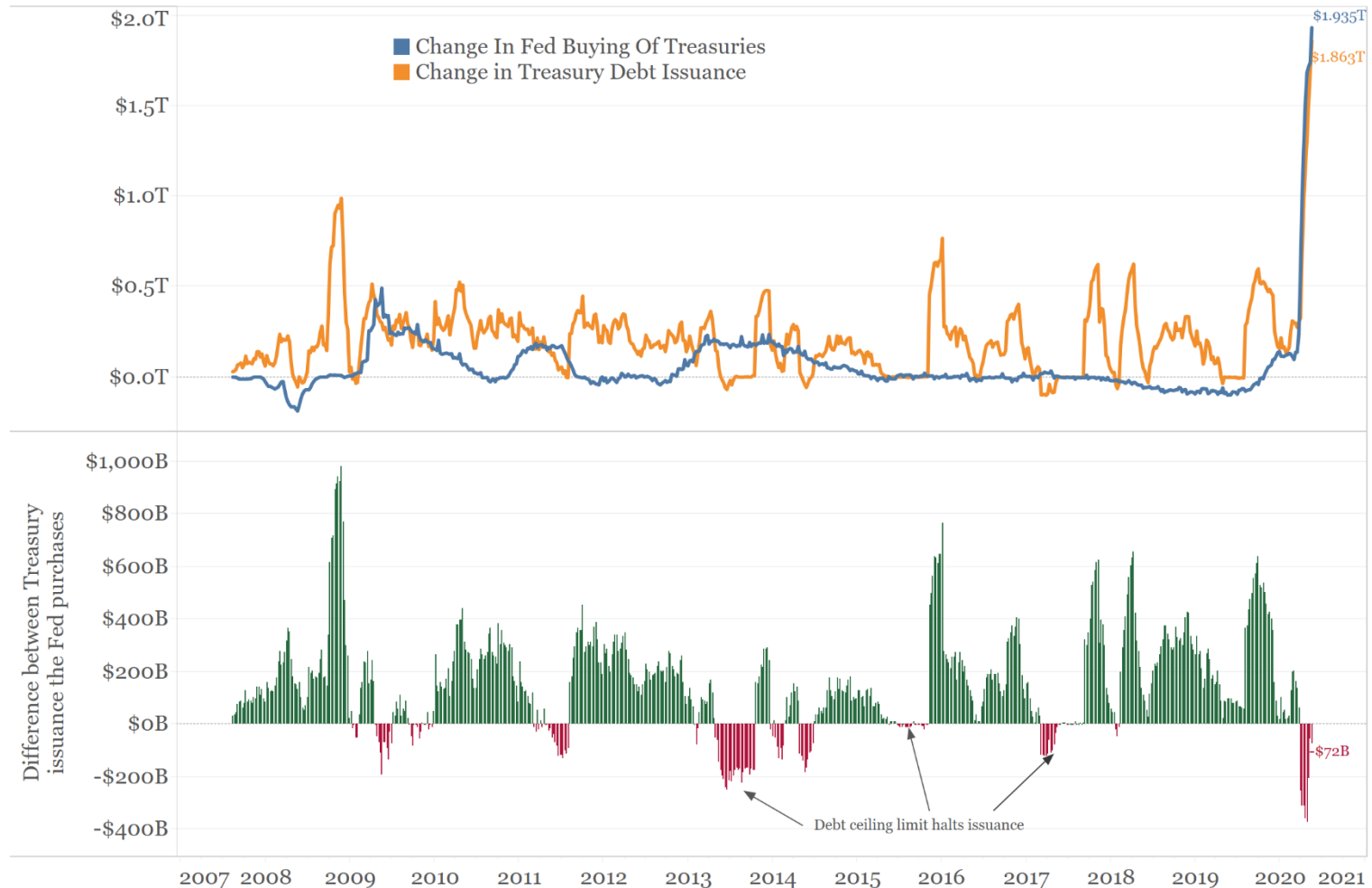
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The Fed Buys More Than Treasury Issues

The Fed Buys More Than The Treasury Issues
8-Week Change

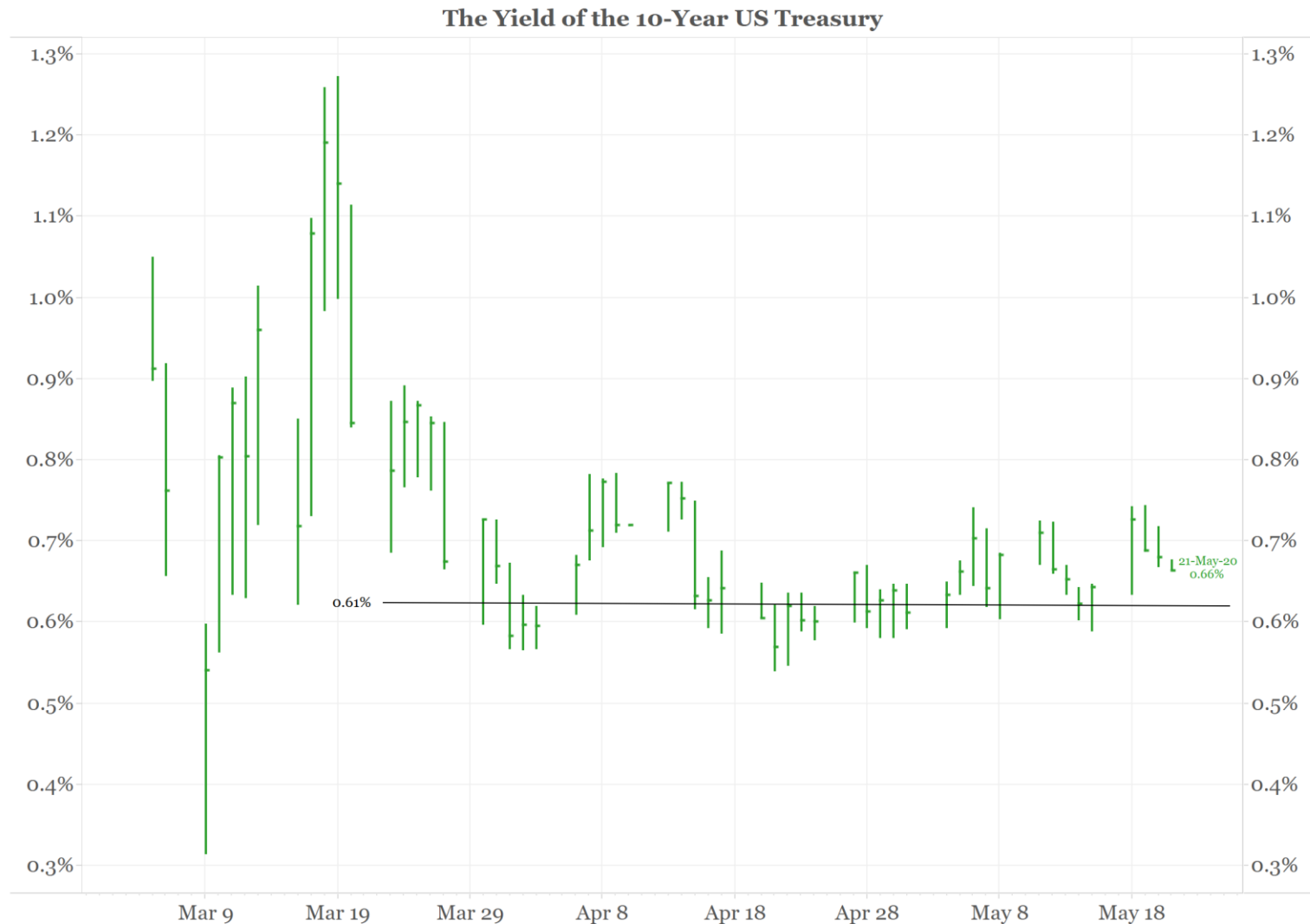


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10 year US Treasury



Data Source: Bloomberg

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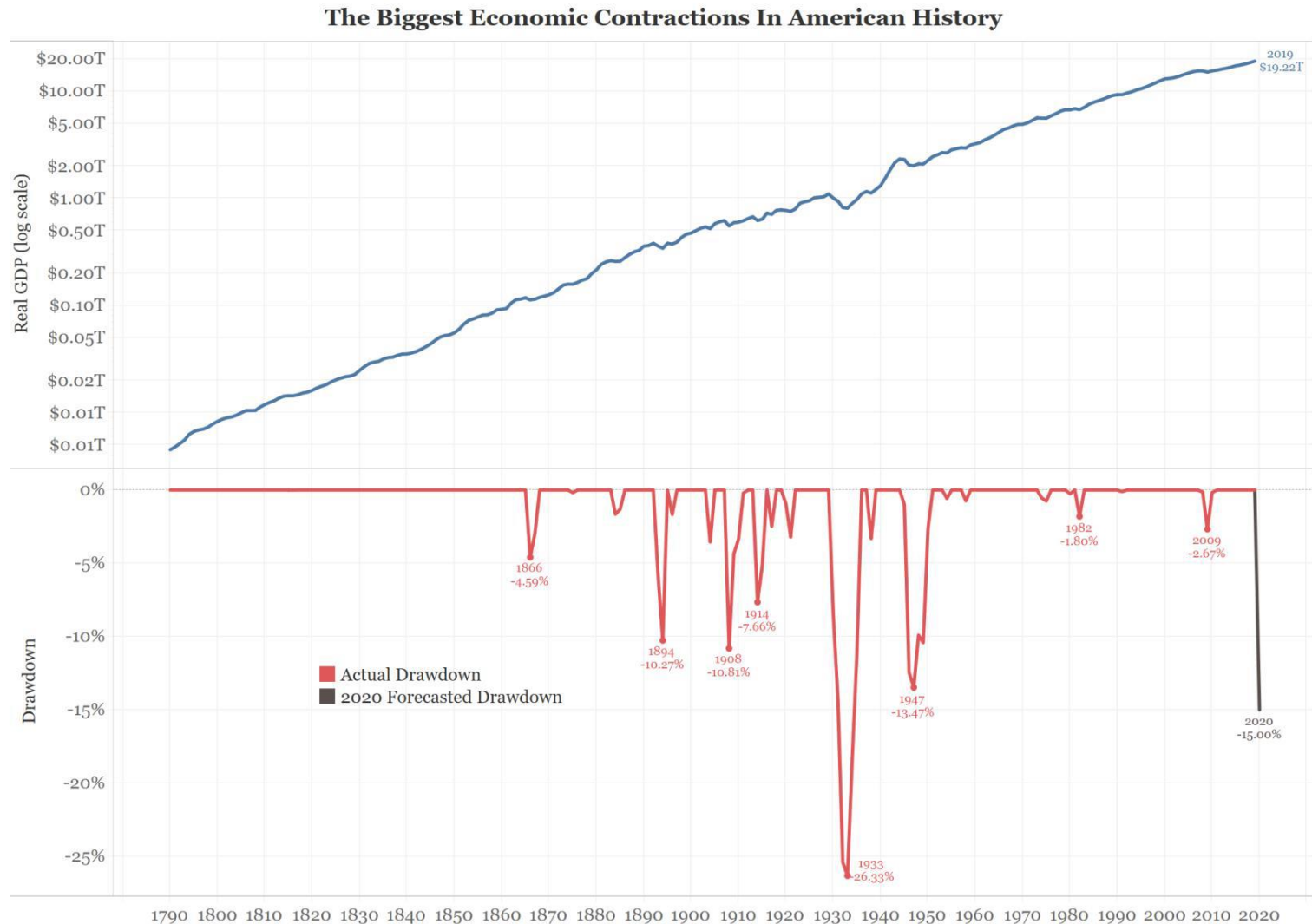
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The Biggest Economic Contractions in American History



Data Source: MeasuringWorth
<https://www.measuringworth.com/datasets/usgdp/>

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All material presented is compiled from sources believed to be reliable. However, accuracy cannot be guaranteed. Past performance is no guarantee of future results. All investments involve risk including loss of principal. Fixed income investments are subject to interest rate and credit risk.



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

Phone: (954) 427-4011
www.townofhillsborobeach.com

Agenda Item Cover Memo

Agenda Item: 2011 Beach Loan Assessment Final Payout

Submitting Dept: Town Clerk, Sherry D. Henderson, Town Clerk

Agenda Date: June 2, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Agenda - Loan Payoff Analysis



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Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

Phone: (954) 427-4011
www.townofhillsborobeach.com

Agenda Item Cover Memo

Agenda Item: 2011 Beach Loan Assessment
Submitting Dept.: Finance Department
Agenda Date: June 2, 2020

BACKGROUND / HISTORY

The 2011 Beach Loan was paid in full on March 16, 2020. The final payment was made utilizing cash reserves which will be reimbursed from the assessments levied this year.

Through April, the Town has received 95.3% of the amount levied. The remaining balance of \$35,534 is expected to be collected this fiscal year. Once that amount is collected, the cash reserves will be fully reimbursed.

And since the loan has been paid in full, it will not be necessary to assess the residents in FY2021.

FY2020 Beg Fund Balance	Assessments Collected	Loan Payoff Amount	Balance Remaining
\$625,558	\$715,462	\$1,369,975	(\$28,955)

FINANCIAL IMPACT – The Town will not need to assess the residents for the 2011 beach loan in FY2021.

RECOMMENDATION – Staff recommends that the Commission instruct the finance department to notify the property appraiser and tax collector that the Town will not be assessing the residents for the 2011 Beach loan in FY2021.



TOWN OF HILLSBORO BEACH

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Agenda Item Cover Memo

Agenda Item: April 2020 Finance Report

Submitting Dept: Town Clerk, Sherry D. Henderson, Town Clerk

Agenda Date: June 2, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. Agenda - Loan Payoff Analysis
 2. Financial Performance - April 2020 Financials -SB
 3. Town of Hillsboro Beach April 2020 Financials



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Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

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Agenda Item Cover Memo

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RECOMMENDATION – Staff recommends that the Commission instruct the finance department to notify the property appraiser and tax collector that the Town will not be assessing the residents for the 2011 Beach loan in FY2021.



TOWN OF HILLSBORO BEACH



FINANCIAL REPORT APRIL 30, 2020

Meeting Date: June 2, 2020

1

GENERAL FUND

Overview

- ▶ Surplus of \$1.5 million through April. (Total funding over/under Expenditures)

Revenue / Other Sources

- ▶ Total funding for April was at 91.4% of the annual budget (excluding use of fund balance).
- ▶ Revenue from property tax collections is 96.3% through April.

Description	Budget	Actual	% of Budget
Property Taxes	\$ 4,715,939	\$ 4,539,552	96.3%
Other Local Taxes	270,000	156,988	58.1%
Intergovernmental Revenues	178,949	103,262	57.7%
Fines & Forfeitures	5,100	2,092	41.0%
Miscellaneous Revenues	45,000	36,190	80.4%
Interest Income	48,000	66,242	138.0%
Transfer In	133,000	29,167	21.9%
Total Funding	\$ 5,395,988	\$ 4,933,493	91.4%



2

April 2020 Financial Report

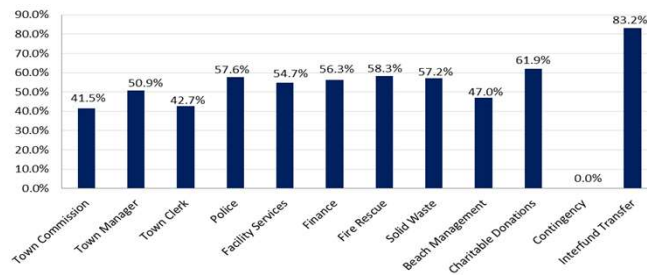
2

GENERAL FUND

Expenditures

- ▶ Total expenditures – Favorable at 55.9% of the annual budget.

General Fund - % of Budget Spent by Department



3

April 2020 Financial Report

3

SPECIAL REVENUE FUNDS

Fund Highlights

- ▶ Total funding and expenditures for these funds net to zero.
 - ❑ Community Bus Fund – Approximately 51.4% of budget or \$42.1 thousand.
 - ❑ Marine Law Enforcement Fund – 36.4% of budget or \$11.1 thousand.
 - ❑ Permitting, P&Z, Code Compliance – 49.3% of budget or \$213.4 thousand.
 - Includes \$11.9 thousand transfer for expenditures.
- ▶ \$410.6 thousand balance in Federal Forfeitures / Asset Sharing Fund (includes interest income).



4

April 2020 Financial Report

4

OTHER FUNDS

Debt Service Fund – Beach Loan

- ▶ Total assessments collected for April was \$715 thousand or 95.3% of the annual budget.
- ▶ The Beach Loan was paid off on **March 16, 2020**.
- ▶ Approximately \$36 thousand remaining until fully collected.

Capital Projects Fund – (General Fund Improvements)

- ▶ The capital expenditures for April was \$3.5 million or 63.8% of the annual budget.



5

April 2020 Financial Report

5

WATER FUND

Overview

- ▶ Overall, the water fund had a surplus of \$211.2 thousand.
- ▶ Operations had a surplus of \$164.7 thousand.
- ▶ Balance of surplus is for future debt service payments and repairs & maintenance expenses.
- ▶ Debt Service payments made through April were \$391.7 thousand or 50% of the annual budget.

Revenue/Other Sources

- ▶ Total revenue – 62.3% of the annual budget.
- ▶ Total water service revenue – 61.6% of the annual budget.
- ▶ The water usage billings through April were up by 6.06% compared to last year at this time.



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April 2020 Financial Report

6

WATER FUND

Water Usage Comparison

- ▶ The chart shows the usage for April by service type, comparing prior year April 2019 and last month usage.
- ▶ The total gallons used compared to last month was up by 3,284 thousand gallons or 16.8%.

Service Type	(Prior Yr) Apr-19	Mar-20	Apr-20	Month-to-Month Change	
				Change in Usage	% Change
Irrigation	9,928	9,353	12,027	2,674	28.6%
Single Family	2,274	2,188	2,940	752	34.4%
Multi Family	6,624	8,044	7,902	-142	-1.8%
Total	18,826	19,585	22,869	3,284	16.8%



7

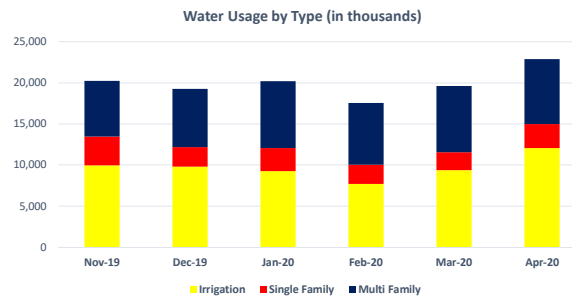
April 2020 Financial Report

7

WATER FUND

Water Usage Trend

- ▶ The charts below compares the water usage by service type for the last 6 months.



8

April 2020 Financial Report

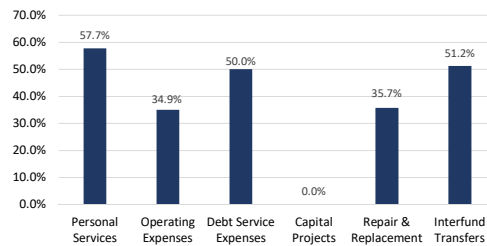
8

WATER FUND

Expenses

- ▶ Total expenses through April was at 38.5% of the annual budget.
- ❑ Debt Service Expenses:
 - ❑ Loan payment for Water Main project was paid on November 14, 2019.
 - ❑ Loan payment for Water Plant project was paid on March 15, 2020.
- ❑ Capital Purchases:
 - ❑ The capital expenditures for April totaled \$23.2 thousand or 3.3% of the annual budget.

