



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile, Hillsboro Beach, Florida 33062

September 14, 2020 | 5:01 PM

FIRST BUDGET PUBLIC HEARING ADOPTING THE TENTATIVE MILLAGE RATE AND TENTATIVE BUDGET FOR FISCAL YEAR 2020-2021

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

LIVE ZOOM MEETING Monday, September 14, 2020 5:01 PM (Eastern) Meeting ID: 899 8094 1560 Passcode: 632978

A. 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 of the Meeting.

LIVE ZOOM PARTICIPATION - If attending via Zoom online, at the appropriate public comment period, click "raise hand" on the bottom of the "participants" tab, and your audio will be unmuted when you are recognized.

The Town of Hillsboro Beach will conduct the First Budget PUBLIC HEARING on the Proposed Millage Rate and Tentative Budget for Fiscal Year 2020-2021 in the following manner:

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLGIANCE

APPROVAL OF AGENDA

I. PUBLIC HEARINGS

A. Resolution No. 2020-56 Consideration to Approve and Adopt the Tentative Millage for General Operations for Fiscal Year 2020-2021

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH ADOPTING A TENTATIVE MILLAGE RATE OF ____ FOR GENERAL OPERATING BUDGET PURPOSES FOR FISCAL YEAR 2020-2021; PROVIDING FOR THE ESTABLISHMENT OF AND SETTING FORTH THE DATE, TIME AND PLACE OF THE PUBLIC HEARING TO FORMALLY ADOPT THE FY 2020-2021 MILLAGE RATE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

- a. Staff Presentation
- b. Open Public Hearing
- c. Close Public Hearing
- d. Commission Discussion
- e. Motion to Adopt Tentative Millage Rate
- f. Motion to Adopt Resolution

B. Resolution No. 2020-57 Consideration to Approve and Adopt the Tentative Budget for Fiscal Year 2020-2021

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, ADOPTING A TENTATIVE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; DETERMINING AND FIXING THE AMOUNTS NECESSARY TO CARRY ON THE GOVERNMENT OF THE TOWN FOR THE ENSUING YEAR; DETERMINING THE AMOUNT OF APPLICABLE FUNDS ON HAND; ESTIMATING RECEIPTS AND EXPENDITURES FOR ALL FUNDS, EXHIBIT "A"; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

- a. Staff Presentation
- b. Open Public Hearing
- c. Close Public Hearing
- d. Commission Discussion
- e. Motion to Adopt Resolution

II. ANNOUNCE FINAL BUDGET PUBLIC HEARING

- A. The SECOND and FINAL Budget Public Hearing will be held Wednesday, September 23, 2020 at 5:01 P.M. (Virtual Zoom Meeting ID: 881 8917 2826 Passcode: 121234)**

III. RESOLUTION & CONTRACTS

- A. Resolution No. 2020-58** Consideration to Approve and Authorize the Appropriate Town Officials to Execute an Interlocal Service Agreement (ILA) between City of Deerfield Beach and the Town of Hillsboro Beach for Fire and Rescue Services.

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER TOWN OFFICIALS TO EXECUTE AN INTERLOCAL SERVICE AGREEMENT BETWEEN THE CITY OF DEERFIELD BEACH AND THE TOWN OF HILLSBORO BEACH, FLORIDA FOR FIRE AND RESCUE SERVICES; A COPY OF WHICH IS ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

- B. Resolution No. 2020-59** Consideration to Approve & Authorize the Use of Federal Forfeiture Funds for Police Department; Re-allocate Partial Funding of \$36,000.00 of an Earlier Forfeiture Request, relating to Marine Patrol Resolution No. 2020-42 (adopted 7/7/2020) to be Used Toward the New Project of Replacing Police Radios and Re-programming older Radios.; Use of \$31,000.00 of Federal Forfeiture Funds for Reprogramming of Radios to make Existing Police Radios Compatible with Broward County's new P25 Radio System.

IV. PUBLIC COMMENT

V. ADJOURNMENT

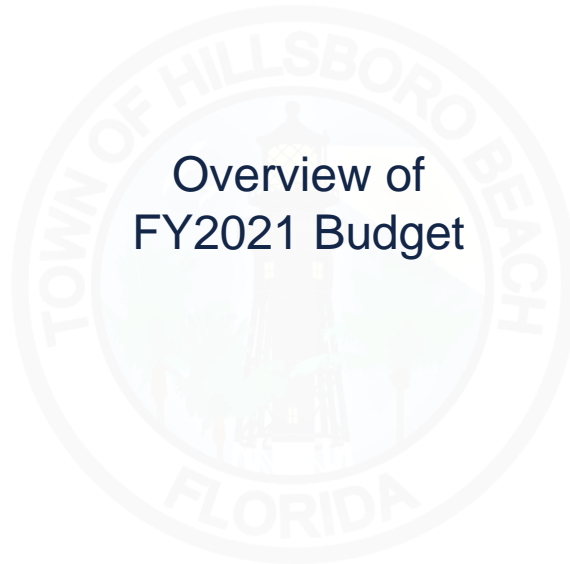
TOWN OF HILLSBORO BEACH



FY 2021 1ST PUBLIC BUDGET HEARING

Meeting Date: September 14, 2020

Overview of FY2021 Budget



BUDGET CHANGES

Changes Made to the Budget Since the First Presentation on 7/7/2020

- Town Clerk Department – Increased Copier budget by \$500
- City Manager Department – Increased Car Allowance by \$500
- City Manager Department – Increased Salary and related payroll expenses by 5% or \$8,781.
- Removed COLA increases except from contract positions.
 - General Fund - \$50,764
 - Water Fund - \$7,861
- All adjustments to the General Fund expenditures were offset by the contingency budget line. The current contingency budget is \$144,352
- Water Fund - Changed verbiage on expense budget lines from “Assessment” to “Evaluation”
- Water Fund – Adjusted Contingency amount to balance budget.
- Special Revenue Fund (Bus) – Added “reserve for future use” line to balance the budget.

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BUDGET OVERVIEW – TOTAL FUNDING

	FY 2020			FY 2021		
	Budget	Forecast	Fav / (Unfav)	Budget	Incr. Over Budget	% Incr. Budget
Revenue						
General Fund	\$5,263	\$5,288	\$25	\$5,385	\$122	2%
Special Revenue Fund	528	389	-139	410	-118	-22%
Beach Assessments Fund	751	751	1	0	-751	-100%
General Fund - Capital Projects	4,631	1	-4,631	60	-4,572	-99%
Water Fund	1,415	1,487	72	1,462	47	3%
Water Debt Service Fund	347	347	0	347	0	0%
Total Revenue	\$12,934	\$8,263	-\$4,672	\$7,663	-\$5,272	-41%
Loan Proceeds	1,090	3,215	2,125	640	-450	-41%
Transfer In	1,018	849	-168	1,027	10	1%
Use of / (Add To) Fund Balance	806	917	111	955	149	19%
Total Funding	\$15,847	\$13,244	-\$2,604	\$10,285	-\$5,562	-35%

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BUDGET OVERVIEW – TOTAL EXPENDITURE/EXPENSES

Expenditures/Expenses	FY 2020			FY 2021		
	Budget	Forecast	Fav / (Unfav)	Budget	Incr. Over Budget	% Incr. Budget
General Fund	\$5,724	\$5,473	\$250	\$5,829	\$105	2%
Special Revenue Fund	462	388	74	448	-14	-3%
Beach Debt Service	751	1,370	-619	388	-363	-48%
General Fund - CIP	5,486	3,534	1,952	133	-5,353	-98%
Water Fund	925	855	71	934	9	1%
Water Debt Service Fund	783	783	0	811	28	4%
Water Fund - CIP	699	45	653	714	15	2%
Total Expense	14,830	12,449	2,381	9,258	-5,572	-38%
Transfer Out	1,018	795	223	1,027	10	1%
Total Expenditures/Expenses	\$15,847	\$13,244	\$2,604	\$10,285	-\$5,562	-35%

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BUDGET OVERVIEW – COMBINED FUNDS

(\$ 000)	FY 2020			FY 2021		
	Budget	Forecast	Fav/ (Unfav)	Budget	Incr / (Decr) Budget	% Incr vs. Bgt
Revenue – (Excluding Grants)	\$8,244	\$8,160	-\$84	\$7,491	-\$753	-9%
Grants	4,690	103	-4,587	172	-4,518	-96%
Loans	1,090	3,215	2,125	640	-450	-41%
Transfer In	1,018	849	-169	1,027	9	1%
Use Of Fund Balance	806	917	111	955	149	19%
Total Funding	15,848	13,244	-2,604	10,285	-5,562	-35%
Expenditures	8,545	8,869	-325	8,267	-279	-3%
Capital	6,185	3,579	2,606	847	-5,338	-86%
General Fund Contingency	100	0	100	144	44	44%
Transfer Out	1,018	795	223	1,027	9	1%
Total Expenditures	\$15,848	\$13,244	-\$2,604	\$10,285	-\$5,562	-35%

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BUDGET ASSUMPTIONS

- Proposed FY 2021 Operating Budget – Based On FY 2020 Service Levels.
 - General Fund Contingency Of \$144,352 Available For Possible Additional Initiatives Or Retention.
- No change in team count.
- Compensation
 - Step Increase – \$10,598 – Wages & Benefits
 - COLA Increase – \$16,892 – Wages & Benefits
 - FRS decrease – \$2,758
 - Health – 15% – \$64,015 (Rate Increase Estimated)
 - Life, Vision & Dental – 10% – \$2,383 (Rate Increase Estimated)
 - Workers Comp – Reduced by \$19,436
- Contract Increases
 - Fire Rescue (5% – \$40,933), Solid Waste (25% - \$60,968), Finance (1.5% – \$1,295)

BUDGET ASSUMPTIONS (CONTINUED)

- Insurance Premiums – 15% contingency for GL/Property/Liability, Flood, Pollution and Auto insurances.
- Beach Management
 - Litigation To Continue - \$500,000 Of Litigation-Related Activity Funded By Fund Balance.
 - Continued Beach Monitoring & Quarterly Reporting Required - \$59,500
- General Fund Capital Improvement Program (CIP) Decreased From FY 2020
 - FY2021 Budget: \$5,486,156 → **\$133,000**
 - \$66,000 for (2) Police Vehicles
 - \$7,500 for Modifications to Commission Chambers.
- Water Fund Capital Improvement Program (CIP) Increased From FY 2020
 - FY2021 Budget: \$698,500 → **\$713,500**
 - \$120,000 for Well Rehabilitation.
 - \$350,000 for Storage Reservoir.
 - \$100,000 for Water Tower Improvements.
 - \$60,000 for Pump House Roof Improvements
 - \$83,500 for General Projects / Repairs & Maintenance.

GENERAL FUND – EXPENDITURE BY CATEGORY

(\$ 000)	FY 2020			FY 2021		
	Budget	Forecast	Fav/ (Unfav)	Budget	Incr/(Decr) Budget	% Incr vs. Budget
Expenses						
Personnel	\$3,161	\$3,061	\$101	\$3,232	\$71	2%
Operating	2,463	2,412	50	2,452	(10)	0%
Contingency	100	-	100	144	44	44%
Total Expenses	5,724	5,473	251	5,829	105	2%
Transfer Out						
To Transportation Fund	17	0	17	0	(17)	(100%)
To Debt Service - FEMA Loan	0	0	0	388	388	N/A
To P&Z / Code Compliance	0	32	(32)	39	39	N/A
To Gen Fund CIP	355	286	69	74	(282)	(79%)
Total Transfer Out	372	317	55	500	128	34%
Total Expenditures	\$6,096	\$5,790	305	\$6,329	\$233	4%

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GENERAL FUND - PERSONNEL COST BRIDGE

FY 2020 Budget		3,161,272
Rate Changes		
Health (15%)	64,015	
Life/Vision/Dental (10%)	2,383	
FRS (Special Risk contribution rate decreased by 4%; offset by increases in regular rate - 18.1% and City Manager rate - 7.4%)	(2,758)	
Workers Compensation (Reduced to match revised rates)	(19,436)	
Total	44,205	
Compensation Increases (Includes Benefits Impact)		
Step Increase	10,598	
COLA Increase	16,892	
Total	27,490	
Other Changes		
Increased OT for Police Task force	6,000	
Increased Town Manager Car Allowance	538	
Increased Sick Payout	1,000	
Other Police Salary Adjustments	4,316	
Year over year change in premiums / employee adjustments	(20,093)	
Change in FRS DROP status (Police chief)	11,274	
All other wage adjustments / staffing changes compared to budget	(3,596)	
Total	(562)	
Total Change	71,133	71,133
FY 2021 Budget		3,232,405

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GENERAL FUND - OPERATING COST BRIDGE

(\$0)	FY 2020 Budget	FY 2021 Budget	Incr./ (Decr.)	Comments
Commission	17,393	15,600	(1,793)	Decrease in election cost for municipal & primary elections.
Town Manager	140,600	79,600	(61,000)	Removed \$62K for Lobbyist services
Town Clerk	88,132	85,732	(2,400)	Reduction in Advertising, Mailings, and records digitization.
Police	232,381	248,043	15,663	Increase in Boat repairs / Uniforms, Rentals and Training. Offset by reduction in legal, fuel & oil, and IT services.
Facility Services	110,797	117,781	6,984	Increase in telephone and R&M – Bocce Court
Finance	110,639	117,480	6,841	Increase in investment fees and account services budget.
Fire Rescue	819,287	860,220	40,933	Increase for new contract
Solid Waste	273,714	334,682	60,968	Increase for new contract
Beach	663,000	587,000	(76,000)	Increase in Engineering expenses.
Charity	6,560	6,344	(216)	
Total	2,462,503	2,452,482	(10,020)	

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GENERAL FUND CAPITAL IMPROVEMENT PROGRAM - EXPENDITURES

(\$ 000)	FY 2020			FY 2021		
	Budget	Forecast	Fav/ (Unfav)	Budget	Incr./ (Decr.) Budget	% Incr. vs. Budget
Engineering - FY2020 Project	\$223	\$123	\$100	\$0	(\$223)	(100%)
Construction - FY2020 Project	4,408	3,263	1,145	0	(4,408)	(100%)
Engineering - FY2020 Monitoring	0	0	0	55	55	N/A
Engineering – Quarterly Reporting	0	0	0	5	5	N/A
FPL Utility Design	80	1	79	0	(80)	(100%)
Buoys Relocation	130	14	116	0	(130)	(100%)
Police Car	70	70	0	66	(4)	(6%)
Police Equipment	0	6	(6)	0	0	N/A
Town Hall Renovation	500	0	500	0	500	(100%)
Commission Chambers- Monitors	5	0	5	0	(5)	(100%)
Commission Chambers- Modifications	0	0	0	8	8	N/A
Roof- Emergency Generator Bldg	5	0	5	0	(5)	(100%)
Roof - Police Building	65	0	65	0	(65)	(100%)
Total Expenditures	\$5,486	\$3,477	\$2,009	\$133	(\$5,353)	(98%)

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WATER CAPITAL IMPROVEMENT PROGRAM

(\$ 000)	FY 2020			FY 2021		
	Budget	Forecast	Fav/ (Unfav)	Budget	Incr./(Decr) Budget	% Incr. vs. Budget
Misc. Revenue	\$0	\$0	\$0	\$0	\$0	NA
Loans	590	0	(590)	640	50	8%
Trf In – Wtr Fund	109	45	(63)	74	(35)	(32%)
Total Funding	699	45	(653)	714	15	2%
Well Rehabilitation	120	-	120	120	-	0%
Storage Tank	350	-	350	350	-	0%
Repair & Renewal	65	23	42	65	-	0%
Truck	25	22	373	0	(25)	(100%)
Roof - Pump House	10	-	10	60	50	500%
Perimeter Fence	30	-	30	10	(20)	(67%)
Water Tower Rehab	90	-	90	100	10	11%
Beach Tank Repainting	9	-	9	9	0	0%
Total Expenditures	699	45	653	714	15	2%

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STAFFING SUMMARY

Department/Fund	FY 2019		FY 2020		FY 2021	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Commission	-	5	-	5	-	5
Manager	2	-	1	-	1	-
Clerk	1	-	2	-	2	-
Police	19	3	19	3	19	3
Facility Services	1	-	1	-	1	-
Total General Fund	23	8	23	8	23	8
Water Fund	5	1	5	1	5	1
Total Staffing	28	9	28	9	28	9

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RESOLUTION NO. 2020-56

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH ADOPTING A TENTATIVE MILLAGE RATE OF _____ FOR GENERAL OPERATING BUDGET PURPOSES FOR FISCAL YEAR 2020-2021; PROVIDING FOR THE ESTABLISHMENT OF AND SETTING FORTH THE DATE, TIME AND PLACE OF THE PUBLIC HEARING TO FORMALLY ADOPT THE FY 2020-2021 MILLAGE RATE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Florida Statute 200.065 (TRIM) it is the responsibility of the municipality's governing body to hold a public hearing on the Town's tentative budget and tentative millage rate and to re-compute and adopt the proposed millage rate.

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

Section 1: That the foregoing "WHEREAS" clause is hereby ratified and confirmed as being true and correct and is hereby made a specific part of this Resolution upon adoption hereof.

Section 2: The Town Commission hereby adopts a proposed millage rate of _____ for General Fund budget purposes for Fiscal Year 2020-2021, which represents a _____% increase over the rolled-back rate of _____ mills.

Section 3: The Town Commission of the Town of Hillsboro Beach hereby sets a Live Virtual Zoom Meeting, pursuant to Governor Ron DeSantis Executive Orders 20-69, 20-179, 20-193 for September 23, 2020 at 5:01 P.M. as the date, time and place of the Public Hearing to set the final millage rate.

Section 4: That 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 as eliminated and in no way effecting the validity of the other provisions of this Resolution.

Section 5: That all Resolutions or parts of Resolutions in conflict herewith, be and the same are hereby repealed to the extent of such conflict.

Section 6: That this Resolution shall be effective immediately upon adoption.

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PASSED AND ADOPTED by the Town Commission of the Town of Hillsboro Beach, Florida, this ____ day of September 2020.

TOWN OF HILLSBORO BEACH, FLORIDA

Deborah L. Tarrant, Mayor

ATTEST:

Sherry D. Henderson, CMC
Town Clerk

**RESOLUTION NO. 2020-56
RECORD OF TOWN COMMISSION VOTE:**

	<u>YES</u>	<u>NO</u>
MAYOR D. TARRANT	<input type="checkbox"/>	<input type="checkbox"/>
VICE MAYOR I. KIRDAHY	<input type="checkbox"/>	<input type="checkbox"/>
COMMISSIONER V. FEAMAN	<input type="checkbox"/>	<input type="checkbox"/>
COMMISSIONER B. BALDASARRE	<input type="checkbox"/>	<input type="checkbox"/>
COMMISSIONER A. BROWN	<input type="checkbox"/>	<input type="checkbox"/>

RESOLUTION NO. 2020-57

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A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, ADOPTING A TENTATIVE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; DETERMINING AND FIXING THE AMOUNTS NECESSARY TO CARRY ON THE GOVERNMENT OF THE TOWN FOR THE ENSUING YEAR; DETERMINING THE AMOUNT OF APPLICABLE FUNDS ON HAND; ESTIMATING RECEIPTS AND EXPENDITURES FOR ALL FUNDS, EXHIBIT "A"; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Budget Estimates, in conformity with the Town Charter requirements have been filed with the Town Clerk and have been open for inspection by the public, and.

WHEREAS, a Public Hearing has been held pursuant to notice published in a newspaper circulated in the Town; and

WHEREAS, the Town Commission of the Town of Hillsboro Beach, Florida met on this 14th day of September 2020, Live Virtual Zoom Meeting to hold a public hearing for the purpose of considering any objections or comments by all interested parties on the Town's Tentative Budget for the operation and maintenance of the Town of Hillsboro Beach for Fiscal Year 2020-2021, which year runs from October 1, 2020 through September 30, 2021.

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

Section 1: Each "WHEREAS" clause set forth above is true and correct and herein incorporated by this reference.

Section 2: That the tentative budget of the Town of Hillsboro Beach, Florida, for the fiscal year beginning October 1, 2020, and ending September 30, 2021, is hereby adopted and the appropriations set out therein are hereby made to maintain and carry on the government of the Town of Hillsboro Beach, Florida. A copy of the tentative budget is attached hereto as Exhibit "A".

Section 3: The tentative budget advertisement in conformance with Florida Statute 200.065 shall be published in one issue of a newspaper published in Broward County, Florida, and at the same time the public will be notified of a public hearing to be held on September 23, 2020 at 5:01 P.M. via Live Virtual Zoom Meeting (pursuant to Governor's Executive Orders 20-69, 20-179, and 20-193) for the purpose of hearing objections or criticisms of the tentative budget and millage. This meeting is for the

1 purpose of setting a Final Tax Levy and Final Budget.

2

3 Section 4: The provisions of this resolution shall not be deemed to be a limitation
4 on the powers granted to the Town Commission by the Town Charter, related to the fiscal
5 management of the Town's funds.

6

7 Section 5: From time to time, the Town Commission may transfer funds from
8 one fund, account or department to another as the necessity for the same may occur
9 without being required to amend the terms and provisions of this resolution.

10

11 Section 6: All resolutions or parts of resolutions in conflict herewith, be and the
12 same are repealed to the extent of such conflict.

13

14 Section 7: If any section, sentence, clause or phrase of this Resolution is held to
15 be invalid or unconstitutional by any court of competent jurisdiction, then said holding
16 shall in no way affect the validity of the remaining portions of this Resolution.

17

18 Section 8: This Resolution shall become effective immediately upon its passage
19 and adoption.

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21 **PASSED AND ADOPTED** by the Town Commission of the Town of Hillsboro Beach,
22 Florida, this ____ day of September 2020.

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25 **TOWN OF HILLSBORO BEACH, FLORIDA**

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29 _____
Deborah L. Tarrant, Mayor

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32 **ATTEST:**

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35 _____
Sherry D. Henderson, CMC Town Clerk

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RESOLUTION NO. 2020-57

RECORD OF TOWN COMMISSION VOTE:

	<u>YES</u>	<u>NO</u>
MAYOR D. TARRANT	<input type="checkbox"/>	<input type="checkbox"/>
VICE MAYOR I. KIRDAHY	<input type="checkbox"/>	<input type="checkbox"/>
COMMISSIONER V. FEAMAN	<input type="checkbox"/>	<input type="checkbox"/>
COMMISSIONER B. BALDASARRE	<input type="checkbox"/>	<input type="checkbox"/>
COMMISSIONER A. BROWN	<input type="checkbox"/>	<input type="checkbox"/>

TOWN OF HILLSBORO BEACH

Florida's Magnificent Mile

FISCAL YEAR 2021 ANNUAL BUDGET



TOWN OF HILLSBORO BEACH

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.

Public Officials

Deb Tarrant

Mayor

Irene Kirdahy

Vice Mayor

Vicky Feaman

Commissioner / Treasurer

Barbara Baldassarre

Commissioner

Andrew R. Brown

Commissioner

Administrative Staff

Mac Serda, Town Manager

Jay Szesnat, Police Chief

Sherry D. Henderson, Town Clerk

D. J. Doody, Town Attorney

Elliott Garay, Water Plant Superintendent

Inframark Financial Services

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Date: June 26, 2020
To: Honorable Mayor and Town Commission
From: Mac Serda, Town Manager
Subject: Fiscal Year 2021 Annual Town Budget

In accordance with Article IV, Section 5(5.c) of the Town's Charter, it is with great pleasure that I present the Town's Proposed Budget and Capital Plan for Fiscal Year 2021, which begins on October 1, 2020 and ends on September 30, 2021. Included in this budget book are financial tables, graphs and documentation in regard to missions, accomplishments, and goals to incentivize continuing improvement. This information provides a review of the Town's historical financial experience, plus a look forward to the challenges and opportunities that we are likely to face as we continue to move the Town along the path established by the Mayor and Commission. Together, the graphs, tables and documents are assembled to communicate the recommended priorities and focus of the Town's staff and financial resources.

Many of the enhancements first introduced with the 2019 budget were included in the 2021 budget; always with the goal of making the document easier to read, complying with charter requirements, providing a greater level of detail and organizing the data into sections that assist the reader with analyzing the financial results of the various Town operations.

To begin with, the same fund and department structure was maintained in the 2021 budget with two exceptions. The building permit and planning & zoning / code compliance funds were split into separate funds. In addition, a new fund was created for the FEMA bridge loan, created to provide liquidity for the 2020 beach nourishment project. In total, there are now eleven funds in the budget. As a brief review, below are the recent funds created and included in this budget:

- Special Revenue Fund: includes items where the funding is dedicated to a specific type of activity. This includes the Community Bus program (funded by grants and Local Option Gas Tax revenue) and Permitting, Planning & Zoning and Code Compliance activity (funded by Permit and Planning & Zoning fees).
- FEMA Loan Fund: used to account for the annual payment of the principal and interest for the loan obtained by the Town to pay for the 2020 beach nourishment.
- General Fund Capital Improvement Program (CIP): includes all General Fund capital expenditures and is used to plan capital requirements five years into the future. Capital projects are defined as items greater than \$1,000 with a useful life greater than one year.
- Water Debt Service Fund: used to account for the annual payment of the principal and interest for the loans obtained by the Town to pay for the water plant expansion and water main replacement projects.
- Water Fund Capital Improvement Program (CIP): includes all Water Fund capital expenditures and is used to plan capital requirements five years into the future.

From a financial perspective, the Town remains very strong, even with the expenditures incurred for the beach litigation. As discussed elsewhere, even though Town finances are reported in eleven funds, nine are ancillary funds primarily dependent on the General Fund and Water Fund for funding. Consequently, the General Fund and the Water Fund are the best indicators of the Town's overall financial health.

The General Fund can be summarized in the following table:

(\$000)	FY 2020			FY 2021		
	Budget	Forecast	Var	Proposed	Incr. ⁽²⁾	% Incr. ⁽²⁾
Revenue ⁽¹⁾ / Transfer In	5,396	5,338	-58	5,435	39	1%
Use of Fund Balance	<u>700</u>	<u>453</u>	<u>-247</u>	<u>894</u>	<u>194</u>	<u>28%</u>
Total Funding	6,096	5,791	-305	6,329	233	4%
Expenditures – (Excl. Contingency)	5,996	5,791	205	6,185	189	3%
Contingency	<u>100</u>	<u>0</u>	<u>100</u>	<u>144</u>	<u>44</u>	<u>44%</u>
Total Expenditure	6,096	5,791	305	6,329	233	4%
Opening Fund Balance	3,842	3,842	0	3,389	-453	-12%
Use of Fund Balance	<u>-700</u>	<u>-453</u>	<u>247</u>	<u>-894</u>	<u>-194</u>	<u>28%</u>
Closing Fund Balance	3,142	3,389	247	2,495	-647	-21%
Closing Fund Balance As % Of Expenditure	52%	59%	7%	39%	-12%	NA

(1) FY 2021 revenue based on a millage rate of 3.50.

(2) FY 2021 comparisons to FY 2020 are budget to budget

Based on the above table, the following are pertinent observations:

Revenue / Transfer In – Up slightly over budget this year, primarily due to a 4.27% growth in the tax base with a preliminary assumption of a tax (millage) rate of 3.5000 mills.

Use of Fund Balance – Lower forecasted usage than budgeted for the year as various savings were achieved (see Expenditures). FY 2021 usage of \$894,263 is for one-time charges associated with beach litigation attorney as well as the first debt service payment on the FEMA bridge loan.

Expenditures – (Excluding Contingency) – Savings achieved in FY 2020 resulted in reduced use of fund balance as noted previously. FY 2021 increased from FY 2020 primarily due to the first debt service payment on the FEMA bridge loan as well as increases in the Solid Waste and Fire Services contract.

Contingency – A contingency amount of \$144,352 is available in FY 2021 for Commission consideration. This amount can be used for initiatives not currently reflected in the proposed budget.

Closing Fund Balance – Although it is anticipated that nearly \$1.3 million of fund balance (reserves) will be used in FY 2020 and FY 2021, the FY 2021 closing fund balance will be 39% of FY 2021 General Fund expenditures. A percentage of 25% (equivalent to three months of operation) is considered to be healthy, with the FY 2021 budgeted amount well in excess of this amount.

The Water Fund can be summarized as follows:

(\$000)	FY 2020			FY 2021		
	Budget	Forecast	Var	Proposed	Incr. ⁽¹⁾	% Incr. ⁽¹⁾
Revenue / Transfer In	1,415	1,487	72	1,462	47	3%
Use of Fund Balance	<u>73</u>	<u>-155</u>	<u>-228</u>	<u>0</u>	<u>-73</u>	<u>-100%</u>
Total Funding	1,488	1,332	-156	1,462	-26	-1.8%
Total Expenses	1,488	1,332	156	1,462	-26	-1.8%
Opening Fund Balance	1,132	1,132	0	1,287	155	14%
Use of Fund Balance	<u>-73</u>	<u>155</u>	<u>228</u>	<u>0</u>	<u>73</u>	<u>-100%</u>
Closing Fund Balance	1,059	1,287	228	1,287	228	22%
Closing Balance As % of Expenses	71%	97%	25%	88%	17%	N/A

(1) FY 2021 comparisons to FY 2020 are budget to budget.

Based on the above table, the following observations are relevant:

Revenue – Slight improvement in FY 2020 water usage. Next year’s budget based on similar water usage with slight decrease.

Use of Fund Balance – FY 2020 fund balance forecasted to improve based on lower capital spending than budgeted. The fund balance for FY 2021 to expected to increase based on operational savings.

Expenses – Forecast below FY 2020 budget due to lower capital spending. Increased in FY 2021 due to capital projects which were not completed in FY 2020.

Closing Fund Balance – Between FY2020 and FY 2021, the balance is expected to increase by approximately \$220,000. At that point the closing fund balance will be 88% of FY 2021 Water Fund expenses when a percentage of 25% is considered to be healthy.

The budget book provides additional details in regard to the FY 2020 results and the proposed FY 2021 recommended budget.

FY 2020 Highlights

With your leadership, a great deal has been accomplished in FY 2020. This past year was a year of major physical, operational and organizational improvements throughout Town. The following is a summary of some of the accomplishments in response to your direction.

- Completed fully funded 2020 beach nourishment project. Currently assisting in reimbursement requests from FEMA and FDEP.
- Qualified Town for FEMA funding for next beach nourishment project due to Hurricane Dorian damages. Currently securing FEMA funding (75%) for FY2021 (~\$4.2M estimated project cost).
- Recruited and hired new Chief of Police

- Negotiated a new garbage “all-in” contract price beginning in 2021 that is one of the lowest rates in Broward and includes two HHW events for the Town.
- Implemented a Household Hazardous Waste Collection program, free of charge and added a new prescription drug drop off collection site.
- Added new TVs for visual presentations to be viewed from all seats in the chambers.
- Developed scope of work and selected paint colors for painting of Town Hall, and competed formal solicitation to paint, replace shutters, remove stone façade and river rock.
- Maintained monthly e-newsletters designed to keep residents informed and further promote open government.
- Town website updated with relevant information for transparency and compliance.
- Initiated Process to implement Electronic Campaign Finance Reporting.
- Distribution system water loss of 5.91% vs. acceptable national standard of 10%
- Modified the current water plant operations and changed the processes to allow the water treatment equipment to operate more efficiently with less on/off disruptions in the water treatment process, producing a clearer treated water.
- Creation of processes and procedures to operate in the Covid-19 pandemic environment, including new safety procedures, virtual meetings and the expansion of online permitting.
- Completion of multiple large legacy projects inherited from the Broward County Building Department.
- Completed study of Intracoastal Waterway dredged sand as a potential source for future re-nourishment projects.
- Completed swim zone buoy relocation permit modification and project design. Awaiting favorable bottom conditions to complete relocation.
- Obtained bridge loan for Beach FEMA project.
- Updated, revised and implemented numerous policy changes resulting in reaccreditation for the Police Department
- Purchase of two new hybrid patrol cars partially funded with forfeiture funds.
- Implemented TraCS software (Traffic and Criminal Software). This free, state provided software allows the Hillsboro Beach Police Department to accurately report and send crash report to the state and local state attorney.
- All police personnel were re-certified in CPR/ AED and First Responder.
- All sworn personnel were re-certified in Use of Force and Firearm.

These projects, changes and enhancements were undertaken with a focus of continuing to provide quality service to our residents while prudently spending Town resources, in accordance with the Commission-approved Vision and Mission statements, laying the groundwork for further improvement as the Town moves forward.

Looking Forward to FY 2021

Nothing will be more important than the successful conclusion of legal efforts to protect the Town's beach. The results of the lawsuit will likely dictate events throughout the year and the possible future direction of the Town.

Similar to this year, FY 2021 will focus on several key capital projects and construction. Staff will be continuing their efforts to fully digitize and store all records offsite to provide usable space within the planning room, and improvements to the surrounding parking lot are being developed. In addition, the focus will be to make modifications to Town Hall to facilitate social distancing and ensure the safety of the Town's staff and residents.

Another key project for FY 2021 will be the pre-construction work on a 64,000 cubic yard beach re-nourishment project. Our coastal engineers will be working on the design plans, obtaining the necessary permits and managing the bid process for our next nourishment. The plan is for the project to be 100% funded between FEMA (75%) and the State (25%) with the goal of beginning the work early in FY 2022. As always, staff will be investigating and researching alternative funding sources for future beach projects.

In addition to the previously mentioned projects, the goal in FY 2021 is to complete the design and easement acquisition phase of the FPL underground utility project, but not to construct the project. Staff will also continue the focus on internal processes, policy review, technology upgrades to key systems and other critical updates of the Town to ensure that the Town continues to adopt best practices. This includes implementation of key recommendations from the operational analysis of the utility system which was performed in FY 2020 as well as continued network security plans, procedures and equipment.

Finally, we have included in this budget book goals for each department for the new budget year. We look forward to hearing feedback from the Commission and community as we work towards providing superior service to our residents.

I would like to thank the entire finance department. This budget book would not be possible without the expertise and tireless efforts of Stephen Bloom and the entire Inframark Team. Thanks are also owed to the entire Town Staff: Chief Szesnat, Elliott Garay, and Sherry Henderson, and our contracted strategic partners: Waste Pro, BSO Fire Department, Moffatt & Nichol; Calvin, Giordano & Associates, and Redevelopment Management & Associates.

Particular thanks to the Mayor, Vice Mayor and Commissioners for your guidance and cooperation in planning and providing the direction for our great Town. It is a pleasure and a gift to be able to be of assistance in your efforts toward moving the Town toward excellence.

Respectfully submitted,



William (Mac) Serda

Town of Hillsboro Beach
Budget Calendar - Fiscal Year 2021

Key Dates	Activity / Tasks
April 9	Budget worksheets provided to Department Heads
May 5 – 9:00 AM	Preliminary budget discussion to establish budget priorities
May 25	Review Budget worksheets with Town Manager and Department Heads
May 31	Receipt of Estimated Assessable Property Values
June 15	Preliminary budget submitted to Town Manager for July Agenda Package
July 1	Property Appraiser certifies the taxable values
July 7 - 9:00 AM	Town Commission discusses preliminary budget and adopts Proposed Millage Rate
July 28	County School Board Budget Hearing #1
August 2	Deadline for submitting DR 420 to Property Appraiser & Tax Collector a) Include Proposed Millage Rate b) the current rollback rate c) The date, time, and meeting place of the Tentative Budget Hearing
September 9	County School Board Budget Hearing #2
September 10 **	County Budget Hearing #1
September 14 - 5:01 PM	Town of Hillsboro Beach 1st Budget & Millage Rate Hearing (date pending approval)
September 15	Certify non-ad valorem assessment roll to tax collector
September 20	Publish Budget Summary in Local Newspaper
September 22 **	County Budget Hearing #2
September 23 - 5:01 PM	Town of Hillsboro Beach 2nd and Final Budget Hearing (date pending approval)
September 26	Remit Adopted Millage Rate to Property Appraiser & Tax Collector
October 01	Submit all Tax Documents to Florida Department of Revenue

** Per Florida Statutes, the hearing dates scheduled by the county commission and school board shall not be utilized by any other taxing authority within the county for its public hearings.

Funds Overview

General Fund

- Purpose – This fund provides funding for most ongoing operational activities within the Town other than the Water Department. There is a minimum of “one-off” activities in this fund, allowing for reasonably predictable year-to-year change. Additionally, this fund provides funding to various other funds requiring additional funding as described below.
- Funding Sources – Funding is from taxes, assessments, permits, distributions from other governmental organizations and other miscellaneous sources. Revenue received in this fund isn’t restricted as to how it can be spent, although in other than the most extraordinary circumstances, the General Fund won’t provide funding to activities related to the Water Department.

Special Revenue Funds

- Purpose – Funds focus on those activities for which revenue has been received which can only be spent for specific purposes. This fund matches revenues received to the expenditures for which they were intended. Failure to make the necessary expenditure within a defined period may result in the forfeiture of the revenue.
- Funding Sources – Funding is normally from grants. In many instances the grant is insufficient to cover the expenditure, e.g., a 50-50 match, necessitating an “internal transfer” from the General Fund to fully fund the expenditure.

Debt Service Funds

- Purpose – Debt service funds are established to ensure focus on long-term debt obligations requiring annual funding.
- Funding Sources – Funding is derived from an assessment on the annual property tax bill. This assessment is intended to meet the annual funding requirement. However, an “internal fund transfer” from the General Fund may be occasionally required due to the timing of the assessment funding.

General Fund Capital Improvement Program Fund

- Purpose – This fund allows focus on significant capital investments to be made in various projects and other capital requirements over the next five years. A long-term outlook ensures requirements are identified in a timely way and, since capital expenditures can be large, permits for the necessary planning to ensure funding will be available when the project is to be undertaken.
- Funding Sources – Funding can be derived in part through grants, e.g., FEMA funding of the beach re-nourishment project, and loans. However, even if a grant is available in conjunction with a project, it usually won’t cover all costs and an “internal fund transfer” will then be required from the General Fund to fully fund capital expenditures.

Funds Overview

Water Fund

- Purpose – This fund provides funding for most ongoing operational activities within the Water Department. There is a minimum of “one-off” activities in this fund, allowing for reasonably predictable year-to-year change. Additionally, this fund provides funding to various other Water Department-related funds requiring additional funding as described below. Finally, there also is an “internal fund transfer”, currently \$50,000 per year, to the General Fund as payment for Commission oversight and the financial and other management services provided by General Fund departments.

- Funding Sources – This fund is funded fully from water service fees and other minor miscellaneous revenue sources.

Water Debt Service Fund

- Purpose – Water debt service funds are established to ensure focus on long-term debt obligations related to the Water Department requiring annual funding.

- Funding Sources – Funding is available in part through a surcharge on the monthly water bill. All remaining required funding occurs from “internal fund transfers” from the Water Fund.

Water Capital Improvement Program Fund

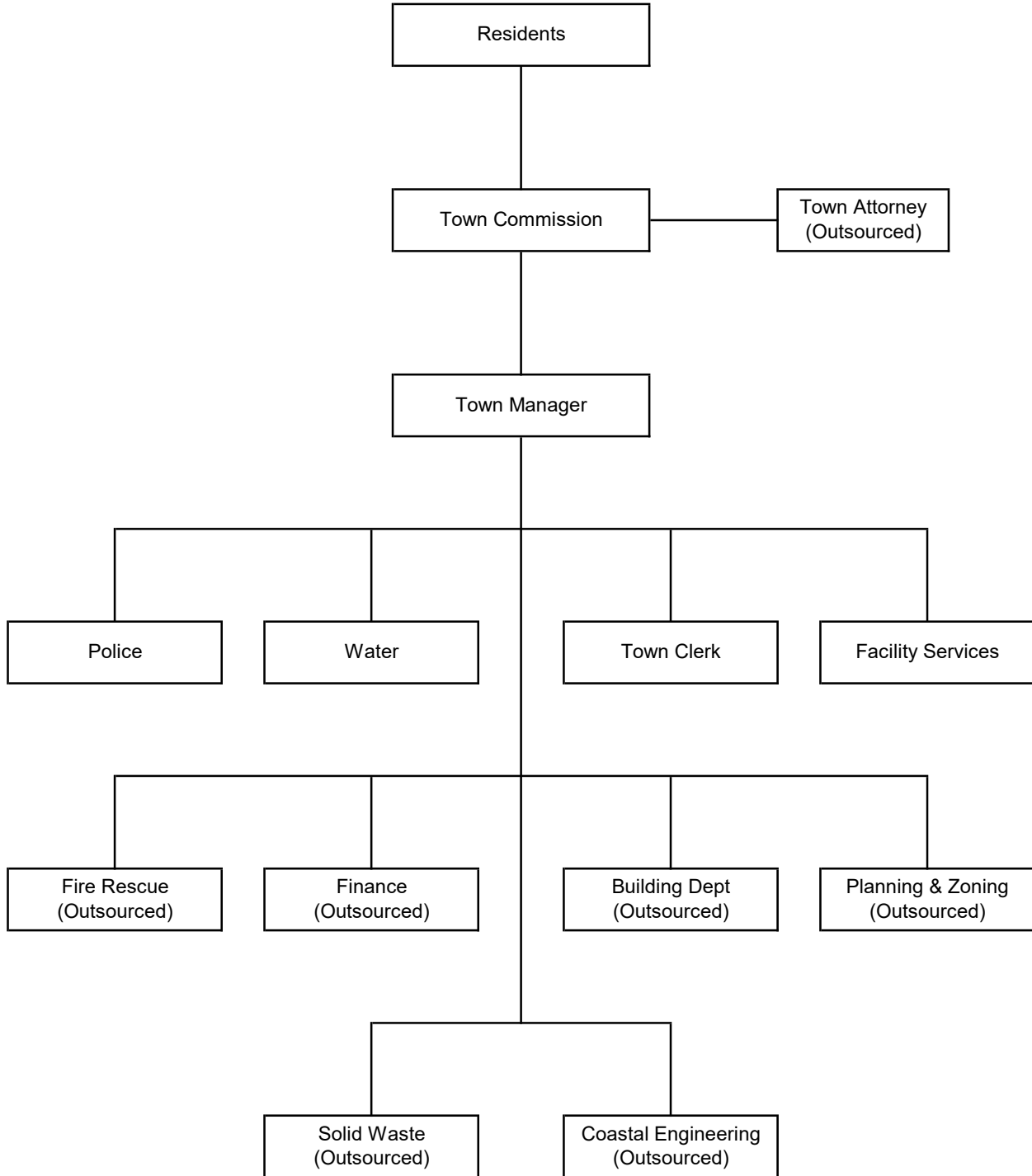
- Purpose – This fund allows focus on capital investments to be made in various projects and other capital requirements over the next five years related to the water department. A long-term outlook ensures requirements are identified in a timely way and, since capital expenditures can be large, permits for the necessary planning to ensure funding will be available when the project is to be undertaken.

- Funding Sources – Funding can be derived in part through grants, and loans. However, to the extent that grants and loans may be insufficient, an “internal fund transfer” will be required from the Water Fund to fully fund capital expenditures.

Budget Assumptions

- FY 2021 Operating Budget – Based on FY 2020 Service Levels.
 - General Fund Contingency of \$144,352 Available for Additional Initiatives or Retention.
- Staffing
 - No change in team count.
- Compensation
 - Step Increase – \$10,598 – Wages & Benefits
 - COLA Increases – \$16,892 – Wages & Benefits
 - Decrease in FRS– \$2,758
 - Special Risk (Police) - Reduced by 4%
 - Regular Employees – Increased by 18.1%
 - Town Manager – Increased by 7.4%
 - Health – 15% – \$64,015 (Rate Increase Estimated)
 - Life, Vision & Dental – 10% – \$2,383 (Rate Increase Estimated)
 - Workers Comp – Reduced by \$19,436 based on revised rates.
- Contract Increases
 - Fire Rescue (5% – \$40,933), Solid Waste (25% - \$60,968), Finance (1.5% - \$1,295)
- Insurance Premiums – 15% contingency for GL/Property/Liability, Flood, Pollution and Auto insurances based on current year forecasted premiums.
- Beach Management
 - Litigation to Continue - \$500,000 of Litigation-Related Activity Funded by Fund Balance.
 - Continued Beach Monitoring & Quarterly Reporting Required - \$59,500.
- General Fund Capital Improvement Program (CIP) decreased from \$5,486,156 in FY 2020 to \$133,000 in FY 2021.
 - \$66,000 for (2) Police Vehicles.
 - \$7,500 for Modifications to Commission Chambers.
 - Beach Management - \$59,500.
- Water Fund Capital Improvement Program (CIP) decreased from \$698,500 in FY 2020 to \$713,500 in FY 2021.
 - \$120,000 for Well Rehabilitation.
 - \$350,000 for Storage Reservoir.
 - \$100,000 for Water Tower Improvements.
 - \$60,000 for Pump House Roof Improvements.
 - \$83,500 for General Projects / Repairs & Maintenance.

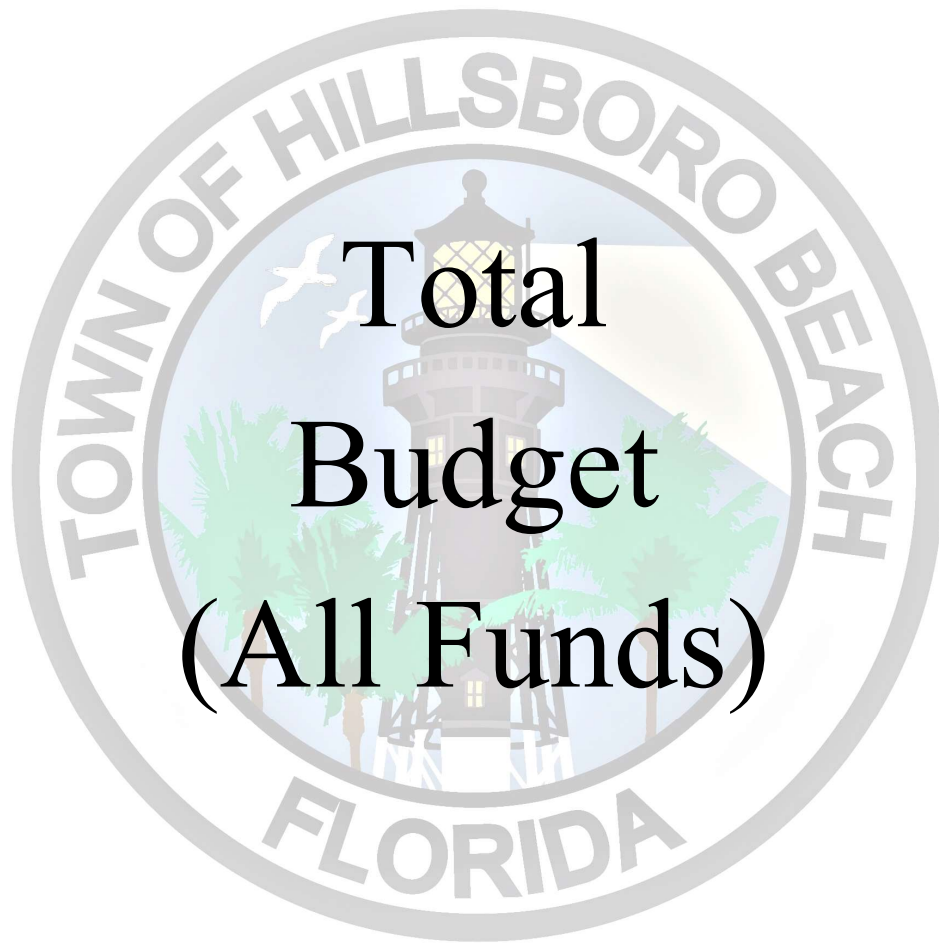
Organizational Chart



Staffing Summary

	FY 2017		FY 2018		FY 2019		FY 2020		FY 2021	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
<u>GENERAL FUND</u>										
Town Commission	-	5	-	5	-	5	-	5	-	5
Town Manager	1	-	2	-	1	-	1	-	1	-
Town Clerk	1	1	1	-	2	-	2	-	2	-
Police	18	1	19	1	19	3	19	3	19	3
Facility Services	1	-	1	-	1	-	1	-	1	-
Total General Fund	21	7	23	6	23	8	23	8	23	8
<u>ENTERPRISE FUND</u>										
Water	5	1	5	1	5	1	5	1	5	1
Total Enterprise Fund	5	1	5	1	5	1	5	1	5	1
Total Town	26	8	28	7	28	9	28	9	28	9

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**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

All Funds - Total Budget

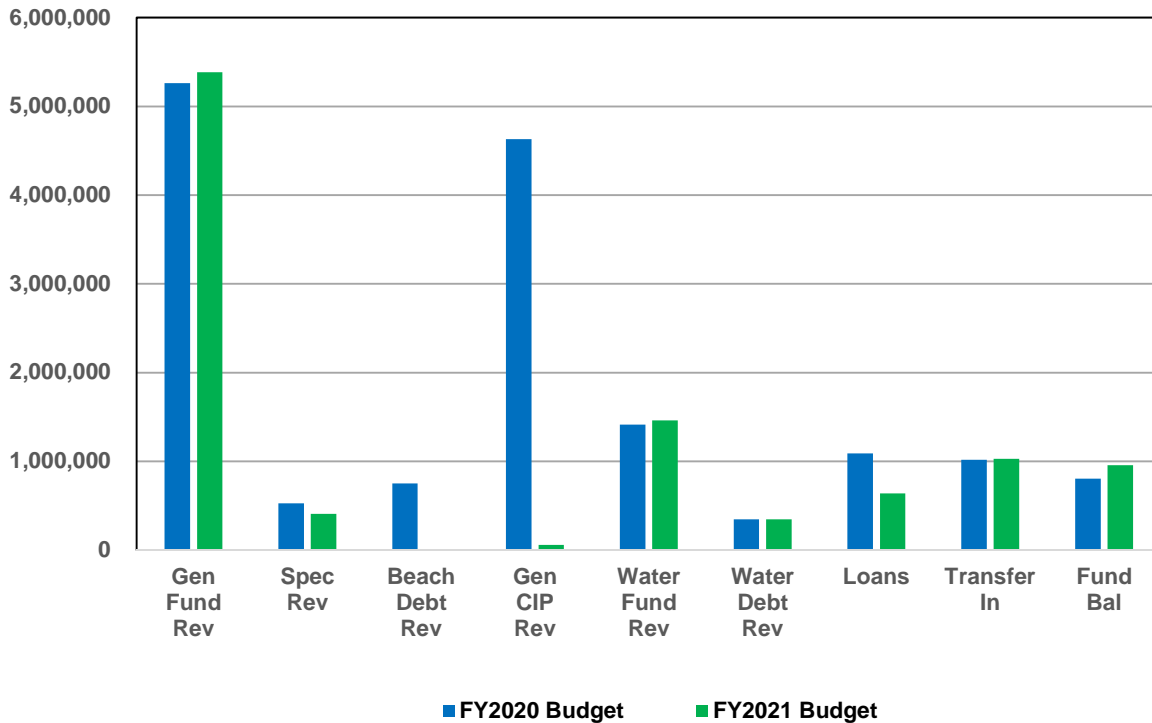
	FY 2020			FY 2021		
	Annual Budget	Forecast	Fav / (Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
<u>FUNDING</u>						
Total Revenue - (Excl. Grants)	\$ 8,243,903	\$ 8,159,654	\$ (84,249)	\$ 7,490,826	\$ (753,077)	-9.1%
Grants	4,690,380	103,065	(4,587,315)	171,736	(4,518,644)	-96.3%
Loan Proceeds	1,090,000	3,214,969	2,124,969	640,000	(450,000)	-41.3%
Transfer In	1,017,537	849,101	(168,436)	1,027,448	9,911	1.0%
Total Fund Bal. Use / (Addition)	805,624	916,734	111,110	955,013	149,389	18.5%
Total Funding	\$ 15,847,444	\$ 13,243,522	\$ (2,603,922)	\$ 10,285,023	\$ (5,562,421)	-35.1%
<u>EXPENDITURES/EXPENSES</u>						
Personnel Expenses	\$ 3,710,383	\$ 3,591,261	\$ 119,122	\$ 3,798,035	\$ 87,652	2.4%
Operating Expenses	3,301,055	3,125,313	175,742	3,269,290	(31,765)	-1.0%
Debt Service Expenses	1,533,813	2,153,265	(619,452)	1,199,398	(334,415)	-21.8%
Capital Expenditures	6,184,656	3,578,973	2,605,683	846,500	(5,338,156)	-86.3%
Transfers Out	1,017,537	794,711	222,826	1,027,448	9,911	1.0%
Total Contingency	100,000	-	100,000	144,352	44,352	44.4%
Total Expenditures/Expenses	\$ 15,847,444	\$ 13,243,522	\$ 2,603,922	\$ 10,285,023	\$ (5,562,421)	-35.1%

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

All Funds - Source Of Funds

	FY 2020			FY 2021		
	Annual Budget	Forecast	Fav / (Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
Revenue						
General Fund	\$ 5,262,988	\$ 5,287,827	\$ 24,839	\$ 5,384,928	\$ 121,940	2.3%
Special Revenue Funds	528,195	389,423	(138,772)	409,707	(118,488)	-22.4%
Debt Service Funds	750,523	751,246	723	-	(750,523)	-100.0%
General Fund - Capital Projects	4,631,156	525	(4,630,631)	59,500	(4,571,656)	-98.7%
Water Fund	1,414,721	1,486,997	72,276	1,461,727	47,006	3.3%
Water Debt Service Fund	346,700	346,700	-	346,700	-	0.0%
Total Revenue	12,934,283	8,262,719	(4,671,564)	7,662,562	(5,271,721)	-40.8%
Loan Proceeds	1,090,000	3,214,969	2,124,969	640,000	(450,000)	-41.3%
Transfer In	1,017,537	849,101	(168,436)	1,027,448	9,911	1.0%
Use of / (Add To) Fund Balance	805,624	916,734	111,110	955,013	149,389	18.5%
Total Funding	\$ 15,847,444	\$ 13,243,522	\$ (2,603,922)	\$ 10,285,023	\$ (5,562,421)	-35.1%