Water Fund - % of Budget Spent by Type



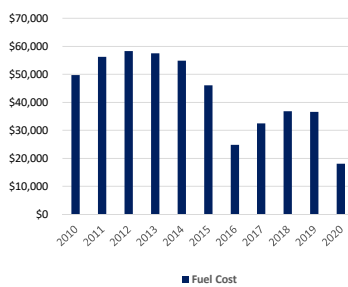
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April 2020 Financial Report

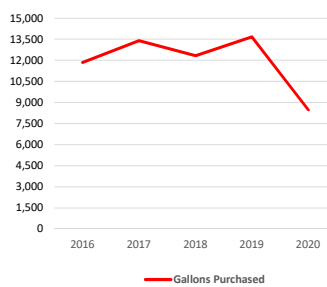
9

FUEL COSTS ANALYSIS

Fuel Cost by Fiscal Year



Gallons Purchased by Fiscal Year



Fiscal Year	Fuel Cost	Gallons Purchased	Avg Price / Gallon
2010	\$49,662		
2011	\$56,162		
2012	\$58,320		
2013	\$57,515		
2014	\$54,888		
2015	\$46,030		
2016	\$24,771	11,858	\$2.09
2017	\$32,433	13,405	\$2.42
2018	\$36,733	12,320	\$2.98
2019	\$36,586	13,666	\$2.68
2020	\$17,974	8,480	\$2.12



10

April 2020 Financial Report

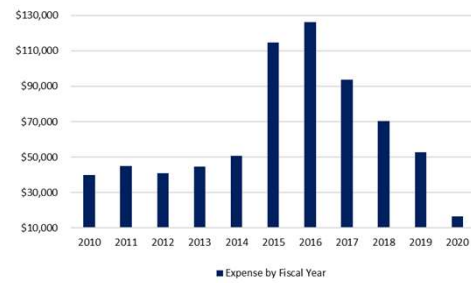
10

WORKERS' COMPENSATION INSURANCE ANALYSIS

Expense by Fiscal Year & Department

Fiscal Year	Admin	Police	Water	Total
2010	\$ 3,314	\$ 28,191	\$ 8,532	\$ 40,036
2011	\$ 2,591	\$ 33,618	\$ 8,697	\$ 44,906
2012	\$ 1,229	\$ 32,501	\$ 7,275	\$ 41,005
2013	\$ 1,324	\$ 34,957	\$ 8,418	\$ 44,699
2014	\$ 1,653	\$ 39,343	\$ 9,560	\$ 50,556
2015	\$ 5,350	\$ 81,530	\$ 27,726	\$ 114,606
2016	\$ 5,897	\$ 89,829	\$ 30,361	\$ 126,086
2017	\$ 4,180	\$ 65,618	\$ 23,855	\$ 93,653
2018	\$ 3,313	\$ 49,202	\$ 17,897	\$ 70,412
2019	\$ 2,648	\$ 35,306	\$ 14,940	\$ 52,894
2020	\$ 856	\$ 10,887	\$ 4,835	\$ 16,578
TOTAL	\$ 31,499	\$ 490,092	\$ 157,262	\$ 678,853

Total Expenses by Fiscal Year



MEMORANDUM

TO: Mayor Deb Tarrant and Commissioners
FROM: Stephen Bloom, Finance Director
CC: Commissioner Vicky Feaman, Treasurer / Ken Cassel, Project Manager
DATE: May 20, 2020
SUBJECT: April Financial Report

Please find included in this agenda item the April 2020 financial report. At this point in the fiscal year (through April), the revenues and expenditures should be at approximately 58.33% of the adopted budget. To further assist with your review, an overview of each of the Town's funds is provided below.

General Fund

- Total funding through April was at 80.9% of the annual budget.
 - Ad valorem taxes are 96.2% collected through April.
- Total expenditures through April were at 55.9% of the annual budget.

Special Revenue Funds

Community Bus

- Total funding and expenditures through April were at 51.4% of the annual budget.

Marine Law Enforcement Grant

- Total funding and expenditures through April were at 36.4% of the annual budget.

Permitting, P&Z, Code Compliance

- Total funding and expenditures through April were at 49.3% of the annual budget.

Federal Forfeitures / Asset Sharing

- Total funds received thru April - \$410,584.

Debt Service Fund – (Beach Loan)

- Total revenues (Non-Ad valorem assessments) through April were at 95.3% of the annual budget.
- The loan was paid off in full March 16, 2020.

Capital Projects Fund – (General Fund Improvements)

- Total funding and expenditures through April were at 63.8% of the annual budget.

MEMORANDUM

Town of Hillsboro Beach

Subject: April Financial Report

Page 2

Water Fund – (Operations)

- Total funding through April was at 60.1% of the annual budget. The water usage billings through April (YTD) were up by 6.06% compared to last year at the same time. For the month of April, the total gallons used was up by 16.8% or 3,284 thousand gallons compared to last month. The chart below compares the usage for April by category (Single Family, Multi Family, Irrigation) with last month and with the prior year - April 2019. The Change in usage and % change compare current month with prior month.

Usage Comparison in thousands)

Service Type	(Prior Yr) Apr-19	Mar-20	Apr-20	Month-to-Month Change	
				Change in Usage	% Change
Irrigation	9,928	9,353	12,027	2,674	28.6%
Single Family	2,274	2,188	2,940	752	34.4%
Multi Family	6,624	8,044	7,902	-142	-1.8%
Total	18,826	19,585	22,869	3,284	16.8%

- Total expenses through April were at 49% of the annual budget.

Debt Service – (State Revolving Loans)

- Total funding through April was 58.4% of the annual budget.
- The loan payment for the water plant on April 15, 2020 was paid on time.
- The loan payment for the water main project on May 15, 2020 was paid on time.

Capital Projects Fund – (Water Fund Improvements)

- Total funding and expenditures thru April were at 3.3% of the annual budget.

Town of Hillsboro Beach

Financial Report

April 30, 2020

Prepared by



Town of Hillsboro Beach

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Debt Service Fund - Beach Loan

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Capital Projects Fund - General Fund Improvements

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Water Fund

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Debt Service Fund - Water Loans

Statement of Revenues, Expenses and Changes in Net Assets	Page 28
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Capital Projects Fund - Water Fund Improvements

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Town of Hillsboro Beach

Financial Statements

(Unaudited)

April 30, 2020



Balance Sheet
April 30, 2020

ACCOUNT DESCRIPTION	GENERAL FUNDS	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECT FUNDS	WATER FUNDS	TOTAL
<u>ASSETS</u>						
Current Assets						
Equity in Pooled Cash	\$ 5,232,251	\$ 131,351	\$ (28,955)	\$ 119,170	\$ 2,076,883	\$ 7,530,700
Accounts Receivable	83,694	-	-	-	318,826	402,520
Allow -Doubtful Accounts	(26,072)	-	-	-	(32,305)	(58,377)
Assessments Receivable	-	-	65,736	-	-	65,736
Due From Other Gov'tl Units	29,313	18,253	-	-	400	47,966
Deferred Outflow of Resources	-	-	-	-	91,447	91,447
Fuel	5,870	-	-	-	-	5,870
Money Market Account	-	310,292	-	-	-	310,292
Prepaid Items	25,707	-	-	-	5,339	31,046
Deposits	350,000	-	-	-	-	350,000
Total Current Assets	5,700,763	459,896	36,781	119,170	2,460,590	8,777,200
Noncurrent Assets						
Fixed Assets						
Buildings	-	-	-	-	2,037,360	2,037,360
Accum Depr - Buildings	-	-	-	-	(727,873)	(727,873)
Distribution System	-	-	-	-	11,697,713	11,697,713
Plant Improvements	-	-	-	-	608,583	608,583
Infrastructure	-	-	-	-	102,068	102,068
Accum Depr - Infrastructure	-	-	-	-	(2,112,345)	(2,112,345)
Equipment	-	-	-	-	140,393	140,393
Meters	-	-	-	-	406,036	406,036
Vehicles	-	-	-	-	80,905	80,905
Accum Depr - Equip/Furniture	-	-	-	-	(518,478)	(518,478)
Total Noncurrent Assets	-	-	-	-	11,714,362	11,714,362
TOTAL ASSETS	\$ 5,700,763	\$ 459,896	\$ 36,781	\$ 119,170	\$ 14,174,952	\$ 20,491,562

LIABILITIES

Current Liabilities

Accounts Payable	\$ 136,345	\$ 32,126	\$ -	\$ 23,070	\$ 13,054	\$ 204,595
Accrued Expenses	69,501	16,898	-	96,100	169	182,668
DBPR/DCA/BRA Surcharges	-	287	-	-	-	287
Accounts Payable - Other	100	-	-	-	-	100
Notes/Loans Payable - Current	-	-	-	-	636,745	636,745
Compensated Absences-Current	26,244	-	-	-	-	26,244
Accrued Interest Payable	-	-	-	-	27,391	27,391
Accrued Wages Payable	21,835	-	-	-	4,909	26,744
Accrued Taxes Payable	1,674	-	-	-	368	2,042



Balance Sheet
April 30, 2020

ACCOUNT DESCRIPTION	GENERAL FUNDS	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECT FUNDS	WATER FUNDS	TOTAL
Payroll Deduction - Misc.	9,641	-	-	-	3,470	13,111
ICMA-Retirement Health Savings	334	-	-	-	-	334
Flexible Spending Account	1,274	-	-	-	615	1,889
Deposits	8,125	-	-	-	-	8,125
Deferred Revenue	-	-	65,736	-	-	65,736
Total Current Liabilities	275,073	49,311	65,736	119,170	686,721	1,196,011
Long-Term Liabilities						
Note/Loan Payable - LT (Water Plant)	-	-	-	-	3,386,407	3,386,407
Note/Loan Payable - LT (Water Main)	-	-	-	-	5,256,053	5,256,053
Compensated Absences-Long-Term	-	-	-	-	81,830	81,830
OPEB Liability	-	-	-	-	26,747	26,747
Deferred Inflow of Resources	-	-	-	-	1,093	1,093
Net Pension Liability	-	-	-	-	276,232	276,232
Total Long-Term Liabilities	-	-	-	-	9,028,362	9,028,362
TOTAL LIABILITIES	275,073	49,311	65,736	119,170	9,715,083	10,224,373

FUND BALANCES / NET ASSETS

Fund Balances

Nonspendable:

Prepaid Items	25,707	-	-	-	-	25,707
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Restricted for:

Special Revenue	-	410,585	-	-	-	410,585
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Unassigned:

	5,399,983	-	(28,955)	-	-	5,371,028
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Net Assets

Invested in capital assets, net of related debt	-	-	-	-	2,435,156	2,435,156
Unrestricted/Unreserved	-	-	-	-	2,024,713	2,024,713

TOTAL FUND BALANCES / NET ASSETS	\$ 5,425,690	\$ 410,585	\$ (28,955)	\$ -	\$ 4,459,869	\$10,267,189
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TOTAL LIABILITIES & FUND BALANCES / NET ASSETS	\$ 5,700,763	\$ 459,896	\$ 36,781	\$ 119,170	\$14,174,952	\$20,491,562
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**Statement of Revenues, Expenditures and Changes in Fund Balances
General Fund**

For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Apr-19	Variance Fav (unfav)
FUNDING						
Revenues						
Property Taxes	\$ 4,715,939	\$ 4,539,552	\$ 176,387	96.3%	\$ 4,529,950	\$ 9,602
Other Local Taxes	270,000	156,988	113,012	58.1%	155,324	1,663
Intergovernmental Revenues	178,949	103,262	75,687	57.7%	103,113	149
Fines & Forfeitures	5,100	2,092	3,008	41.0%	2,917	(825)
Miscellaneous Revenues	45,000	36,190	8,810	80.4%	15,506	20,685
Interest Income	48,000	66,242	(18,242)	138.0%	71,374	(5,132)
Total Revenues	5,262,988	4,904,327	358,661	93.2%	4,878,185	26,142
Other Sources						
Transfer In	133,000	29,167	103,833	21.9%	57,172	(28,006)
Use / (Add't) Fund Balance	699,827	-	-	0.0%	-	-
Total Other Sources	832,827	29,167	103,833	3.5%	57,172	(28,006)
TOTAL FUNDING	6,095,815	4,933,493	462,495	80.9%	4,935,357	(1,864)
EXPENDITURES						
Town Commission	48,396	20,071	28,325	41.5%	20,520	449
Town Manager	357,123	181,682	175,441	50.9%	187,157	5,474
Town Clerk	252,970	108,019	144,951	42.7%	93,097	(14,922)
Police	2,880,753	1,658,731	1,222,022	57.6%	1,525,087	(133,644)
Facility Services	211,332	115,658	95,674	54.7%	114,142	(1,516)
Finance	110,639	62,341	48,298	56.3%	55,020	(7,321)
Fire Rescue	819,287	477,900	341,387	58.3%	468,483	(9,417)
Solid Waste	273,714	156,458	117,256	57.2%	156,458	-
Beaches	663,000	311,439	351,561	47.0%	494,053	182,614
Charitable Donations	6,560	4,060	2,500	61.9%	3,572	(488)
Contingency	100,000	-	100,000	0.0%	-	-
TOTAL EXPENSES	5,723,774	3,096,359	\$ 2,627,415	54.1%	3,117,589	21,230
Interfund Transfer - Out	372,041	309,480	62,561	83.2%	64,022	(245,458)
TOTAL EXPENDITURES	6,095,815	3,405,839	\$ 2,689,976	55.9%	3,181,610	(224,228)
Total Funding over (under)						
Expenditures	\$ -	1,527,655			\$ 1,753,747	\$ (226,092)
Fund Balance - Beginning		3,898,035				
Fund Balance - Ending		\$ 5,425,690				



General Fund - Revenue
For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Apr-19	Variance Fav (unfav)
FUNDING						
Revenues						
Property Tax						
Ad Valorem Taxes	\$ 4,891,478	\$ 4,704,080	\$ 187,398	96.2%	\$ 4,696,415	\$ 7,665
Ad Valorem Taxes - Prior Years	3,000	7,874	(4,874)	262.5%	2,947	4,927
Ad Valorem Taxes - Discounts	(178,539)	(172,401)	(6,138)	96.6%	(169,411)	(2,990)
Total - Property Tax	4,715,939	4,539,552	176,387	96.3%	4,529,950	9,602
Other Local Taxes						
FPL Franchise	230,000	133,269	96,731	57.9%	131,934	1,334
Local Communications Tax	40,000	23,719	16,281	59.3%	23,390	329
Total - Other Local Taxes	270,000	156,988	113,012	58.1%	155,324	1,663
Intergovernmental Revenues						
Occupational Licenses	1,700	431	1,269	25.4%	478	(46)
State Revenue Sharing	45,500	26,484	19,016	58.2%	26,266	219
Alcoholic Beverage License	640	-	640	0.0%	-	-
Half-Cent Sales Tax	131,109	75,809	55,300	57.8%	75,861	(52)
Total - Intergov. Revenues	178,949	103,262	75,687	57.7%	103,113	149
Fines & Forfeitures						
Judgments and Fines	5,000	2,092	2,908	41.8%	2,784	(692)
Other Fines and/or Forfeits	100	-	100	0.0%	133	(133)
Total - Fines & Forfeitures	5,100	2,092	3,008	41.0%	2,917	(825)
Miscellaneous Revenue						
Miscellaneous	10,000	1,209	8,791	12.1%	7,206	(5,996)
Police Reimbursement	20,000	25,881	(5,881)	129.4%	-	25,881
Lien Search Fee	15,000	9,100	5,900	60.7%	8,300	800
Total - Misc. Revenue	45,000	36,190	8,810	80.4%	15,506	20,685
Interest Income						
Interest - Investments	75,000	59,734	15,266	79.6%	36,657	23,078
Interest - Tax Collector	3,000	2,863	137	95.4%	3,147	(284)
Net Incr (Decr) In FMV-Invest	(30,000)	3,645	(33,645)	-12.1%	31,570	(27,925)
Total - Interest Income	48,000	66,242	(18,242)	138.0%	71,374	(5,132)
Total Revenue	5,262,988	4,904,327	358,661	93.2%	4,878,185	26,142



General Fund - Revenue
For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Apr-19	Variance Fav (unfav)
Transfer In						
Water Fund	50,000	29,167	20,833	58.3%	29,167	-
Special Rev. - Permits, P&Z	83,000	-	83,000	0.0%	28,006	(28,006)
Total - Transfer In	133,000	29,167	103,833	21.9%	57,172	(28,006)
Use / (Add't) Fund Balance	699,827	-	699,827	0.0%	-	-
TOTAL FUNDING	6,095,815	4,933,493	1,162,322	80.9%	4,935,357	(1,864)



General Fund - Town Commission

For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR		
					Year to Date	Variance	
					Apr-19	Fav (unfav)	
Personal Services							
Mayor/Commission Stipend	\$ 28,800	\$ 16,800	\$ 12,000	58.3%	\$ 16,800	\$ -	
FICA	2,203	1,285	918	58.3%	1,285	-	
Total Personal Services	31,003	18,085	12,918	58.3%	18,085	-	
Operating Expenses							
Election Fees	7,893	108	7,785	1.4%	162	54	
Conferences/Seminars	6,000	-	6,000	0.0%	-	-	
Mayor/Commission Expense	3,500	1,878	1,622	53.7%	2,273	395	
Total Operating Expenses	17,393	1,986	15,407	11.4%	2,435	449	
TOTAL COMMISSION	\$ 48,396	\$ 20,071	\$ 28,325	41.5%	\$ 20,520	\$ 449	



General Fund - Town Manager

For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Apr-19	Variance Fav (unfav)
Personal Services						
Salaries	\$ 132,860	\$ 78,689	\$ 54,171	59.2%	\$ 74,500	\$ (4,189)
Payroll - Vacation	11,856	-	11,856	0.0%	-	-
Car Allowance	6,000	3,250	2,750	54.2%	3,500	250
FICA	11,530	6,012	5,518	52.1%	5,682	(330)
Florida Retirement System	36,772	20,993	15,779	57.1%	51,901	30,908
401 (A) Plan	-	-	-	n/a	7,000	7,000
Health and Life Insurance	16,659	10,629	6,030	63.8%	8,925	(1,704)
Workers' Comp Insurance	346	115	231	33.2%	111	(4)
Unemployment Compensation	500	-	500	0.0%	-	-
Total Personal Services	216,523	119,689	96,834	55.3%	151,619	31,930
Operating Expenses						
Town Attorney	65,000	58,184	6,816	89.5%	31,333	(26,851)
Prof. Services - IT Services	9,100	2,629	6,471	28.9%	2,100	(529)
Contracts - Other Services	2,000	600	1,400	30.0%	-	(600)
Prof. Services - Lobbyist	60,000	-	60,000	0.0%	-	-
Miscellaneous	1,000	-	1,000	0.0%	121	121
Computer Expense / Supplies	1,000	-	1,000	0.0%	-	-
Training Expenses	2,500	581	1,919	23.2%	-	(581)
Total Operating Expenses	140,600	61,994	78,606	44.1%	35,538	(26,456)
TOTAL TOWN MANAGER	\$ 357,123	\$ 181,682	\$ 175,441	50.9%	\$ 187,157	\$ 5,474