FY 2020 Budget vs. FY 2021 Budget

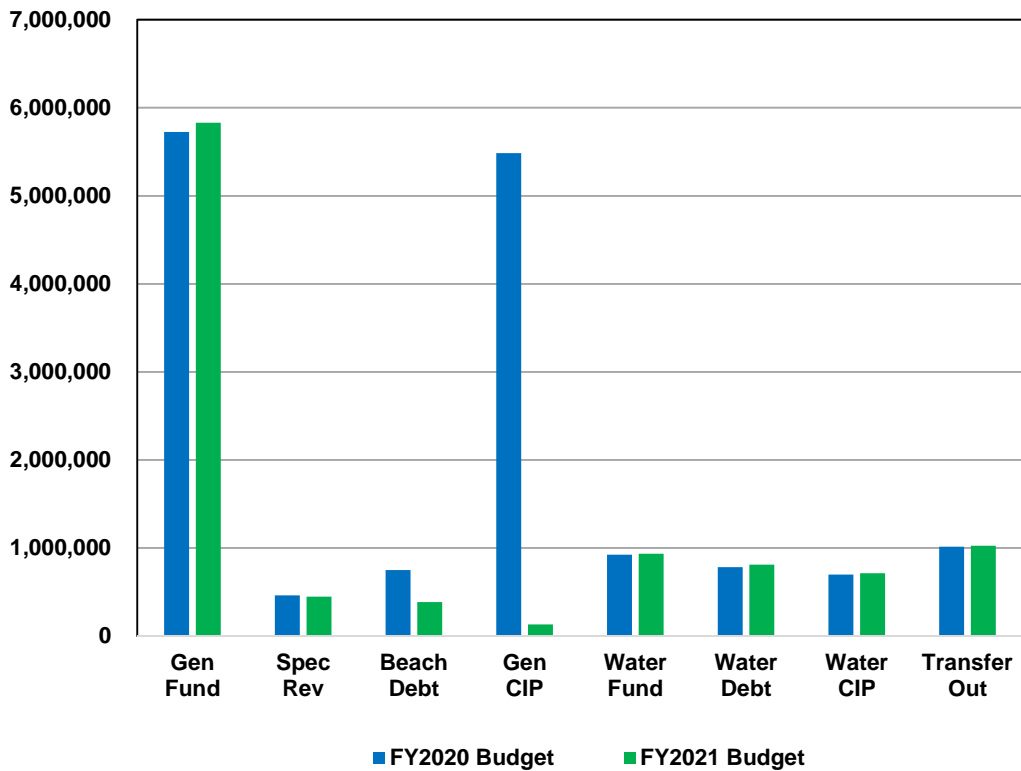


**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

All Funds - Total Expenditures/Expenses By Fund

<u>Expenditures/Expenses</u>	FY 2020			FY 2021		
	Annual Budget	Forecast	Fav / (Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
General Fund	\$ 5,723,774	\$ 5,473,361	\$ 250,413	\$ 5,829,239	\$ 105,464	1.8%
Special Revenue Funds	462,236	388,449	73,787	448,207	(14,029)	-3.0%
Debt Service Funds	750,523	1,369,975	(619,452)	387,952	(362,571)	-48.3%
General Fund - CIP	5,486,156	3,533,721	1,952,435	133,000	(5,353,156)	-97.6%
Water Fund	925,428	854,764	70,664	934,231	8,803	1.0%
Water Debt Service Fund	783,290	783,290	-	811,446	28,156	3.6%
Water Fund - CIP	698,500	45,251	653,249	713,500	15,000	2.1%
Total Expense	14,829,907	12,448,812	2,381,095	9,257,575	(5,572,332)	-37.6%
Transfer Out	1,017,537	794,711	222,826	1,027,448	9,911	1.0%
Total Expenditures/Expenses	\$ 15,847,444	\$ 13,243,522	\$ 2,603,922	\$ 10,285,023	\$ (5,562,421)	-35.1%

FY2020 Budget vs. FY2021 Budget

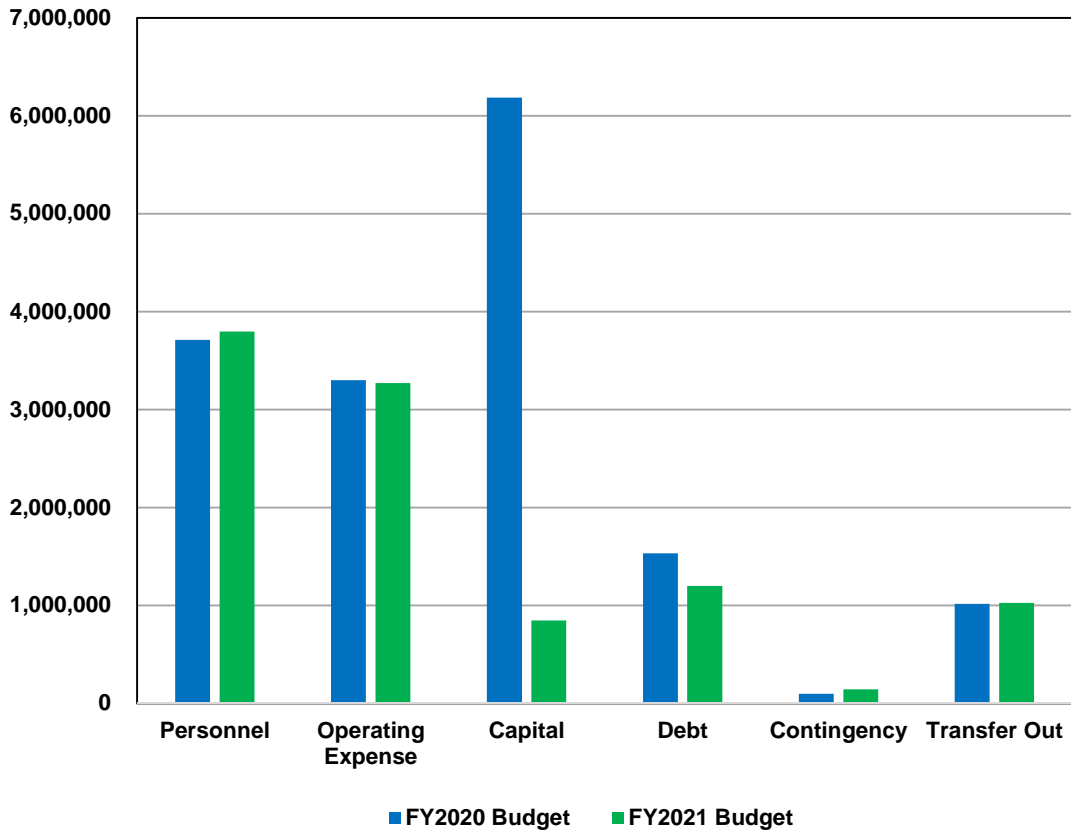


**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

All Funds - Total Expenditures By Category

<u>Expenditures/Expenses</u>	FY 2020			FY 2021		
	Annual Budget	Forecast	Fav / (Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
Personnel	\$ 3,710,383	\$ 3,591,261	\$ 119,122	\$ 3,798,035	\$ 87,652	2.4%
Operating Expense	3,301,055	3,125,313	175,742	3,269,290	(31,765)	-1.0%
Capital	6,184,656	3,578,973	2,605,683	846,500	(5,338,156)	-86.3%
Debt Service	1,533,813	2,153,265	(619,452)	1,199,398	(334,415)	-21.8%
Contingency	100,000	-	100,000	144,352	44,352	44.4%
Total Expense	14,829,907	12,448,812	2,381,095	9,257,575	(5,572,332)	-37.6%
Transfer Out	1,017,537	794,711	222,826	1,027,448	9,911	1.0%
Total Expenditures/Expenses	\$ 15,847,444	\$ 13,243,522	\$ 2,603,922	\$ 10,285,023	\$ (5,562,421)	-35.1%

FY2020 Budget vs. FY2021 Budget



**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

All Funds - Personnel Expense Summary

Description	FY 2020			FY 2021		
	Annual Budget	Forecast	Fav / (Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
DEPARTMENT						
Commission	\$ 31,003	\$ 31,003	\$ -	\$ 31,003	\$ -	0.0%
Town Manager	216,523	202,823	13,700	226,150	9,626	4.4%
Town Clerk	164,838	77,328	87,510	172,850	8,012	4.9%
Police	2,648,372	2,655,377	(7,005)	2,702,664	54,292	2.1%
Facility Services	100,535	94,002	6,533	99,738	(798)	-0.8%
Total General Fund	3,161,272	3,060,534	100,737	3,232,405	71,133	2.3%
Water	518,775	500,391	18,384	535,294	16,519	3.2%
Marine Law Enforcement Grant	30,336	30,336	-	30,336	-	0.0%
Total	\$ 3,710,383	\$ 3,591,261	\$ 119,122	\$ 3,798,035	\$ 87,652	2.4%

Description	FY 2020			FY 2021		
	Annual Budget	Forecast	Fav / (Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
EXPENSE TYPE						
Commission Stipend	\$ 28,800	\$ 28,800	\$ -	\$ 28,800	\$ -	0.0%
Salaries	2,197,751	2,131,182	66,569	2,229,217	31,466	1.4%
Car Allowance	6,000	6,000	-	6,500	500	8.3%
Paid Holidays	50,187	35,444	14,743	50,201	14	0.0%
Overtime	65,000	81,332	(16,332)	71,000	6,000	9.2%
Vacation Leave Cash Out	33,099	17,596	15,504	33,100	0	0.0%
Sick Leave Cash Out	39,941	86,821	(46,880)	40,941	1,000	2.5%
Incentive Pay	17,270	14,504	2,766	17,270	-	0.0%
Salary & Wages	2,438,049	2,401,678	36,370	2,477,028	38,980	1.6%
FICA	185,349	181,333	4,017	186,010	660	0.4%
Florida Retirement System	445,318	436,279	9,039	468,100	22,782	5.1%
Health and Life Insurance	548,426	520,465	27,961	606,291	57,865	10.6%
Tuition Reimbursement	2,250	1,000	1,250	2,250	-	0.0%
AD&D	887	672	215	739	(147)	-16.6%
Workers' Comp Insurance	87,854	49,834	38,020	55,366	(32,488)	-37.0%
Unemployment Compensation	2,250	-	2,250	2,250	-	0.0%
Total Benefits	1,272,334	1,189,583	82,751	1,321,006	48,672	3.8%
Total Compensation	\$ 3,710,383	\$ 3,591,261	\$ 119,122	\$ 3,798,035	\$ 87,652	2.4%



Property
Tax
Revenue

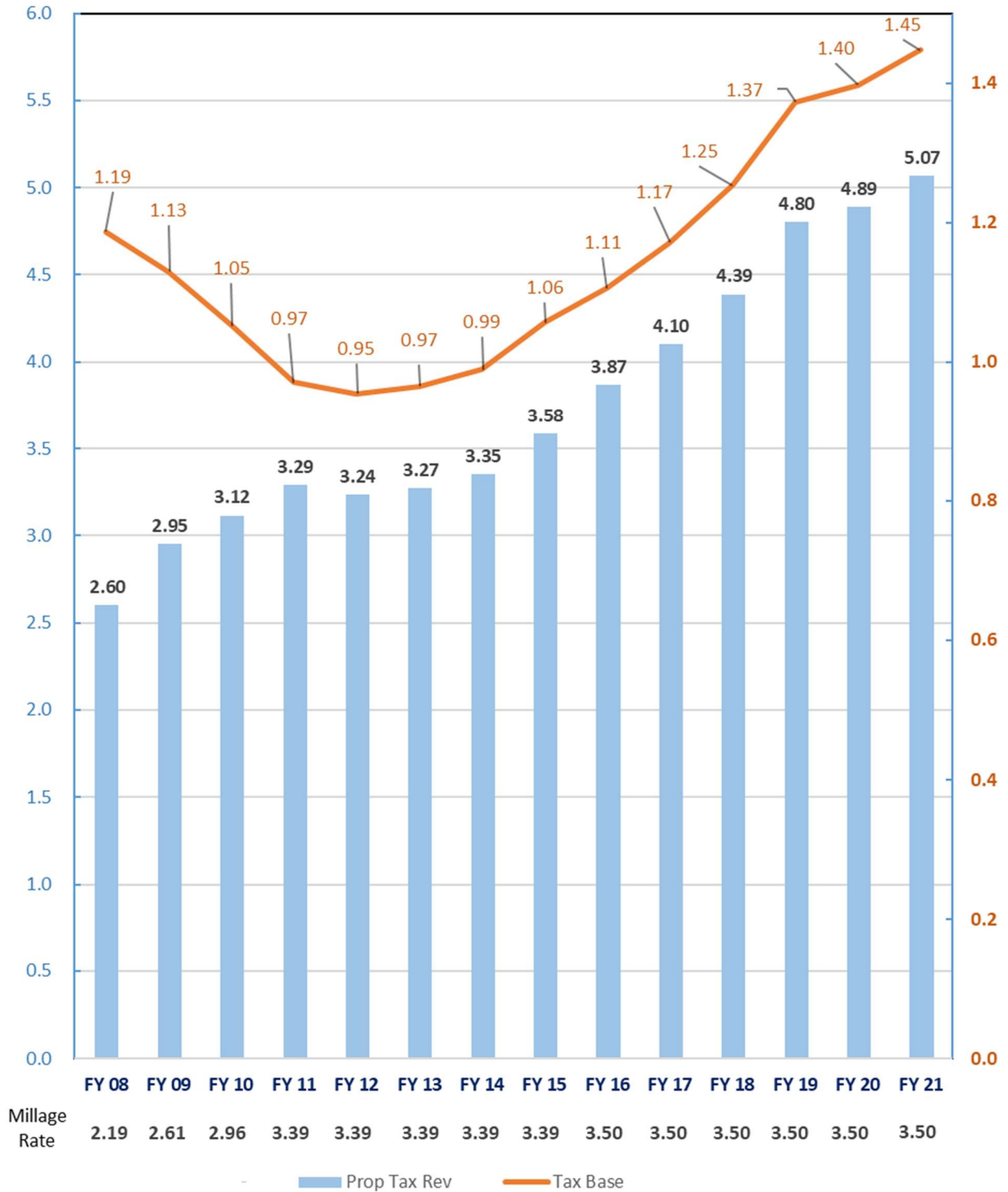
Property Tax Base Detail

	Vacant Property	Single Family Res	Town- houses	Condos & Co-ops	Other	Total	Pers Prop	Total
<u>FY 2020</u>								
Number	25	46	88	2,078	48	2,285		
Homesteaded	0	30	34	679	0	743		
Homesteaded %	0.0%	65.2%	38.6%	32.7%	0.0%	32.5%		
Market Value (\$M)	\$111.9	\$548.9	\$63.2	\$850.1	\$73.3	\$1,647.3		
Taxable Value (\$M)	\$108.2	\$444.0	\$49.2	\$720.3	\$58.3	\$1,380.0	\$8.3	\$1,388.3
% Of Tot Tax Val	7.8%	32.2%	3.6%	52.2%	4.2%	100.0%		
Average Mkt Val (\$)	\$4,476,479	\$11,932,104	\$717,633	\$409,080	\$1,526,871	\$720,919		
Average Tax Val (\$)	\$4,328,564	\$9,652,409	\$558,530	\$346,636	\$1,214,213	\$603,924		
% Taxable To Market	96.7%	80.9%	77.8%	84.7%	79.5%	83.8%		
<u>FY 2021</u>								
Number	25	46	88	2,078	49	2,286		
Homesteaded	0	31	34	687	0	752		
Homesteaded %	0.0%	67.4%	38.6%	33.1%	0.0%	32.9%		
Market Value (\$M)	\$124.5	\$556.5	\$62.8	\$883.8	\$76.2	\$1,703.7		
Taxable Value (\$M)	\$120.6	\$455.0	\$51.1	\$748.7	\$63.4	\$1,438.9	\$8.8	\$1,447.7
% Of Tot Tax Val	8.4%	31.6%	3.6%	52.0%	4.4%	100.0%		
Average Mkt Val (\$)	\$4,980,454	\$12,096,995	\$714,089	\$425,295	\$1,586,514	\$745,614		
Average Tax Val (\$)	\$4,823,632	\$9,891,246	\$580,715	\$360,310	\$1,321,603	\$629,694		
% Taxable To Market	96.9%	81.8%	81.3%	84.7%	83.3%	84.5%		
<u>CHANGE</u>								
Number	0	0	0	0	1	1		
Homesteaded	0	1	0	8	0	9		
Market Value (\$M)	\$12.6	\$7.6	(\$0.3)	\$33.7	\$2.9	\$56.4		
Year Over Year Growth	11.3%	1.4%	-0.5%	4.0%	3.9%	3.4%		
Taxable Value (\$M)	\$12.4	\$11.0	\$2.0	\$28.4	\$5.2	\$58.9	\$0.5	\$59.3
Year Over Year Growth	11.4%	2.5%	4.0%	3.9%	8.8%	4.3%		
Average Mkt Val (\$)	\$503,975	\$164,890	(\$3,545)	\$16,214	\$59,643	\$24,695		
Year Over Year Growth	11.3%	1.4%	-0.5%	4.0%	3.9%	3.4%		
Average Tax Val (\$)	\$495,067	\$238,837	\$22,186	\$13,674	\$107,391	\$25,770		
Year Over Year Growth	11.4%	2.5%	4.0%	3.9%	8.8%	4.3%	5.6%	4.3%

Prop Tax (\$M)

Property Tax & Tax Base FY 2021 Property Tax At 3.5000 Mills

Tax Base (\$B)



Rolled-Back Rate Analysis

(\$ Millions)

Tax Base Analysis

FY 2020 Tax Base
(As Adjusted As Of October 2019)

Corrections processed as of May 2020

FY 2020 Tax Base - Final
(As Adjusted As Of June 2020)

FY 2021 Tax Base

Growth - Enhanced Market Value

FY 2021 Tax Base - Before New Additions

Growth - New Additions To Tax Base

FY 2021 Tax Base - Total

	Taxable Base	% Growth
	1,397.1	
	(8.8)	
	1,388.3	
	49.2	3.54%
	1,437.5	
	10.2	0.73%
	1,447.7	4.27%

Property Tax Analysis

FY 2020 Millage Rate & FY 2020 Final Tax Base

FY 2021 Tax Base Before New Additions
FY 2021 **Rolled Back Rate** & FY 2021 Tax Base
Before New Additions (Same Prop Tax Rev)

	Millage Rate	Tax Base	Property Tax Revenue (Tax Base X Rate)
	3.5000	1,388.3	4.859
			↑↓
	3.3803	1,437.5	4.859

**Impact of Various Potential FY 2021 Millage Rates
Homestead vs. Non-Homestead Properties**

	Market Value \$400,000		Market Value \$1,000,000		Market Value \$5,000,000	
	H-Stead	N-H-Stead	H-Stead	N-H-Stead	H-Stead	N-H-Stead
<u>FY 2020</u>						
Market Value	400,000	400,000	1,000,000	1,000,000	5,000,000	5,000,000
SOH % Of Market Value	72.7%	NA	72.7%	NA	72.7%	NA
SOH Value	290,966	400,000	727,415	1,000,000	3,637,074	5,000,000
Exemptions	50,000	NA	50,000	NA	50,000	NA
Taxable Value	240,966	400,000	677,415	1,000,000	3,587,074	5,000,000
Millage Rate	3.5000	3.5000	3.5000	3.5000	3.5000	3.5000
Property Tax	843	1,400	2,371	3,500	12,555	17,500
<u>FY 2021</u>						
Market Value Growth %	1.4%	1.4%	1.4%	1.4%	1.4%	1.4%
Market Value	405,528	405,528	1,013,819	1,013,819	5,069,095	5,069,095
SOH % Of Market Value	75.4%	NA	75.4%	NA	75.4%	NA
SOH Value	305,616	405,528	764,041	1,013,819	3,820,204	5,069,095
Exemptions	50,000	NA	50,000	NA	50,000	NA
Taxable Value	255,616	405,528	714,041	1,013,819	3,770,204	5,069,095
Taxable Value % Increase	6.1%	1.4%	5.4%	1.4%	5.1%	1.4%
<u>Millage Rate = 3.3803 Mills (Rolled-Back Rate)</u>						
Millage Rate (Rolled-Back Rate)	3.3803	3.3803	3.3803	3.3803	3.3803	3.3803
Millage Rate % Reduction	-3.4%	-3.4%	-3.4%	-3.4%	-3.4%	-3.4%
Property Tax	864	1,371	2,414	3,427	12,744	17,135
Property Tax Incr /(Decr)	21	(29)	43	(73)	190	(365)
Property Tax % Increase	2.5%	-2.1%	1.8%	-2.1%	1.5%	-2.1%
<u>Millage Rate = 3.5000 Mills (FY 20 Adopted Millage Rate)</u>						
Property Tax	895	1,419	2,499	3,548	13,196	17,742
Property Tax Incr /(Decr)	51	19	128	48	641	242
Property Tax % Increase	6.1%	1.4%	5.4%	1.4%	5.1%	1.4%

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**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Summary

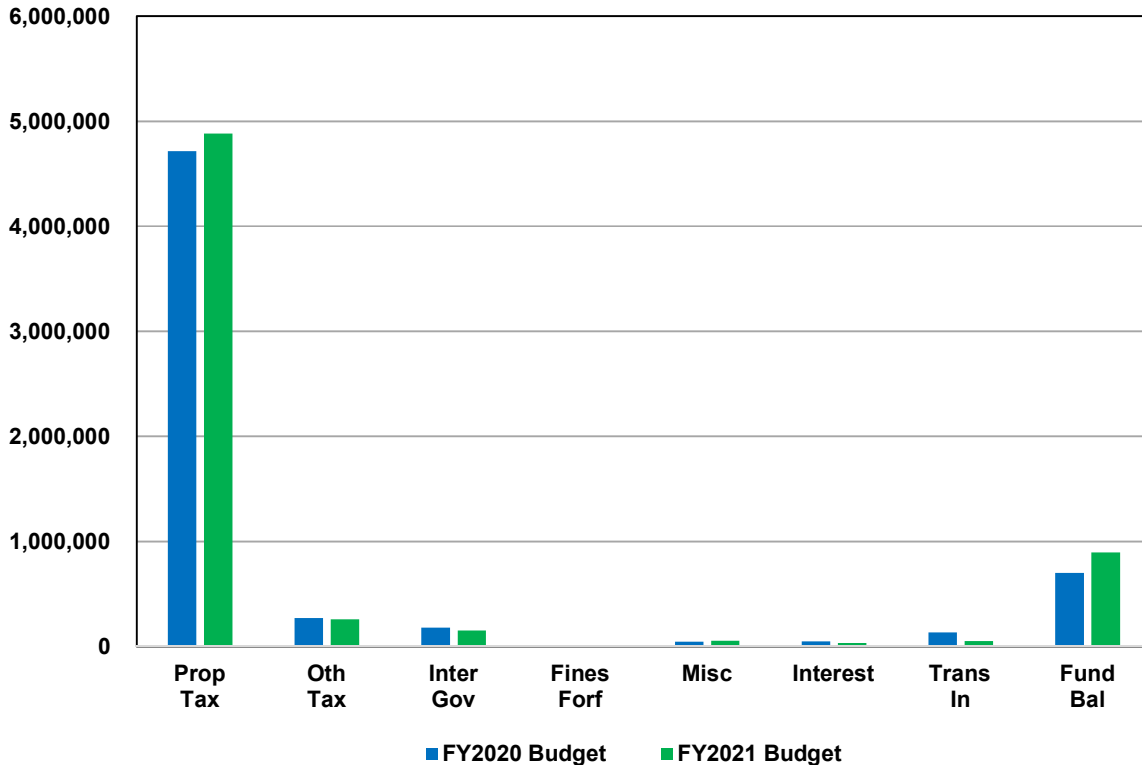
	FY 2020			FY 2021		
	Annual Budget	Forecast	Fav / (Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
<u>FUNDING</u>						
Total Revenue	\$ 5,262,988	\$ 5,287,827	\$ 24,839	\$ 5,384,928	\$ 121,940	2.3%
Transfer In	133,000	50,000	(83,000)	50,000	(83,000)	-62.4%
Use / (Add To) Fund Balance	699,827	453,019	(246,808)	894,263	194,436	27.8%
Total Funding	6,095,815	5,790,846	(304,969)	6,329,191	233,376	3.8%
<u>EXPENDITURES</u>						
Personnel Expense	3,161,272	3,060,534	100,737	3,232,405	71,133	2.3%
Operating Expense - Excl. Cont.	2,462,503	2,412,827	49,676	2,452,482	(10,020)	-0.4%
Contingency	100,000	-	100,000	144,352	44,352	44.4%
Transfers Out	372,041	317,485	54,556	499,952	127,911	34.4%
Total Expenditures	6,095,815	5,790,846	304,969	6,329,191	233,376	3.8%
<u>AVAILABLE FUND BALANCE</u>						
Opening Balance	3,841,838	3,841,838	-	3,388,819	(453,019)	-11.8%
(Use) / Add To Fund Balance	(699,827)	(453,019)	246,808	(894,263)	(194,436)	27.8%
Closing Balance	\$ 3,142,011	\$ 3,388,819	\$ 246,808	\$ 2,494,557	\$ (647,455)	-20.6%
Closing Bal % Of Total Exp	51.5%	58.5%	7.0%	39.4%	-12.1%	N/A

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Source Of Funds

FUNDING	FY 2020			FY 2021		
	Annual Budget	Forecast	Fav / (Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
Revenue						
Property Tax	\$ 4,715,939	\$ 4,726,951	\$ 11,012	\$ 4,884,842	\$ 168,903	3.6%
Other Local Taxes	270,000	263,637	(6,363)	260,000	(10,000)	-3.7%
Intergovernment Revenue	178,949	168,046	(10,903)	151,536	(27,413)	-15.3%
Fines & Forfeitures	5,100	3,142	(1,958)	2,550	(2,550)	-50.0%
Miscellaneous Revenue	45,000	54,909	9,909	53,000	8,000	17.8%
Interest Income	48,000	71,142	23,142	33,000	(15,000)	-31.3%
Total Revenue	5,262,988	5,287,827	24,839	5,384,928	121,940	2.3%
Transfer In	133,000	50,000	(83,000)	50,000	(83,000)	-62.4%
Use (Add To) Fund Balance	699,827	453,019	(246,808)	894,263	194,436	27.8%
Total Funding	\$ 6,095,815	\$ 5,790,846	\$ (304,969)	\$ 6,329,191	\$ 233,376	3.8%

FY2020 Budget vs. FY2021 Budget



**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Revenue Details

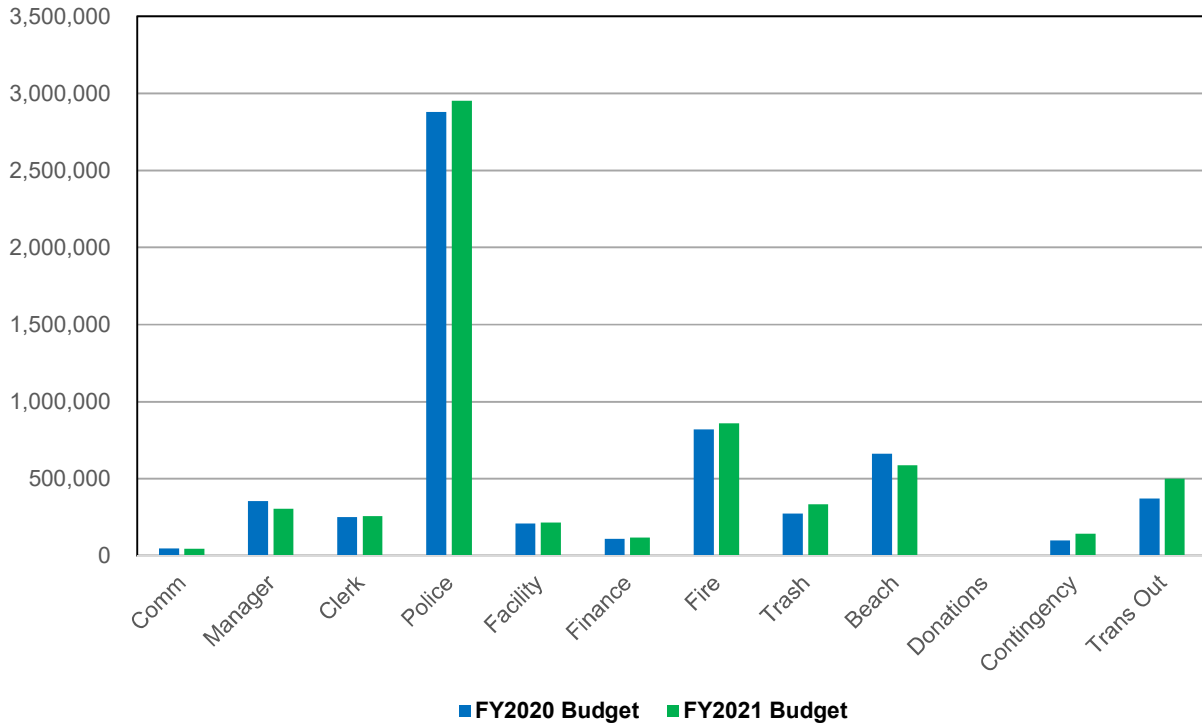
Description	FY 2019	FY 2020			FY 2021		
	Actual	Annual Budget	Forecast	Variance Fav/(Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
Property Tax							
Tax Receipts - Current Year	\$ 4,778,041	\$ 4,891,478	\$ 4,891,478	\$ -	\$ 5,066,779	\$ 175,301	3.6%
Tax Receipts - Discounts	5,647	(178,539)	(172,401)	6,138	(184,937)	(6,398)	3.6%
Tax Receipts - Delinquent	(166,004)	3,000	7,874	4,874	3,000	-	0.0%
Total - Property Tax	4,617,684	4,715,939	4,726,951	11,012	4,884,842	168,903	3.6%
Other Local Taxes							
FPL Franchise	226,894	230,000	228,461	(1,539)	230,000	-	0.0%
Local Communications Tax	39,967	40,000	35,175	(4,825)	30,000	(10,000)	-25.0%
Total - Other Local Taxes	266,861	270,000	263,637	(6,363)	260,000	(10,000)	-3.7%
Intergovernmental Revenues							
Occupational Licenses	1,994	1,700	1,931	231	1,900	200	11.8%
Federal Grants	53,039	-	-	-	-	-	N/A
FDLE - JAG Grant	1,011	-	537	537	-	-	N/A
State Revenue Sharing	47,669	45,500	34,984	(10,516)	24,000	(21,500)	-47.3%
Alcoholic Beverage License	636	640	636	(4)	636	(4)	-0.6%
Half-Cent Sales Tax	130,833	131,109	129,958	(1,151)	125,000	(6,109)	-4.7%
Recycling Revenue	-	-	-	-	-	-	N/A
Total - Intergov. Revenue	235,183	178,949	168,046	(10,903)	151,536	(27,413)	-15.3%
Fines & Forfeitures							
Fines	3,393	5,000	3,092	(1,908)	2,500	(2,500)	-50.0%
Seizures and Forfeitures	13,247	100	50	(50)	50	(50)	-50.0%
Total - Fines & Forfeitures	16,639	5,100	3,142	(1,958)	2,550	(2,550)	-50.0%
Miscellaneous Revenue							
Miscellaneous	11,223	10,000	2,914	(7,086)	3,000	(7,000)	-70.0%
Misc. - Police reimbursement	-	20,000	35,881	15,881	35,000	15,000	75.0%
Lien Search Fee	13,200	15,000	16,114	1,114	15,000	-	0.0%
Total - Misc. Revenue	24,423	45,000	54,909	9,909	53,000	8,000	17.8%
Interest Income							
Interest Income	72,715	75,000	65,671	(9,329)	65,000	(10,000)	-13.3%
Net Incr (Decr) In FMV-Invest	3,564	(30,000)	2,358	32,358	(35,000)	(5,000)	16.7%
Interest Income - Tax Collector	49,310	3,000	3,113	113	3,000	-	0.0%
Total - Interest Income	125,590	48,000	71,142	23,142	33,000	(15,000)	-31.3%
Total Revenue	5,286,380	5,262,988	5,287,827	24,839	5,384,928	121,940	2.3%
Non-Operating Revenues							
Transfer In							
Water Fund	50,000	50,000	50,000	-	50,000	-	0.0%
Capital Projects Fund	187,221	-	-	-	-	-	N/A
Special Rev - Permits, P&Z	33,436	83,000	-	(83,000)	-	(83,000)	-100.0%
Transfer In	270,657	133,000	50,000	(83,000)	50,000	(83,000)	-62.4%
Use / (Add't) Fund Balance	-	699,827	453,019	(246,808)	894,263	194,436	27.8%
Total Funding	\$ 5,557,037	\$ 6,095,815	\$ 5,790,846	\$ (304,969)	\$ 6,329,191	\$ 233,376	3.8%

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Total Expenditures By Department

<u>EXPENDITURES</u> Expense	FY 2020			FY 2021		
	Annual Budget	Forecast	Fav / (Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
Town Commission	\$ 48,396	\$ 34,611	\$ 13,785	\$ 46,603	\$ (1,793)	-3.7%
Town Manager	357,123	312,739	44,385	305,750	(51,374)	-14.4%
Town Clerk	252,970	163,921	89,049	258,582	5,612	2.2%
Police	2,880,753	2,842,839	37,914	2,950,708	69,955	2.4%
Facility Services	211,332	193,452	17,880	217,518	6,186	2.9%
Finance	110,639	116,298	(5,659)	117,480	6,841	6.2%
Fire Rescue	819,287	819,257	30	860,220	40,933	5.0%
Solid Waste	273,714	268,214	5,500	334,682	60,968	22.3%
Beaches	663,000	715,470	(52,470)	587,000	(76,000)	-11.5%
Charitable Donations	6,560	6,560	-	6,344	(216)	-3.3%
Contingency	100,000	-	100,000	144,352	44,352	44.4%
Total Expense	5,723,774	5,473,361	250,413	5,829,239	105,464	1.8%
Transfer Out	372,041	317,485	54,556	499,952	127,911	34.4%
Total Expenditures	\$ 6,095,815	\$ 5,790,846	\$ 304,969	\$ 6,329,191	\$ 233,376	3.8%

FY2020 Budget vs. FY2021 Budget

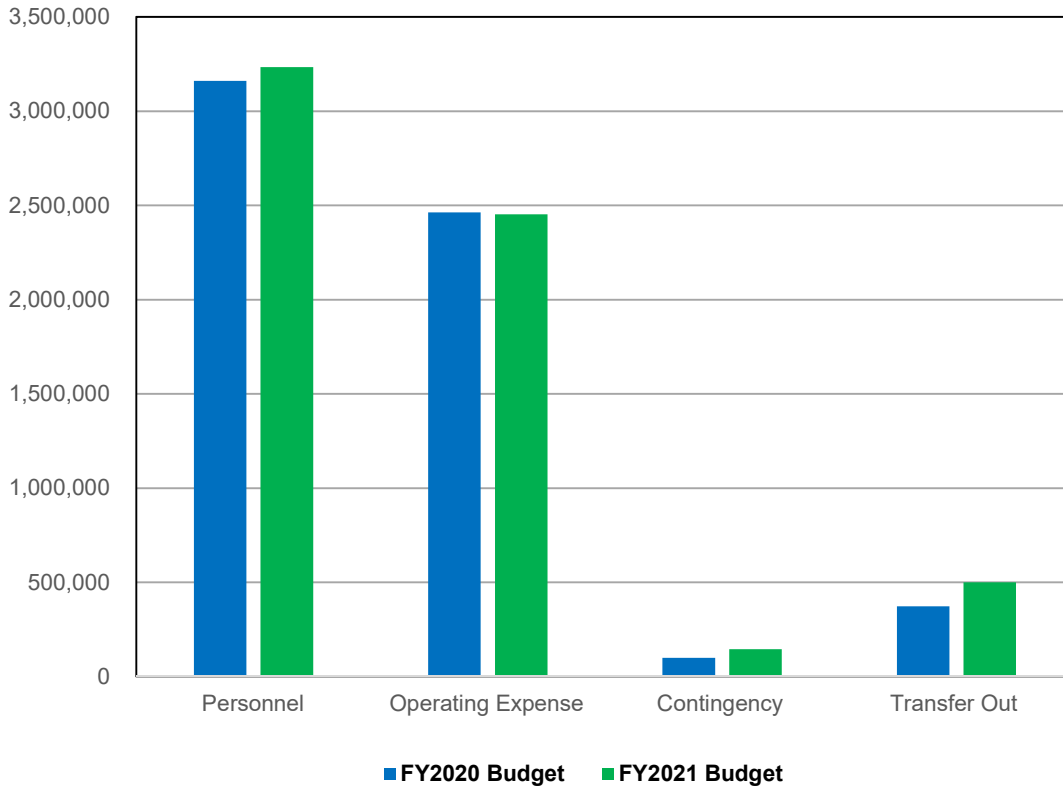


**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Total Expenditures By Category

<u>EXPENDITURES</u>	FY 2020			FY 2021		
	Annual Budget	Forecast	Fav / (Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
Expense						
Personnel	\$ 3,161,272	\$ 3,060,534	\$ 100,737	\$ 3,232,405	\$ 71,133	2.3%
Operating Expense	2,462,503	2,412,827	49,676	2,452,482	(10,020)	-0.4%
Contingency	100,000	-	100,000	144,352	44,352	44.4%
Total Expense	5,723,774	5,473,361	250,413	5,829,239	105,464	1.8%
Transfer Out	372,041	317,485	54,556	499,952	127,911	34.4%
Total Expenditures	\$ 6,095,815	\$ 5,790,846	\$ 304,969	\$ 6,329,191	\$ 233,376	3.8%

FY2020 Budget vs. FY2021 Budget



**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Personnel Expense Summary

Description	FY 2020			FY 2021		
	Annual Budget	Forecast	Fav / (Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
DEPARTMENT						
Commission	\$ 31,003	\$ 31,003	\$ -	\$ 31,003	\$ -	0.0%
Town Manager	216,523	202,823	13,700	226,150	9,626	4.4%
Town Clerk	164,838	77,328	87,510	172,850	8,012	4.9%
Police	2,648,372	2,655,377	(7,005)	2,702,664	54,292	2.1%
Facility Services	100,535	94,002	6,533	99,738	(798)	-0.8%
Total Personnel Expense	3,161,272	3,060,534	100,737	3,232,405	71,133	2.3%

Description	FY 2020			FY 2021		
	Annual Budget	Forecast	Fav / (Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
EXPENSE TYPE						
Commission Stipend	28,800	28,800	-	28,800	-	0.0%
Salaries	1,864,337	1,801,869	62,468	1,884,220	19,884	1.1%
Car Allowance	6,000	6,000	-	6,500	500	8.3%
Paid Holidays	50,187	35,444	14,743	50,201	14	0.0%
Overtime	40,000	57,437	(17,437)	46,000	6,000	15.0%
Vacation Leave Cash Out	17,912	2,798	15,114	17,912	(0)	0.0%
Sick Leave Cash Out	31,876	83,424	(51,548)	32,876	1,000	3.1%
Incentive Pay	17,270	14,504	2,766	17,270	-	0.0%
Transfer To Special Revenue	(30,336)	(30,336)	-	(30,336)	-	0.0%
Salary & Wages	2,026,046	1,999,940	26,106	2,053,443	27,397	1.4%
FICA	157,313	153,203	4,110	157,088	(225)	-0.1%
Florida Retirement System	412,991	405,237	7,755	428,775	15,784	3.8%
Health and Life Insurance	497,803	465,234	32,569	544,108	46,305	9.3%
Tuition Reimbursement	2,250	1,000	1,250	2,250	-	0.0%
AD&D	887	672	215	739	(147)	-16.6%
Workers' Comp Insurance	62,231	35,249	26,982	44,250	(17,981)	-28.9%
Unemployment Compensation	1,750	-	1,750	1,750	-	0.0%
Total Benefits	1,135,225	1,060,594	74,631	1,178,961	43,736	3.9%
Total Compensation	\$ 3,161,272	\$ 3,060,534	\$ 100,737	\$ 3,232,405	\$ 71,133	2.3%

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Town Commission Department

Mission

To serve the residents of the community by fulfilling duties as the legislative body through developing policies designed to successfully conduct municipal government, perform municipal functions and render municipal services.

Major Issues

- Ensure development orders preserve Town's peacefulness and harmonious appearance while preparing for the future of sea level rise and other threats.
- Ensure transparency.
- Residential and roadway safety.
- Protection and preservation of the Town beach.
- Customer service excellence.
- Resilient and well-maintained infrastructure.
- Maintenance of an attractive and tranquil residential community.

Current Year Highlights

- Created a monthly condo forum with Commissioner Baldassarre, Town Manager and Condo Representatives.
- Initiated code evaluation of parking and zoning along ICW.
- Enhanced the land development code to align height and slope with adjoining properties.
- Created policy for residents seeking leak credit on their water bill.
- Expanded vacation rental regulations to condos.
- Added enforcement mechanisms to code for failing to follow emergency orders.

Next Year Goals

- Continued policy direction for organizational performance.
- Adoption of an annual budget balancing community needs with fiscal constraints.
- Successful conclusion of legal efforts to protect Town beach.

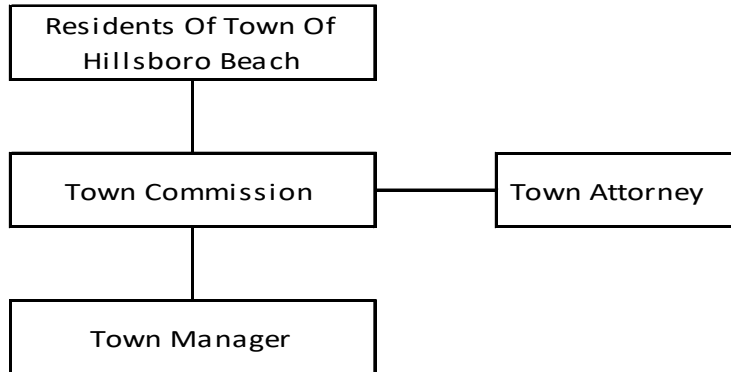
**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Town Commission Department

Positions

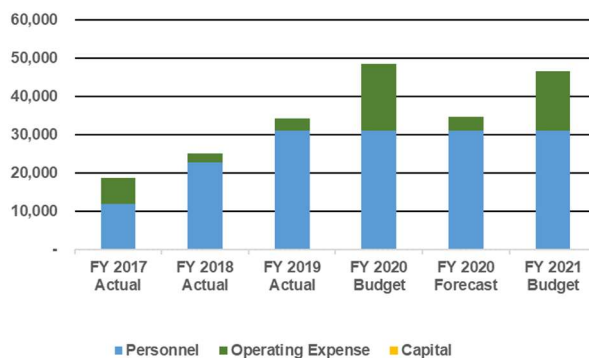
Position	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Mayor	1	1	1	1	1
Vice Mayor	1	1	1	1	1
Commissioner – Treasurer	1	1	1	1	1
Commissioner	2	2	2	2	2
Total	5	5	5	5	5

Organizational Chart



Five-Year History Summary

	Historical Data			FY 2020		FY 2021
	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	Annual Budget	Forecast	Annual Budget
Personnel	11,949	22,808	31,003	31,003	31,003	31,003
Operating Expense	6,740	2,323	3,225	17,393	3,608	15,600
Capital	-	-	-	-	-	-
Total	\$18,689	\$25,131	\$34,228	\$48,396	\$34,611	\$46,603



**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Town Commission Department

Description	FY2019	FY2020			FY2021		
	Actual	Annual Budget	Forecast	Variance Fav/(Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
Personal Services							
Mayor/Commission Stipend	\$ 28,800	\$ 28,800	\$ 28,800	\$ -	\$ 28,800	\$ -	0.0%
FICA	2,203	2,203	2,203	-	2,203	-	0.0%
Total Personal Services	31,003	31,003	31,003	-	31,003	-	0.0%
Operating Expenses							
Election Fees	162	7,893	108	7,785	3,600	(4,293)	-54.4%
Conferences/Seminars	-	6,000	-	6,000	6,000	-	0.0%
BLC Annual Event	-	-	-	-	2,500	2,500	N/A
Mayor/Commission Expense	3,063	3,500	3,500	-	3,500	-	0.0%
Total Operating Expenses	3,225	17,393	3,608	13,785	15,600	(1,793)	-10.3%
Total Commission	\$ 34,228	\$ 48,396	\$ 34,611	\$ 13,785	\$ 46,603	\$ (1,793)	-3.7%

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Town Manager Department

Mission

Provide overall leadership and strategic management direction to the organization in support of Town Commission policies and offer public policy recommendations for Town Commission consideration.

Major Issues

- Ensure fiscal integrity.
- Residential and roadway safety.
- Protection and preservation of the Town beach.
- Ensure customer service excellence.
- Resilient and well-maintained infrastructure.
- Maintenance of an attractive and tranquil residential community, including marine issues.
- Effective and efficient governmental operations.

Current Year Highlights

- Recruited and hired new Chief of Police
- Negotiated a new garbage “all-in” contract price at one of the lowest rates in Broward and included two HHW events for the Town.
- Implemented a Household Hazardous Waste Collection program, free of charge and added a new prescription drug drop off collection site.
- Completed design, engineering and permitting to relocate buoys away from sandbar.
- Created new Resident Guide, hurricane guide and turtle protection guide.
- Completed network security assessment to detect areas of vulnerability and implemented ongoing anti-phishing training to all employees to reduce likelihood of malware attacks.
- Reduced town hall phone bill by 40% through a new provider while keeping AT&T's infrastructure.
- Revised procurement code to modernize with industry standards.
- Updated travel policy to provide IRS standards to travel rates and created formal accounting of expenses.

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Town Manager Department

Next Year Goals

- Conduct successful national and municipal elections.
- Aggressive focus on achieving successful beach litigation.
- Active Code Compliance presence.
- Additional focus on roadway safety.
- Coordinate next Beach re-nourishment project.
- Examine funding alternatives for future beach projects.
- Continue to expand and enhance Town Events.
- Complete design and easement acquisition phase of FPL underground utility project.
- Develop network security policy and continue security training to increase awareness of phishing concerns.

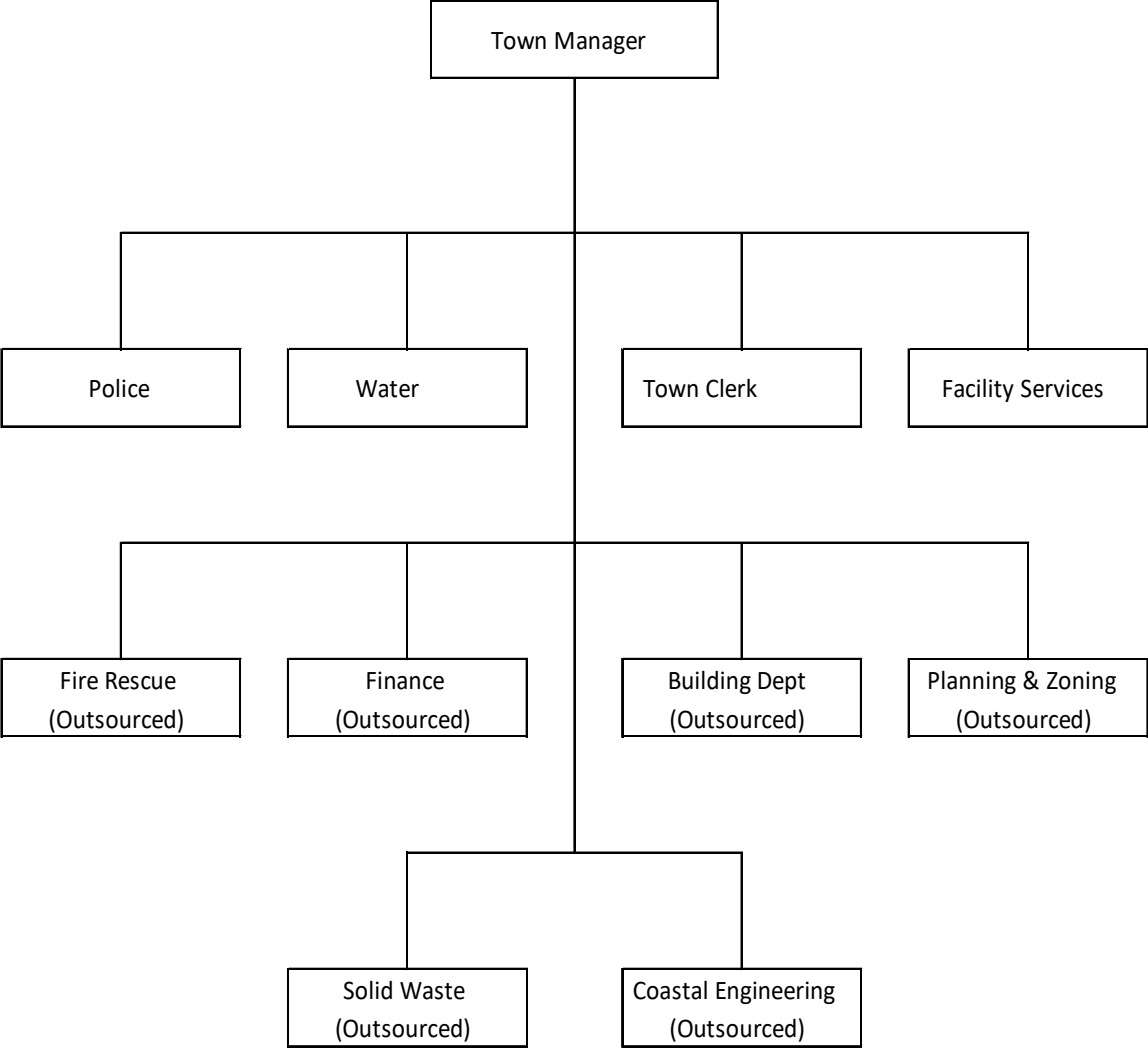
Positions

Position	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Town Manager	1	1	1	1	1
Executive Assistant	-	1	-	-	-
Total	1	2	1	1	1

Town of Hillsboro Beach
Fiscal Year 2021 Budget

General Fund - Town Manager Department

Organizational Chart

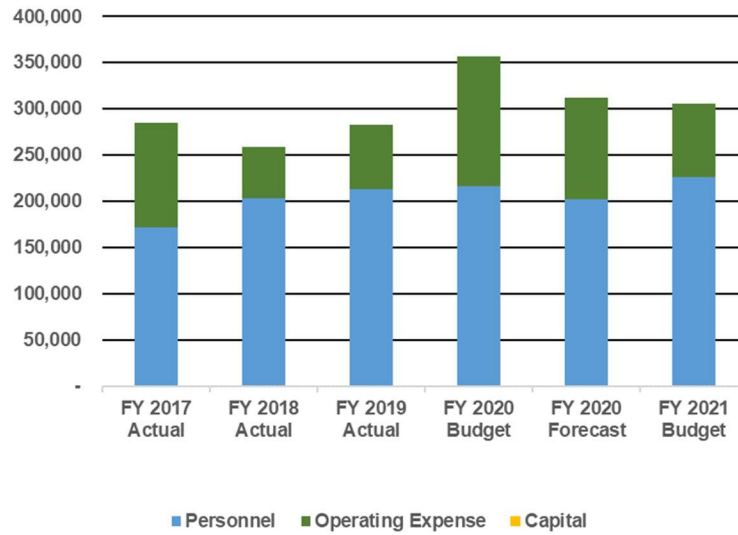


**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Town Manager Department

Five-Year History Summary

	Historical Data			FY 2020		FY2021
	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	Annual Budget	Forecast	Annual Budget
Personnel	171,601	203,489	213,780	216,523	202,823	226,150
Operating Expense	113,855	55,865	68,897	140,600	109,915	79,600
Capital	-	-	-	-	-	-
Total	\$285,456	\$259,354	\$282,677	\$357,123	\$312,739	\$305,750



**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Town Manager Department

Description	FY2019	FY2020			FY2021		
	Actual	Annual Budget	Forecast	Variance Fav/(Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
Personal Services							
Salaries	\$ 129,750	\$ 132,860	\$ 132,860	\$ -	\$ 136,500	\$ 3,640	2.7%
Vacation Leave Cash Out	-	11,856	-	11,856	11,856	-	0.0%
Car Allowance	6,000	6,000	6,000	-	6,500	500	8.3%
FICA	10,100	11,530	10,156	1,374	11,847	317	2.7%
Florida Retirement System	44,896	36,772	35,445	1,327	40,486	3,714	10.1%
401(A) Plan	7,500	-	-	-	-	-	N/A
Health and Life Insurance	15,344	16,659	18,221	(1,562)	18,252	1,593	9.6%
Workers' Comp Insurance	191	346	141	205	209	(137)	-39.6%
Unemployment Compensation	-	500	-	500	500	-	0.0%
	213,780	216,523	202,823	13,700	226,150	9,626	4.4%
Operating Expenses							
Town Attorney	58,571	65,000	99,744	(34,744)	65,000	-	0.0%
Prof. Services - IT Services	3,600	9,100	5,071	4,029	9,100	-	0.0%
Contracts - Other Services	-	62,000	600	61,400	-	(62,000)	-100.0%
Miscellaneous	1,434	1,000	1,000	-	1,000	-	0.0%
Computer Expenses/Supplies	-	1,000	1,000	-	1,000	-	0.0%
Training Expenses	3,308	2,500	2,500	-	3,500	1,000	40.0%
Town Events	1,984	-	-	-	-	-	N/A
Total Operating Expenses	68,897	140,600	109,915	30,685	79,600	(61,000)	-43.4%
Total Town Manager	\$ 282,677	\$ 357,123	\$ 312,739	\$ 44,385	\$ 305,750	\$ (51,374)	-14.4%

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Town Clerk Department

Mission

Preserve access to official public records; coordinate and administer Town elections; prepare and distribute Town Commission agendas; provide public information, certify and distribute ordinances and resolutions, publish legal notices and enhance community outreach through implementation and continuous improvement of new Town website.

Major Issues

- Significant backlog of documents which needed to be organized, digitized, stored off site or some instances destroyed in accordance with State record retention requirements.

Current Year Highlights

- Implemented online Lien Search management solution to maximize productivity.
- Implemented Phase II of off-site scanning of building plans and government records for off-site storage solution. All records related to building permits and plans will be scanned, boxed and stored off-site by year-end.
- Maintain system for remote access.
- Maintain electronic agenda management software platform for streamlined work processes.
- Maintain monthly e-newsletters prepared to keep residents informed and further promote open government.
- Implement process to obtain updated contact information for new Condominium Board Presidents and Property Managers.
- Maintain Town website with relevant information for transparency and compliance.
- Initiated Process to implement Electronic Campaign Finance Reporting.
- Initiated Process to Hire Administrative Assistant.
- Secure by year-end a scanner compatible with Town's record management software solution to streamline and enhance productivity and work processes.