General Fund - Town Clerk
For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Apr-19	Variance Fav (unfav)
Personal Services						
Salaries	\$ 114,726	\$ 42,971	\$ 71,755	37.5%	\$ 39,508	\$ (3,463)
Payroll - Vacation	2,301	920	1,381	40.0%	-	(920)
FICA	8,953	3,339	5,614	37.3%	3,011	(327)
Florida Retirement System	9,912	3,769	6,143	38.0%	3,258	(511)
Health and Life Insurance	28,397	10,405	17,992	36.6%	7,853	(2,552)
Workers' Comp Insurance	299	99	200	33.2%	109	10
Unemployment Compensation	250	-	250	0.0%	-	-
Total Personal Services	164,838	61,503	103,335	37.3%	53,739	(7,764)
Operating Services						
Coding Ordinance	3,000	1,395	1,605	46.5%	-	(1,395)
Prof. Services- Digitize records	15,000	-	15,000	0.0%	-	-
Temporary Labor	-	9,141	(9,141)	n/a	13,584	4,444
Contracts - Other Services	4,000	6,353	(2,353)	158.8%	1,950	(4,403)
Software Maintenance/Support	7,465	5,036	2,429	67.5%	2,291	(2,745)
Postage and Freight	2,500	1,384	1,116	55.4%	714	(671)
Copier	5,600	3,891	1,709	69.5%	2,848	(1,042)
Advertising	15,000	4,571	10,429	30.5%	4,859	288
Office Supplies	5,900	2,236	3,664	37.9%	2,307	70
Website Support	4,967	2,897	2,070	58.3%	-	(2,897)
Subscriptions and Memberships	5,700	6,105	(405)	107.1%	4,922	(1,183)
Office Equipment	1,000	-	1,000	0.0%	-	-
Training Expenses	3,500	597	2,903	17.1%	1,556	959
Resident Mailings	14,500	2,909	11,591	20.1%	4,326	1,417
Total Operating Services	88,132	46,516	41,616	52.8%	39,358	(7,158)
TOTAL TOWN CLERK	\$ 252,970	\$ 108,019	\$ 144,951	42.7%	\$ 93,097	\$ (14,922)



General Fund - Police
For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Apr-19	Fav (unfav)
Personal Services						
Salaries	\$ 1,537,597	\$ 902,352	\$ 635,245	58.7%	\$ 845,094	\$ (57,258)
Paid Holidays	50,187	35,444	14,743	70.6%	33,601	(1,843)
Overtime	20,000	20,352	(352)	101.8%	7,963	(12,388)
Overtime - Task Force	20,000	13,153	6,847	65.8%	-	(13,153)
Sick Leave Cash Out	30,000	30,638	(638)	102.1%	28,010	(2,628)
Incentive	17,270	7,429	9,841	43.0%	10,630	3,201
FICA	130,462	77,905	52,557	59.7%	71,412	(6,494)
Florida Retirement System	361,695	218,724	142,971	60.5%	206,427	(12,297)
Health and Life Insurance	419,330	231,615	187,715	55.2%	201,529	(30,087)
Workers' Comp Insurance	57,694	19,157	38,537	33.2%	20,581	1,424
Tuition Reimbursement	2,250	-	2,250	0.0%	-	-
AD&D Insurance	887	392	495	44.2%	491	99
Unemployment Compensation	1,000	-	1,000	0.0%	-	-
Total Personal Services	2,648,372	1,557,162	1,091,210	58.8%	1,425,737	(131,425)
Operating Expenses						
Contracts - Other Services	27,650	7,589	20,061	27.4%	6,867	(722)
Town Attorney	20,000	-	20,000	0.0%	1,035	1,035
Prof. Services - IT Services	9,000	903	8,098	10.0%	2,688	1,785
Telephone Services	4,100	2,120	1,980	51.7%	2,572	453
Mobile Phones	7,300	2,388	4,912	32.7%	2,611	224
Postage	500	56	444	11.3%	16	(41)
Electricity	8,500	4,427	4,073	52.1%	4,812	385
Liability and Property Insurance	26,396	11,762	14,634	44.6%	12,414	652
Building Repairs & Maintenance	3,000	198	2,802	6.6%	3,211	3,013
Radio Maintenance	2,100	-	2,100	0.0%	-	-
Auto Repairs and Maintenance	25,000	10,791	14,209	43.2%	11,202	411
Boat Repairs and Maintenance	15,000	6,488	8,512	43.3%	10,293	3,804
ATV Repairs and Maintenance	1,500	146	1,354	9.8%	78	(68)
Rental - Vehicles	-	5,275	(5,275)	n/a	-	(5,275)
Copier	2,700	1,970	730	73.0%	1,553	(417)
Miscellaneous Services	1,500	20	1,480	1.3%	1,220	1,200
Internet Service	6,100	3,871	2,229	63.5%	3,057	(814)
Physical Examinations	750	435	315	58.0%	260	(175)
Office Supplies	3,000	329	2,671	11.0%	1,221	892
Operating Supplies	6,000	5,269	731	87.8%	2,376	(2,892)
Fuel & Oil	36,000	15,630	20,370	43.4%	16,489	859



General Fund - Police
For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Apr-19	Fav (unfav)
Uniforms Supplies	7,000	6,497	503	92.8%	4,901	(1,596)
Investigation Division	1,500	491	1,009	32.7%	16	(475)
Subscriptions and Memberships	1,785	1,945	(160)	109.0%	1,281	(664)
Weapons & Specialty Gear	2,000	-	2,000	0.0%	998	998
Education / Training	14,000	12,970	1,030	92.6%	8,180	(4,791)
Total Operating Expenses	232,381	101,569	130,812	43.7%	99,349	(2,220)
TOTAL POLICE	\$ 2,880,753	\$ 1,658,731	\$ 1,222,022	57.6%	\$ 1,525,087	\$ (133,644)



General Fund - Facility Services

For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Apr-19	Variance Fav (unfav)
Personal Services						
Salaries	\$ 48,818	\$ 29,404	\$ 19,414	60.2%	\$ 27,644	\$ (1,760)
Vacation Leave Cash Out	3,755	1,878	1,877	50.0%	2,204	327
Sick Leave Cash Out	1,876	1,690	186	90.1%	1,469	(220)
FICA	4,165	2,522	1,643	60.6%	2,397	(126)
Florida Retirement System	4,612	2,582	2,030	56.0%	2,584	1
Health and Life Insurance	33,417	17,147	16,270	51.3%	16,217	(930)
Workers' Comp Insurance	3,892	1,292	2,600	33.2%	1,323	31
Total Personal Services	100,535	56,515	44,020	56.2%	53,838	(2,677)
Operating Expenses						
Telephone Service	5,000	4,448	552	89.0%	2,765	(1,683)
Utility - Water	6,500	4,033	2,467	62.1%	3,711	(323)
Electricity	4,000	2,092	1,908	52.3%	2,253	161
Utility - Sewer	900	441	459	49.0%	492	51
Internet Service	5,500	3,026	2,474	55.0%	2,476	(550)
Liability and Property Insurance	20,497	9,907	10,590	48.3%	10,247	340
Pest Control - Building/Grounds	1,200	673	527	56.0%	636	(36)
R&M - Equipment	10,000	1,242	8,758	12.4%	14,161	12,919
R&M - Grounds	2,000	569	1,431	28.5%	-	(569)
Landscape Maintenance	10,000	2,550	7,450	25.5%	6,567	4,017
Town Hall Maint. / Repairs	8,000	1,916	6,084	24.0%	2,317	401
Generator Maint. Contract	5,200	1,582	3,618	30.4%	-	(1,582)
R&M - Bocce Court	1,000	2,488	(1,488)	248.8%	-	(2,488)
Operating Supplies - General	4,000	5,749	(1,749)	143.7%	1,146	(4,603)
Town Events	25,000	18,425	6,575	73.7%	-	(18,425)
A/C Maintenance Contract	2,000	-	2,000	0.0%	-	-
Total Operating Expenses	110,797	59,142	51,655	53.4%	60,304	1,161
TOTAL FACILITY SERVICES	\$ 211,332	\$ 115,658	\$ 95,674	54.7%	\$ 114,142	\$ (1,516)



General Fund - Other Departments

For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Apr-19	Variance Fav (unfav)
Finance						
Auditing Services	\$ 19,500	\$ 6,625	\$ 12,875	34.0%	\$ 2,400	\$ (4,225)
Accounting/Financial Services	84,389	50,133	34,256	59.4%	46,932	(3,201)
Investment Services	6,000	5,448	552	90.8%	5,299	(149)
Bank Fees	750	135	615	18.1%	390	254
Total Finance Expense	110,639	62,341	48,298	56.3%	55,020	(7,321)
Fire Rescue						
Fire Service Agreement	819,287	477,900	341,387	58.3%	468,483	(9,417)
Total Fire Rescue Expense	819,287	477,900	341,387	58.3%	468,483	(9,417)
Solid Waste						
Contracts Services	273,714	156,458	117,256	57.2%	156,458	-
Total Solid Waste Expense	273,714	156,458	117,256	57.2%	156,458	-
Beach Management						
Engineering – Monitoring (2018 Proj.)	49,000	-	49,000	0.0%	39,016	39,016
Engineering – FIND Sand Project	5,000	115	4,885	2.3%	-	(115)
Engineering – Legal Matters	82,000	16,173	65,827	19.7%	37,878	21,705
Engineering – Other	15,000	-	15,000	0.0%	-	-
Beach Attorney	500,000	292,235	207,765	58.4%	407,659	115,424
Beach Salvage (Boat removal)	2,000	-	2,000	0.0%	2,500	2,500
Buoys	10,000	2,916	7,084	29.2%	7,000	4,084
Total Beach Management Expense	663,000	311,439	351,561	47.0%	494,053	182,614
Charitable Donations						
Lighthouse Preservation Contrib.	2,500	-	2,500	0.0%	-	-
Area Council on Aging Contrib.	4,060	4,060	-	100.0%	3,572	(488)
Total Charitable Donations	6,560	4,060	2,500	61.9%	3,572	(488)
Contingency	100,000	-	100,000	0.0%	-	-
Total Expense before Transfer Out	1,973,200	1,012,198	961,002		1,177,587	165,389



General Fund - Other Departments

For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Apr-19	Variance Fav (unfav)
Transfer Out						
To Transportation Fund	17,041	11,712	5,329	68.7%	10,382	(1,331)
To Permitting, P&Z, Code Enf. Fund	-	11,910	(11,910)	n/a	-	(11,910)
To General Fund CIP	355,000	285,858	69,142	80.5%	53,640	(232,218)
Total Transfer Out	372,041	309,480	62,561	83.2%	\$ 64,022	\$ (245,458)
TOTAL OTHER DEPARTMENTS	\$ 2,345,241	\$ 1,321,678	\$ 1,023,563	56.4%	\$ 1,241,609	\$ (80,069)
TOTAL GENERAL FUND EXPENDITURES	\$ 6,095,815	\$ 3,405,839	\$ 2,689,976	55.9%	\$ 3,181,610	\$ (224,228)



Notes to the Financial Statements - General Fund April 30, 2020

The notes below are intended to provide additional information helpful when reviewing the financial statements. Per the Adopted Budget, the revenues and expenditures should be at 58.33% through April. Below is an analysis of revenues and expenditures that have significant variances compared to the budget.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
Revenues				
Interest - Investments	75,000	59,734	79.6%	Interest on BankUnited Money Market and investments
Ad Valorem Taxes	4,891,478	4,704,080	96.2%	Collections were at 97% at this time last year
FPL Franchise	230,000	133,269	57.9%	Accrued revenue from FPL
Communication Services Taxes	40,000	23,719	59.3%	Revenue from the State
Interest - Tax Collector	3,000	2,863	95.4%	Quarterly interest on assessments collected
Police Reimbursement	20,000	25,881	129.4%	Reimbursable DEA overtime and car rental
Lien Search Fee	15,000	9,100	60.7%	Lien Searches of properties
Expenditures				
<u>Town Manager</u>				
Life and Health Insurance	16,659	10,629	63.8%	Monthly insurance paid to City of N Miami Beach, plus additional life insurance
Town Attorney	65,000	58,184	89.5%	Includes general matters, meeting attendance, Seagrape appeal
<u>Town Clerk</u>				
Temporary Labor	-	9,141	0.0%	Temporary Administrative Assistant
Contracts - Other Services	4,000	6,353	158.8%	Special meeting minutes and videography, Infinisource, web & graphic design for survey, conference calls
Software Maintenance/Support	7,465	5,036	67.5%	DCR software maintenance, Laserfiche support, Ubiquiti AC Pro, repairs to HD
Copier	5,600	3,891	69.5%	Copier lease, copies, storage fees
Subscriptions and Memberships	5,700	6,105	107.1%	Annual memberships for ICMA, Municode, BLOC, FLOC, KnowBe4 Security, FSBPA, Civic Clerk Agenda Mgmt, Sun-Sentinel newspaper, BCMCA, FCCMA
<u>Police</u>				
Payroll-Holidays	50,187	35,444	70.6%	Paid for holidays
Payroll-Overtime	20,000	20,352	101.8%	Staffing during vacations and sick time
Payroll-Overtime Task Force	20,000	13,153	65.8%	DEA overtime
Sick Leave	30,000	30,638	102.1%	Paid out annually in December
Copier	2,700	1,970	73.0%	Copier lease and copies which includes copies of records
Internet Service	6,100	3,871	63.5%	Monthly internet service with Comcast
Operating Supplies	6,000	5,269	87.8%	Supplies, fire supplies, bio hazard/anti-microbial supplies, handgun & rifle ammunition, weapon light
Uniforms Supplies	7,000	6,497	92.8%	Trousers, polos, badges, embroidery, bulletproof vests/carriers, marine unit shirts
Subscriptions and Memberships	1,785	1,945	109.0%	Annual memberships for FLPCA, BCCPA, IACP, NIGP SEFL, FBINAA and Haz Mat license renewal
Education / Training	14,000	12,970	92.6%	Power Standards software, FL Law Enforcement handbook, FLPCA Chief Executive training, PowerDMS software, conferences, hotels, FLMLUR, Glock/rifle range training, food for training



Notes to the Financial Statements - General Fund
April 30, 2020

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
Expenditures (continued)				
<u>Facility Services</u>				
Payroll-Salaries	48,818	29,404	60.2%	Maintenance worker's salary includes overtime for events
Sick Leave Cash Out	1,876	1,690	90.1%	Paid out annually in December
Telephone Service	5,000	4,448	89.0%	Monthly phone service from AT&T increased more than expected
Utility - Water	6,500	4,033	62.1%	Monthly water charges including irrigation and car washing
R&M - Bocce Court	1,000	2,488	248.8%	Repaired bocce court water fountain, resurface court, clay bags
Operating Supplies - General	4,000	5,749	143.7%	Operating supplies plus (3) Samsung 55" TVs and mounting arms
Town Events	25,000	18,425	73.7%	Shredding event, Holiday lighting, Hounds of Hillsboro
<u>Finance</u>				
Investment Services	6,000	5,448	90.8%	Monthly and quarterly investment fees
<u>Beach Management</u>				
Beach Attorney	500,000	292,235	58.4%	Deerfield Beach issue
<u>Charitable Donations</u>				
Area Council on Aging Contrib.	4,060	4,060	100.0%	Paid in full for year.



Statement of Revenues, Expenditures and Changes in Fund Balances
Special Revenue Fund - Transportation (Community Bus)
For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Apr-19	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Local Option Gas Tax	35,971	19,017	16,954	52.9%	19,817	(800)
County Transportation Grant	28,888	11,391	17,497	39.4%	11,921	(530)
Total Revenues	64,859	30,407	34,452	46.9%	31,737	(1,330)
<u>Other Sources</u>						
Transfer In	17,041	11,712	5,329	68.7%	10,382	1,331
Total Other Sources	17,041	11,712	5,329	68.7%	10,382	1,331
TOTAL FUNDING	81,900	42,119	39,781	51.4%	42,119	-
<u>EXPENDITURES</u>						
Contractual Services	81,900	42,119	39,781	51.4%	42,119	-
TOTAL EXPENDITURES	81,900	42,119	\$ 39,781	51.4%	42,119	-
Total Funding over (under)						
Expenditures	\$ -	-			\$ -	\$ -
Fund Balance - Beginning			-			
Fund Balance - Ending		\$ -	-			



Statement of Revenues, Expenditures and Changes in Fund Balances
Special Revenue Fund - Marine Law Enforcement Grant
For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Apr-19	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Marine Law Enforcement Grant	30,336	11,053	19,284	36.4%	12,236	(1,184)
Total Revenues	30,336	11,053	19,284	36.4%	12,236	(1,184)
TOTAL FUNDING	30,336	11,053	19,284	36.4%	12,236	(1,184)
<u>EXPENDITURES</u>						
Police Wages	30,336	11,053	19,284	36.4%	12,236	1,184
TOTAL EXPENDITURES	30,336	11,053	\$ 19,284	36.4%	12,236	1,184
Total Funding over (under)						
Expenditures	<u>\$ -</u>	<u>-</u>			<u>\$ -</u>	<u>\$ -</u>
Fund Balance - Beginning			-			
Fund Balance - Ending		<u>\$ -</u>				



Statement of Revenues, Expenditures and Changes in Fund Balances
Special Revenue Fund - Permitting, P&Z, Code Compliance
For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Apr-19	Fav (unfav)
<u>FUNDING</u>						
Revenues						
Building Permit Fees	300,000	198,197	101,803	66.1%	134,144	64,053
Building Admin Fees	123,000	150	122,850	0.1%	44,535	(44,385)
Planning & Zoning Fees	10,000	3,150	6,850	31.5%	2,135	1,015
Total Revenues	433,000	201,497	231,503	46.5%	180,814	20,683
<u>Other Sources</u>						
Transfer In	-	11,910	(11,910)	n/a	-	11,910
Total Other Sources	-	11,910	(11,910)	n/a	-	11,910
TOTAL FUNDING						
	433,000	213,407	219,593	49.3%	180,814	32,593

EXPENDITURES

Building, P&Z, and Code Compliance

ProfServ-Building Permits - RMA	30,000	20,400	9,600	68.0%	17,625	(2,775)
ProfServ-General Admin - RMA	15,000	6,625	8,375	44.2%	6,225	(400)
ProfServ-Site Planning - RMA	10,000	8,675	1,325	86.8%	2,400	(6,275)
ProfServ-Building Permits - CGA	255,000	167,432	87,568	65.7%	110,594	(56,838)
ProfServ-Engineering - Other	10,000	1,400	8,600	14.0%	5,776	4,376
Code Compliance	30,000	5,882	24,118	19.6%	7,053	1,171
Credit Card Processing Fees	-	2,994	(2,994)	n/a	3,136	142
Total Building, P&Z, and Code	350,000	213,407	136,593	61.0%	152,808	(60,599)
Transfer to General Fund	83,000	-	83,000	0.0%	28,006	28,006
TOTAL EXPENDITURES	433,000	213,407	\$ 219,593	49.3%	180,814	(32,593)

Total Funding over (under)

Expenditures	\$ -	\$ -	\$ -
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Fund Balance - Beginning -

Fund Balance - Ending \$ -



Statement of Revenues, Expenditures and Changes in Fund Balances
Special Revenue Fund - Federal Forfeitures / Asset Sharing
For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Apr-19	Fav (unfav)
<u>FUNDING</u>						
Revenues						
Federal Forfeitures	-	117,170	(117,170)	n/a	21,920	95,251
Interest Income	-	1,928	(1,928)	n/a	11	1,917
Total Revenues	-	119,099	(119,099)	n/a	21,931	97,168
TOTAL FUNDING	-	119,099	(119,099)	n/a	21,931	97,168

EXPENDITURES

TOTAL EXPENDITURES	-	-	\$ -	n/a	-	-
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Total Funding over (under)

Expenditures	\$ -	119,099	\$ 21,931	\$ 97,168
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Fund Balance - Beginning 291,485