Next Year Goals

- Implement Phase II of off-site storage solution for government records.
- Implement online Public Records Request management solution.
- Audit Town Website quarterly for State regulatory and ADA compliance.
- Enhance electronic agenda management software platform to encourage universal use and increase efficiency.
- Semi-Annual shredding events to purge records according to record retention requirements.
- Continue goal to achieve designation of Master Municipal Clerk.

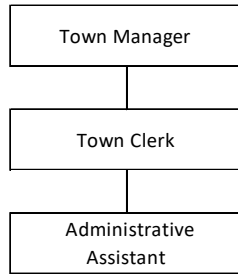
**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Town Clerk Department

Positions

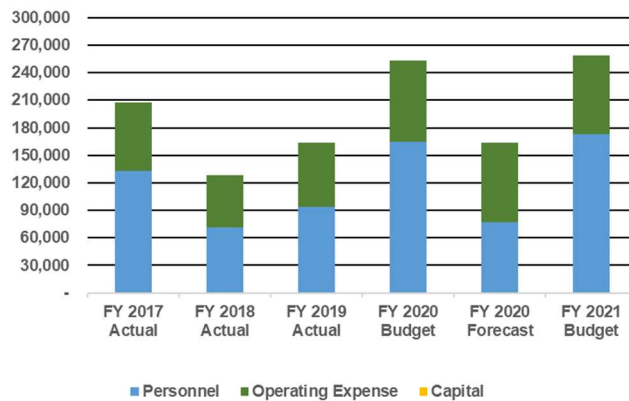
Position	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Town Clerk	1	1	1	1	1
Administrative Assistant	–	–	1	1	1
Total – Full-Time	1	1	2	2	2
Administrative Assistant	1	–	–	–	–
Total – Part-Time	1	–	–	–	–
Total	2	1	2	2	2

Organizational Chart



Five-Year History Summary

	Historical Data			FY 2020		FY 2021
	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	Annual Budget	Forecast	Annual Budget
Personnel	132,958	71,906	94,274	164,838	77,328	172,850
Operating Expense	74,441	56,077	69,520	88,132	86,593	85,732
Capital	–	–	–	–	–	–
Total	\$207,399	\$127,983	\$163,794	\$252,970	\$163,921	\$258,582



**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Town Clerk Department

Description	FY2019	FY2020			FY2021		
	Actual	Annual Budget	Forecast	Variance Fav/(Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
Personal Services							
Salaries	\$ 68,583	\$ 114,726	\$ 52,514	\$ 62,212	\$ 117,426	\$ 2,700	2.4%
Vacation Leave Cash Out	-	2,301	920	1,381	2,301	(0)	0.0%
FICA	5,222	8,953	4,074	4,879	9,159	206	2.3%
Florida Retirement System	5,692	9,912	4,471	5,441	11,973	2,061	20.8%
Health and Life Insurance	14,589	28,397	15,226	13,171	31,562	3,165	11.1%
Workers' Comp Insurance	187	299	122	177	180	(119)	-39.9%
Unemployment Compensation	-	250	-	250	250	-	0.0%
Total Personal Services	94,274	164,838	77,328	87,510	172,850	8,012	4.9%
Operating Expenses							
Coding Ordinances	370	3,000	2,857	143	3,000	-	0.0%
Prof. Services - Digitize Records	-	15,000	10,000	5,000	10,000	(5,000)	-33.3%
Temporary Labor	23,708	-	14,328	(14,328)	-	-	N/A
Contracts - Other Services	3,968	4,000	9,253	(5,253)	4,000	-	0.0%
Contracts - Minutes Preparation	-	-	-	-	3,000	3,000	N/A
Software Maint / Support	4,589	7,465	8,633	(1,168)	16,065	8,600	115.2%
Postage	1,381	2,500	2,373	127	2,500	-	0.0%
Copier	4,718	5,600	6,000	(400)	6,100	500	8.9%
Advertising	7,284	15,000	7,836	7,164	10,000	(5,000)	-33.3%
Office Supplies	6,116	5,900	3,833	2,067	5,900	-	0.0%
Website Support	2,340	4,967	4,967	(0)	4,967	-	0.0%
Subscriptions and Memberships	6,509	5,700	5,105	595	5,700	-	0.0%
Office Equipment	-	1,000	-	1,000	1,000	-	0.0%
Training Expenses	2,761	3,500	597	2,903	3,500	-	0.0%
Resident Mailings	5,779	14,500	10,809	3,691	10,000	(4,500)	-31.0%
Total Operating Expenses	69,520	88,132	86,593	1,539	85,732	(2,400)	-2.7%
Total Town Clerk	\$ 163,794	\$ 252,970	\$ 163,921	\$ 89,049	\$ 258,582	\$ 5,612	2.2%

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Police Department

Mission

Dedicated to professional police services and committed to your protection.

What We Do

The Hillsboro Beach Police Department provides 24/7 Police services for the Town to all emergency and non-emergency calls. Continuous patrols of the Town occur as crime prevention measures and include activities such as traffic enforcement, safety and education, as well as community policing efforts. The Police Department conducts follow-up and investigations into crimes that occur and proactively works on crime prevention.

The Police Department consistently strives to develop our level of service through continuous training in preparation for all natural or manmade situations.

What We Produce

The Police Department's primary focus is the deterrence and prevention of crime through:

- High visibility patrols to deter criminal activity,
- Traffic education and enforcement activities,
- Investigations into crimes that are committed,
- And crime prevention and education provided to residents.

Measurables

The Police Department routinely measures, records and analyzes the following:

- All Police calls for service and response times,
- Criminal activity is tracked and analyzed for trends and patterns,
- Officer self-initiated activity – arrests, traffic/vessel safety, field interrogations, security checks and trespassing,
- And community satisfaction with Police services.

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Police Department

Current Year Highlights

- Met all standards, requirements and audits for training and Criminal Justice data securities.
- Updated, revised and implemented numerous policy changes to ensure the Police Department met current accreditation and legal standards.
- Acquisition of new Police Beach vehicle paid with forfeiture funds.
- Purchase of two new hybrid patrol cars partially funded with forfeiture funds.
- Implemented TraCS software (Traffic and Criminal Software). This free, state provided software allows the Hillsboro Beach Police Department to accurately report and send crash report to the state and local state attorney.
- National Incident Management System (NIMS), the department continuously trains all police department personnel with NIMS ICS 100, 200 700 and 800 and advanced training for certain key staff members.
- All personnel were re-certified in CPR/ AED and First Responder.
- All sworn personnel were re-certified in Use of Force and Firearm.
- Obtained re-certification for the Commission for Law Enforcement Accreditation through the State of Florida.
- Successful COVID-19 global pandemic mitigation strategy including proper PPE gear for all officers and staff.
- Implementation of multiple practices to ensure the safety of residents and employees for the COVID-19 global pandemic.
- Seamless transition of new police chief.

Next Year Goals

- Mandatory ongoing Firearm/Use of Force/Defensive Tactic Training.
- Post-Traumatic Stress Awareness and De-escalation Training.
- Incorporate National Incident Management (NIMS) Training for all Town employees.
- Revise and enhance our Crosswalk/Pedestrian/Cyclist Safety Program.
- Advance our Crime Prevention efforts with expanded focus on fraud and financial crimes targeting our elderly population.
- Deploy first Hybrid Police vehicles for the Town.
- Expand use of social media platforms for community outreach, education and awareness.
- Implement new uniformed computers, with up-to-date devices, several software programs and CJIS Criminal Justice Information Systems data bases.
- Deploy in-car and body camera capabilities.

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Police Department

Next Year Goals (continued)

- Develop a plan for an emergency operations center located at the Water Department facility property.
- Deploy an operational plan with the Broward Sheriff's Office to educate boaters in best boating safe practices.
- Implement a training facility for the Hillsboro Beach Police Department to improve decision making and reality-based training for officers.

Goals for Next 2-3 Years

- Maintain a "Good Standing" CFA-Commission for Florida Accreditation status.
- Increase call-center capabilities.
- Increase education and training for officers and our community concerning cybercrime and computer related fraud.
- Prepare for communication and technology advancements with P25 capabilities.
- Continue education and training concerning mental health response, in cooperation and partnership with Broward County Behavioral Health.
- Implement a comprehensive Officer Wellness Program.
- Aggressive maritime law enforcement presence.
- Support compliance in enforcing Town's turtle nesting ordinance to ensure Town maintains position as premier municipality in the county in regard to successful turtle hatchings.
- Proactive program to educate community in regard to property crime prevention.
- Continued aggressive program to dissuade trespassers.
- Update department training programs and policy manuals.
- Active, visible traffic control to minimize speeding and enhance safety.
- Increase use of social media (ie: Twitter, Facebook) to communicate with residents.

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Police Department

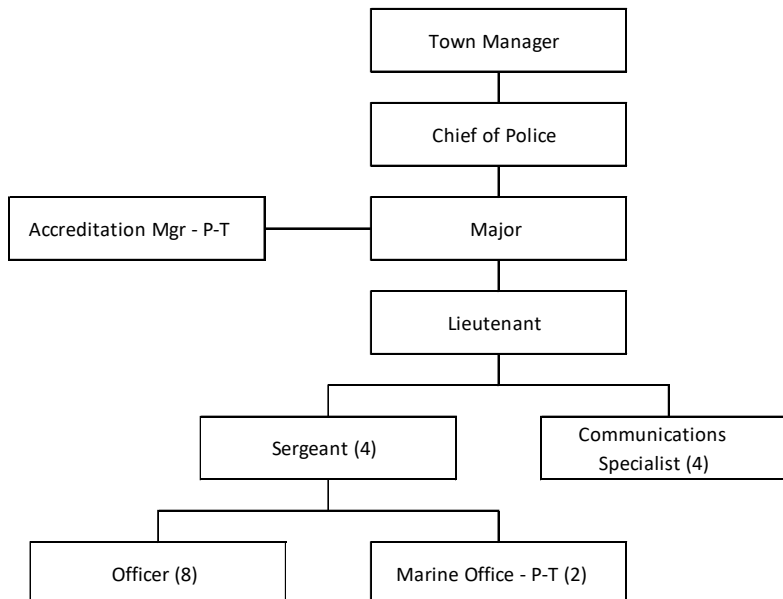
Positions

Position	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Full-Time					
Chief	1	1	1	1	1
Major	1	1	1	1	1
Lieutenant	1	1	1	1	1
Sergeant	3	3	4	4	4
Officer / Lead Investigator	8	8	7	7	7
Officer – Detached	–	1	1	1	1
Communication Specialist	4	4	4	4	4
Total Full-Time	18	19	19	19	19
Part-Time / Other					
Accreditation Manager	–	1	1	1	1
Officer – Marine (P/T)	–	–	2	2	2
Total Part-Time / Other	–	1	3	3	3
Total	18	20	22	22	22

Organizational Chart

The Police Department is staffed by;

- 11 - Police Patrol Officers
- 3 - Command Staff Officers
- 2 - Part/Time Police Officers
- 1 - Detached Police Officer
- 4 - Civilian Communication Resource Specialist
- 1 - Civilian Part/Time



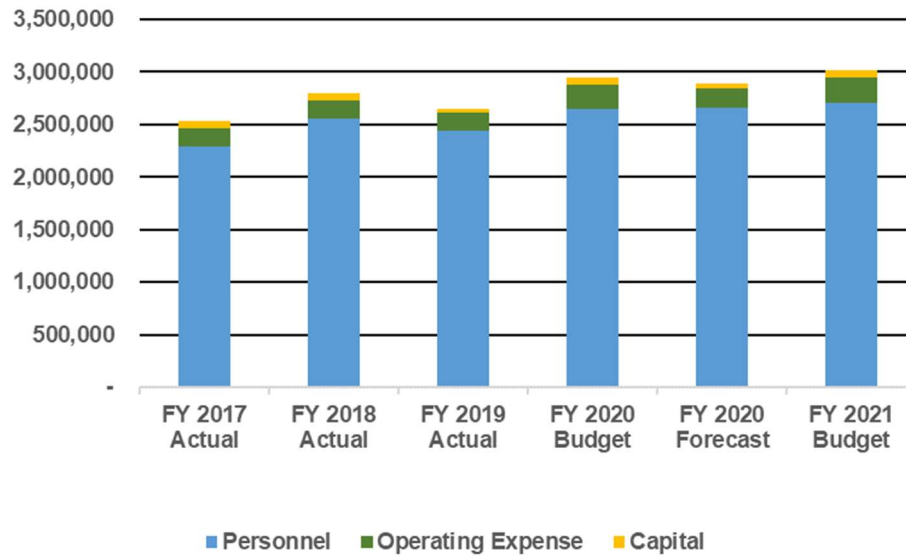
**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Police Department

Five-Year History Summary

	Historical Data			FY 2020		FY 2021
	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	Annual Budget	Forecast	Annual Budget
Personnel	2,296,663	2,553,096	2,438,599	2,648,372	2,655,377	2,702,664
Operating Expense	174,051	180,143	174,374	232,381	187,462	248,043
Capital *	64,014	60,473	31,878	70,000	43,390	66,000
Total	\$2,534,728	\$2,793,712	\$2,644,851	\$2,950,753	\$2,886,229	\$3,016,707

* Capital reported in General Fund Capital Improvement Program section.



**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Police Department

Description	FY2019	FY2020			FY2021		
	Actual	Annual Budget	Forecast	Variance Fav/(Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
Personal Services							
Salaries	\$ 1,502,651	\$ 1,567,933	\$ 1,565,837	\$ 2,096	\$ 1,581,476	\$ 13,543	0.9%
Offset- Marine Law Enfor. Grant	\$ (24,906)	\$ (30,336)	\$ (30,336)	\$ -	\$ (30,336)	\$ -	0.0%
Paid Holidays	49,857	50,187	35,444	14,743	50,201	14	0.0%
Overtime	16,040	20,000	34,889	(14,889)	20,000	-	0.0%
Overtime - Task Force	-	20,000	22,548	(2,548)	26,000	6,000	30.0%
Sick Leave Cash Out	33,825	30,000	81,734	(51,734)	31,000	1,000	3.3%
Incentive	15,850	17,270	14,504	2,766	17,270	-	0.0%
FICA	122,967	130,462	132,622	(2,159)	129,714	(748)	-0.6%
Florida Retirement System	332,307	361,695	361,107	588	370,871	9,176	2.5%
Health and Life Insurance	353,862	419,330	402,591	16,739	460,326	40,996	9.8%
Workers' Comp Insurance	35,306	57,694	32,766	24,928	42,153	(15,541)	-26.9%
Tuition Reimbursement	-	2,250	1,000	1,250	2,250	-	0.0%
AD&D	841	887	672	215	739	(147)	-16.6%
Unemployment Compensation	-	1,000	-	1,000	1,000	-	0.0%
Total Personal Services	2,438,599	2,648,372	2,655,377	(7,005)	2,702,664	54,292	2.1%
Operating Expenses							
Contracts - Other Services	14,977	27,650	14,857	12,793	22,856	(4,794)	-17.3%
Town Attorney	3,087	20,000	1,000	19,000	5,000	(15,000)	-75.0%
Prof. Services - IT Services	3,263	9,000	3,903	5,097	5,000	(4,000)	-44.4%
Telephone Service	4,018	4,100	3,695	405	4,100	-	0.0%
Mobile Phones	4,786	7,300	4,444	2,856	4,140	(3,160)	-43.3%
Vehicles - GPS	-	-	-	-	1,364	1,364	N/A
Postage	34	500	96	404	500	-	0.0%
Electricity	8,695	8,500	6,865	1,636	8,500	-	0.0%
Liability & Property Insurance	21,273	26,396	20,163	6,232	23,188	(3,208)	-12.2%
Building Repairs & Maintenance	4,743	3,000	2,698	302	5,000	2,000	66.7%
Radio Maintenance	1,183	2,100	1,000	1,100	2,100	-	0.0%
Auto Repairs & Maintenance	12,544	25,000	25,000	-	25,000	-	0.0%
Boat Repairs & Maintenance	11,993	15,000	15,000	-	30,000	15,000	100.0%
ATV Repairs & Maintenance	78	1,500	1,500	-	1,500	-	0.0%
Rental - Vehicles	9,429	-	9,043	(9,043)	9,500	9,500	N/A
Copier	2,966	2,700	2,970	(270)	3,000	300	11.1%
Miscellaneous Services	1,220	1,500	1,500	-	1,500	-	0.0%
Internet Service	6,018	6,100	6,548	(448)	6,550	450	7.4%
Physical Examinations	710	750	746	4	750	-	0.0%
Office Supplies	1,705	3,000	564	2,436	3,000	-	0.0%
Operating Supplies	3,779	6,000	9,033	(3,033)	10,000	4,000	66.7%
Fuel & Oil	31,809	36,000	26,794	9,206	32,000	(4,000)	-11.1%
Uniform Supplies	7,888	7,000	11,138	(4,138)	15,000	8,000	114.3%
Investigation Division	494	1,500	991	509	1,500	-	0.0%
Subscriptions & Memberships	1,261	1,785	1,945	(160)	1,995	210	11.8%

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Police Department

Description	FY2019	FY2020			FY2021		
	Actual	Annual Budget	Forecast	Variance Fav/(Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
Operating Expenses (continued)							
Weapons & Gear (Lease)	2,054	2,000	-	2,000	-	(2,000)	-100.0%
Protective PPE	-	-	-	-	2,500	2,500	N/A
Protective PPE (facilities)	-	-	-	-	2,500	2,500	N/A
Education & Training	14,369	14,000	15,970	(1,970)	20,000	6,000	42.9%
Total Operating Expenses	174,374	232,381	187,462	44,919	248,043	15,663	6.7%
Total Police	\$ 2,612,973	\$ 2,880,753	\$ 2,842,839	\$ 37,914	\$ 2,950,708	\$ 69,955	2.4%

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Facility Services Department

Mission

To provide responsive and cost-effective service in maintaining and preserving Town buildings, to provide reliable and cost-effective facility support services and to provide safe, clean, attractive and properly maintained facilities exceeding staff's and the public's expectations.

Major Issues

- Refresh interior of Commission Chambers.
- Develop better plan review area.
- Improve functionality of Community Room and Planning Room.
- Town Hall exterior painting.

Current Year Highlights

- Added new TVs for visual presentations to be viewed from all seats in the chambers.
- Added input port for presenters at podium to connect to the new TV screens so presentation materials may be viewed by all attending.
- Submitted to Broward County grant application for reimbursement for two royal palm trees replaced last year.
- Wi-fi service extended to community room and strengthened in Commission Chambers to prevent disconnection of service.
- Developed scope of work and selected paint colors for painting of Town Hall, and competed formal solicitation to paint, replace shutters, remove stone façade and river rock.

Next Year Goals

- Hold auction to eliminate old and broken equipment and supplies.
- Complete painting of Town Hall.
- Paint Commission Chambers.

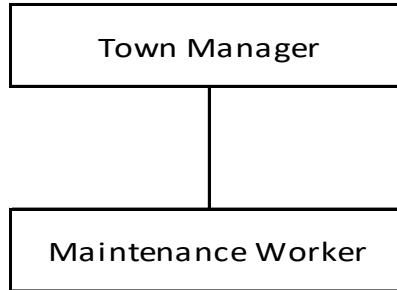
Positions

Position	FY 17	FY 18	FY 19	FY 20	FY 21
Maintenance Worker	1	1	1	1	1
Total	1	1	1	1	1

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Facility Services Department

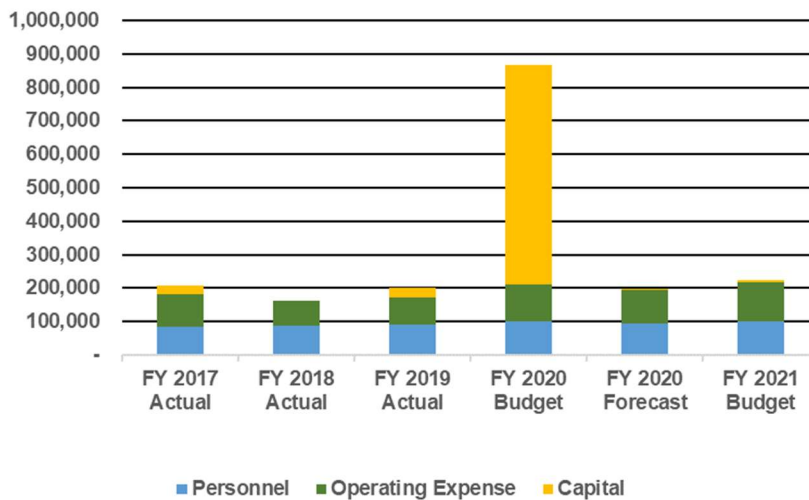
Organizational Chart



Five-Year History Summary

	Historical Data			FY 2020		FY 2021
	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	Annual Budget	Forecast	Annual Budget
Personal	85,653	88,429	90,007	100,535	94,002	99,738
Operating Expense	96,527	73,288	80,631	110,797	99,450	117,781
Total Before Capital	182,180	161,717	170,638	211,332	193,452	217,519
Capital *	25,094	–	32,172	655,000	995	7,500
Total	\$207,274	\$161,717	\$202,810	\$886,332	\$194,447	\$225,019

* Capital reported in General Fund Capital Improvement Program section.



**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Facility Services Department

Description	FY2019	FY2020			FY2021		
	Actual	Annual Budget	Forecast	Variance Fav/(Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
Personal Services							
Salaries	\$ 47,918	\$ 48,818	\$ 50,657	\$ (1,840)	\$ 48,818	\$ -	0.0%
Vacation Leave Cash Out	2,204	3,755	1,878	1,878	3,755	-	0.0%
Sick Leave Cash Out	1,734	1,876	1,690	186	1,876	-	0.0%
FICA	3,948	4,165	4,148	17	4,165	-	0.0%
Florida Retirement System	3,586	4,612	4,213	399	5,445	833	18.1%
Health and Life Insurance	28,348	33,417	29,196	4,221	33,969	552	1.7%
Workers' Comp Insurance	2,270	3,892	2,220	1,672	1,709	(2,183)	-56.1%
Total Personal Services	90,007	100,535	94,002	6,533	99,738	(798)	-0.8%
Operating Expenses							
Telephone Service	4,989	5,000	7,948	(2,948)	8,400	3,400	68.0%
Utility - Water	6,114	6,500	7,020	(520)	7,050	550	8.5%
Electricity	4,458	4,000	3,586	414	4,000	-	0.0%
Utility - Sewer	824	900	756	144	900	-	0.0%
Internet Service	4,776	5,500	5,187	313	5,500	-	0.0%
Liability & Property Insurance	17,664	20,497	16,983	3,514	19,531	(966)	-4.7%
Rent	13,532	-	-	-	-	-	N/A
Town Events	-	25,000	18,425	6,575	25,000	-	0.0%
Pest Control - Building/Grounds	1,112	1,200	1,153	47	1,200	-	0.0%
R&M - Equipment	15,594	10,000	6,242	3,758	10,000	-	0.0%
R&M - Grounds	-	2,000	1,569	431	2,000	-	0.0%
Landscape Maintenance	6,567	10,000	7,550	2,450	10,000	-	0.0%
Town Hall Maint/Repairs	2,115	8,000	6,916	1,084	8,000	-	0.0%
Generator Maint Contract	620	5,200	2,712	2,488	5,200	-	0.0%
R&M - Bocce Court	-	1,000	3,988	(2,988)	5,000	4,000	400.0%
Operating Supplies-General	2,266	4,000	7,414	(3,414)	4,000	-	0.0%
A/C Maintenance Contract	-	2,000	2,000	-	2,000	-	0.0%
Total Operating Expenses	80,631	110,797	99,450	11,347	117,781	6,984	6.3%
Total Facility Services	\$ 170,638	\$ 211,332	\$ 193,452	\$ 17,880	\$ 217,518	\$ 6,186	2.9%

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Finance Department

Mission

Ethically provide oversight, fiscal management and outstanding customer service through accountability and transparency. Provide a variety of financial services to the Commission and Town staff, including accounts payable, accounts receivable, payroll, financial analysis, cash management, utility billing, and budget and financial reporting. Maintain Town accounts in accordance with Governmental Accounting Standards Board (GASB) guidance to satisfactorily meet annual audit requirements. Ensures Town remains in compliance with all covenant requirements and provide financial guidance on issues as needed.

Major Issues

- Some Town financially-related processes require further automation.

Current Year Highlights

- Developed Water Credit Policy which was adopted by the Commission.
- Revised and enhanced Financial Presentation.
- Completed (NTD) National Transportation Department - Audit / required every 10 years.
- Amended the Towns Investment Policy to coincide with market conditions and the Town's financial objectives.
- Obtained bridge loan for Beach FEMA project.
- Revised the water bill format.

Next Year Goals

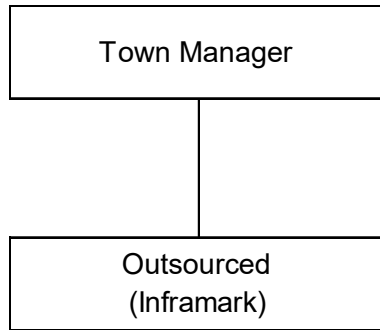
- Review and update Internal Control Policies and Procedures.
- Implement ACH Vendor Payments.
- Develop financial Key performance indicators (KPIs).
- Complete implementation of electronic meter reading.
- Review and update collection policy (where applicable).

Positions – NA (Outsourced)

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

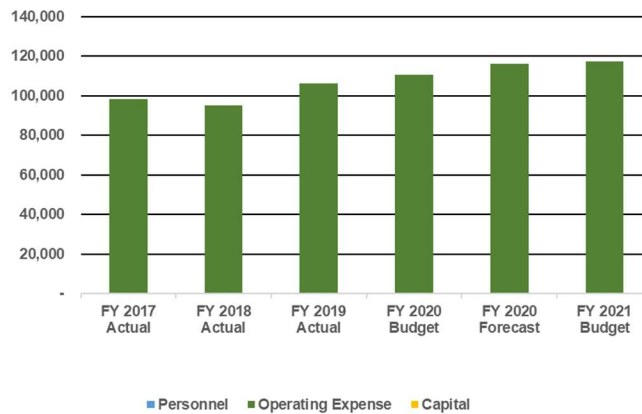
General Fund - Finance Department

Organizational Chart



Five-Year History Summary

	Historical Data			FY 2020		FY 2021
	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	Annual Budget	Forecast	Annual Budget
Personnel	-	-	-	-	-	-
Operating Expense	98,302	95,342	106,385	110,639	116,298	117,480
Capital	-	-	-	-	-	-
Total	\$98,302	\$95,302	\$106,385	\$110,639	\$116,298	\$117,480



**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Fire Rescue Department

Mission

Provide an exceptional level of fire suppression, fire prevention, emergency medical services, educational programs and community services to Town residents through providing a professional, well-trained and well-equipped response in a timely manner to all calls for service in a committed effort to prevent loss of life and property and mitigate medical emergencies. The department will strive to motivate and empower all staff to provide exceptional customer service.

Major Issues

- Continuing Hillsboro Mile road construction adversely impact response time.
- Contract expires in FY 2020.