Fund Balance - Ending \$ 410,584



Statement of Revenues, Expenditures and Changes in Fund Balances
Debt Service Fund - (Beach Loan)
For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Apr-19	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Special Assents- Tax Collector	\$ 750,523	\$ 714,989	\$ 35,534	95.3%	\$ 723,836	\$ (8,847)
Interest - Tax Collector	-	473	(473)	n/a	555	(82)
Total Revenues	750,523	715,462	35,061	95.3%	724,391	(8,929)
TOTAL FUNDING 750,523 715,462 35,061 95.3% 724,391 (8,929)						
<u>EXPENDITURES</u>						
Debt Service Expenses						
Principal Debt Retirement	655,740	1,331,440	(675,700)	203.0%	636,529	(694,911)
Interest Expense	40,214	38,534	1,680	95.8%	59,433	20,898
Debt Service Contingency	54,569	-	54,569	0.0%	-	-
Total Debt Service Expense	750,523	1,369,975	(619,452)	182.5%	695,962	-674,013
TOTAL EXPENDITURES	750,523	1,369,975	\$ (619,452)	182.5%	695,962	(674,013)
Total Funding over (under)						
Expenditures	\$ -	(654,513)			28,429	\$ (682,941)
Fund Balance - Beginning		625,558				
Fund Balance - Ending		\$ (28,955)				



Statement of Revenues, Expenditures and Changes in Fund Balances
Capital Projects Fund - (General Fund Improvements)
For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Apr-19	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
FEMA reimbursement	\$ 4,631,156	\$ 525	\$ 4,630,631	0.0%	\$ -	\$ 525
Total Revenues	4,631,156	525	4,630,631	0.0%	-	525
Other Sources						
Transfer From General Fund	355,000	285,858	69,142	80.5%	53,640	232,218
Loan Proceeds	500,000	3,214,969	(2,714,969)	643.0%	-	3,214,969
Total Other Sources	855,000	3,500,827	(2,645,827)	409.5%	53,640	3,447,187
TOTAL FUNDING						
	5,486,156	3,501,352	1,984,804	63.8%	53,640	3,447,712
<u>EXPENDITURES</u>						
Land Purchase						
Town Attorney	-	40,214	(40,214)	n/a	-	(40,214)
Postage	-	1,474	(1,474)	n/a	-	(1,474)
Miscellaneous Services	-	1,271	(1,271)	n/a	-	(1,271)
Contracts - Other Services	-	13,675	(13,675)	n/a	-	(13,675)
Total Land Purchase Expense	-	56,634	(56,634)	n/a	-	(56,634)
Beach Projects						
Engineering – FY20 Project	223,111	123,488	99,623	55.3%	-	(123,488)
Construction – FY20 Project	4,408,045	3,263,106	1,144,939	74.0%	-	(3,263,106)
Total Beach Project Expense	4,631,156	3,386,594	1,244,562	73.1%	-	(3,386,594)
Miscellaneous						
Buoy Relocation	130,000	13,739	116,261	10.6%	-	(13,739)
FPL Utility Design	80,000	995	79,005	1.2%	23,161	22,166
Police Computers	-	5,759	(5,759)	n/a	-	(5,759)
Police Cars / Equipment	70,000	37,631	32,369	53.8%	30,479	(7,152)
Comm. Chambers Upgrade	500,000	-	500,000	0.0%	-	-
Comm. Chambers - Monitors	5,000	-	5,000	0.0%	-	-
Roof - Emerg. Generator Bldg	5,000	-	5,000	0.0%	-	-
Roof - Police Building	65,000	-	65,000	0.0%	-	-
Total Misc. Expense	855,000	58,124	796,876	6.8%	53,640	(4,484)
TOTAL EXPENDITURES						
	5,486,156	3,501,352	1,984,804	63.8%	53,640	(3,447,712)



Statement of Revenues, Expenditures and Changes in Fund Balances
Capital Projects Fund - (General Fund Improvements)
 For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Apr-19	Variance Fav (unfav)
Total Funding over (under)						
Expenditures	\$ -	-			\$ -	\$ 6,895,424
Fund Balance - Beginning			-			
Fund Balance - Ending		\$ -				



**Statement of Revenues, Expenditures and Changes in Fund Balances
Water Fund (Summary)**

For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Apr-19	Variance Fav (unfav)
<u>FUNDING</u>						
Revenue						
Water Service Revenue	\$ 1,282,000	\$ 789,236	\$ 492,764	61.6%	\$ 759,213	\$ 30,023
Water Surcharge	346,700	202,492	144,208	58.4%	202,192	300
Other Miscellaneous Revenue	132,721	105,212	27,509	79.3%	98,158	7,054
Total Revenue	1,761,421	1,096,939	664,482	62.3%	1,059,562	37,377
Other Sources						
Transfer In	512,496	258,894	253,602	50.5%	335,481	(76,587)
Loan Proceeds	590,000	-	590,000	0.0%	2,076,199	(2,076,199)
Use (Add to) Net Assets	73,204	-	73,204	0.0%	-	-
Total Other Sources	1,175,700	258,894	916,806	22.0%	2,411,680	(2,152,786)
TOTAL FUNDING	2,937,121	1,355,833	1,581,288	46.2%	3,471,242	(2,115,409)
EXPENSES						
Personal Services	518,776	299,569	219,207	57.7%	259,981	(39,587)
Operating Expenses	406,653	142,071	264,582	34.9%	144,758	2,687
Debt Service Expenses	783,290	391,663	391,627	50.0%	201,998	(189,665)
Capital Projects	633,500	-	633,500	0.0%	2,114,125	2,114,125
Repair & Renewal	65,000	23,230	41,770	35.7%	85,892	62,662
Transfer Out	562,496	288,061	274,435	51.2%	364,648	76,587
TOTAL EXPENSES	2,969,715	1,144,594	1,825,121	38.5%	3,171,402	2,026,808
Total Funding over (under)						
Expenses	<u>\$ (32,594)</u>	<u>\$ 211,240</u>			<u>\$ 299,840</u>	<u>\$ (4,142,217)</u>
Net Assets - Beginning		4,248,627				
Net Assets - Ending		\$ 4,459,866				



Statement of Revenues, Expenses and Changes in Net Assets
Water Fund (Operations)
For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Apr-19	Variance Fav (unfav)
FUNDING						
Revenue						
Water Service						
Water-Base Rate	\$ 472,000	\$ 275,373	\$ 196,627	58.3%	\$ 274,701	\$ 672
Water-Usage	810,000	513,863	296,137	63.4%	484,512	29,351
Total Water Service Revenue	1,282,000	789,236	492,764	61.6%	759,213	30,023
Other Revenue						
Miscellaneous Revenues	5,500	741	4,759	13.5%	2,288	(1,546)
Sprint Spectrum Cell Tower	63,149	63,149	(0)	100.0%	60,721	2,429
T-Mobile Cell Tower	33,072	18,571	14,501	56.2%	1,030	17,541
Hillsboro Inlet	6,000	3,400	2,600	56.7%	3,500	(100)
Interest	30,000	17,989	12,011	60.0%	12,293	5,696
Net Incr (Decr) In FMV-Invest	(5,000)	1,361	(6,361)	-27.2%	11,786	(10,425)
Total Other Revenue	132,721	105,212	27,509	79.3%	91,618	13,594
Use (Add to) Net Assets	73,204	-	73,204	0.0%	-	-
TOTAL FUNDING	1,487,925	894,447	593,478	60.1%	850,831	43,617
EXPENSES						
Personal Services						
Salaries	333,415	192,099	141,316	57.6%	177,343	(14,756)
Payroll - Vacation	15,187	14,798	389	97.4%	-	(14,798)
Overtime	25,000	13,938	11,062	55.8%	17,320	3,381
Sick Leave Cash Out	8,065	3,397	4,668	42.1%	-	(3,397)
FICA	28,036	16,871	11,165	60.2%	14,659	(2,212)
Florida Retirement System	32,327	17,738	14,589	54.9%	16,016	(1,723)
Health and Life Insurance	50,623	32,218	18,405	63.6%	25,935	(6,283)
Workers' Comp Insurance	25,623	8,508	17,115	33.2%	8,709	201
Unemployment Compensation	500	-	500	0.0%	-	-
Total Personal Services	518,776	299,569	219,207	57.7%	259,981	(39,587)



Statement of Revenues, Expenses and Changes in Net Assets
Water Fund (Operations)

For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Apr-19	Fav (unfav)
Operating Expenses						
Auditing Services	16,500	1,375	15,125	8.3%	600	(775)
Contracts - Other Services	750	-	750	0.0%	-	-
Postage and Freight	1,000	-	1,000	0.0%	84	84
Telephone Service	7,200	4,123	3,077	57.3%	3,995	(129)
Electricity	53,000	27,905	25,095	52.7%	26,918	(987)
Liability and Property Insurance	52,653	24,030	28,623	45.6%	26,406	2,377
Maint - Distribution System	5,000	5,161	(161)	103.2%	1,714	(3,448)
Maint - Bldgs / Grounds	15,000	7,222	7,778	48.1%	4,314	(2,908)
Maint - SCADA System	10,000	-	10,000	0.0%	-	-
Repair & Maint - Equipment	32,000	12,846	19,154	40.1%	18,882	6,037
Tools and Equipment	1,000	413	587	41.3%	248	(165)
Advertising	1,000	-	1,000	0.0%	-	-
Bank Fees	200	-	200	0.0%	-	-
Licenses & Permits	5,400	1,381	4,019	25.6%	122	(1,259)
Office Supplies	1,500	669	831	44.6%	900	231
Computer Expense	6,000	3,823	2,177	63.7%	3,403	(420)
Uniform Supplies	5,500	3,421	2,079	62.2%	3,252	(169)
Fuel and Oil	5,600	2,344	3,256	41.9%	2,714	370
Sand Change	8,000	4,688	3,312	58.6%	3,959	(729)
Chemicals - Water Treatment	85,000	39,473	45,527	46.4%	43,634	4,160
Lab Test Analysis & Supplies	12,500	2,917	9,583	23.3%	3,520	603
Subscriptions and Memberships	350	280	70	79.9%	93	(187)
Water Conservation Program	3,000	-	3,000	0.0%	-	-
Security Assessment	20,000	-	20,000	0.0%	-	-
Operational Assessment	50,000	-	50,000	0.0%	-	-
Water Sufficiency Assessment	8,500	-	8,500	0.0%	-	-
Total Operating Expenses	406,653	142,071	264,582	34.9%	144,758	2,687
Total Exp. Before Transfer Out	925,429	441,640	483,789	47.7%	404,739	(36,900)
Transfer Out						
General Fund	50,000	29,167	20,833	58.3%	29,167	-
Water Debt Service Fund	403,996	235,664	168,332	58.3%	235,664	-
Water CIP Fund	108,500	23,230	85,270	21.4%	99,817	76,587
Total Transfer Out	562,496	288,061	274,435	51.2%	364,648	76,587
TOTAL EXPENSES	1,487,925	729,701	758,224	49.0%	769,387	39,687



Statement of Revenues, Expenses and Changes in Net Assets
Water Fund (Operations)
For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Apr-19	Variance Fav (unfav)
Total Funding over (under)						
Expenses	\$ -	164,747			\$ 81,443	\$ 83,303
Net Assets - Beginning		3,276,988				
Net Assets - Ending		<u>\$ 3,441,734</u>				



Notes to the Financial Statements - Water Fund April 30, 2020

The notes below are intended to provide additional information helpful when reviewing the financial statements. Per the Adopted Budget, the revenues and expenses should be at 58.33% through April. Below is an analysis of revenues and expenses that have significant variances compared to the budget.

Variance Analysis

Account Name	Amended Budget	YTD Actual	% of Budget	Explanation
Revenues				
Water-Usage	810,000	513,863	63.4%	Monthly charges for Water Usage-overage possibly due to water leaks
Miscellaneous Revenues	5,500	741	13.5%	Monthly revenue from late charges
Sprint Spectrum	63,149	63,149	100.0%	Annual lease paid in April
Expenses				
<u>Operating</u>				
Payroll - Vacation	15,187	14,798	97.4%	Paid out annually in December
Life and Health Insurance	50,623	32,218	63.6%	Health insurance increased in January by \$500 per month
Maint - Distribution System	5,000	5,161	103.2%	Locate service, marking paint, 2 meters for 1207 HM, new chart recorder
Computer Expense	6,000	3,823	63.7%	Monthly Google expense, Annual Quikwaters charge \$2,995, repair computer
Uniform Supplies	5,500	3,421	62.2%	Monthly uniform service, safety equipment, rain coats, new t-shirts
Sand Change	8,000	4,688	58.6%	Sand, shrinkfilm, forklift rental - done twice a year
Subscriptions and Memberships	350	280	79.9%	FL Rural Water membership and Costo membership



Statement of Revenues, Expenses and Changes in Net Assets
Water Debt Service Fund - (State Revolving Loans)
For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Apr-19	Variance Fav (unfav)
FUNDING						
Revenues						
Water Surcharge	\$ 346,700	\$ 202,492	\$ 144,208	58.4%	\$ 202,192	\$ 300
Total Revenues	346,700	202,492	144,208	58.4%	202,192	300
Other Sources						
Operating Transfers-In	403,996	235,664	168,332	58.3%	235,664	-
Total Other Sources	403,996	235,664	168,332	58.3%	235,664	-
TOTAL FUNDING	750,696	438,156	312,540	58.4%	437,856	300
EXPENSES						
Debt Service Expenses						
<i>State Revolving Loan - Water Plant</i>						
Principal Debt Retirement	316,288	157,193	159,095	49.7%	153,457	(3,736)
Interest Expense	87,708	44,805	42,903	51.1%	48,541	3,736
<i>State Revolving Loan - Water Main Project</i>						
Principal Debt Retirement	308,269	158,178	150,091	51.3%	-	(158,178)
Interest Expense	71,025	31,487	39,538	44.3%	-	(31,487)
Total Debt Services Expenses	783,290	391,663	391,627	50.0%	201,998	(189,665)
TOTAL EXPENSES	783,290	391,663	391,627	50.0%	201,998	(189,665)
Total Funding over (under)						
Expenses	\$ (32,594)	46,493			\$ 235,858	\$ (189,365)
Net Assets - Beginning		971,639				
Net Assets - Ending		\$ 1,018,132				



Statement of Revenues, Expenses and Changes in Net Assets
Capital Projects Fund - (Water Fund Improvements)
For the Period Ending April 30, 2020

(58.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Apr-19	Variance Fav (unfav)
FUNDING						
Revenues						
Meter Revenue	\$ -	\$ -	\$ -	n/a	\$ 6,540	\$ (6,540)
Total Revenues	-	-	-	n/a	6,540	(6,540)
Other Sources						
Interfund Transfer - In	108,500	23,230	85,270	21.4%	99,817	(76,587)
Loan Proceeds	590,000	-	590,000	0.0%	2,076,199	(2,076,199)
Total Other Sources	698,500	23,230	675,270	3.3%	2,176,016	(2,152,786)
TOTAL FUNDING	698,500	23,230	675,270	3.3%	2,182,556	(2,159,326)
EXPENSES						
Distribution Project (Water Main)						
Construction	-	-	-	n/a	2,076,199	2,076,199
Engineering Fees	-	-	-	n/a	37,926	37,926
Total Distribution Project	-	-	-	n/a	2,114,125	2,114,125
Plant Project						
Well Rehabilitation	120,000	-	120,000	0.0%	-	-
Storage Tank	350,000	-	350,000	0.0%	-	-
Total Plant Project	470,000	-	470,000	0.0%	-	-
Other Expenses						
Repair & Renewal	65,000	23,230	41,770	35.7%	66,163	42,932
Meters & Supplies	-	-	-	n/a	19,730	19,730
Truck	25,000	-	25,000	0.0%	-	-
Water Tower Rehab	90,000	-	90,000	0.0%	-	-
Beach Tank Repainting	8,500	-	8,500	0.0%	-	-
Roof - Pump House	10,000	-	10,000	0.0%	-	-
Perimeter Fence	30,000	-	30,000	0.0%	-	-
Total Other Expenses	228,500	23,230	205,270	10.2%	85,892	62,662
TOTAL EXPENSES	698,500	23,230	675,270	3.3%	2,200,017	2,176,787
Total Funding over (under)						
Expenses	\$ -	-	-	-	\$ (17,461)	\$ 17,461
Net Assets - Beginning			-			
Net Assets - Ending		\$ -	-			

Town of Hillsboro Beach

Supporting Schedules

April 30, 2020



**Cash and Investment Balances
April 30, 2020**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>MATURITY</u>	<u>BALANCE</u>	<u>NOTES</u>
CLEARING FUND					
Commercial Analysis Checking Account	BankUnited	0.00%	N/A	\$2,524,709	Account earns a credit allowance of 0.25%. Yield is 0 since fees are netted against credit allowance. Operating account for AP invoices and payroll.
Money Market Account	BankUnited	0.25%	N/A	\$9,691	Account for excess cash from General & Water Funds.
Money Market Account	BankUnited	0.25%	N/A	\$412,085	(1) Account for reserve for SRL Loan.
Money Market Account	BankUnited	0.25%	N/A	\$310,292	(2) Account for Federal forfeitures/Asset sharing. This month \$100,292 was received and transferred to this account in May.
State Board Account	Florida Prime	0.95%	N/A	\$1,178,180	Account for excess cash from the General Fund.
Investment Account	BB & T	1.90%	N/A	\$3,374,024	See Investment Report for further details.
Subtotal				\$7,808,981	
Total				\$7,808,981	

Footnotes:

(1) Restricted funds for State Revolving Loan.

(2) Restricted funds for Federal forfeiture/Asset sharing.