Current Year Highlights

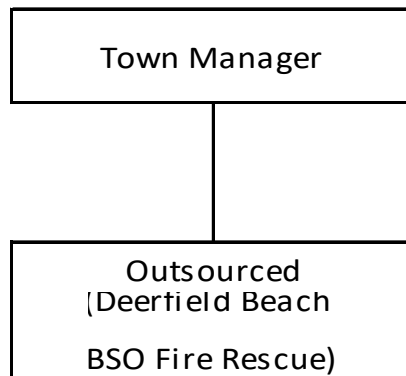
- Responded to 310 calls for service and performed 80 fire inspections.
- Completed annual testing of fire hydrants.
- As a component of the Broward Sheriff's Organization, reflect the excellence of being the largest dual-accredited public safety agency in America.

Next Year Goals

- Complete 100% of required fire plan reviews in a responsive and efficient manner.
- Annual inspection of Town fire hydrants.
- Continue educational programs through department Life Safety Educators.

Positions – NA (Outsourced)

Organizational Chart



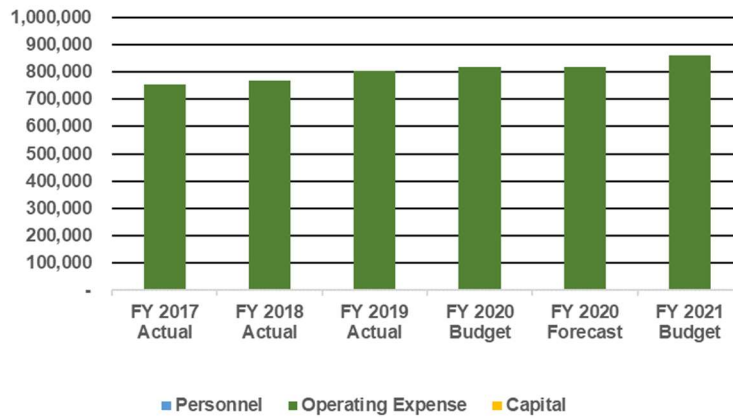
**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Fire Rescue Department

Five-Year History Summary

(Annual Cost Escalation – Municipal Cost Index – American City and County)

	Historical Data			FY 2020		FY 2021
	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	Annual Budget	Forecast	Annual Budget
Personal	-	-	-	-	-	-
Operating Expense	753,000	769,636	803,114	819,287	819,287	860,220
Capital	-	-	-	-	-	-
Total	\$753,000	\$769,636	\$769,636	\$819,287	\$819,287	\$860,220



**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Solid Waste Department

Mission

Provide reliable, courteous and responsive solid waste customer service to the Town's residents while charging the Town a fair market rate.

Major Issues

- Disposal site issues resulted need to use new sites with a small increase in service cost
- Shortage of qualified drivers and mechanics is resulting in wage increases and profit issues

Current Year Highlights

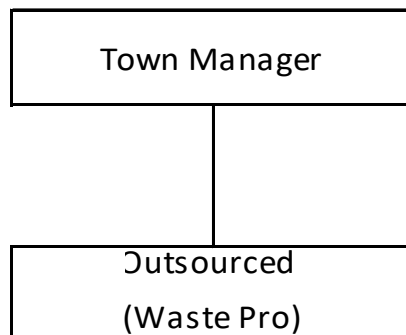
- 4 calls for service in first seven months. (compared to 14 during same time period in FY2019)
- Replaced/repaired 10 containers.

Next Year Goals

- Replace at least 10 dumpsters in 90 days.
- Continue high level of customer service excellence.
- Continue program to refurbish solid waste containers.
- Continue Community Recycling Program.
- Provide monthly recycling tonnage.

Positions – NA (Outsourced)

Organizational Chart

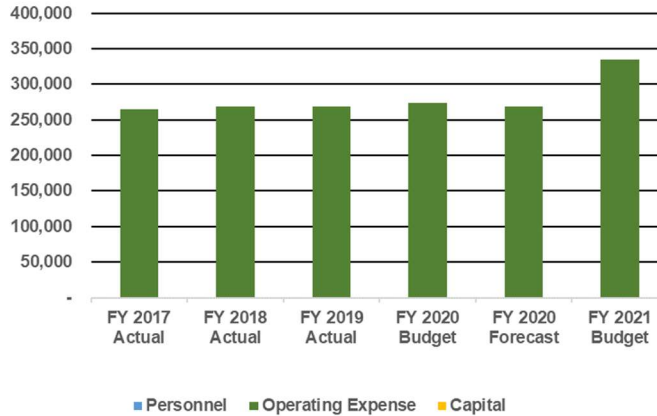


**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Solid Waste Department

Five-Year History Summary

	Historical Data			FY 2020		FY 2021
	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	Annual Budget	Forecast	Annual Budget
Personnel	-	-	-	-	-	-
Operating Expense	264,863	268,214	268,214	273,714	268,214	334,682
Non-Operating Expense	-	-	-	-	-	-
Capital	-	-	-	-	-	-
Total	\$264,863	\$268,214	\$268,214	\$273,714	\$268,214	\$334,682



**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund – Beach Management Department

Mission

Designing, permitting and overseeing construction for beach nourishment projects. Monitoring beach performance, including response to storms and advising on inlet management activities at both Boca and Hillsboro Inlets. Support Town in obtaining State and Federal funding for beach management projects. Promote communication on beach management issues and respond to resident concerns.

Major Issues

- Ongoing significant storm events exacerbating man-made sand erosion issues.
- Deerfield Beach coastal structures
- Boca Raton Inlet management
- Rising Sea level
- Securing beach management funding.
- Develop long range beach management plan.

Current Year Highlights

- Completed fully funded 2020 beach nourishment project. Currently assisting in reimbursement requests.
- Qualified Town for FEMA funding for next beach nourishment project due to Hurricane Dorian damages. Currently securing FEMA funding (75%) for FY2021 (~\$4.2M estimated project cost).
- \$983,036 DEP grant award for beach nourishment related to Hurricane Irma. This grant is expected to fund the Town's share of the beach nourishment project completed in 2020. Currently processing reimbursement for Town.
- Provided litigation expert testimony support.
- Provided FEMA support related to hurricanes Matthew and Irma.
- Conducted research modeling.
- Initiated study of Intracoastal Waterway dredged sand as a potential source for future re-nourishment projects.
- Completed swim zone buoy relocation permit modification and project design.
- Successfully renewed FDEP beach management permit and Army Corps of Engineers truck haul environmental permits.
- Currently consolidating beach permit modifications to streamline process.
- Monitoring resiliency with respect to sea level rise and changes in County ordinance.
- Advised Town on FDEP Beach Ranking criteria to better position Town's beach management strategy.
- Advised Town in property acquisition to support access for future beach management projects.
- Provided comments on behalf of Town for Strategic Beach Management Plan (SBMP) and the SAD SAND study.

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

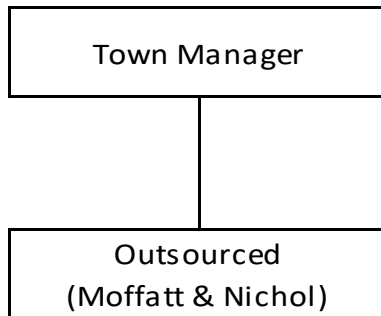
General Fund – Beach Management Department

Next Year Goals

- Conduct post-construction monitoring requirements related to the 2020 nourishment (Irma).
- Design, obtain permits, and manage bidding process for new 64,000 cubic yard beach nourishment project (Hurricane Dorian), to be 75% FEMA funded.
- Review and present to Commission for consideration to pursue Mitigation Project and FEMA funding through Hurricane Dorian disaster declaration. Project to include feasibility study and update of the Town’s beach management plan, and is anticipated to be 75% funded by FEMA, up to nourishment cost (\$4.2M).
- Attend Commission meetings on a quarterly basis to provide updates on beach related projects.
- Continue support of beach-related litigation.
- Assist in advising in swim zone buoy install in 2020.
- Assist in improving the Town’s ranking for FDEP funding.
- Review with Town beach-related resiliency planning.
- Monitor neighboring projects for potential impacts on Town beach.

Positions – NA (Outsourced)

Organizational Chart



**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

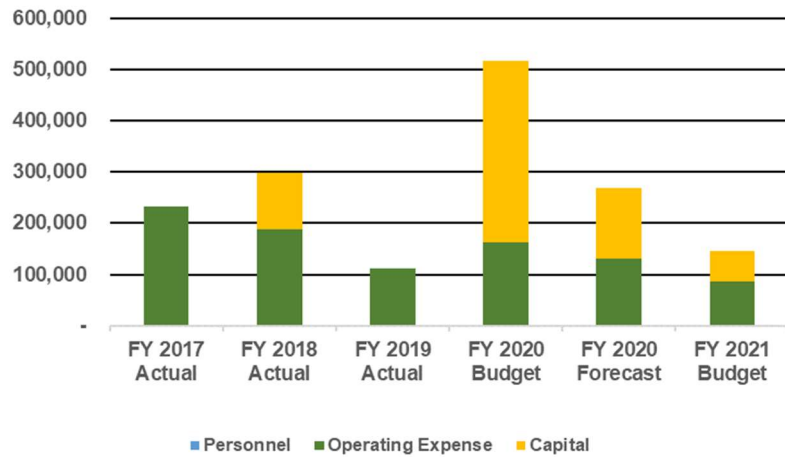
General Fund – Beach Management Department

Five-Year History Summary

	Historical Data			FY 2020		FY 2021
	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	Annual Budget	Forecast	Annual Budget
Personal	–	–	–	–	–	–
Operating Expense *	232,479	187,932	111,565	163,000	131,000	87,000
Capital **	–	110,783	–	353,111	137,227	59,500
Total	\$232,479	\$298,715	\$111,565	\$516,111	\$268,227	\$146,500

* Excludes Beach Attorney Fees.

** Capital reported in General Fund Capital Improvement Program section.



**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Other Departments

Description	FY2019	FY2020			FY2021		
	Actual	Annual Budget	Forecast	Variance Fav/(Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
Finance							
Audit Services	\$ 16,113	\$ 19,500	\$ 19,500	\$ -	\$ 19,500	\$ -	0.0%
Accounting/Financial Services	80,454	84,389	86,345	(1,956)	87,640	3,251	3.9%
Investment Services	9,370	6,000	10,318	(4,318)	10,340	4,340	72.3%
Bank Fees	448	750	135	615	-	(750)	-100.0%
Total Finance Expense	106,385	110,639	116,298	(5,659)	117,480	6,841	6.2%
Fire Rescue							
Fire Service Agreement	803,114	819,287	819,257	30	860,220	40,933	5.0%
Total Fire Expense	803,114	819,287	819,257	30	860,220	40,933	5.0%
Solid Waste Services							
Contract Services	268,214	273,714	268,214	5,500	334,682	60,968	22.3%
Total Solid Waste Expense	268,214	273,714	268,214	5,500	334,682	60,968	22.3%
Beach Management							
Eng - Monitoring - 2018 Project	41,841	49,000	49,000	-	-	(49,000)	-100.0%
Eng - FIND Sand Project	-	5,000	5,000	-	-	(5,000)	-100.0%
Eng - Legal Matters	43,266	82,000	50,000	32,000	50,000	(32,000)	-39.0%
Eng - Other	-	15,000	15,000	-	15,000	-	0.0%
Beach Attorney	610,195	500,000	584,470	(84,470)	500,000	-	0.0%
Beach Salvage (Boat Removal)	2,500	2,000	2,000	-	2,000	-	0.0%
Buoys	23,958	10,000	10,000	-	20,000	10,000	100.0%
Total Beach Expense	721,761	663,000	715,470	(52,470)	587,000	(76,000)	-11.5%
Charitable Donations							
Lighthouse Preservation	2,500	2,500	2,500	-	2,500	-	0.0%
Area. Council on Aging Contrib.	3,572	4,060	4,060	-	3,844	(216)	-5.3%
Total Charitable Donations	6,072	6,560	6,560	-	6,344	(216)	-3.3%
Contingency	-	100,000	-	100,000	144,352	44,352	44.4%
Total Exp Before Transfer Out	1,905,545	1,973,200	1,925,799	47,401	2,050,078	76,878	3.9%
Transfer Out							
To Transportation Fund	16,862	17,041	0	17,041	-	(17,041)	-100.0%
To Debt Service - FEMA Loan	-	-	-	-	387,952	387,952	NA
To P&Z / Code Compliance Fund	-	-	31,626	(31,626)	38,500	38,500	N/A
To General Fund CIP	64,051	355,000	285,858	69,142	73,500	(281,500)	-79.3%
Total Transfer Out	80,912	372,041	317,485	54,556	499,952	127,911	34.4%
Total Other Departments	\$ 1,986,458	\$ 2,345,241	\$ 2,243,284	\$ 101,957	\$ 2,550,030	\$ 204,789	8.7%

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - FY2020 vs. FY2021 Budget

	FY 2020 Budget	Incr / (Decr)	FY 2021 Budget	Comments
<u>FUNDING</u>				
Revenue				
Property Tax	\$ 4,715,939	\$ 168,903	\$ 4,884,842	4.27% increase in taxable values.
Misc. - Police reimbursement	20,000	15,000	35,000	Increase for task force activities (based on expenditures)
Other Revenue	527,049	(61,963)	465,086	Decrease in intergovernmental revenue.
Total Revenue	5,262,988	121,940	5,384,928	
Transfer In				
From Water Fund	50,000	-	50,000	No Change from prior year.
From Permitting, P&Z, Other	83,000	(83,000)	-	Elimination of Building Surcharge
Total Transfer In	133,000	(83,000)	50,000	
Use Of Fund Balance				
	699,827	194,436	894,263	Increased due to FEMA loan.
Total Funding	6,095,815	233,376	6,329,191	
<u>EXPENDITURES</u>				
Personnel Expenses				
	3,161,272	71,133	3,232,405	See next schedule for details
<u>Operating Expenses</u>				
Commission				
	17,393	(1,793)	15,600	Reduction in cost for municipal elections.
<u>Town Manager</u>				
Contracts - Other Services	62,000	(62,000)	-	Removed Lobbyist Services
Town Attorney	65,000	-	65,000	Increase in legal activity
Other	13,600	1,000	14,600	Increase in training expense.
Total Town Manager	140,600	(61,000)	79,600	
<u>Town Clerk</u>				
Software Maint/Suprt	7,465	8,600	16,065	Public Records Rqst Software (\$8,250) & MuniDocs (\$350)
Digitize Records	15,000	(5,000)	10,000	Reduction in activity
Training	3,500	-	3,500	Additional Clerk training opportunity included in FY 2020
Minutes Preparation	-	3,000	3,000	New budget line
Advertising	15,000	(5,000)	10,000	Reduction in FY2021 activity
Resident Mailings	14,500	(4,500)	10,000	Reduction in FY2021 activity
Other	32,667	500	33,167	All other minor changes
Total Town Clerk	88,132	(2,400)	85,732	

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - FY2020 vs. FY2021 Budget

	FY 2020 Budget	Incr / (Decr)	FY 2021 Budget	Comments
Police				
Town Attorney	20,000	(15,000)	5,000	Reduction due to signed PBA contract
IT Services	9,000	(4,000)	5,000	Adjusted based on historical spending
Mobile Phones	7,300	(3,160)	4,140	GPS moved to new line item
Vehicles - GPS	-	1,364	1,364	New budget line item for vehicle GPS
Liability & Property Insur	26,396	(3,208)	23,188	Contingency for increase in premiums included in FY2020
Building R&M	3,000	2,000	5,000	Increase based on expected repairs.
Auto Repair	25,000	-	25,000	Adjusted based on historical spending
Boat Repair	15,000	15,000	30,000	Adjusted based on historical spending
Rental - Vehicles	-	9,500	9,500	New budget line item for task force rentals
Copier	2,700	300	3,000	Increase in copier usage
Operating Supplies	6,000	4,000	10,000	Adjusted based on historical spending
Fuel & Oil	36,000	(4,000)	32,000	Adjusted based on historical spending
Uniform Supplies	7,000	8,000	15,000	Increase based on expected spending
Subscriptions	1,785	210	1,995	Additional membership
Weapons & Gear (Lease)	2,000	(2,000)	-	Elimination of budget line item
Protective PPE	-	2,500	2,500	New budget line item due to Covid-19
Protective PPE (facilities)	-	2,500	2,500	New budget line item due to Covid-19
Education & Training	14,000	6,000	20,000	Increased based on expected training
Other	57,200	(4,344)	52,856	All other minor changes
Total Police	232,381	15,663	248,043	
Facility Services				
Telephone Service	5,000	3,400	8,400	Increased based on FY 2020 activity
Utility - Water	6,500	550	7,050	Increased based on FY 2020 activity
Electricity	4,000	-	4,000	No year-over-year change
Utility - Sewer	900	-	900	No year-over-year change
Liability & Property Insur.	20,497	(966)	19,531	Reduction in year-over-year costs.
R&M - Bocce Court	1,000	3,000	4,000	Increased based on FY 2020 activity
Other	72,900	1,000	73,900	All other minor changes
Total Facility Services	110,797	6,984	117,781	
Finance				
Audit Services	19,500	-	19,500	No year-over-year change
Accounting Services	84,389	3,251	87,640	1.5% budgeted CPI increase per contract.
Other	6,750	3,590	10,340	Increase in investment services & bank fees
Total Finance	110,639	6,841	117,480	
Fire	819,287	40,933	860,220	5% budgeted increase.
Solid Waste Services	273,714	60,968	334,682	Anticipated increase in contract - 25%
Beach				
Legal	500,000	-	500,000	Attorney estimate for FY 2021 legal expense
Other	163,000	(76,000)	87,000	Engineering cost from projects included in CIP fund
Total Beach	663,000	(76,000)	587,000	
Charity	6,560	(216)	6,344	No year-over-year change

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - FY2020 vs. FY2021 Budget

	FY 2020 Budget	Incr / (Decr)	FY 2021 Budget	Comments
Contingency	100,000	44,352	144,352	No year-over-year change
Total Operating Expenses	2,562,503	34,331	2,596,834	
Transfer Out				
To Transportation Fund	17,041	(17,041)	-	Transfer no longer necessary
To Debt Service - FEMA Loan	-	387,952	387,952	Principal & Interest Payment (BankUnited Loan)
To P&Z Fund	-	38,500	38,500	Funding for Planning, Zoning & Code Compliance activities.
To General Fund CIP	355,000	(281,500)	73,500	Reduce FY 2021 capital projects/purchases.
Total Transfer Out	372,041	127,911	499,952	
Total Operating Expenditure	2,934,544	162,243	3,096,786	
Total Expenditure	6,095,815	233,376	6,329,191	

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

**General Fund - FY2020 Budget vs FY2021 Budget
Compensation**

FY 2020 Budget		3,161,272
Rate Changes		
Health (15%)	64,015	
Life/Vision/Dental (10%)	2,383	
FRS (Special Risk contribution rate decreased by 4%; offset by increases in regular rate - 18.1% and City Manager rate - 7.4%)	(2,758)	
Workers Compensation (Reduced to match revised rates)	(19,436)	
Total	44,205	
Compensation Increases (Includes Benefits Impact)		
Step Increase	10,598	
COLA Increase	16,892	
Total	27,490	
Other Changes		
Increased OT for Police Task force	6,000	
Increased Town Manager Car Allowance	538	
Increased Sick Payout	1,000	
Other Police Salary Adjustments	4,316	
Year over year change in premiums / employee adjustments	(20,093)	
Change in FRS DROP status (Police chief)	11,274	
All other wage adjustments / staffing changes compared to budget	(3,596)	
Total	(562)	
Total Change	71,133	71,133
FY 2021 Budget		3,232,405



**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

Special Revenue Fund - Transportation (Community Bus)

Description	FY2019	FY2020			FY2021		
	Actual	Annual Budget	Forecast	Variance Fav/(Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
Revenue							
Local Option Gas Tax	\$ 35,014	\$ 35,971	\$ 32,601	\$ (3,370)	\$ 35,971	\$ -	0.0%
County Transportation Revenue	20,662	28,888	72,204	43,316	81,900	53,012	183.5%
Total Revenue	55,677	64,859	104,805	39,946	117,871	53,012	81.7%
Transfer In From General Fund	16,862	17,041	-	(17,041)	-	(17,041)	-100.0%
Total Funding	72,538	81,900	104,805	22,905	117,871	35,971	43.9%
Expenditure							
Contractual Services	72,538	81,900	72,204	9,696	81,900	-	0.0%
Reserve for Future Use	-	-	-	-	35,971	35,971	NA
Total Expenditure	72,538	81,900	72,204	9,696	117,871	35,971	43.9%
Funding Over/(Under) Exp	-	-	32,601	32,601	-	-	N/A
AVAILABLE FUND BALANCE							
Opening Balance	-	-	-	-	32,601	32,601	N/A
Addition To / (Use Of)	-	-	32,601	32,601	35,971	35,971	N/A
Closing Balance	\$ -	\$ -	\$ 32,601	\$ 32,601	\$ 68,572	\$ 68,572	N/A

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

Special Revenue Fund - Marine Law Enforcement Grant

Description	FY2019	FY2020			FY2021		
	Actual	Annual Budget	Forecast	Variance Fav/(Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
Revenue							
Grant Revenue	24,906	30,336	30,336	-	30,336	-	0.0%
Total Revenue	24,906	30,336	30,336	-	30,336	-	0.0%
Total Funding	24,906	30,336	30,336	-	30,336	-	0.0%
Expenditure							
Police Wages	24,906	30,336	30,336	-	30,336	-	0.0%
Total Expenditure	24,906	30,336	30,336	-	30,336	-	0.0%
Funding Over/(Under) Exp	-	-	-	-	-	-	N/A
AVAILABLE FUND BALANCE							
Opening Balance	-	-	-	-	-	-	N/A
Addition To / (Use Of)	-	-	-	-	-	-	N/A
Closing Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

Special Revenue Fund - Building Department

Mission

To partner with the community to provide friendly and effective compliance with Florida Building Code and Town Ordinances by providing the highest level of professionalism and service to facilitate completion of projects through timely inspections and plan reviews, and maintaining continual availability and open communication to enhance the customer experience.

Major Issues

- Implementation of new Florida Building Codes and new legislative mandates regarding Building Department operations.

Current Year Highlights

- Creation of processes and procedures to operate in the Covid-19 pandemic environment.
- Expansion of online permitting for small, single trade projects.
- Completion of multiple large legacy projects inherited from the Broward County Building Department.
- Upgrades to permit processing software (gov-easy) to enhance customer and staff system access and utilization.
- Implementation of new mobile devices (iPads) and scheduling/reporting software for field inspectors to reduce paperwork, allow additional time on inspections, and provide quicker information updates to the website.

Next Year Goals

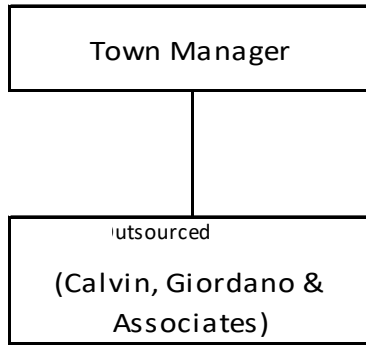
- Continued expansion of online permitting.
- Implementation of complete online, digital plan review.
- Website enhancements to increase user awareness of the permitting process.
- Integration of Drop Box / express service into regular operations.
- Establishment of a pre-construction process for large projects, to inform contractors of specific local community standards and requirements.

Positions – NA (Outsourced function)

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

Special Revenue Fund - Building Department

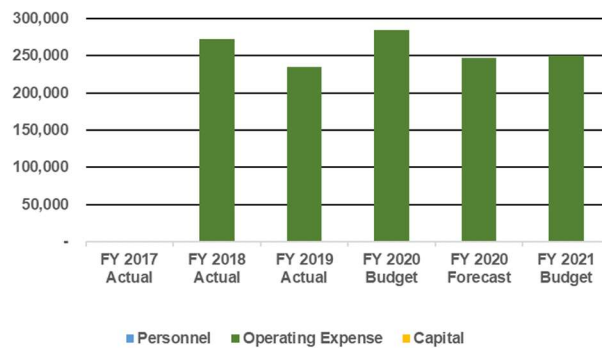
Organizational Chart



Five-Year History Summary

	Historical Data			FY 2020		FY 2021
	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	Annual Budget	Forecast	Annual Budget
Personal	-	-	-	-	-	-
Operating Expense *	-	272,036	234,784	285,000	247,197	250,000
Capital	-	-	-	-	-	-
Total	-	\$272,036	\$234,784	\$285,000	\$247,197	\$250,000

* Prior to February 12, 2018 all permitting revenue was Broward County pass-through revenue with Town having neither permitting revenue nor expense.



**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

Special Revenue Fund - Building Permitting

Description	FY2019	FY2020			FY2021		
	Actual	Annual Budget	Forecast	Variance Fav/(Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
Revenue							
Building Permit Fees	235,753	300,000	247,197	(52,803)	250,000	(50,000)	-16.7%
Building Administrative Fees	70,504	123,000	-	(123,000)	-	(123,000)	-100.0%
Total Revenue	306,256	423,000	247,197	(175,803)	250,000	(173,000)	-40.9%
Transfer In From General Fund	-	-	-	-	-	-	N/A
Total Funding	306,256	423,000	247,197	(175,803)	250,000	(173,000)	-40.9%
Expenditures							
Prof Serv - Bldg Permits - RMA	33,200	30,000	31,943	(1,943)	30,000	-	0.0%
Prof Serv - Bldg Permits - CG&A	196,497	255,000	209,932	45,068	212,500	(42,500)	-16.7%
Credit Card Processing Fees	5,088	-	5,322	(5,322)	7,500	7,500	NA
Total Expend. before Transfers	234,784	285,000	247,197	37,803	250,000	(35,000)	-12.3%
Transfer to General Fund	33,436	83,000	-	83,000	-	(83,000)	-100.0%
Total Expenditures	268,220	368,000	247,197	120,803	250,000	(118,000)	-32.1%
Funding Over/(Under) Exp.	38,036	55,000	-	(55,000)	-	(55,000)	-100.0%
AVAILABLE FUND BALANCE							
Opening Balance	-	38,036	38,036	-	38,036	-	0.0%
Addition To / (Use Of)	38,036	-	-	-	-	-	N/A
Closing Balance	\$ 38,036	\$ 38,036	\$ 38,036	\$ -	\$ 38,036	\$ -	0.0%

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

Special Revenue Fund - Planning & Zoning Department

Mission

To provide outstanding customer service while ensuring development is consistent with the Town's Comprehensive Plan and meets or exceeds the requirements of the Land Development Code.

Major Issues

- Customer service delivery requires improvement.
- Accuracy and clarity of information provided to zoning board.

Current Year Highlights

- Fulfilled all functions required to carry out the planning processes in a timely manner.
- Reviewed and recommended change to RM-16 / RM-30 code related to accessory buildings.

Next Year Goals

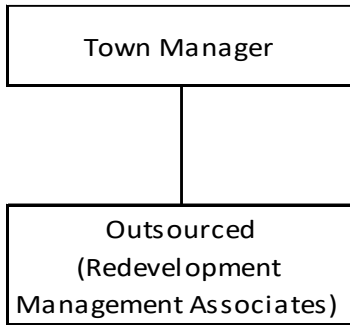
- Increased emphasis on customer service.
- Continue implementation of digital plan reviews for development applications.
- Improve the development review process.
 - Updates to development application document and land development regulations – Create user-friendly graphics.
 - Updates to planning documents/maps graphics.
 - Improve website development process information.
 - Application process
 - Timing
 - Zoning districts
 - Land Development regulations diagrams
 - Definitions

Positions – NA (Outsourced function)

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

Special Revenue Fund - Planning & Zoning Department

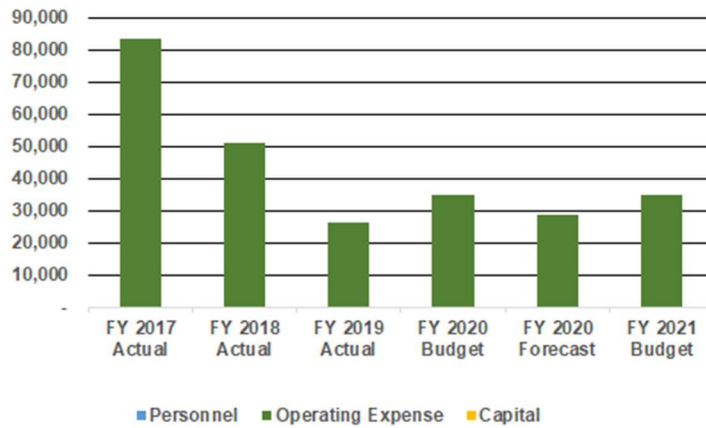
Organizational Chart



Five-Year History Summary

	Historical Data			FY 2020		FY 2021
	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	Annual Budget	Forecast	Annual Budget
Personal	-	-	-	-	-	-
Operating Expense *	83,524	50,975	26,276	35,000	28,629	35,000
Capital	-	-	-	-	-	-
Total	\$83,524	\$50,975	\$26,276	\$35,000	\$28,629	\$35,000

* Includes Permitting, Site Plan/Variance Reviews and General Support – Recovered Through Planning & Zoning / Fire Fees Revenue.



**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

Special Revenue Fund – Code Enforcement Department

Mission

The mission of the Code Compliance Department's is to enhance the beauty and prosperity of the community through education and awareness.

Major Issues

- Artificial lighting regulations during sea turtle nesting season.
- Roadway and private property flooding due to king tide / sea level rise.
- Public Nuisance and Property maintenance issues (i.e. landscaping maintenance; overgrowth; beach and dune maintenance)
- Work conducted without the benefits of permits.

Current Year Highlights

- Proactive enforcement to curb flooding on roadway and private property during king tide events.
- Vacation rental regulations extend to multi-family residences.

Next Year Goals

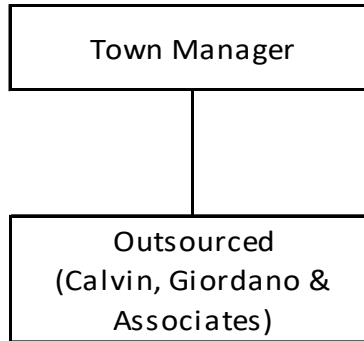
- Parking along Intracoastal Waterway side of Hillsboro Mile.

Positions – NA (Outsourced function)

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

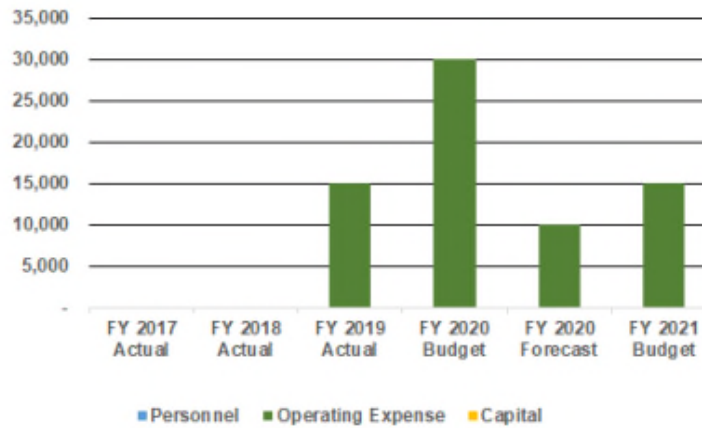
Special Revenue Fund – Code Enforcement Department

Organizational Chart



Five-Year History Summary

	Historical Data			FY 2020		FY 2021
	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	Annual Budget	Forecast	Annual Budget
Personal	-	-	-	-	-	-
Operating Expense	-	-	14,945	30,000	10,083	15,000
Capital	-	-	-	-	-	-
Total	-	-	\$14,945	\$30,000	\$10,083	\$15,000



**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

Special Revenue Fund - Planning & Zoning / Code Compliance

Description	FY2019	FY2020			FY2021		
	Actual	Annual Budget	Forecast	Variance Fav/(Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
Revenue							
Planning & Zoning Fees	3,185	10,000	6,086	(3,914)	10,000	-	0.0%
Fire Fees	-	-	1,000	1,000	1,500	1,500	N/A
Total Revenue	3,185	10,000	7,086	(2,914)	11,500	1,500	15.0%
Transfer In From General Fund	-	-	31,626	31,626	38,500	38,500	N/A
Total Funding	3,185	10,000	38,712	28,712	50,000	40,000	400.0%
Expenditures							
Prof Serv - Gen Admin - RMA	12,925	15,000	11,357	3,643	15,000	-	0.0%
Prof Serv - Site Plng - RMA	6,000	10,000	14,871	(4,871)	10,000	-	0.0%
Prof Serv - Eng (Other)	7,351	10,000	2,400	7,600	10,000	-	0.0%
Code Compliance	14,945	30,000	10,083	19,917	15,000	(15,000)	-50.0%
Total Expenditures	41,221	65,000	38,712	26,288	50,000	(15,000)	-23.1%
Funding Over/(Under) Exp	(38,036)	(55,000)	-	55,000	-	55,000	-100.0%
AVAILABLE FUND BALANCE							
Opening Balance	-	(38,036)	(38,036)	-	(38,036)	-	0.0%
Addition To / (Use Of)	(38,036)	-	-	-	-	-	N/A
Closing Balance	\$ (38,036)	\$ (38,036)	\$ (38,036)	\$ -	\$ (38,036)	\$ -	0.0%

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**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

Debt Service Funds - Summary

Description	FY2020			FY2021		
	Annual Budget	Forecast	Fav / (Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
<u>FUNDING</u>						
Revenue	\$ 750,523	\$ 751,246	\$ 723	\$ -	\$ (750,523)	-100.0%
Transfer In from General Fund	-	-	-	387,952	387,952	N/A
Use / (Add To) Fund Balance	-	618,729	618,729	-	-	N/A
Total Funding	750,523	1,369,975	619,452	387,952	(362,571)	-48.3%
<u>EXPENDITURES</u>						
Expense	750,523	1,369,975	(619,452)	387,952	(362,571)	-48.3%
Total Expenditures	750,523	1,369,975	(619,452)	387,952	(362,571)	-48.3%
<u>AVAILABLE FUND BALANCE</u>						
Opening Balance	625,558	625,558	-	6,829	(618,729)	-98.9%
(Use) / Add To Fund Balance	-	(618,729)	(618,729)	-	-	N/A
Closing Balance	\$ 625,558	\$ 6,829	\$ (618,729)	\$ 6,829	\$ (618,729)	-98.9%

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

Debt Service Fund - Beach Assessment

Description	FY2019	FY2020			FY2021		
	Actual	Annual Budget	Forecast	Variance Fav/(Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
<u>FUNDING</u>							
Revenue							
Special Assessments	\$ 753,022	\$ 750,523	\$ 750,523	\$ -	\$ -	\$ (750,523)	-100.0%
Interest - Tax Collector	689	-	723	723	-	-	N/A
Total Revenue	753,711	750,523	751,246	723	-	(750,523)	-100.0%
Use / (Add't) Fund Balance	-	-	618,729	618,729	-	-	N/A
Total Funding	753,711	750,523	1,369,975	619,452	-	(750,523)	-100.0%
<u>EXPENDITURES</u>							
Expenditures							
Principal Payment	636,529	655,740	1,331,440	(675,700)	-	(655,740)	-100.0%
Interest Payment	59,433	40,214	38,534	1,680	-	(40,214)	-100.0%
Debt Service Contingency	-	54,569	-	54,569	-	(54,569)	-100.0%
Total Expenditures	695,962	750,523	1,369,975	(619,452)	-	(750,523)	-100.0%
Funding Over/(Under) Exp	57,749	-	-	-	-	-	N/A
<u>AVAILABLE FUND BALANCE</u>							
Opening Balance	567,808	625,558	625,558	-	6,829	(618,729)	-98.9%
Addition To / (Use Of)	57,749	-	(618,729)	(618,729)	-	-	N/A
Closing Balance	\$ 625,558	\$ 625,558	\$ 6,829	\$ (618,729)	\$ 6,829	\$ (618,729)	-98.9%

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

Debt Service Fund - FEMA Loan

Description	FY2019	FY2020			FY2021		
	Actual	Annual Budget	Forecast	Variance Fav/(Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
<u>FUNDING</u>							
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Total Revenue	-	-	-	-	-	-	N/A
Transfer In from General Fund	-	-	-	-	387,952	387,952	N/A
Total Funding	-	-	-	-	387,952	387,952	N/A
<u>EXPENDITURES</u>							
Expenditures							
Principal Payment	-	-	-	-	333,628	333,628	N/A
Interest Payment	-	-	-	-	54,324	54,324	N/A
Total Expenditures	-	-	-	-	387,952	387,952	N/A
Funding Over/(Under) Exp	-	-	-	-	-	-	N/A
<u>AVAILABLE FUND BALANCE</u>							
Opening Balance	-	-	-	-	-	-	N/A
Addition To / (Use Of)	-	-	-	-	-	-	N/A
Closing Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A

The seal of the Town of Hillsboro Beach, Florida, is a circular emblem. It features a central lighthouse with a lantern room, set against a background of palm trees and a sunset sky. The text "TOWN OF HILLSBORO BEACH" is written in a circular path around the top, and "FLORIDA" is written at the bottom.

General Fund Capital Improvement Program

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund Capital Improvement Program (CIP) Fund

Description	FY2020			FY2021		
	Annual Budget	Forecast	Fav / (Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
<u>FUNDING</u>						
Revenue	\$ 4,631,156	\$ 525	\$ (4,630,631)	\$ 59,500	\$ (4,571,656)	-98.7%
Loans	500,000	3,214,969	2,714,969	-	(500,000)	-100.0%
Transfer In	355,000	318,227	(36,773)	73,500	(281,500)	-79.3%
Total Funding	5,486,156	3,533,721	(1,952,435)	133,000	(5,353,156)	-97.6%
<u>EXPENDITURES</u>						
Expense	5,486,156	3,533,721	1,952,435	133,000	(5,353,156)	-97.6%
Transfer Out	-	-	-	-	-	N/A
Total Expenditures	\$ 5,486,156	\$ 3,533,721	\$ 1,952,435	\$ 133,000	\$ (5,353,156)	-97.6%

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund Capital Improvement Program Fund - Detail

Description	FY2019	FY2020			FY2021		
	Actual	Annual Budget	Forecast	Variance Fav/(Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
Beach Renourishment							
FUNDING							
Revenue							
Grant Revenue	\$ 1,918,405	\$ 4,631,156	\$ 525	\$(4,630,631)	\$ 59,500	\$(4,571,656)	-98.7%
Total Revenue	1,918,405	4,631,156	525	(4,630,631)	59,500	(4,571,656)	-98.7%
Loans							
Bank Loan	-	-	3,214,969	3,214,969	-	-	N/A
Loans	-	-	3,214,969	3,214,969	-	-	N/A
Transfer From General Fund	-	-	171,099	171,099	-	-	N/A
Total Funding	1,918,405	4,631,156	3,386,594	(1,244,562)	59,500	(4,571,656)	-98.7%
EXPENDITURES							
Engineering - FY2020 Project	-	223,111	123,488	99,623	-	(223,111)	-100.0%
Construction - FY2020 Project	-	4,408,045	3,263,106	1,144,939	-	(4,408,045)	-100.0%
Engineering - FY2020 Monitoring	-	-	-	-	54,500	54,500	N/A
Engineering - Qtrly Reporting	-	-	-	-	5,000	5,000	N/A
Total Expenditures	-	4,631,156	3,386,594	1,244,562	59,500	(4,571,656)	-98.7%
Transfer To General Fund	187,221	-	-	-	-	-	N/A
Total Expenditures & Transfers	187,221	4,631,156	3,386,594	-	59,500	(4,571,656)	-98.7%
Land Purchase							
FUNDING							
Transfer From General Fund	-	-	56,634	56,634	-	-	N/A
Total Funding	-	-	56,634	56,634	-	-	N/A
Expenditures							
Town Attorney	-	-	40,214	(40,214)	-	-	N/A
Postage	-	-	1,474	(1,474)	-	-	N/A
Miscellaneous Services	-	-	1,271	(1,271)	-	-	N/A
Contracts - Other Services	-	-	13,675	(13,675)	-	-	N/A
Total Expenditures	-	-	56,634	(56,634)	-	-	N/A

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund Capital Improvement Program Fund - Detail

Description	FY2019	FY2020			FY2021		
	Actual	Annual Budget	Forecast	Variance Fav/(Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
Miscellaneous							
<u>FUNDING</u>							
Loans							
Bank Loan	-	500,000	-	(500,000)	-	(500,000)	-100.0%
Loans *	-	500,000	-	(500,000)	-	(500,000)	-100.0%
Transfer From General Fund	64,050	355,000	90,493	(264,507)	73,500	(281,500)	-79.3%
Total Funding	64,050	855,000	90,493	(764,507)	73,500	(781,500)	-91.4%
<u>EXPENDITURES</u>							
FPL Underground Utility Project	32,172	80,000	995	79,005	-	(80,000)	-100.0%
Buoys Relocation	-	130,000	13,739	116,261	-	(130,000)	-100.0%
Police Car	30,479	70,000	70,000	-	66,000	(4,000)	-5.7%
Police Equipment	-	-	5,759	(5,759)	-	-	N/A
Town Hall Renovation	-	500,000	-	500,000	-	(500,000)	-100.0%
Commission Chambers- Monitors	-	5,000	-	5,000	-	(5,000)	-100.0%
Capital Equipment	1,399	-	-	-	-	-	N/A
Commission Chambers- Modificat	-	-	-	-	7,500	7,500	N/A
Roof- Emergency Generator Bldg	-	5,000	-	5,000	-	(5,000)	-100.0%
Roof - Police Bldg	-	65,000	-	65,000	-	(65,000)	-100.0%
Total Expenditures	64,050	855,000	90,493	764,507	73,500	(781,500)	-91.4%
Funding Over/(Under) Expend.	-	-	-	-	-	-	N/A

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund Capital Improvement Program Fund - Detail

Description	FY2019	FY2020			FY2021		
	Actual	Annual Budget	Forecast	Variance Fav/(Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
Total							
<u>FUNDING</u>							
Revenue							
Grant Revenue	1,918,405	4,631,156	525	(4,630,631)	59,500	(4,571,656)	-98.7%
Total Revenue	1,918,405	4,631,156	525	(4,630,631)	59,500	(4,571,656)	-98.7%
Loans							
Beach Nourishment	-	500,000	3,214,969	2,714,969	-	(500,000)	-100.0%
Loans	-	500,000	3,214,969	2,714,969	-	(500,000)	-100.0%
Transfer In							
Beach Nourishment	-	-	171,099	171,099	-	-	N/A
Land Purchase	-	-	56,634	56,634	-	-	N/A
Miscellaneous	64,050	355,000	90,493	(264,507)	73,500	(281,500)	-79.3%
Total Transfer In	64,050	355,000	318,227	(36,773)	73,500	(281,500)	-79.3%
Total Funding	1,982,455	5,486,156	3,533,721	(1,952,435)	133,000	(5,353,156)	-97.6%
<u>EXPENDITURES</u>							
Expenditures							
Beach Nourishment	-	4,631,156	3,386,594	1,244,562	59,500	(4,571,656)	-98.7%
Land Purchase	-	-	56,634	(56,634)	-	-	N/A
Miscellaneous	64,050	855,000	90,493	764,507	73,500	(781,500)	-91.4%
Total Expenditures	\$ 64,050	\$ 5,486,156	\$ 3,533,721	\$ 1,952,435	\$ 133,000	\$ (5,353,156)	-97.6%
Transfer To General Fund	187,221	-	-	-	-	-	N/A
Total Expenditures & Transfers	251,271	5,486,156	3,533,721	1,952,435	133,000	(5,353,156)	-97.6%

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**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

Water Department

Mission

To produce and deliver high quality water in an environmentally protective manner, preserve the integrity of the production and distribution facilities, provide highly responsive, cost-effective and friendly service in response to all customer issues, ensure accurate water usage billing reporting and ensure reliable potable water service for residential usage and firefighting purposes.

Major Issues

- Addition of VFD's on Well motors to extend life, improve treatment and lower energy consumption (costs).
- Sandblast and Recoat Elevated Tank.
- Maintain operational standards and plant efficiencies to ensure and safeguard the public water supply.
- Chlorine peristaltic pumps, becoming outdated, increasing repair costs. Need to upgrade to LMI pumps.
- Possible Contract(s) with Utility Service Contractor(s) such as Madison Barr Inc. or Lanzo Construction, for future 24hrs - emergency water main repair(s).

Current Year Highlights

- Distribution system water loss of 5.91% vs. acceptable national standard of 10%.
- SCADA computers, larger hard drives, reprogrammed and updated.
- Performed much needed maintenance on Spiractor and other water treatment equipment.
- With the completion of the water main project and a more efficient "Looped" distribution system to the south side of town, the water plant is able to pump more volume of water to the north, enabling the beach tank's fill valve to operate more efficiently, thus allowing the water treatment equipment, specifically the Spiractor unit, to operate more efficiently with less on/off disruptions in the water treatment process, producing a more clear treated water.
- Topped off filter media in filters 2 & 4 with filter sand and anthracite, turbidity levels lower.
- With the addition of new filter media to the last two remaining filters that needed maintenance, all four filters now have new filter media.
- Located and updated old as-built water main plans for 16" mains along Sample Road.

Next Year Goals

- Develop retention policy and procedure for historical water records.
- Complete water well rehabilitation project with installation of VFD's for well motors.
- Elevated tank to be completely painted and rusted areas to be overhauled.
- Complete touch meter reading system (pending).
- RFQ to hire company to phase out /convert private source lines to Town lines.
- Execute recommended solutions per the evaluation for better functionality of water plant.

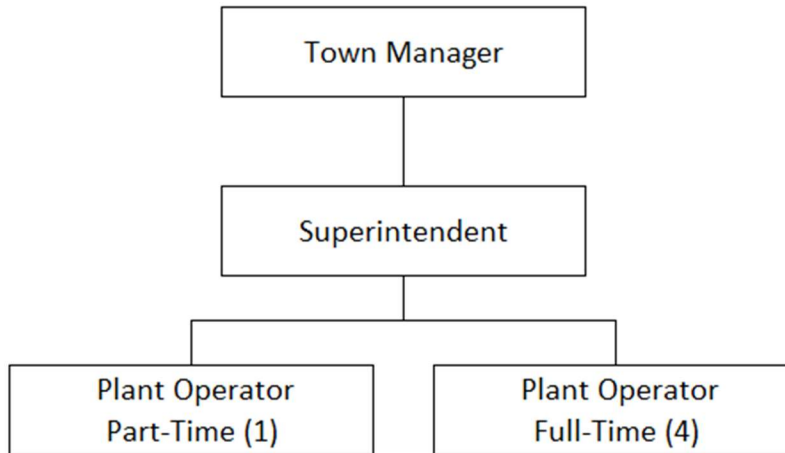
**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

Water Department

Positions

Position	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Full-Time					
Superintendent	1	1	1	1	1
Plant Operator	3	3	3	4	4
Technician – Level 3	1	1	1	0	0
Total – Full-Time	5	5	5	5	5
Part-Time					
Plant Operator	1	1	1	1	1
Total – Part-Time	1	1	1	1	1
Total	6	6	6	6	6

Organizational Chart



**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

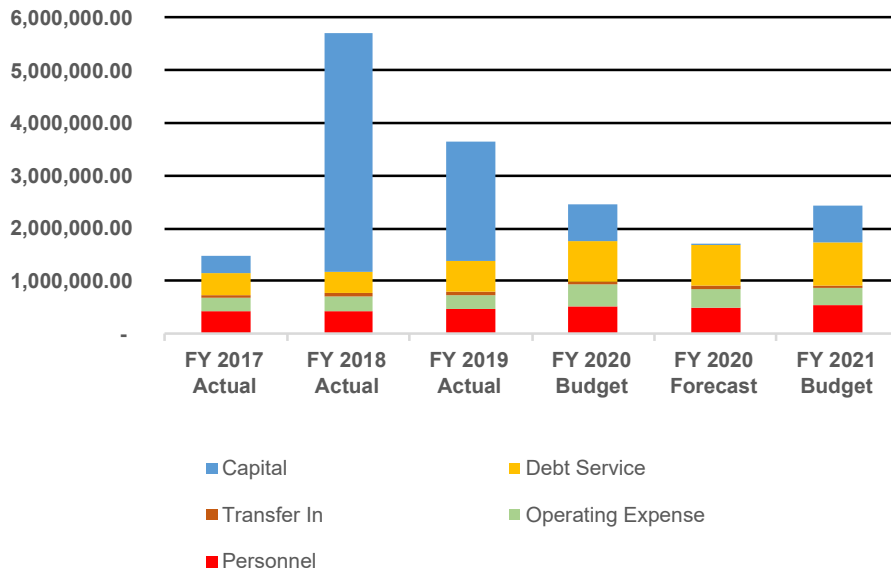
Water Department

Five-Year History Summary

	Historical Data			FY 2020		FY 2021
	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	Annual Budget	Forecast	Annual Budget
Personnel Expenses	420,949	433,383	459,030	518,776	500,391	535,294
Operating Expenses	265,494	280,269	278,439	406,653	354,373	333,684
Transfers Out	50,000	50,000	50,000	50,000	50,000	50,000
Debt Service Expenses *	403,966	403,966	593,661	783,290	783,290	811,446
Total Before Capital	1,140,439	1,167,648	1,381,130	1,758,719	1,688,054	1,730,424
Capital **	322,635	4,544,321	2,258,369	698,500	23,230	713,500
Total	\$1,463,074	\$5,711,969	\$3,639,499	\$2,457,219	\$1,711,284	\$2,443,924

* Debt Service expenses recorded in separate Debt Service Fund.

** Capital recorded in Water Fund Capital Improvement Program section.



**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

Water Fund

Description	FY2020			FY2021		
	Annual Budget	Forecast	Fav / (Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
<u>FUNDING</u>						
Revenue	\$ 1,414,721	\$ 1,486,997	\$ 72,276	\$ 1,461,727	\$ 47,006	3.3%
Use / (Add To) Fund Balance	73,203	(155,007)	(228,210)	-	(73,203)	-100.0%
Total Funding	1,487,924	1,331,990	(155,934)	1,461,727	(26,197)	-1.8%
<u>EXPENDITURES</u>						
Personnel Expense	518,775	500,391	18,384	535,294	16,519	3.2%
Operating Expense	406,653	354,373	52,279	398,937	(7,715)	-1.9%
Transfer Out	562,496	477,226	85,270	527,496	(35,000)	-6.2%
Total Expenditures	1,487,924	1,331,990	155,934	1,461,727	(26,197)	-1.8%
<u>AVAILABLE FUND BALANCE</u>						
Opening Balance	1,131,863	1,131,863	-	1,286,870	155,007	13.7%
(Use) / Add To Fund Balance	(73,203)	155,007	228,210	-	73,203	-100.0%
Closing Balance	1,058,660	1,286,870	228,210	1,286,870	228,210	21.6%
Closing Bal % Of Total Exp	71.2%	96.6%	25.5%	88.0%	16.9%	N/A

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

Water Fund - Details

Description	FY2019	FY2020			FY2021		
	Actual	Annual Budget	Forecast	Variance Fav/(Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
<u>FUNDING</u>							
Revenue							
Base Water Fees	\$ 471,372	\$ 472,000	\$472,068	\$ 68	\$ 472,000	\$ -	0.0%
Usage Water Fees	841,008	810,000	880,907	70,907	854,480	44,480	5.5%
Water Service Revenue	1,312,380	1,282,000	1,352,975	70,975	1,326,480	44,480	3.5%
Miscellaneous Revenues	4,314	5,500	5,500	-	5,500	-	0.0%
Sprint Spectrum Cell Tower	60,721	63,149	63,149	-	65,675	2,526	4.0%
T-Mobile Cell Tower	14,280	33,072	31,800	(1,272)	33,072	-	0.0%
Hillsboro Inlet	6,000	6,000	6,000	-	6,000	-	0.0%
Interest	20,470	30,000	26,212	(3,788)	30,000	-	0.0%
Net Incr / (Decr) In FMV-Invest	18,409	(5,000)	1,361	6,361	(5,000)	-	0.0%
Total Other Revenue	124,194	132,721	134,022	1,301	135,247	2,526	1.9%
						-	
Total Revenue	1,436,574	1,414,721	1,486,997	72,276	1,461,727	47,006	3.3%
Use / (Add To) Net Assets	-	73,203	(155,007)	(228,210)	-	(73,203)	-100.0%
Total Funding	1,436,574	1,487,924	1,331,990	(155,934)	1,461,727	(26,197)	-1.8%
<u>EXPENSES</u>							
Personal Services							
Salaries	307,144	333,415	329,313	4,102	344,997	11,582	3.5%
Overtime	22,548	25,000	23,894	1,106	25,000	-	0.0%
Sick Leave Cash Out	17,486	8,065	3,397	4,668	8,065	-	0.0%
Vacation Leave Cash Out	-	15,187	14,798	389	15,188	1	0.0%
FICA	24,790	28,036	28,130	(94)	28,922	886	3.2%
Florida Retirement System	26,290	32,327	31,042	1,285	39,325	6,998	21.6%
Health and Life Insurance	45,832	50,623	55,231	(4,608)	62,182	11,559	22.8%
Workers' Comp Insurance	14,940	25,623	14,585	11,038	11,116	(14,507)	-56.6%
Unemployment Compensation	-	500	-	500	500	-	0.0%
Total Personal Services	459,030	518,775	500,391	18,384	535,294	16,519	3.2%