Investment Portfolio
Trades Settled as of 04/30/20

Posting Date	CUSIP #	Description	Rating	Maturity Date	Par Value	Total Cost	Premium / Discount	Market Value	Accrued Interest	Annual Income	Yield to Maturity
	SA0000560	BB&T TRUST DEPOSIT RIS			260,436	260,436	-	260,436	-	701	0.27%
		Subtotal			260,436	260,436	-	260,436	-	701	0.27%
11/03/17	037833CS7	APPLE INC DTD 05/11/2017 1.8% 05/11/2020	AA+	05/01/20	30,000	29,956	(44)	30,010	258	540	0.75%
09/27/19	037833DL1	APPLE INC DTD 09/11/2019 1.7% 09/11/2022	AA+	09/11/22	50,000	49,928	(72)	51,297	47	850	0.66%
11/09/17	166764AG5	CHEVRON CORP DTD 06/24/2013 2.427% 06/24/2020	AA	06/24/20	50,000	50,137	137	50,064	455	1,214	1.54%
10/30/19	166764BN9	CHEVRON CORP DTD 03/03/2017 2.498% 03/03/2022	AA	03/03/22	50,000	50,609	609	51,571	201	1,249	0.60%
11/09/17	191216BT6	COCA-COLA CO DTD 10/27/2015 1.875% 10/27/2020	A+	10/27/20	50,000	49,939	(61)	50,254	31	938	0.84%
03/11/20	3130AJCR8	FED HOME LOAN BANK DTD 03/11/2020 1.3%	AA+	09/11/24	150,000	150,000	-	150,072	-	1,950	1.29%
11/03/15	313381BR5	FED HOME LOAN BANK DTD 11/13/2012 1.875%	AA+	12/09/22	100,000	98,196	(1,804)	104,114	896	1,875	0.40%
12/06/19	3134GUUX6	FED HOME LOAN MTGE CORP DTD 12/16/2019 1.875%		12/16/24	200,000	200,000	-	200,354	-	3,750	1.87%
03/12/20	3134GVGD4	FED HOME LOAN MTGE CORP DTD 03/12/2020 1%		03/12/25	300,000	300,000	-	300,030	-	3,000	1.00%
04/14/20	3134GVKG2	FED HOME LOAN MTGE CORP DTD 04/17/2020 1%		04/16/25	145,000	145,000	-	145,038	-	1,450	1.00%
11/02/15	34074GDH4	FLORIDA ST HURRICANE CATASTROPHE FUND FIN CORP	AA	07/01/20	200,000	200,584	584	200,690	2,496	5,990	0.81%
07/16/18	341271AB0	FLORIDA ST BRD OF ADMIN FIN CORP REV TXBL-SER A	AA	07/01/21	200,000	197,798	(2,202)	203,070	-	5,276	1.31%
04/09/20	342816P66	FLORIDA ST MUN PWR AGY REV DTD 06/27/2017 2.58%		10/01/22	200,000	202,774	2,774	201,232	186	5,160	2.33%
12/03/19	428414AB2	HIALEAH FLA SPL OBLIG TXBL-SER A	AA	12/01/20	200,000	202,432	2,432	201,928	68	6,114	1.38%
12/31/18	54289SBG1	LONGBOAT KEY FL SPL ASSMNT REV TXBL	AA+	08/01/24	125,000	123,948	(1,053)	128,446	-	5,000	2.77%
08/09/18	59333HCL8	MIAMI-DADE CNTY FL PROFESSIONAL SPORTS FRANCH	AA	10/01/22	75,000	75,000	-	78,326	-	2,517	1.49%
01/17/20	661046BV3	NORTH MIAMI BEACH FLA WTR REV WTR REV TXBL-SER B	A+	08/01/24	160,000	160,000	-	161,789	-	3,234	1.76%
01/18/19	68389XBB0	ORACLE CORP DTD 05/05/2015 2.5% 05/15/2022	A+	05/15/22	60,000	59,060	(940)	61,736	283	1,500	1.06%
05/16/18	68389XBK0	ORACLE CORP DTD 07/07/2016 1.9% 09/15/2021	A+	09/15/21	50,000	48,217	(1,783)	50,658	166	950	0.97%
05/16/18	717081DX8	PFIZER INC DTD 06/03/2016 1.95% 06/03/2021	AA-	06/03/21	50,000	48,534	(1,466)	50,742	447	975	0.74%
02/27/20	758449RV6	REEDY CREEK FL IMPT DIST TXBL-REF-SER A	A	06/01/24	150,000	150,000	-	146,933	-	2,504	2.21%
05/11/18	78013XKG2	ROYAL BANK OF CANADA DTD 04/30/2018 3.2%	AA-	04/30/21	50,000	49,954	(46)	51,149	67	1,600	0.82%
04/03/20	822582AX0	SHELL INTERNATIONAL FIN DTD 08/12/2013 3.4%	AA-	08/12/23	30,000	31,303	1,303	31,811	156	1,020	1.64%
10/17/19	89114QBT4	TORONTO DOMINION BANK DTD 9/12/2017 1.85%	AA-	09/11/20	50,000	49,988	(13)	50,201	103	925	0.79%
06/21/17	89233P4C7	TOYOTA MOTOR CREDIT CORP DTD 06/17/2010 4.5%	AA-	06/17/20	30,000	30,378	378	30,078	15	1,350	2.46%
01/16/19	89236TCQ6	TOYOTA MOTOR CREDIT CORP DTD 7/13/2015 2.8%	AA-	07/13/22	60,000	59,351	(649)	62,105	23	1,680	1.29%
04/06/20	89236TGW9	TOYOTA MOTOR CREDIT CO DTD 04/01/2020 2.9%	AA-	03/30/23	30,000	30,406	406	31,446	17	870	1.28%
03/13/20	912828Q60	US TREASURY INFL INDEX BD DTD 4/29/2016 .125%		04/15/21	272,835	270,099	(2,736)	268,650	139	341	1.67%
		Subtotal			3,117,835	3,113,589	(4,246)	3,143,790	6,055	63,820	2.03%
		Total			3,378,271	3,374,024	(4,246)	3,404,226	6,055	64,521	1.90%



Ridership Summary

April 30, 2020

Daily Passengers:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		86		80	
68		75		74	
79		73		68	
67		73		62	
64		64			

Total Monthly Passengers:

933

Daily Revenue Miles:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		111.0		108.0	
112.0		110.0		110.0	
110.0		109.0		110.0	
110.0		111.0		110.0	
110.0		112.0			

Total Monthly Revenue Miles:

1433.0

Total Scheduled Revenue Miles

1414.9

Total Vehicle Hours

125.7

Total Revenue Hours

114.8

Service Days

13

Missed Service in Minutes

0

Passengers per revenue hour

8.1

Total Monthly Vehicle Miles:

1,738.5



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

Phone: (954) 427-4011
Fax: (954) 427-4834

TO: Mayor Deb Tarrant and Commission

FROM: Steve Mitchell, Building Official

DATE: May 15th, 2020

SUBJECT: April 2020 Building Department Report

April was our first full month of quarantine / remote operation and with the systems we established at the beginning of the event, we were able to continue to provide services at level very close to our usual standards. Our staff has been provided with masks, gloves, hand sanitizers, and cleaning supplies as needed to maintain a safe working environment.

Working with our contractors and property owners we have been able to safely perform every inspection as scheduled. Using procedures and processes newly approved by the Florida Department of Business and Professional Regulation (DBPR), and the Broward County Board of Rules and Appeals (BORA), some inspections are being performed using technologies including Facetime and Skype. Our inspectors can observe the installed work for code compliance, while maintaining social distancing, and allowing projects to move forward. On other sites contractors have cleared the areas of workers and provided a sanitized workspace for inspection.

During the closure we have continued to accept plans daily, both electronically and in a physical drop box at Town Hall. Plan information is remotely processed by Nicole and routed to the appropriate team members for review. Our plan review times have increased slightly due transportation times between reviewers, but most plans are received / reviewed / issued (or returned for correction) in less than two weeks (up from our usual 3-5 days).

Several of our new processes have proven so valuable to our customers (and staff) that we hope to incorporate them in our post-pandemic environment. The online payment and drop box offerings will be included an Express Drop-Off / Pick-Up for our professional customers, and electronic inspections will continue as a valuable tool for our field staff.

Respectfully Submitted,

Steven Mitchell

Building Official | Chief Electrical Inspector



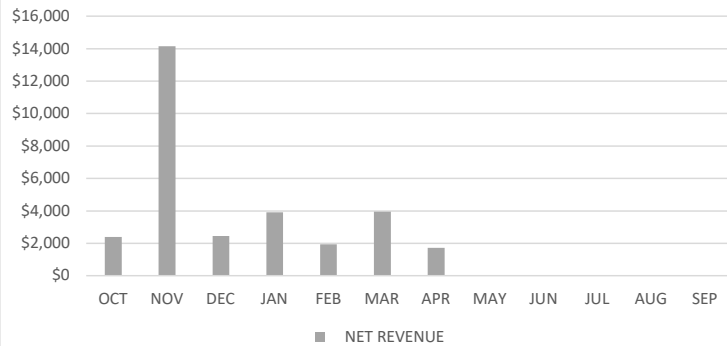
The Town of Hillsboro Beach Building Department Summary Report

Start Date: 4/1/2020

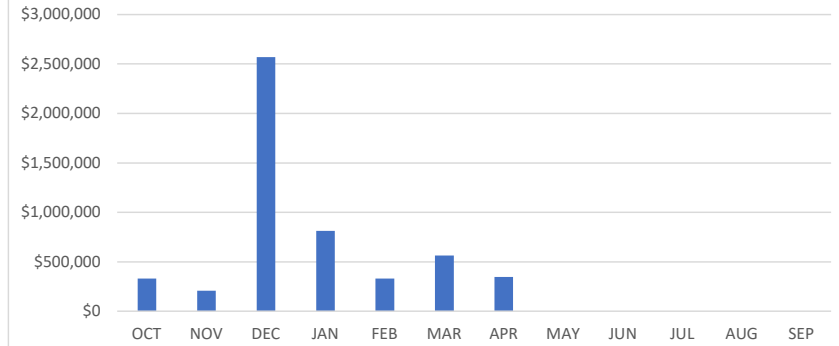
End Date: 4/30/2020

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	YTD
CONSTRUCTION VALUE	\$332,313	\$209,865	\$2,570,468	\$814,202	\$330,275	\$562,641	\$346,613						\$5,166,376
BUILDING PERMIT FEES	\$15,984	\$94,345	\$16,306	\$26,126	\$12,957	\$22,984	\$8,099						\$196,802
FIRE & ZONING FEES	\$0	\$0	\$0	\$0	\$0	\$500	\$500						\$1,000
TOTAL REVENUE	\$15,984	\$94,345	\$16,306	\$26,126	\$12,957	\$23,484	\$8,599						\$197,802
CGA EXPENSE	\$13,587	\$80,193	\$13,860	\$22,207	\$11,014	\$19,537	\$6,884						\$167,282
NET REVENUE	\$2,398	\$14,152	\$2,446	\$3,919	\$1,944	\$3,948	\$1,715						\$30,520

NET REVENUE



CONSTRUCTION VALUE





**The Town of Hillsboro Beach
Building Department
Finance Report**

**Start Date: 4/1/2020
End Date: 4/30/2020**

	Permit Fees	Town Revenue	Fire Fees	Zoning Fees	Admin Fees	CGA Revenue	BORA	DBPR	DCA
MTD	\$8,099.33	\$1,214.90	\$500.00	\$0.00	\$75.00	\$6,884.43	\$139.32	\$84.16	\$68.21
YTD	\$196,851.86	\$29,527.78	\$1000.00	\$0.00	\$150.00	\$167,324.08	\$3,109.17	\$1,858.85	\$1,412.47



**The Town of Hillsboro Beach
Building Department
Permit Report**

**Start Date: 4/1/2020
End Date: 4/30/2020**

Permit Type	# Issued	# Units	Value
Residential			
RESIDENTIAL WINDOWS/DOORS/SHUTTERS	6		59,291.39
RESIDENTIAL WATER HEATER	3		4,241.70
RESIDENTIAL RE-ROOF	2		46,450.00
RESIDENTIAL FIRE SPRINKLER	1		4,500.00
RESIDENTIAL BACKFLOW	1		150.00
RESIDENTIAL ALTERATION	4		148,845.58
RESIDENTIAL A/C CHANGE OUT	5		26,632.00
Subtotal	22		290,110.67
Commercial			
COMMERCIAL STRUCTURAL MISCELLANEOUS	3		51,666.00
COMMERCIAL A/C CHANGE OUT	1		4,836.00
Subtotal	4		56,502.00
	26		\$346,612.67



**The Town of Hillsboro Beach
Building Department
Issued Permits Report**

**Start Date: 4/1/2020
End Date: 4/30/2020**

	Folio #	Permit #	Date Issued	Job Address	Job Sub Division	Job Value
RESIDENTIAL ALTERATION	484308NN0200	1914377-0	4/8/2020	1221 HILLSBORO MILE(UNIT 16A)	SEA CLUB INC CO- OP	\$32,945.58
	484317AJ0480	1914378-0	4/8/2020	1069 HILLSBORO MILE (UNIT 702)	OCEAN HILLSBORO CONDO	\$6,400.00
	484308CA0040	1914381-0	4/9/2020	1155 HILLSBORO MILE(UNIT 107)	HILLSBORO OCEAN CLUB	\$100,000.00
	484317NY0090	1914391-0	4/23/2020	1039 HILLSBORO MILE(UNIT 9)	HILLSBORO MILE OCEAN APTS	\$9,500.00
	Grand Total					\$148,845.58



**The Town of Hillsboro Beach
Building Department
Activity Report**

**Start Date: 4/1/2020
End Date: 4/30/2020**

Discipline	Total # of Inspections	Plan Review	Permits Applied	Value of Construction	Permit Revenue
Building	43	27	11	\$306,252.97	\$5,123.45
Electrical	23	18	8	\$0.00	\$1,075.46
Plumbing	30	14	3	\$4,391.70	\$879.65
Mechanical	13	13	9	\$31,468.00	\$1,020.77
Totals	114	80	51	\$346,612.67	\$8,099.33



**The Town of Hillsboro Beach
Building Department
Plan Review Times Report**

**Start Date: 4/1/2020
End Date: 4/30/2020**

	Number of Reviews	Average Days In Review	Most Days In Review
Total Reviews	81	6	12



Case Action Report*

From 4/1/2020

To 4/30/2020

Corridor (All Corridors)

Date Issue	Incident Type	Site Address	Status	Documents Issued		
4/2/2020	Property Maintenance Safety railing has been removed by unit owner.	1043 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 21C	Open	<u>Date Issue</u>	<u>Type</u>	<u>Officer Assigned</u>
				4/2/2020	Complaint	M. Sotolongo
				4/20/2020	Notice of Violation	M. Sotolongo
				4/20/2020	Notice of Hearing	A. Ernst
				5/4/2020	Affidavit of Non-Compliance	
4/2/2020	Artificial Lighting Regulations. Flood light illuminating the beach.	1238 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 402	Open	<u>Date Issue</u>	<u>Type</u>	<u>Officer Assigned</u>
				4/2/2020	Complaint	M. Sotolongo
				4/3/2020	Courtesy Notice	M. Sotolongo
4/26/2020	Zoning Violation Property advertised as a vacation rental w/o required approval.	1125 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	<u>Date Issue</u>	<u>Type</u>	<u>Officer Assigned</u>
				4/26/2020	Complaint	M. Sotolongo
				4/26/2020	Notice of Violation	M. Sotolongo
4/27/2020	Requirements for marine turtle protection. Disorientation caused by beach umbrella.	901 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	<u>Date Issue</u>	<u>Type</u>	<u>Officer Assigned</u>
				4/27/2020	Notice of Violation	M. Sotolongo
				4/27/2020	Complaint	M. Sotolongo
				5/4/2020	Notice of Hearing	S. Lowe

*Cases included in this report are those where the owner was first cited within the date range and corridor specified



Code Compliance Summary Report

From 4/1/2020

To 4/30/2020

Corridor (All)

Case Totals for Period

Cases Open at Start of Period	20
Cases Opened During Period	4
Cases Opened as result of Complaint	4
Cases Closed During Period	0
Cases Closed prior to Hearing	0
Cases Open at End of Period	24
Inspections	4
Re-inspections	5
Total	9
Special Magistrate Cases During Period	0

Case Summary by Officer

Officer	Open at Start	Opened During Period	Opened as result of Complaint	Closed During Period	Closed due to compliance	Open at End of Period
B. Pita	1	0	0	0	0	1
M. Sotolongo	19	4	4	0	0	23
Total	20	4	4	0	0	24



Town of Hillsboro Beach
1210 Hillsboro Mile
Hillsboro Beach, FL 33062

Code Compliance Summary Report

From 4/1/2020

To 4/30/2020

Corridor (All)

Inspections by Officer

Officer	Inspections	Re-inspections	Total
M. Sotolongo/N/A	4	5	9
Total	4	5	9

Summary of Cases Opened by Incident Type

Incident Type	Number
Artificial Lighting Regulations	1
Property Maintenance	1
Requirements for marine turtle protection.	1
Zoning Violation	1
Total	4

Revenue Summary

	Period Start	During Period	Period End
Total Fines Assessed	\$51,225.00	\$8,250.00	\$59,475.00
Total Payments	\$0.00	\$0.00	\$0.00
Balance	\$51,225.00		\$59,475.00



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

Phone: (954) 427-4011
www.townofhillsborobeach.com

Agenda Item Cover Memo

- Agenda Item:**
1. Update on Painting Town Hall
 2. Update on Florida Dept of Transportation (FDOT) AIA re-design
 3. Update on Final Draft of Information Guide
 4. Update on Florida Power & Light (FP&L) Overhead/ Underground Conversion Project

Submitting Dept: Town Clerk, Sherry D. Henderson, Town Clerk

Agenda Date: June 2, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. Agenda Cover Memo - Painting of Town Hall
 2. Agenda Cover Memo - AIA redesign
 3. Town of Hillsboro Beach Resident Guide MARCH 2020 DRAFT 9
 4. FPL agenda cover memo
 5. BCE Cover Letter Town of Hillsboro Beach
 6. FPL tariff sec 12.1
 7. GAF Agmt pg 1 Town of Hillsboro Beach
 8. GAF Agmt pg 2 FPL ALL Town of Hillsboro Beach
 9. GAF Agmt pg 3 Town of Hillsboro Beach



TOWN OF HILLSBORO BEACH

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10. ROW Agmt Town of Hillsboro
11. ROW Agmt Exht Town of Hillsboro



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

Phone: (954) 427-4011
www.townofhillsborobeach.com

Agenda Item Cover Memo

Agenda Item: Painting and Redesign of Town Hall
Submitting Dept: Town Manager
Agenda Date: June 2, 2020

1. BACKGROUND / HISTORY

The Commission has prioritized painting Town Hall for years, and in 2020 the Commission agreed to the following scope:

- Paint Town Hall, Community Room and Police Building
- Remove the stone from the columns
- Remove river rock from flower beds and porte cochère
- Replace awnings with white, MDC hurricane approved shutters
- Color for Town Hall “Decorator’s White”
- Paint sheen, flat finish for walls, trim and shutters satin
- Repair all cracks and blemishes

2. CURRENT ACTIVITY

A formal solicitation for the painting of Town Hall and the Police Building has been issued and we are awaiting responses. A quote from Home Depot and the Gordian Group, both utilizing piggyback contracts have been requested.

After reviewing the plans for redesigning the staff’s workspace, it is recommended to not proceed with the building modification and save the money as the redesign does not yield two main objectives; a conference area and a plan review area for the building department.

3. FINANCIAL IMPACT

The cost for painting is unknown until the bids are opened.

The redesign was planned to cost around \$500,000. Since the primary goals of creating meeting and plan review space were not achieved, only painting the exterior of Town Hall and the Police Dept is recommended to move forward. Painting of the Commission Chambers will also be quoted for future consideration. Costs will be forthcoming once the RFP closes.

4. RECOMMENDATION

Painting of Town Hall has been a priority for the Commission. Once the bids have been ranked, a recommendation for award will come before the Commission.

Confirmation of color selection, “Decorator’s White” and scope of work is requested. The sheen is based on the recommendation of the Town’s project designer, Artistic View.



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

Phone: (954) 427-4011
www.townofhillsborobeach.com

Agenda Item Cover Memo

Agenda Item: A1A Redesign update
Submitting Dept: Town Manager
Agenda Date: June 2, 2020

1. BACKGROUND / HISTORY

The Commission, through the Vice Mayor's efforts with the MPO, championed a road project to have Hillsboro Mile redesigned. The Town's stated goals included the following:

1. Sidewalks: from Opal Tower, North to SE 3rd Ave
2. FDOT to utilize the newest thoughts and devices to ensure safe pedestrian crossings (e.g. flashing beacons) and the addition of new crossings.
3. Lifting A1A from the bridge north to 1035 to prevent flooding and related road closures. Curbing and storm drains installed as needed.
4. Vehicle lane width: 11' to provide adequate space for vehicles and trucks
5. Bike Lane: 4' bike lane for bicycle travel north and south

2. CURRENT ACTIVITY

FDOT is currently engaged in surveying A1A from SE 3rd Street in Deerfield Beach to the North side of the Hillsboro Inlet bridge. The surveying should be completed by early June and the initial design is expected to be available for review and comment in September. The design will be reviewed and discussed by the MPO (the Vice Mayor is a member) and the MPO's Technical Advisory Committee/TAC (the Town Manager is a member). Comments from the MPO and TAC will be reviewed, and incorporated into the plans as needed, and then public comment will commence.

The Town Manager has sent an email to Deerfield's City Manager to ensure they are aware of the project since the northern boundary of the project is in Deerfield. An offer to arrange a conference call with the involved parties from FDOT and engineering was included.

3. FINANCIAL IMPACT

This project has no direct financial impact to the Town

4. RECOMMENDATION

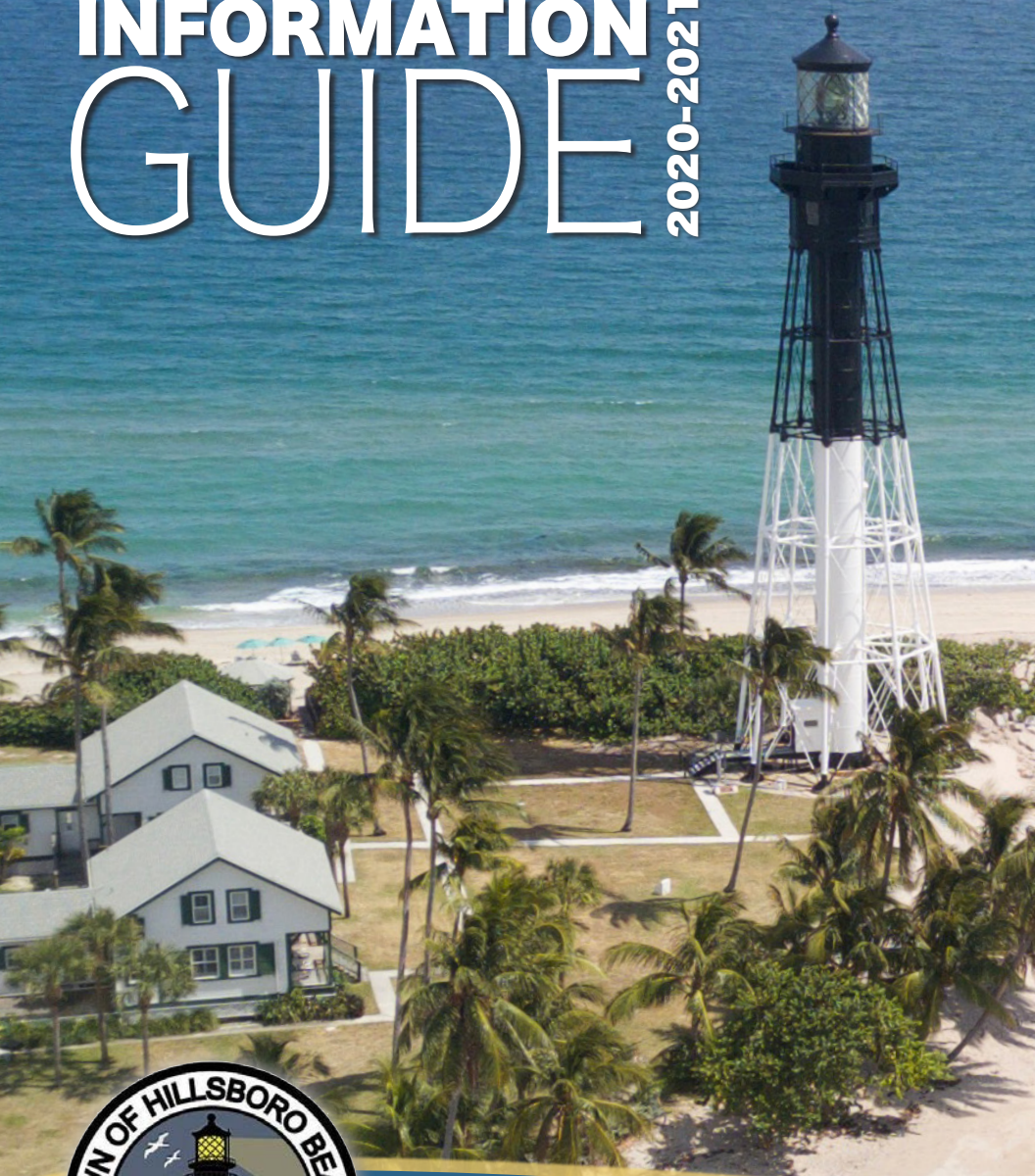
No action needed at this time.

No action is needed by the Commission at this point.

Town of Hillsboro Beach

INFORMATION GUIDE

2020-2021



1210 Hillsboro Mile, Hillsboro Beach, Florida 33062

Phone: (954) 427-4011 | Fax: (954) 427-4834

www.townofhillsborobeach.com

Hours: Monday - Friday 7:30 a.m. - 5:00 p.m.



VISION

To protect our coastal town's beauty and natural resources and provide a tranquil, safe and peaceful community for all residents.

MISSION

To maximize community safety, continually exceed residents' expectations and always provide friendly, cost-effective, forward-looking and responsive service to all residents and other users of Town services.

FROM THE MAYOR



Dear Neighbors,

This booklet has been created to provide you with some general information about our Town, fondly known by locals as "Florida's Magnificent Mile." We hope you find this guide useful and informative. Please do not hesitate to contact your elected officials or town staff should the need ever arise. We are here to serve YOU!

Sincerely,

Mayor Deb Tarrant

TOWN SEAL & TOWN LOGO



As per Florida Statute 165.043, the manufacture, use, display, or other employment of any facsimile or reproduction of the Municipal Seal, except by Municipal Officials or Employees in the performance of their official duties, without the express approval of the governing body is a second degree misdemeanor.

CONTACT INFORMATION



POLICE DEPARTMENT - 911 (EMERGENCIES)

Hillsboro Beach Police Department
Chief Jay Szesnat | jszesnat@townofhillsborobeach.com
Phone: (954) 427-6600 (24/7) Fax: (954) 427-7428

FIRE/RESCUE/MEDICAL EMERGENCY - 911 (Emergencies)

Fire Services - Provided by the City of Deerfield Beach
Broward Sheriff's Office via HBPD (954) 427-6600 (24/7)

TOWN HALL

Phone: (954) 427-4011 | Fax: (954) 427-4834

WATER DEPARTMENT

Billing Questions: (954) 603-0030
Water Emergencies:
(Police Department): (954) 427-6600 (24/7)
Water Quality and General Information:
(954) 941-8937 Fax: (954) 941-8904

BUILDING DEPARTMENT

Phone: (954) 427-4011 Ext. 1
Fax: (954) 427-4834
Hours: Monday through Friday: 7:30 a.m. to 4:00 p.m.
Inspections: (954) 766-2766
Email: building@townofhillsborobeach.com

BROWARD COUNTY COMMISSIONER

District 4: Lamar P. Fisher
Phone: 954-357-7004 | Email: lfisher@broward.org



BEACH CLEANING

Beaches in Hillsboro Beach are maintained through private contracts between property owners and service providers.



GENERAL INFORMATION

The Building Department is responsible for enforcing codes and standards to ensure the safety of lives and property for residents and visitors to the Town of Hillsboro Beach.

Plan Review and Inspections are performed in accordance with the guidelines established by the Florida Building Commission and the Broward County Board of Rules and Appeals. We welcome questions and comments throughout the process.

CONTACT US

Our staff is available to assist you in the permitting process.

- For general questions regarding permit requirements, review status, or other information, please call us at (954) 427-4011.
- To schedule an inspection please call (954) 766-2766.
- Inspector contact information is available at www.townofhillsborobeach.com.
- You can access most Building Department services online at <https://www.townofhillsborobeach.com/196/Building-Department>

UNLICENSED ACTIVITY

Unlicensed activity occurs when an individual offers to perform or performs services that require a state license and the individual does not hold the required license. Construction trades requiring a license include:

Air Conditioning, Building Contractor, Electrician, General Contractor, Home Inspection, Mold-Related Services, Plumber, Pool/Spa Contractor, Residential Contractor, Roofer, Sheet Metal, and Solar.

To report unlicensed activity, contact the Town's Building Department. Please note that the *Florida Department of Business and Professional Regulation (DBPR)* has ultimate enforcement for unlicensed work.

DBPR CUSTOMER CONTACT CENTER:

(850) 487-1395 or www.myfloridalicense.com

DBPR REPORT UNLICENSED ACTIVITY:

(866) 532-1440 or email ULA@myfloridalicense.com





MAYOR DEB TARRANT

dtarrant@townofhillsborobeach.com



VICE-MAYOR IRENE KIRDAHY

ikirdahy@townofhillsborobeach.com



COMMISSIONER/TREASURER VICKY FEAMAN

vfeaman@townofhillsborobeach.com



COMMISSIONER BARBARA BALDASARRE

bbaldasarre@townofhillsborobeach.com



COMMISSIONER ANDREW BROWN

abrown@townofhillsborobeach.com

MUNICIPAL ELECTION

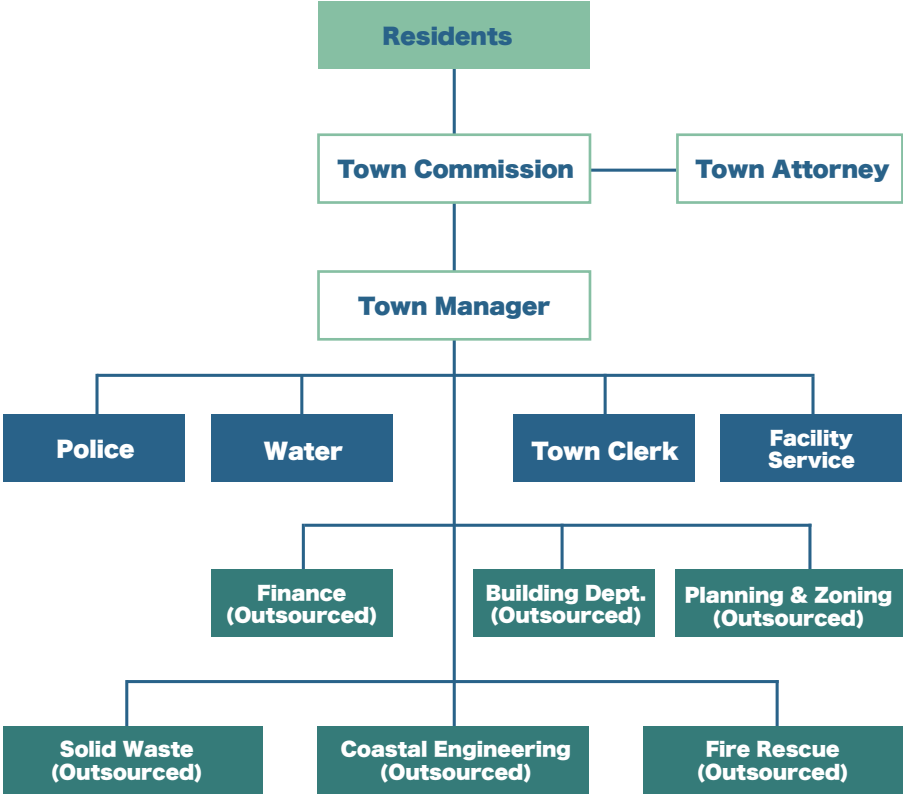
Local elections are held annually in mid-March. The polling location is Town Hall. Two Commission seats are on the ballot in even-numbered years, and three Commission seats are on the ballot in odd-numbered years. Commissioners are elected at-large. Following each election, the Commission selects the Mayor, Vice-Mayor and a Treasurer for the upcoming year.

For information regarding the general election, please visit Broward.org.

Please visit the Town's website for information on our local elections, and for a copy of the qualifying packet.



ORGANIZATION CHART



TOWN HALL STAFF



MAC SERDA, TOWN MANAGER
mserda@townofhillsborobeach.com



JAY SZESNAT, POLICE CHIEF
jszesnat@townofhillsborobeach.com



SHERRY D. HENDERSON CMC, TOWN CLERK
shenderson@townofhillsborobeach.com



ELLIOTT GARAY, WATER PLANT SUPERVISOR
egaray@townofhillsborobeach.com



**NICOLE SPRADLIN,
BUILDING PERMIT ADMINISTRATOR**
nspradlin@cgasolutions.com



STEVE MITCHELL, BUILDING OFFICIAL
mitchell@cgasolutions.com



MARIO SOTOLONGO, CODE COMPLIANCE DIRECTOR
msotolongo@cgasolutions.com



ACTIVITIES AROUND TOWN

WHAT TO KNOW WHEN HEADING OUT WITH YOUR FURRY FRIEND

Given today's dog-friendly trend for society in general, having dogs on the beach is a continual topic of discussion. Currently, dogs are restricted to the private portion of the beach based on the policies of each building/property owner. The private portion of the beach is defined as upland of the Mean High Water Line/Erosion Control Line. This can be confusing because neighboring properties have different restrictions; therefore, dogs have a right to be on some parts of the beach, but are restricted on others. The Town encourages a spirit of community and hopes residents will be considerate of one another. In the event of an actual problem, the Police Department should be notified.



NEAREST DOG PARK

1101 N. Federal Highway
Pompano Beach, Florida 33062

Open every day from Sunrise - Sunset.* For more information, dial (954) 786-4574.

* The Dog Park is closed on Tuesdays for routine maintenance.

LET'S PLAY BOCCE

Our Bocce Court is located behind Town Hall and is open to all residents. The court is busiest during the morning hours. Bring your own team, or join your neighbors for outdoor fun that requires minimum skill. Everything you need to play is available, just bring your enthusiasm!



BUILDING CONSTRUCTION HOURS

HOURS FOR CONSTRUCTION

8am-6pm(November 1- April 1) Weekdays Only

7am-6pm (April 2- October 31) Weekdays Only

No Construction Activity on Thanksgiving, Christmas Day or New Year's Day

MULTI-UNIT BUILDINGS



LISTED ALPHABETICALLY

BUILDING NAME	ADDRESS	# of UNITS
900 Hillsboro Mile	900	4
1200 The Ocean	1200	29
A,B,C,D,E,F Co-Ops	1039-1045	120
Castle Reef	1205	12
Colonnade	1161	42
Diamondhead	1057	66
Harborside	1170	18
Hillsboro Club (private)	901	205
Hillsboro Ocean Club	1155	65
Hillsboro Square	1172-1173	12
Hillsboro Mile Tower	1035	28
Imperial	1198-1199	118
Island House	1160	64
Kingsley Arms	1073	13
Landmark	1021	108
Le Baron	1050-1051	160
Mediterranea	1228-1230	35
Ocean Crest	1189	16
Ocean Grande	1063	76
Ocean Hillsboro	1069	66
Ocean Vista	1222-1223	22
Opal Towers East	1147-1149	241
Opal Towers West	1150	135
Overlook	1167	104
Palm Hill	1212	26
Pieces O' Eight	1166	15
Port de Mer	1236-1239	210
Recess	1207	8
Royal Flamingo	1225	40
Seabonay (hotel)	1159	(77)
Sea Club	1221	92
Shoreland	1202-1203	24
Sunrise (Rainbow) Suites	1231	24
Virginia Kaye	1187	25
Waters Edge	1153-1154	11
Windsor	1169	75
Yacht Villas	1194	73



HOLIDAY OBSERVANCE CALENDAR

**Town Hall and Administrative offices
will be closed for Observed Holidays**

2020 Holidays	Observed On
New Year's Day	Wednesday, January 1
Martin Luther King Jr. Day	Monday, January 20
Presidents' Day	Monday, February 17
Good Friday	Friday, April 10
Memorial Day	Monday, May 25
Independence Day	Friday, July 3
Labor Day	Monday, September 7
Veterans Day	Wednesday, November 11
Thanksgiving Day	Thursday, November 26
Day After Thanksgiving	Friday, November 27
Christmas Day	Friday, December 25

2021 Holidays	Observed On
New Year's Day	Friday, January 1
Martin Luther King Jr. Day	Monday, January 18
Presidents' Day	Monday, February 15
Good Friday	Friday, April 2
Memorial Day	Monday, May 31
Independence Day	Monday, July 5
Labor Day	Monday, September 6
Veterans Day	Thursday, November 11
Thanksgiving Day	Thursday, November 25
Day After Thanksgiving	Friday, November 26
Christmas Day	Saturday, December 25

NEARBY AIRPORTS

Fort Lauderdale-Hollywood International Airport (FLL)

100 Terminal Drive, Fort Lauderdale, FL 33315

Phone Number: (954) 359-1200



Palm Beach International Airport (PBI)

1000 James L. Turnage Blvd, West Palm Beach, FL 33415

Phone Number: (561) 471-7420

2020/2021 Town Commission



MEETING DATES THE PUBLIC IS WELCOME FOR ALL MEETINGS.

DATE	TIME	MEETING TYPE
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2020 TOWN COMMISSION MEETING DATES

Tuesday, Jan 7, 2020	9:00 a.m.	Regular Meeting
Tuesday, Feb 4, 2020	9:00 a.m.	Regular Meeting
Tuesday, Mar 3, 2020	9:00 a.m.	Regular Meeting
Tuesday, Mar 17, 2020	Pres. Preference & Municipal Election	
Tuesday, Mar 24, 2020	9:30 a.m.	Re-Organization Mtg.
Tuesday, April 7, 2020	9:00 a.m.	Regular Meeting
Tuesday, May 5, 2020	9:00 a.m.	Regular Meeting
Tuesday, June 2, 2020	9:00 a.m.	Regular Meeting
Tuesday, July 7, 2020	9:00 a.m.	Regular Meeting
Tuesday, Aug 18, 2020	9:00 a.m.	Primary Election
Tuesday, Sept 1, 2020	9:00 a.m.	Regular Meeting
Monday, Sept 14, 2020	5:01 p.m.	1st Budget Hearing
Wednesday, Sept 23, 2020	5:01 p.m.	2nd Budget Hearing
Tuesday, Oct 6, 2020	9:00 a.m.	Regular Meeting
Tuesday, Nov 3, 2020	Presidential Election	
Tuesday, Nov 10, 2020	9:00 a.m.	Regular Meeting
Tuesday, Dec 1, 2020	9:00 a.m.	Regular Meeting

2021 TOWN COMMISSION MEETING DATES

Tuesday, Jan 5, 2021	9:00 a.m.	Regular Meeting
Tuesday, Feb 2, 2021	9:00 a.m.	Regular Meeting
Tuesday, Mar 2, 2021	9:00 a.m.	Regular Meeting
Tuesday, Mar 9, 2021	Municipal Election	
Tuesday, Mar 23, 2021	9:30 a.m.	Re-Organization Mtg.
Tuesday, April 6, 2021	9:00 a.m.	Regular Meeting
Tuesday, May 4, 2021	9:00 a.m.	Regular Meeting
Tuesday, June 8, 2021	9:00 a.m.	Regular Meeting
Tuesday, July 6, 2021	9:00 a.m.	Regular Meeting
Tuesday, Sept 7, 2021	9:00 a.m.	Regular Meeting
TBA	5:01 p.m.	1st Budget Hearing
TBA	5:01 p.m.	2nd Budget Hearing
Tuesday, Oct 5, 2021	9:00 a.m.	Regular Meeting
Tuesday, Nov 2, 2021	9:00 a.m.	Regular Meeting
Tuesday, Dec 7, 2021	9:00 a.m.	Regular Meeting

Pursuant to Section 4 of the Town Charter, the Commission of The Town of Hillsboro Beach shall hold no less than one (1) meeting per month with the ability to allow for a one (1) month vacation. Special Meetings can be called by the Town Clerk upon written or electronic email communication request of the Mayor or any three (3) Commissioners. All regular and special meetings of the Commission shall be open to the public. Three (3) members of the Commission shall constitute a quorum for all purposes.



EMERGENCY ALERTS

RECEIVE EMERGENCY COMMUNICATIONS

The Nixle System allows the Hillsboro Beach Police Department to send emergency messages and alerts to residents via text and e-mail.



TO SIGN UP FOR E-MAIL:

Visit www.townofhillsborobeach.com
and sign-up (top right corner)

TO SIGN UP FOR TEXT MESSAGES:

TEXT the word HYPD1 to 888777

IF YOU NEED ASSISTANCE PLEASE CONTACT
THE POLICE DEPARTMENT:

(954) 427-6600 OR DIAL 911

HOSPITALS

NEARBY HOSPITALS

Broward Health Imperial Point

6401 North Federal Hwy, Fort Lauderdale, FL 33308
Phone: (954) 776-8500 | (8 miles from Town Hall)

Broward Health North

201 Sample Road, Pompano Beach, FL 33064
Phone: (954) 941-8300 | (6 miles from Town Hall)

Boca Raton Regional Hospital

800 Meadows Road, Boca Raton, FL 33486
Phone: (561) 955-7100 | (6 miles from Town Hall)

Holy Cross Hospital

4725 N. Federal Highway, Fort Lauderdale, FL 33308
Phone: (954) 771-8000 | (9.3 miles from Town Hall)



RECYCLING/SOLID WASTE INFO



RESIDENTIAL HOUSEHOLD HAZARDOUS WASTE

Visit our website or call Town Hall at (954) 427-4011 for scheduled days.

ACCEPTABLE RESIDENTIAL HOUSEHOLD HAZARDOUS WASTE ITEMS:



Aerosol Cans
Antifreeze/Coolant
Auto Batteries
BBQ & Camp-Size Propane
Chemicals
Fire Extinguishers
Fluorescent Tubes/Bulbs
Garden Chemicals

Gasoline
Household Cleaners
Kerosene
Latex/Oil-Based Paint
Lithium Batteries
Pesticides
Solvents
Used Oil/Filters

TRASH PICK-UP DAYS

Tuesday and Friday

RECYCLING DAY

Tuesday

YES PLEASE

THESE ITEMS CAN BE RECYCLED

Aluminum, Tin and Steel Cans

All Colors Glass Bottles and Jars

Paper and Cardboard

Food and Beverage Cartons

Plastic Bottles and Containers (#1-7)

Please remove lids from plastic bottles.

Rinse out containers before placing in your cart.

NO THANKS

THESE ITEMS CANNOT BE RECYCLED

No Cords, Appliances or Lights.

No Styrofoam, Foam Containers or Packaging.

No Paper Towels, Plates, Cups, Tissue or Wax Paper

No Scrap Metal, Construction & Yard Debris

No Plastic Bags*, Wrap, Food, Packaging or Film

*Plastic bags can be dropped off at your local grocery store.

Wish-Cycling is NOT Recycling.
When in Doubt... THROW it Out!
PLEASE DO NOT THROW PLASTIC BAGS IN RECYCLE CONTAINER

954-282-6800

BULK WASTE (Not from Construction)

Friday - Large items discarded by residential occupants from normal housekeeping activities which can't be put into a garbage cart due to size, shape or weight.

ACCEPTABLE BULK WASTE ITEMS:

Dishwashers, Dryers, Fixtures, Furniture, Ladders, Large sections of carpet, Refrigerators, Sinks, Stoves, Toilets, and Washers

ELECTRONICS RECYCLING DROP-OFF

Any day behind Town Hall in green garbage cans.



SEA TURTLES IN HILLSBORO BEACH

MARCH 1 THROUGH OCTOBER 31



The Town of Hillsboro Beach has one of the highest densities-per-mile for sea turtle nests along the east coast of Florida. Nesting season in Broward County officially begins March 1 and ends October 31.

The Town is home to Leatherbacks, Loggerheads, and Green sea turtles. All sea turtles lay their eggs on the beach at night, and **MUST** have unobstructed access to their nesting grounds. The hatchlings are guided by the brightest light source; any source of manmade light can draw them away from their path to the ocean.

The Town takes pride in assisting these magnificent creatures with sustaining future generations. Please observe these five basic requirements from March 1 through October 31:

- There should be no source of manmade light visible from the beach at night. Sources include bulbs, fluorescent tubes, lamps, etc. from which light emanates.
- The beach **MUST** be cleared of obstructions, including outdoor furniture and debris, every evening beginning at sunset.
- Flashlights with red filters must be used on the beach at night.
- Manmade holes must be refilled.
- Everyone, including pets, must stay away from all nests at all times.



PLEASE REFRAIN FROM LEAVING FOOD OUT FOR FOXES, RACOONS, AND OTHER WILD ANIMALS, AS THEY TEND TO DISRUPT THE NESTING, RESULTING IN LOST HATCHLINGS.

**SHOULD YOU DISCOVER A SEA TURTLE IN DISTRESS,
PLEASE CALL (954) 328-0580.**

HURRICANE SEASON



Florida's Hurricane Season is June 1 through November 30. As a barrier island, Hillsboro Beach falls within a mandatory evacuation area.

Once a declaration of emergency is made by the State Department of Emergency Management, the Broward County Emergency Operations Center (EOC) is activated. During this time, Town staff is constantly in contact with these agencies and the National Weather Service receiving briefings and updates. This information is then sent to residents by our Nixle System.

To register for this service, please see Page 12. For detailed information on Hurricane Preparedness please visit www.broward.org/hurricane.

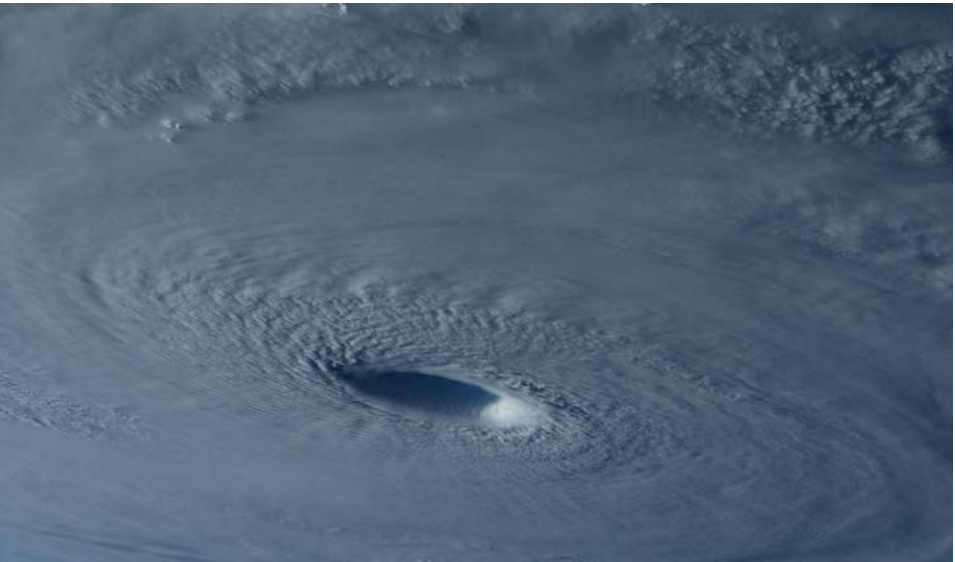
CATEGORY	WINDS	DAMAGE
1	74-95 MPH	MINIMAL
2	96-110 MPH	MODERATE
3	111-130 MPH	MAJOR
4	131-155 MPH	EXTENSIVE
5	>155 MPH	CATASTROPHIC

PUBLIC HURRICANE SHELTER

Pompano Beach High School

1400 N.E. 6th Street, Pompano Beach, Florida 33060

Emergency Hotline: 311 or (954) 831-4000





FUN FACTS

Unofficially Incorporated:

June 12, 1939

Officially Incorporated:

June 16, 1947

2019 Population Estimate:

1,939¹
2010 Census Count = 1,875

Estimated Seasonal Population:

3,000 - 3,600

Active Voters January 2020:

1,607²

Geographic Size:

1.5 square miles³

Only Street:

Hillsboro Mile
3.2 miles

Number of Residential Units:

2,214⁴

47 single-family, 2,177 units,
(6 unidentified, 88 townhomes,
2,079 condominiums)

Taxable Property Value 2019:

\$1,372,566,220⁵

1. Florida Estimates of Population by the Bureau of Economics and Business Research, Population Division, University of Florida
2. Broward County Supervisor of Elections.
3. Geographic Identifiers: 2010 Demographic Profile Data (G001): Hillsboro Beach
4. Broward County Property Appraiser's Office
5. Broward County Taxable Value Report May 23, 2019

RESTAURANTS WITH DELIVERY OPTIONS

Most restaurants have arrangements with Uber Eats or Delivery Dudes.

Bob's Pizza/Amante Italian Cuisine	(954) 426-1030
Bru's Room Sports Grill	(954) 420-5959
Flanigan's Seafood Bar and Grill Pickup Only	(954) 427-9304
Michael's Pizzeria	(954) 426-1515
Papa John's Pizza	(954) 428-7272
Pickle Barrel Deli	(954) 427-0650
Ruby's By The Sea	(954) 785-7700
Thai Sushi Express	(954) 421-2421
The Whale's Rib	(954) 421-8880
Zuccarelli's Italian Restaurant	(954) 941-1261

*This list is for residents' convenience.
It does not constitute endorsement by the Town of Hillsboro Beach.*

BAREFOOT MAILMAN



In 1885, the official U.S. Mail route on the east coast of Florida only went as far south as Palm Beach. To bring mail to the settlements beyond, an entrepreneurial father and son team contracted with the government and started what eventually became known as the "Barefoot Mailman Route" from Palm Beach to what is now Miami.

The route was 68 miles each way, with 28 miles involving crossing water. The round-trip took six days - Monday through Saturday every week of the year. The Barefoot Route was difficult and dangerous and only existed for seven years, with 15 men being recorded as Barefoot Mailmen. The third Barefoot Mailman, James "Ed" Hamilton, disappeared at the Hillsboro Inlet just a few months after he took over the route in 1887. His possessions including his clothes, were found on the north bank of the Inlet. It was presumed he drowned while trying to swim across the Inlet to look for his boat, which must have been missing from its normal place. Neither the boat nor his body were ever recovered.

Today, a bronze statue at the base of the Hillsboro Lighthouse commemorates James "Ed" Hamilton and the Barefoot Mailmen who came before and after him.

Source: wikipedia.org

POLICE PROGRAMS

Bike Registration: This program allows HBPD to have access to serial numbers for bicycles should they be stolen. Just stop by HBPD to register your bike.

Beach Fire Permit: This allows residents to have a small cook fire on the beach from November 1 through February 28th. Just stop by HBPD to review the ordinance and sign the waiver and your all set.

Resident Vehicle Sticker: This allows officers to easily identify a vehicle that belongs in Hillsboro Beach. Just stop by HBPD so the desk officer can verify residency and they will provide the sticker at no charge.

Watercraft on Beach Permit. This allows for waverunners to have access to the beach. Just stop by HBPD so we can go over the guidelines, fill out the paperwork and we will provide you with a decal for your watercraft.



"THE BIG DIAMOND"



In 1901, Congress authorized the construction of this lighthouse to mark the northern limit of the Florida Reef as well as the natural opening in the shoreline provided by the Hillsboro Inlet. The iron tower was built in 1906 and first lit on March 7, 1907. The light was automated in 1974 and relit in 2000. Today, it is considered one of the most powerful lights in the world, visible for 28 nautical miles. The Light is nicknamed "the Big Diamond" because of the shape of the glass in

the lantern room. In 2003, the Lighthouse was honored with a \$0.37 U.S. postage stamp.

The Hillsboro Light Preservation Society was established in 1997 in order to preserve the light station in its original form. It is a non-profit, volunteer organization and always welcomes new members. Tours are offered once a month. Tour dates and more information can be found at: www.hillsborolighthouse.org.

Source: wikipedia.org

HILLSBORO BEACH COMMUNITY SHUTTLE



Tired of driving in traffic and looking for parking? Try our free shuttle! Visit our website for details and operation times.

Hours of Operation: Monday, Wednesday and Friday Only

Please check the Town’s website as schedule is likely to change.

NORTHERN TOWN LIMIT	POMPANO CITI CENTRE	LIGHTHOUSE POINT CITY HALL/LIBRARY	VENETIAN SHOPPING CENTER	TARGET DEERFIELD BEACH	HILLSBORO SQUARE PUBLIX	NORTHERN TOWN LIMIT
1	2	3	4	5	6	1
9:00 a.m.	9:15 a.m.	9:22 a.m.	9:25 a.m.	9:35 a.m.	9:40 a.m.	9:50 a.m.
10:00 a.m.	10:15 a.m.	10:22 a.m.	10:25 a.m.	10:35 a.m.	10:40 a.m.	10:50 a.m.
11:00 a.m.	11:15 a.m.	11:22 a.m.	11:25 a.m.	11:35 a.m.	11:40 a.m.	11:50 a.m.
12:00 p.m.	12:15 p.m.	12:22 p.m.	12:25 p.m.	12:35 p.m.	12:40 p.m.	12:50 p.m.
1:00 p.m.	1:15 p.m.	1:22 p.m.	1:25 p.m.	1:35 p.m.	1:40 p.m.	1:50 p.m.
2:00 p.m.	2:15 p.m.	2:22 p.m.	2:25 p.m.	2:35 p.m.	2:40 p.m.	2:50 p.m.
3:00 p.m.	3:15 p.m.	3:22 p.m.	3:25 p.m.	3:35 p.m.	3:40 p.m.	3:50 p.m.
4:00 p.m.	4:15 p.m.	4:22 p.m.	4:25 p.m.	4:35 p.m.	4:40 p.m.	4:50 p.m.
5:00 p.m.	5:15 p.m.	5:22 p.m.	5:25 p.m.	5:35 p.m.	5:40 p.m.	5:50 p.m.

Check town’s website for a list of shuttle stops to town.

The Community Bus will operate as close to schedule as possible. Unforeseen conditions such as bad weather, traffic delays or mechanical difficulties may cause the Community Bus to arrive earlier or later than scheduled. Please allow yourself enough time when using the service.

The Community Bus will not operate when a hurricane warning has been issued.



Town of Hillsboro Beach

“Florida’s Magnificent Mile”

www.townofhillsborobeach.com





1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

Phone: (954) 427-4011
www.townofhillsborobeach.com

Agenda Item Cover Memo

Agenda Item: FPL Overhead/Undergrounding Project
Submitting Dept: Town Manager
Agenda Date: June 2, 2020

1. BACKGROUND / HISTORY

For many years the Town has considered converting the overhead utility lines to underground. In 2018 the Town paid \$18,541 for FPL to complete a binding cost estimate for the conversion of the FPL utilities. This estimate, would include the majority of the costs, but would not include the conversion of other utilities on the poles, namely, AT&T and Comcast.

In 2019 the Town contracted with Brannon & Gillespie engineers to assess whether the Town had the physical space to convert the utilities to underground service. It was determined the space existed, but approximately 75 easements would be needed for the location of the FP&L equipment. The Town then sought a firm to assist with securing the easements and issued an RFQ for the services. During the evaluation period for the RFQ, the Town Manager ended the selection. A new RFQ has been issued with the goal of bringing the Town to the junction of securing the easements and preserving the rights of the Town should the project become a fiscally viable.

2. CURRENT ACTIVITY

Attached is the Town's cost estimate from FPL which indicates that FPL will move the utilities underground for the cost of \$3,960,045, plus the Town would be responsible for the successful acquisition of the approximately 75 easements, all restoration of landscaping, sod, and pavement. This cost is much less than expected, primarily due to a credit of \$2,734,756 due to operational efficiencies to be derived by FPL in future maintenance and a government credit.

While this cost estimate expires in September 2020, a new estimate would be needed, but the cost is not expected to change significantly, and can be updated without any additional costs from the Town.

3. FINANCIAL IMPACT

The financial impact to the Town is \$3,978,586, plus restoration, plus easement, plus conversion of other utilities.

4. RECOMMENDATION

The Town should first secure easements for the undergrounding, which a new RFQ has been issued. This will confirm the physical space needed for the utility conversion. If successful, the Town can pursue third-party funding or seek to fund internally, if desired.



March 13, 2020

Mr. Mac Serda
Town of Hillsboro Beach
1210 Hillsboro Mile
Hillsboro Beach, FL 33062

**Re: Town of Hillsboro Beach
Overhead to Underground Conversion Project
Binding Cost Estimate
WR # 6611393**

Dear Mr. Serda :

FPL welcomes the opportunity to assist you in determining if underground service is right for your area. As per your request, we have completed the binding cost estimate for the Town of Hillsboro Beach project. The binding cost estimate amount, known as the Contribution In Aid of Construction (C.I.A.C.), required for converting the area to underground is \$ 3,978,586. The underground drawings for the project are being finalized and a full set will be sent to you once they are complete. In addition, the cost estimate includes a more than \$ 2,734,756 adjustment credit for both FPL's new Government Adjustment Factor (G.A.F.) waiver and as required in the CIAC formula, tariff Section 12.1, credit for an equivalent overhead system designed at the current hardened (i.e. extreme wind) standard. Further the cost assumes the following:

- FPL Performs All Work – All of the underground work.
- All work will be performed during the daylight hours, 8 A.M. to 5 P.M., Monday through Friday. Any after hours work, e.g. disconnect / reconnect service appointments, would be an additional expense for the Town.

This binding cost estimate is valid for 180 days and a response must be received within that timeframe. Should you agree to move forward with the project, please sign and return the enclosed documents. Once we receive the acceptance package (e.g. partially executed documents), we will commence the construction process (i.e. initiate bid requests and material purchasing). Any deposits that you have already paid will be applied towards the CIAC and you must pay the remaining difference of \$ 3,960,045. Failure to execute the applicable Agreement and pay the CIAC specified in the Agreement within the 180 day time limit, or termination of the Agreement, shall result in the expiration of the binding cost estimate.

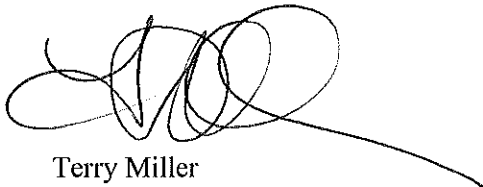
This estimate only includes the charges to be paid to FPL. There are additional costs which are the customer's responsibility and should also be considered. These potential costs include:

- Site restoration (sod, landscaping, pavement, sub-surface compaction, sidewalks, etc).

- Rearrangement of customer electric service entrances (requires electrician) from overhead to underground. Also, additional customer expense if local inspecting authorities require customer wiring to be brought up to current codes.
- Trenching/backfilling for service laterals.
- Removal and burial of other utilities (e.g. telecom, CATV, etc.).
- Any project scope changes that modify the enclosed drawings.
- Acquiring, describing, securing and recording of easements for underground facilities.

We look forward to working with you and the Town as this project progresses. If you have any questions, please contact me at 954-327-3124.

Sincerely,

A handwritten signature in black ink, appearing to read 'Terry Miller', with a long horizontal line extending to the right.

Terry Miller
Project Manager, OH/UG Conversions
Power Delivery
FPL

cc: Chanda Young-Brown – FPL
Olimpia Fuentes – FPL

Attachments

INSTALLATION OF UNDERGROUND ELECTRIC DISTRIBUTION FACILITIES FOR THE CONVERSION OF OVERHEAD ELECTRIC DISTRIBUTION FACILITIES

SECTION 12.1 DEFINITIONS

APPLICANT - Any person, corporation, or entity capable of complying with the requirements of this tariff that has made a written request for underground electric distribution facilities in accordance with this tariff.

CONVERSION - Any installation of underground electric distribution facilities where the underground facilities will be substituted for existing overhead electric distribution facilities, including relocations.

CONTRIBUTION-IN-AID-OF-CONSTRUCTION (CIAC) – The CIAC to be paid by an Applicant under this tariff section shall be the result of the following formula:

CIAC =

- 1) The estimated cost to install the requested underground facilities;
- + 2) The estimated cost to remove the existing overhead facilities; ^a
- + 3) The net book value of the existing overhead facilities; ^a
- 4) The estimated cost that would be incurred to install new overhead facilities, in lieu of underground, to replace the existing overhead facilities (the “Hypothetical Overhead Facilities”);
- 5) The estimated salvage value of the existing overhead facilities to be removed; ^a
- + 6) The 30-year net present value of the estimated non-storm underground v. overhead operational costs differential,
- 7) The 30-year net present value of the estimated average Avoided Storm Restoration Costs (“ASRC”) calculated as a percentage of the sum of lines 1) through 6). Simplified eligibility criteria for each ASRC Tier are summarized below. Applicants must enter into an Underground Facilities Conversion Agreement with the Company which provides full details on terms, conditions and compliance requirements.

Tier	Percentage	Pole-Line Miles	Customer Conversions	Completion
1 *	25%	3 or more	100%	3 phases
2	10%	1 to <3	100%	3 phases
3	5%	< 1	n/a	n/a

* The GAF Waiver will apply in lieu of Tier 1 ASRC for eligible conversions by Local Government Applicants.

^a In calculating the Applicant’s CIAC, elements 2, 3, and 5 of the CIAC formula above are to be excluded from CIAC due from an applicant who submits an application providing a binding notification that said applicant intends to convert existing non-hardened overhead feeder facilities to underground feeder facilities.

GAF Waiver

For Applicants entering into an Underground Facilities Conversion Agreement – Governmental Adjustment Factor Waiver with the Company, the otherwise applicable CIAC amount, as calculated above, shall be reduced by the GAF Waiver. The amount of the GAF Waiver shall be calculated as follows:

GAF Waiver =

- 25% x the otherwise applicable CIAC;
- + 75% x the ASRC (avoids double-counting the ASRC embedded in the otherwise applicable CIAC.)

If the Applicant elects to construct and install all or part of the underground facilities, then for purposes of calculating the ASRC or the GAF Waiver amount only, the otherwise applicable CIAC shall be adjusted to add FPL’s estimated cost for the Applicant-performed work. In addition, the Direct Engineering, Supervision, and Support (DESS) costs associated with this Applicant-performed work will be reduced by 20% from the amount that would have applied if FPL performed this work.

DISTRIBUTION SYSTEM - Electric service facilities consisting of primary and secondary conductors, service drops, service laterals, conduits, transformers and necessary accessories and appurtenances for the furnishing of electric power at utilization voltage.

SERVICE FACILITIES - The entire length of conductors between the distribution source, including any conduit and or risers at a pole or other structure or from transformers, from which only one point of service will result, and the first point of connection to the service entrance conductors at a weatherhead, in a terminal, or meter box outside the building wall; the terminal or meter box; and the meter.

(Continued on Sheet No. 6.301)

**UNDERGROUND FACILITIES CONVERSION AGREEMENT –
GOVERNMENTAL ADJUSTMENT FACTOR WAIVER**

This Agreement is made and entered into this ____ day of _____, 20____, by and between **Town of Hillsboro Beach** (“Local Government Applicant”), a Florida municipal corporation or county with an address of _ 1210 Hillsboro Mile, Hillsboro Beach, FL 33062 and FLORIDA POWER & LIGHT COMPANY (“FPL”), a Florida corporation with an address of P.O. Box 14000, 700 Universe Boulevard, Juno Beach, FL 33408-0429.

WHEREAS, the Local Government Applicant has requested that FPL convert certain overhead electric distribution facilities located within the following boundaries (the “Conversion”):

__ from the Hillsboro Inlet to SW 10 ST along Hillsboro Mile

(collectively, the “Existing Overhead Facilities”) to underground facilities, including transformers, switch cabinets and other appurtenant facilities installed above ground as set forth in Attachment A hereof (collectively, the “Underground Facilities”, WR # 6611393).

NOW THEREFORE, in consideration of the foregoing premises and the covenants and agreements set forth herein, and other consideration the sufficiency of which is hereby acknowledged, the parties intending to be legally bound, hereby covenant and agree as follows:

1. **Governmental Adjustment Factor Waiver (“GAF Waiver”) Eligibility Criteria.** The Local Government Applicant represents and warrants that it meets the following eligibility criteria for the Conversion:
 - a. In order for the Conversion to incorporate a sufficient amount of overhead facilities to provide electrical continuity, the Conversion must include a minimum of approximately 3 pole line miles or approximately 200 detached dwelling units within contiguous or closely proximate geographic areas (the “Conversion Area”). The Conversion may be completed in mutually agreed upon phases, with the project size minimums applying to the aggregate project – provided that any necessary subsequent phase begins within a 1 year period from completion of the prior phase and the minimums are met within, at most, 3 phases; and
 - b. The Local Government Applicant must require all customers within the Conversion Area who currently have overhead service directly from the Existing Overhead Facilities to convert their service entrances to underground within 6 months of completion of the Underground Facilities installation or each phase thereof; and
 - c. The Local Government Applicant must be willing and able to execute a right of way (“ROW”) agreement with FPL if the Local Government Applicant requests that facilities be placed in the ROW; and
 - d. For any affected laterals, the complete lateral must be converted, including all stages of any multi-stage lateral; and
 - e. The Local Government Applicant must demonstrate to the reasonable satisfaction of FPL that the sum of the GAF Waiver credit plus any federal or state funds that the Local Government Applicant is able to use to support the Conversion does not exceed the otherwise applicable CIAC as calculated before application of the GAF Waiver.

Special Circumstances. Conversions which do not meet the project size minimums described in section 1.a are eligible for the GAF Waiver in the following special circumstances:

- i. 100% of the Existing Overhead Facilities within the Local Government Applicant’s corporate limits are to be converted, but are less than the pole line mileage or dwelling unit minimums; or
- ii. A single lateral that serves at least one Critical Infrastructure Facility as determined by the appropriate local agency with the mutual agreement of FPL; or
- iii. An island or peninsula where 100% of the Existing Overhead Facilities are to be converted; or

(Continued on Sheet No. 9.726)

(Continued from Sheet No. 9.725)

- iv. When the aggregate size of the first 3 phases of a project would satisfy the minimum size criteria but, for mutually-agreed engineering or logistical reasons, those phases are non-contiguous; provided that (a) the next (4th) phase must be adjacent to one or more of the first 3 phases such that the combined contiguous area meets the minimum size criteria, and (b) this 4th phase begins within 1 year from completion of the 3rd phase.
2. **Contribution-in-Aid-of-Construction (CIAC).** The Local Government Applicant shall pay FPL a CIAC as required by FPL's Electric Tariff and Section 25-6.115 of the Florida Administrative Code with the Otherwise Applicable CIAC amount reduced by the GAF Waiver.
- | | | |
|------------------------------|---------------------|----------------------------|
| i. Otherwise Applicable CIAC | \$ 5,304,782 | _____ |
| ii. GAF Waiver | \$ -1,326,196 | _____ |
| iii. CIAC Due | \$ <u>3,978,586</u> | (FPL Performs ALL UG Work) |

In the event the actual cost of the Conversion exceeds the estimate, the Otherwise Applicable CIAC shall be adjusted by the lesser of (a) the difference between the actual cost of the Conversion and the estimate, or (b) 10% of the Otherwise Applicable CIAC identified above. The GAF Waiver shall also be adjusted accordingly and the Local Government Applicant shall pay FPL the resulting difference in the amount of the CIAC Due.

3. **Applicant-Installed Facilities.** The Local Government Applicant may, upon entering into an applicant-installed facilities agreement satisfactory to FPL, construct and install all or a portion of the Underground Facilities. Such work must meet FPL's construction standards and FPL will own and maintain the completed facilities. The Local Government Applicant agrees to rectify any deficiencies, found by FPL, prior to the connection of any customers to the Underground Facilities and the removal of the Existing Overhead Facilities.
4. **Compliance with Tariff.** The Local Government Applicant agrees to comply with and abide by the requirements, terms, and conditions of FPL's Electric Tariff.
5. **Timing of Conversion.** Upon compliance by the Local Government Applicant with the requirements, terms, and conditions of FPL's Electric Tariff, this Agreement and any other applicable agreements, FPL will proceed in a timely manner with the Conversion in accordance with the construction drawings and specifications set forth in Attachment A hereof.
6. **Relocation.** In the event that the Underground Facilities are part of, or are for the purposes of, relocation, then this Agreement shall be an addendum to the relocation agreement between FPL and the Local Government Applicant. In the event of any conflict between the relocation agreement and this Agreement or the Electric Tariff, this Agreement and the Electric Tariff shall control.
7. **Term.** This Agreement shall remain in effect for as long as FPL or any successor or assign owns or operates the Underground Facilities.
8. **GAF Waiver Repayment.** If the Local Government Applicant does not satisfy the relevant eligibility criteria, the Local Government Applicant shall repay the GAF Waiver within 30 days of written notice from FPL of such failure. Additionally, if at any point within 30 years of completion of the Underground Facilities installation, the Local Government Applicant elects to have electric service within the Conversion Area supplied by a provider other than FPL, the Local Government Applicant shall repay FPL a pro-rata share of the GAF Waiver. The pro-rata share (which shall reflect partial years) shall be determined as follows:

$$\text{GAF Waiver} * [(30 - \text{years since the Underground Facilities completion date}) / 30]$$

(Continued on Sheet No. 9.727)

(Continued from Sheet No. 9.726)

9. **Termination Prior to the Conversion Completion.** Failure by the Local Government Applicant to comply with any of the requirements, terms, or conditions of this Agreement or FPL's Electric Tariff shall result in termination of this Agreement. The Local Government Applicant may terminate this Agreement at any time prior to the start of the Conversion and the CIAC paid by the Local Government Applicant will be refunded to the Local Government Applicant; provided however, that the refund of the CIAC shall be offset by any costs incurred by FPL in performing under the Agreement up to the date of termination.
10. **Assignment.** The Local Government Applicant shall not assign this Agreement without the written consent of FPL.
11. **Adoption and Recording.** This Agreement shall be adopted by the Local Government Applicant and maintained in the official records of the Local Government Applicant for the duration of the term of this Agreement. This Agreement also shall be recorded in the Official Records of the County in which the Underground Facilities are located, in the place and in the manner in which deeds are typically recorded.
12. **Conflict between Terms of Franchise Agreement.** In the event of a conflict between the terms of this Agreement and any permit or franchise agreement entered into by Local Government Applicant and FPL, the terms of this Agreement shall control.

IN WITNESS WHEREOF, FPL and the Local Government Applicant have executed this Agreement on the date first set forth above.

TOWN OF HILLSBORO BEACH**FPL**

Signed _____

Signed _____

Name _____

Name _____

Title _____

Title _____

Signed _____

Name _____

Title _____

Approved as to Terms and Conditions

Signed _____

Name _____

Title _____

Approved as to Form and Legal Sufficiency

Signed _____

Name _____

Title _____

**CITY/COUNTY RIGHT-OF-WAY
AGREEMENT FOR UNDERGROUND CONVERSIONS (WR #6611393)**

THIS AGREEMENT (the “**Agreement**”) is made and entered into this ____ day of _____, 20____ by and between TOWN OF HILLSBORO BEACH (“**Local Government**”), a Florida municipal corporation or county with an address of 1210 Hillsboro Mile, Hillsboro Beach, FL 33062 and Florida Power & Light Company (“**FPL**”), a Florida corporation with an address of P.O. Box 14000, 700 Universe Boulevard, Juno Beach, FL 33408-0429.

WHEREAS, Local Government has requested that FPL convert certain overhead electric distribution facilities located within the following boundaries (the “**Conversion**”): From Hillsboro Inlet to SW 10 ST along Hillsboro Mile (collectively, the “**Existing Overhead Facilities**”) to underground facilities, including transformers, switch cabinets and other appurtenant facilities some of which may be installed above ground (collectively, the “**Underground Facilities**”) and has further requested that certain of the Underground Facilities be placed in certain of its road rights-of-way (“**Local Government ROW**”) and/or certain road rights-of-way owned by or under the jurisdiction of other agencies (“**Other ROW**”). Local Government ROW and Other ROW may be referred to collectively as “**ROW**”; and

WHEREAS, the Local Government has agreed to pay FPL the cost of such Conversion as required by FPL’s electric tariff and Section 25-6.115 of the Florida Administrative Code and has or will enter into a separate Underground Facilities Conversion Agreement with FPL; and

WHEREAS, FPL is willing, subject to the terms and conditions set forth in this Agreement, FPL’s electric tariff and Section 25-6.115 of the Florida Administrative Code, to place certain of the Underground Facilities in the ROW.

NOW THEREFORE, in recognition of the foregoing premises and the covenants and agreements set forth herein, and other consideration the sufficiency of which is hereby acknowledged, intending to be legally bound hereby, the parties covenant and agree as follows:

1. The foregoing recitals are true and correct, and are hereby incorporated by reference into this Agreement.

2. Conditions Precedent to Placement of Underground Facilities in ROW

- (a) Local Government covenants, represents and warrants that:
 - (i) Local Government has full legal right and authority to enter into this Agreement;
 - (ii) Local Government has full legal right and authority to take all actions and measures necessary to fulfill Local Government's obligations under this Agreement;
 - (iii) Local Government hereby authorizes the use of the ROW by FPL for the purposes stated herein.
- (b) All applicable permits for FPL to install, construct, or maintain Underground Facilities in ROW must be issued on a timely basis by the appropriate agency, subject to the timely filing for permits by FPL.
- (c) Local Government agrees to provide, at its expense, a legal description that is acceptable to FPL of the ROW to be occupied by the Underground Facilities at a time before FPL initiates the design of the Underground Facilities. Said legal description shall be made part of this Agreement and attached as Exhibit "A".
- (d) FPL agrees to identify and document all existing FPL underground facilities within the ROW that will not be included under this Agreement. Local Government shall reimburse FPL's reasonable costs and expenses to deliver said documentation. Said documentation shall be made part of this Agreement and attached as Exhibit "B".
- (e) FPL warrants that the design of the Underground Facilities to which Local Government has agreed are in compliance with all operational and safety guidelines, codes and standards. FPL and Local Government have mutually agreed upon the location of the facilities within the ROW as per the construction drawings. Said construction drawings shall be attached as Exhibit "C" to this agreement, are part of this agreement, and may be amended to reflect changes to location of facilities as required.

3. Relocation and Rearrangement of FPL Facilities. If the Local Government or other agency with control over the Local Government ROW or Other ROW, for any reason whatsoever, requires that FPL relocate or rearrange, in whole or in part, any Underground Facilities (as they are to exist as a result of this Conversion, or as they may later be modified, upgraded, or otherwise altered) from or within the Local Government ROW or Other ROW, the Local Government, notwithstanding any language to the contrary in any applicable permit or franchise agreement, and prior to any such relocation by FPL, shall provide FPL with a substitute location, satisfactory to FPL, obtain any easements that may be necessary, and shall pay FPL for the costs of any such relocation, adjustment or rearrangement, now or in the future. Local Government shall reimburse FPL for all costs to locate, expose, protect or support the Underground Facilities, whether underground or above ground, in the event of future construction or excavation in close proximity to the Underground Facilities, when such services are required by Local Government or other agency with control over the Local Government

ROW or Other ROW Local Government shall use its best efforts in any design and construction of its future road improvement projects to avoid or mitigate the necessity of relocating or adjusting the Underground Facilities in Local Government ROW and, to the extent reasonably practicable, in Other ROW.

Local Government shall only be responsible for relocation costs associated with replacement facilities conforming to FPL standards in effect at the time of relocation. Any costs associated with the replacement facilities to provide increased capacity, improved reliability, future use facilities, or other such enhancements over and above the FPL standards in effect at the time of the relocation shall not be the responsibility of Local Government.

Nothing herein shall preclude Local Government from obtaining reimbursement for any and all costs requiring FPL to relocate or rearrange any of its Underground Facilities from that entity which initiated the requirement for the relocation or rearrangement of the facilities, excluding only other agencies which own or have jurisdiction over the ROW.

FPL shall be responsible for any and all costs of removal or relocation when such removal or relocation is initiated by FPL. Additionally, FPL agrees that when any portion of a street is excavated by FPL in the location, relocation or repair of any of its facilities when said location, relocation or repair is initiated by FPL, the portion of the street so excavated shall, within a reasonable time and as early as practical after such excavation, be replaced by FPL at its expense in a condition as good as it was at the time of such excavation.

4. **Abandonment or Sale of Local Government ROW.** If the Local Government desires to subsequently abandon or discontinue use of the Local Government ROW, and ownership of the land is transferred to a private party, the Local Government, as a condition of and prior to any such sale, abandonment, or vacation, shall grant FPL an easement satisfactory to FPL for the Underground Facilities then existing within the ROW or require the transferee to so grant FPL an easement satisfactory to FPL at the time of transfer. If ownership of the Local Government ROW is transferred to another public entity, that public entity shall take the ROW subject to the terms and conditions of this Agreement.

5. **Term.** This Agreement shall remain in effect for as long as FPL or any successor or assign owns or operates the Underground Facilities placed in the ROW.

6. **Title and Ownership of Underground Facilities.** Title and ownership of Underground Facilities installed by FPL as a result of this Agreement shall, at all times, remain the property of FPL.

7. **Conversion Outside ROW.** In the event that the FPL Underground Facilities are not, for any reason other than the sole error of FPL or its contractors,

constructed within the ROW, Local Government shall grant or secure, at Local Government's sole cost and expense, new easements or ROW grants for the benefit of FPL for the placement of the Underground Facilities in these areas, and shall secure subordinations of any mortgages affecting these tracts to the interest of FPL. In the alternative, at the discretion of Local Government, Local Government shall reimburse FPL for all costs incurred to remove said facilities which were constructed outside the ROW and for reinstallation within the ROW. FPL shall be responsible at completion of construction for notifying Local Government in writing of FPL's approval and acceptance of the conversion as being constructed within the ROW. Upon acceptance there shall be no further responsibility on the Local Government for relocations referenced in this paragraph.

8. **Agreement Subject to FPL's Electric Tariff.** This Agreement is subject to FPL's electric tariff, including but not limited to the general rules and regulations for electric service and the rules of the Florida Public Service Commission.

9. **Venue; Waiver of Jury Trial.** This Agreement shall be enforceable in Broward County, Florida, and if legal action is necessary by either party with respect to the enforcement of any or all of the terms or conditions herein, exclusive venue for the enforcement of same shall lie in Manatee County, Florida. By entering into this Agreement, FPL and the Local Government expressly waive any rights either party may have to a trial by jury of any civil litigation related to or arising out of this Agreement. This Agreement shall be construed in accordance with the laws of the State of Florida.

10. **Attorney Fees.** In the event it becomes necessary for either party to institute or defend legal proceedings as a result of the failure of the other party to comply with the terms, covenants, or provisions of this Agreement, each party in such litigation shall bear its own cost and expenses incurred and extended in connection therewith, including, but not limited to attorneys' fees and court costs through all trial and appellate levels.

11. **Assignment.** The Local Government shall not assign this Agreement without the written consent of FPL.

12. **Recording.** This Agreement shall be adopted by the Local Government and maintained in the official records of Local Government for the duration of the term of this Agreement. This Agreement also shall be recorded in the Official Records of the County in which the Underground Facilities are located, in the place and in the manner in which deeds are typically recorded.

13. **Conflict between Terms of Permit or Franchise Agreement.** In the event of a conflict between the terms of this Agreement and any permit or franchise agreement entered into by Local Government and FPL, the terms of this Agreement shall control.

14. **Notice.** Any notice, instruction or other communication to be given to either party hereunder shall be in writing and shall be hand delivered, telecopied, sent by Federal Express or a comparable overnight service or by U. S. registered or certified mail, with return receipt requested and postage prepaid to each party at their respective addresses set forth below:

As to Local Government:

With copies to:

As to FPL:

FPL
700 Universe Blvd.
Juno Beach, FL 33408
Attn.: FPL Legal Department

IN WITNESS WHEREOF, Florida Power & Light Company and Local Government have executed this Agreement on the date first set forth above.

For **TOWN OF HILLSBORO BEACH:**

By: _____
(signature)

Name: _____
(print or type)

Title: _____
(print or type)

By: _____
(signature)

Name: _____
(print or type)

Title: _____
(print or type)

Approved as to Terms and Conditions: _____
(signature/title)

Approved as to Form and Legal Sufficiency: _____
(signature/title)

For **FLORIDA POWER & LIGHT COMPANY**

By: _____
(signature)

Name: _____
(print or type)

Title: _____
(print or type)

Exhibit A

WR # 6611393

Exhibit B

WR # 6611393

Currently, there is no existing underground equipment within the road right-of-way.

Exhibit C

WR # 6611393