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

Water Fund - Details

Description	FY2019	FY2020			FY2021		
	Actual	Annual Budget	Forecast	Variance Fav/(Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
Operating Expenses							
Audit Services	13,887	16,500	16,500	-	16,500	-	0.0%
Contracts - Other Services	-	750	750	-	750	-	0.0%
Postage	97	1,000	1,000	-	1,000	-	0.0%
Telephone Service	6,814	7,200	7,069	131	7,300	100	1.4%
Electricity	49,786	53,000	47,838	5,162	54,000	1,000	1.9%
Liability and Property Insurance	44,483	52,653	41,194	11,459	47,373	(5,280)	-10.0%
Maint - Distribution System	4,448	5,000	8,848	(3,848)	7,500	2,500	50.0%
Maint - Bldgs / Grounds	7,373	15,000	12,380	2,620	15,000	-	0.0%
Maint - SCADA system	-	10,000	10,000	-	10,000	-	0.0%
Repair & Maint - Equip	31,971	32,000	22,021	9,979	32,000	-	0.0%
Tools and Equipment	540	1,000	708	292	1,000	-	0.0%
Advertising	-	1,000	1,000	-	1,000	-	0.0%
Bank Fees	-	200	-	200	-	(200)	-100.0%
Licenses & Permits	2,347	5,400	5,400	-	5,400	-	0.0%
Office Supplies	1,711	1,500	1,500	-	1,500	-	0.0%
Computer Expense	3,969	6,000	6,000	-	6,000	-	0.0%
Uniform Supplies	5,960	5,500	5,500	-	5,500	-	0.0%
Fuel and Oil	4,777	5,600	4,019	1,581	5,000	(600)	-10.7%
Sand Change	7,469	8,000	8,000	-	8,000	-	0.0%
Chemicals - Water Treatment	83,099	85,000	67,668	17,332	85,000	-	0.0%
Lab Test Analysis & Supplies	6,811	12,500	5,000	7,500	12,500	-	0.0%
Subscriptions and Memberships	281	350	479	(129)	500	150	42.9%
Water Conservation Program	2,615	3,000	3,000	-	3,000	-	0.0%
Security Evaluation	-	20,000	20,000	-	-	(20,000)	-100.0%
Operational Evaluation	-	50,000	50,000	-	-	(50,000)	-100.0%
Water Sufficiency Evaluation	-	8,500	8,500	-	-	(8,500)	-100.0%
Contingency	-	-	-	-	73,114	73,114	N/A
Total Operating Expenses	278,439	406,653	354,373	52,279	398,937	(7,715)	-1.9%
Total Expenses Before Trf. Out	737,470	925,428	854,764	70,664	934,231	8,803	1.0%
Transfer Out							
To General Fund	50,000	50,000	50,000	-	50,000	-	0.0%
To Water Debt Service	403,996	403,996	403,996	-	403,996	-	0.0%
To Water CIP	115,200	108,500	23,230	85,270	73,500	(35,000)	-32.3%
Total Transfer Out	569,196	562,496	477,226	85,270	527,496	(35,000)	-6.2%
Total Expenses	1,306,666	1,487,924	1,331,990	155,934	1,461,727	(26,197)	-1.8%
Funding Over/(Under) Exp	\$ 129,908	\$ -	\$ -	\$ -	\$ -	\$ -	NA

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**Water
Debt Service
Fund**

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

Water Debt Service Fund

Description	FY2020			FY2021		
	Annual Budget	Forecast	Fav / (Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
<u>FUNDING</u>						
Revenue	346,700	346,700	-	346,700	-	0.0%
Transfer In	403,996	403,996	-	403,996	-	0.0%
Use / (Add To) Fund Balance	32,594	32,594	-	60,750	28,156	86.4%
Total Funding	783,290	783,290	-	811,446	28,156	3.6%
<u>EXPENSES</u>						
Expense	783,290	783,290	-	811,446	28,156	3.6%
Total Expenses	783,290	783,290	-	811,446	28,156	3.6%
<u>AVAILABLE FUND BALANCE</u>						
Opening Balance	971,639	971,639	-	939,045	(32,594)	-3.4%
(Use) / Add To Fund Balance	(32,594)	(32,594)	-	(60,750)	(28,156)	NA
Closing Balance	\$ 939,045	\$ 939,045	\$ -	\$ 878,295	\$ (60,750)	-6.5%

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

Water Debt Service Fund - Details

Description	FY2019	FY2020			FY2021		
	Actual	Annual Budget	Forecast	Variance Fav/(Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
<u>Water Plant Renovation Loan</u>							
<u>FUNDING</u>							
Transfer From Water Fund	403,996	403,996	403,996	-	403,996	-	0.0%
Total Funding	403,996	403,996	403,996	-	403,996	-	0.0%
<u>EXPENSES</u>							
Principal Payments	308,771	316,288	316,288	-	324,180	7,892	2.5%
Interest Payments	95,225	87,708	87,708	-	79,816	(7,892)	-9.0%
Total Debt Service	403,996	403,996	403,996	-	403,996	-	0.0%
Funding Over/(Under) Expenses	-	-	-	-	-	-	N/A
<u>Water Main Renovation Loan</u>							
<u>FUNDING</u>							
Revenue							
Water Surcharge	346,811	346,700	346,700	-	346,700	-	0.0%
Total Revenue	346,811	346,700	346,700	-	346,700	-	0.0%
Use Of / (Add To) Fund Balance	(157,146)	32,594	32,594	-	60,750	28,156	86.4%
Transfer From Water Fund	-	-	-	-	-	-	N/A
Total Funding	189,665	379,294	379,294	-	407,450	28,156	7.4%
<u>EXPENSES</u>							
Principal Payments	162,102	308,269	308,269	-	333,941	25,672	8.3%
Interest Payments	27,563	71,025	71,025	-	73,509	2,484	3.5%
Total Debt Service	189,665	379,294	379,294	-	407,450	28,156	7.4%
Funding Over/(Under) Expenses	-	-	-	-	-	-	N/A

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The seal of Hillsboro Beach, Florida, is a circular emblem. It features a central lighthouse with a lantern room, surrounded by palm trees. The text "TOWN OF HILLSBORO BEACH" is written along the top inner edge of the circle, and "FLORIDA" is written along the bottom inner edge. The seal is rendered in a light gray, semi-transparent style.

Water Fund Capital Improvement Program

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

Water Capital Improvement Program (CIP) Fund

Description	FY2020			FY2021		
	Annual Budget	Forecast	Fav / (Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
<u>FUNDING</u>						
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	NA
Loans	590,000	-	(590,000)	640,000	50,000	8.5%
Transfer In	108,500	45,251	(63,249)	73,500	(35,000)	-32.3%
Total Funding	698,500	45,251	(653,249)	713,500	15,000	2.1%
<u>EXPENSES</u>						
Expenses	698,500	45,251	653,249	713,500	15,000	2.1%
Total Expenses	\$ 698,500	\$ 45,251	\$ 653,249	\$ 713,500	\$ 15,000	2.1%
<u>AVAILABLE FUND BALANCE</u>						
Opening Balance	112,048	112,048	-	66,797	(45,251)	-40.4%
(Use) / Add To Fund Balance	(108,500)	(45,251)	63,249	(73,500)	35,000	NA
Closing Balance	\$ 3,548	\$ 66,797	\$ 63,249	\$ (6,703)	\$ (10,251)	-288.9%

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

Water Capital Improvement Program (CIP) Fund - Details

Description	FY2019	FY2020			FY2021		
	Actual	Annual Budget	Forecast	Variance Fav/(Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
FUNDING							
Revenue							
Meter Revenue	\$ 6,540	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Total Revenue	6,540	-	-	-	-	-	N/A
Loans							
Distribution System	545,400	-	-	-	-	-	N/A
Plant Expansion	-	590,000	-	(590,000)	640,000	50,000	8.5%
Loans	545,400	590,000	-	(590,000)	640,000	50,000	8.5%
Transfer From Water Fund	115,200	108,500	45,251	(63,249)	73,500	(35,000)	-32.3%
Total Funding	667,140	698,500	45,251	(653,249)	713,500	15,000	2.1%
EXPENSES							
Well Rehabilitation	-	120,000	-	120,000	120,000	-	0.0%
Storage Tank	-	350,000	-	350,000	350,000	-	0.0%
Total Plant Project	-	470,000	-	470,000	470,000	-	0.0%
Repair & Renewal	23,489	65,000	23,230	41,770	65,000	-	0.0%
Meters & Supplies	2,597	-	-	-	-	-	N/A
Truck	-	25,000	22,021	2,979	-	(25,000)	-100.0%
Roof - Pump House	-	10,000	-	10,000	60,000	50,000	500.0%
Perimeter Fence	-	30,000	-	30,000	10,000	(20,000)	-66.7%
Water Tower Rehab	-	90,000	-	90,000	100,000	10,000	11.1%
Beach Tank Repainting	-	8,500	-	8,500	8,500	-	0.0%
Total Expenses	\$ 26,085	\$ 698,500	\$ 45,251	\$ 653,249	\$ 713,500	\$ 15,000	2.1%

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The seal of Hillsborough Beach, Florida, is a circular emblem. It features a central lighthouse with a glowing lantern room, set against a backdrop of palm trees and a seagull in flight. The words "HILLSBOROUGH BEACH" are arched across the top, and "FLORIDA" is arched across the bottom. The seal is rendered in a light, semi-transparent grey color.

General Fund Capital Improvement Program (5 Years)

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Five Year Capital Improvement (CIP) Program

Description	FY2020	Five Year Plan					Total
		FY2021	FY2022	FY2023	FY2024	FY2025	
Funding							
Revenue							
Grant Revenue	\$4,631,156	\$ 59,500	\$ -	\$ -	\$ -	\$ -	\$ 59,500
Total Revenue	4,631,156	59,500	-	-	-	-	59,500
Loans							
Bank Loan	500,000	-	6,000,000	2,020,000	80,000	-	8,100,000
Loans	500,000	-	6,000,000	2,020,000	80,000	-	8,100,000
Transfer From General Fund	355,000	73,500	70,000	-	-	-	143,500
Total Funding	5,486,156	133,000	6,070,000	2,020,000	80,000	-	8,303,000
Expenditures							
Beach							
Beach Engineering - FY20 Monitoring	-	54,500	-	-	-	-	54,500
Beach Engineering - Qtrly Reporting	-	5,000	-	-	-	-	5,000
Beach Engineering	223,111	-	-	-	-	-	-
Beach Nourishment	4,408,045	-	-	-	-	-	-
Total Beach	4,631,156	59,500	-	-	-	-	59,500
Town Hall							
FPL Underground Utility Project	80,000	-	6,000,000	2,020,000	80,000	-	8,100,000
Buoys Relocation	130,000	-	-	-	-	-	-
Police Car	70,000	66,000	-	-	-	-	66,000
Town Hall Renovation	500,000	-	-	-	-	-	-
Commission Chambers - Monitors	5,000	-	-	-	-	-	-
Commission Chambers - Modifications	-	7,500	-	-	-	-	7,500
Roof - Emerg. Gen Building	5,000	-	5,000	-	-	-	5,000
Roof - Police Building	65,000	-	65,000	-	-	-	65,000
Total Expenditures	\$5,486,156	\$ 133,000	\$6,070,000	\$2,020,000	\$ 80,000	\$ -	\$8,303,000

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

**General Fund Capital Improvement Program (CIP)
Project Description**

Name: **Beach Engineering – FY2020 Monitoring**

Amount: \$54,500 (Engineering)

Fiscal Year: FY 2021 (\$54,500)

Description: Post-monitoring compliance - Irma

- Physical (6-mo post-con, annual)
- Biological (annual)
- Lighting (post-construction, x2)

Funding Source: 100% reimbursable from FEMA.

Name: **Beach Engineering – Quarterly Reporting**

Amount: \$5,000 (Engineering)

Fiscal Year: FY 2021 (\$5,000)

Description: Quarterly Reporting (Matthew, Irma)

Funding Source: 100% reimbursable from FEMA.

Name: **FPL Underground Utility Project**

Amount: \$8,100,000

Fiscal Year: FY 2021 (\$6,000,000), FY 2022 (\$2,020,000), FY 2023 (\$80,000)

Description: Undergrounding of Overhead Utility Facilities

Funding Source: Bank Loan

Name: **Police Car & Equipment**

Amount: \$66,000 (net after trade-in)

Fiscal Year: FY 2021

Description: Two Police vehicles will be replaced. Both vehicles will exceed 100,000 miles in FY 2020.

Funding Source: General Fund

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

**General Fund Capital Improvement Program (CIP)
Project Description**

Name: **Commission Chambers Modifications**
Amount: \$7,500
Fiscal Year: FY 2021
Description: Modifications to the Commission Chambers
Funding Source: General Fund

Name: **Emergency Generator Building Roof**
Amount: \$5,000
Fiscal Year: FY 2022
Description: Police building emergency generator building to make it consistent with the remainder of the roofs at 1210 Hillsboro Mile.
Funding Source: General Fund

Name: **Police Building Roof**
Amount: \$65,000
Fiscal Year: FY 2022
Description: Replacement of tile roof on Police building (including Community Room annex) to make it consistent with Town Hall and in response to cracked tiles in current roof.
Funding Source: General Fund

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Water Fund Capital Improvement Program (5 Years)

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

Water Fund - Five-Year Capital Improvement Program

Description	FY2020	Five Year Plan					Total
		FY2021	FY2022	FY2023	FY2024	FY2025	
FUNDING							
Loans							
State - Plant Expansion	\$ 590,000	\$ 640,000	\$ 330,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 1,060,000
Total Loans	590,000	640,000	330,000	30,000	30,000	30,000	1,060,000
Water Fund Transfer In	108,500	73,500	65,000	290,000	105,000	65,000	598,500
Total Funding	698,500	713,500	395,000	320,000	135,000	95,000	1,658,500
EXPENSES							
Well Rehab	120,000	120,000	-	-	-	-	120,000
Storage Reservoir	350,000	350,000	-	-	-	-	350,000
Total	470,000	470,000	-	-	-	-	470,000
Repair & Renewal	65,000	65,000	65,000	65,000	65,000	65,000	325,000
Truck	25,000	-	-	40,000	40,000	-	80,000
Roof - Pump House	10,000	60,000	-	-	-	-	60,000
Perimeter Fence Rehab	30,000	10,000	30,000	30,000	30,000	30,000	130,000
Beach Tank Repainting	8,500	8,500	-	-	-	-	8,500
Main Replacement	-	-	300,000	-	-	-	300,000
Water Tower Rehab	90,000	100,000	-	-	-	-	100,000
New Office /Employee Room	-	-	-	185,000	-	-	185,000
Total Expenses	\$ 698,500	\$ 713,500	\$ 395,000	\$ 320,000	\$ 135,000	\$ 95,000	\$ 1,658,500

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

**Water Fund Capital Improvement Program (CIP)
Project Description**

Name: Well Rehabilitation
Amount: \$120,000
Fiscal Year: FY 2021
Description: Well #1 is currently in standby mode since its pumping capacity is insufficient to independently meet Town needs and currently can't be used in parallel with the other wells. A study will be done to evaluate the hydrogeological conditions to ensure the availability of a sufficient underground water supply and, assuming adequacy, the pumping infrastructure will be upgraded to permit Well #1 to operate in a standalone mode. Additionally, the pump motors for Wells #3 and #4 will be modified to permit parallel pumping operations. This will provide redundancy to Well #3 which currently is the primary source of water to the Town.
Funding Source: State Revolving Fund loan.

Name: Storage Reservoir – Finished Water
Amount: \$350,000
Fiscal Year: FY 2021
Description: The Chen Moore & Associates engineering report on the Town's water transmission and distribution system, completed in 2015, recommended an additional 260,000-gallon storage tank be incorporated into the Town's water system to further ensure sufficient firefighting capacity. The tank would be installed at the water plant.
Funding Source: State Revolving Fund loan.

Name: Repair & Renewal
Amount: \$65,000 per year – Five Years
Fiscal Year: FY 2021 – FY 2025
Description: Historically, certain requirements for repair and renewal activity become apparent during the course of each year. An approximate amount is included in the CIP budget to ensure sufficient funds are available to address emerging needs.
Funding Source: Water Fund

**Town of Hillsboro Beach
Fiscal Year 2020 Budget**

**Water Fund Capital Improvement Program (CIP)
Project Description**

Name: Truck
Amount: FY 2023 (\$40,000), FY 2024 (\$40,000)
Fiscal Year: FY 2023 & FY 2024
Description: Replacement of F-150 with approximately 90,000 miles as of FY 2020. By FY 2023, a second truck, purchased in 2012, should be approaching the end of its useful life.
Funding Source: Water Fund

Name: Roof – Pump House
Amount: \$60,000
Fiscal Year: FY 2021
Description: Tile roof and underlying wood base are showing age and some signs of deterioration. New tile roof to be consistent with new Town Hall roof and new roofs to be installed on other buildings at 1210 Hillsboro Mile.
Funding Source: State Revolving Fund loan

Name: Perimeter Fence
Amount: FY 2021 - \$10,000 \$30,000 Per Year – FY 2022-FY2025
Fiscal Year: FY 2021 – FY 2025
Description: Water plant security involves an inner fence immediately surrounding the water plant and an outer chain link fence, in excess of 4,000 feet, surrounding the 22-acre property. The outer perimeter fence has seriously deteriorated, has become significantly overgrown in various portions and requires major rehabilitation. To fully replace a 100-foot section, including clearing vegetation, has been determined to be in the range of \$7,500.
Funding Source: State Revolving Fund loan

Name: Beach Tank Repainting
Amount: \$8,500
Fiscal Year: FY 2021
Description: The paint on the Beach tank is chipping away on the sides and the ladder is rusting away.
Funding Source: Water Fund

**Town of Hillsboro Beach
Fiscal Year 2020 Budget**

**Water Fund Capital Improvement Program (CIP)
Project Description**

Name: **Water Main Replacement – NE 36th Street Bridge**
Amount: \$300,000
Fiscal Year: FY 2022
Description: The Town’s water transmission system includes a water main attached to the underside of a small bridge passing over a canal immediately east of the 2500 block of NE 36th Street in Lighthouse Point. The Town has been advised by Lighthouse Point this bridge is scheduled for replacement in FY 22 or FY 23, which will require relocating this water main.
Funding Source: State Revolving Fund loan

Name: **Water Tower Renovation**
Amount: \$100,000
Fiscal Year: FY 2021
Description: The water plant property includes an unused water tower, a portion of which is leased to Sprint and T-Mobile for use in conjunction with their mobile phone systems. This structure’s surface is beginning to show the impact of Florida sunshine and weather and requires sandblasting and painting to maintain its structural integrity.
Funding Source: State Revolving Fund loan

Name: **Water Plant Staff Office Upgrade**
Amount: \$185,000
Fiscal Year: FY 2023
Description: Plant functions are currently spread out in various structures, including a trailer, none of which are strongly reinforced for hurricane conditions. The construction of a main structure for office, lab and staff support functions (eating, showering at the end of shifts, etc.) designed to withstand severe hurricane conditions is deemed to be important.
Funding Source: Water Fund

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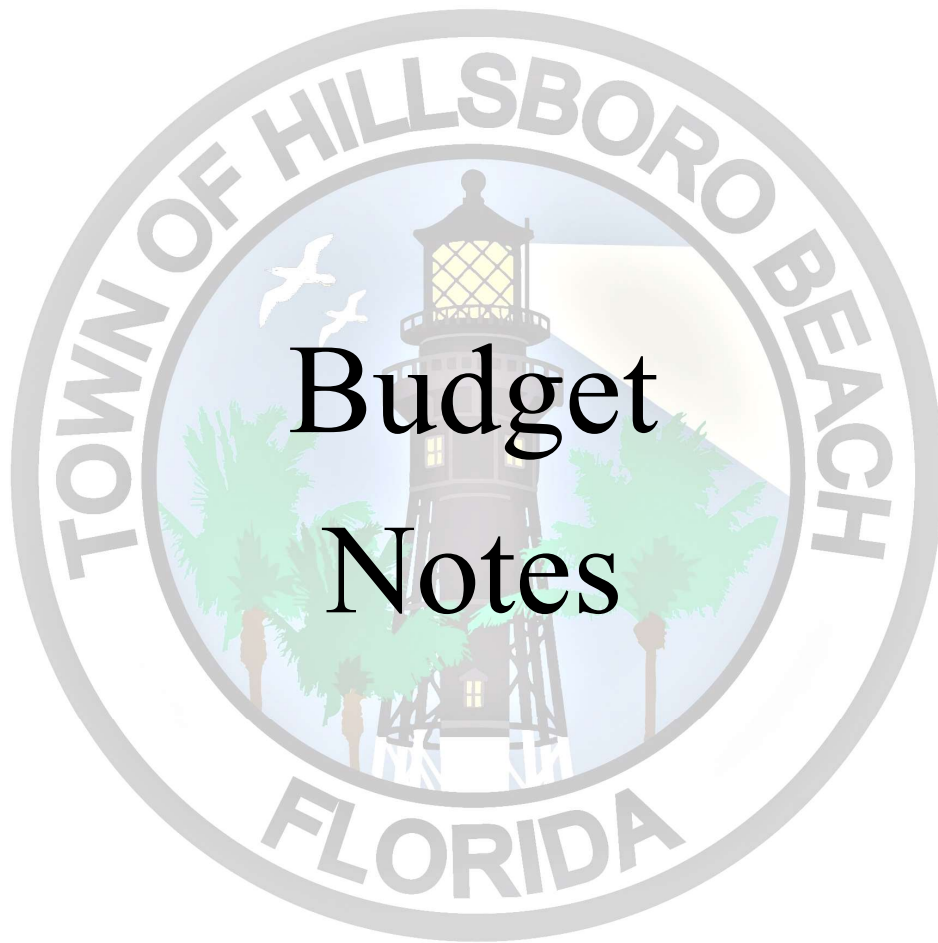
Debt Service Schedule

**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

Debt Service Schedule

	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Beyond
FEMA Loan (BankUnited)									
Principal	\$ -	\$ -	\$ -	\$ 333,628	\$ 682,546	\$ 703,453	\$ 725,001	\$ 747,208	\$ 382,144
Interest	-	-	-	54,324	93,358	72,451	50,904	28,696	5,808
Total	-	-	-	387,952	775,904	775,904	775,904	775,904	387,952
Water Plant									
Principal	301,432	308,771	316,288	324,180	332,072	340,157	347,437	355,516	1,679,390
Interest	102,564	95,225	87,708	79,816	71,924	63,839	56,559	48,480	98,789
Total	403,996	403,996	403,996	403,996	403,996	403,996	403,996	403,996	1,778,179
Water Distribution System									
Principal	-	152,894	308,269	333,941	337,580	341,258	344,977	348,736	5,139,073
Interest	-	36,753	71,025	73,509	69,870	66,192	62,473	58,714	361,502
Total	-	189,647	379,294	407,450	407,450	407,450	407,450	407,450	5,500,575
Combined Debt Service									
Principal	301,432	461,665	624,557	991,749	1,352,198	1,384,868	1,417,414	1,451,460	7,200,607
Interest	102,564	131,978	158,733	207,649	235,153	202,482	169,936	135,890	466,100
Total	\$ 403,996	\$ 593,643	\$ 783,290	\$ 1,199,398	\$ 1,587,350	\$ 1,587,350	\$ 1,587,350	\$ 1,587,350	\$ 7,666,706

	FEMA Loan	Land Purchase	Water Plant	Water Distribution
Source	BankUnited	Bond	FDEP SRF	FDEP SRF
Amount	\$5,000,000	\$16,680,000	\$6,400,664	\$7,306,728
Interest	3.04%	5.00%	2.42% / 2.00%	1.08% / 1.18%
Duration	5 Years	30 Years	20 Years	20 Years
End Date	April 1, 2026	Nov 1, 2050	September 15, 2030	November 15, 2038



General Fund - Notes (Revenue)

Account Name / Source Name	Description / Purpose	Budgeted Amount
PROPERTY TAX		
Tax Receipts - Current Year		
Broward County Tax Collector	Property tax to be collected in current year	\$5,066,779
		Account Total: \$5,066,779
Tax Receipts - Discounts		
Broward County Tax Collector	Early payment discounts and Value Board Adjustment adjustments	(\$184,937)
		Account Total: (\$184,937)
Tax Receipts - Delinquent		
Broward County Tax Collector	Property tax collected from prior year tax bills	\$3,000
		Account Total: \$3,000
OTHER LOCAL TAXES		
FPL Franchise		
FPL	Town charge to FPL to operate in Town. Collected by FPL	\$230,000
		Account Total: \$230,000
Local Communications Tax		
State Dept of Revenue	Uniform tax on communications collected by State	\$30,000
		Account Total: \$30,000
INTERGOVERNMENTAL REVENUES		
Occupational Licenses		
Broward County	County Occupational Licenses for Town hotel properties	\$1,900
		Account Total: \$1,900
State Revenue Sharing		
State Dept of Revenue	Town share of State Revenue Sharing Trust for Municipalities	\$24,000
		Account Total: \$24,000
Alcoholic Beverage License		
State Dept of Revenue	Town share of State Alcoholic License fees	\$636
		Account Total: \$636
Half-Cent Sales Tax		
State Dept of Revenue	Town share of State Sales Tax	\$125,000
		Account Total: \$125,000
FINES AND FORFEITURES		
Fines		
Broward County Courts	Town share of local traffic ticket fines	\$2,500
		Account Total: \$2,500
Seizures and Forfeitures		
Various Agencies	Town share of seizures resulting from criminal prosecutions	\$50
		Account Total: \$50

General Fund - Notes (Revenue)

Account Name / Source Name	Description / Purpose	Budgeted Amount
MISCELLANEOUS REVENUE		
Miscellaneous Revenue		
Various	Various small charges, rebates and refunds	\$3,000
		Account Total: <u>\$3,000</u>
Miscellaneous Revenue - Police Reimbursement		
DEA	Reimbursement for Task Force	\$35,000
		Account Total: <u>\$35,000</u>
Lien Search Fee		
Lien Search Firms	Town fee to perform utility status and property lien searches	\$15,000
		Account Total: <u>\$15,000</u>
INTEREST INCOME		
Interest Income		
Investment Firms & Banks	Interest income from investment and bank accounts	\$65,000
		Account Total: <u>\$65,000</u>
Net Incr (Decr) In Fair Market Value Investments		
Investment Portfolio	Bookkeeping adjustment to reflect current market value of debt securities in investment portfolio resulting from rising interest rates	(\$35,000)
		Account Total: <u>(\$35,000)</u>
Interest Income - Property Tax Collector		
Broward County	Interest earned on collected property tax before distribution to Town	\$3,000
		Account Total: <u>\$3,000</u>
TRANSFER IN		
Water Fund		
Water Fund	Payment to General Fund for general and administrative services	\$50,000
		Account Total: <u>\$50,000</u>
USE OF / (ADDITION TO) FUND BALANCE		
Use of / (Addition to) Fund Balance		
Available Gen Fund Reserves	Use of General Fund Available Reserves for one-time purpose to fund beach litigation and CIP projects.	\$894,263
		Account Total: <u>\$894,263</u>

General Fund - Notes (Compensation)

Account Name /	Description / Purpose	Budgeted Amount
GENERAL FUND COMPENSATION (COMMISSION, MANAGER, CLERK, POLICE & FACILITY SERVICES)		
Commission Stipend		
	Compensation for Commissioner services	\$28,800
	Account Total:	\$28,800
Salaries		
	Base compensation for the regular work week	1,884,220
	Account Total:	\$1,884,220
Car Allowance		
	Town Manager compensation for extensive use of personal vehicle to conduct Town business	\$6,500
	Account Total:	\$6,500
Paid Holidays		
	Compensation to Police officers related to working on holidays	\$50,201
	Account Total:	\$50,201
Overtime		
	Compensation for non-exempt employees working in excess of normal work week	\$46,000
	Account Total:	\$46,000
Vacation Leave Cash Out		
	Cash payments for unused vacation time	\$17,912
	Account Total:	\$17,912
Sick Leave		
	Cash payments for unused sick time	\$32,876
	Account Total:	\$32,876
Incentive Pay		
	Payment to Police officers for education accomplishments	\$17,270
	Account Total:	\$17,270
Transfer To Special Revenue		
	Transfer of Police compensation to Special Revenue Fund to offset matching Marine Law Enforcement Grant	(\$30,336)
	Account Total:	(\$30,336)
FICA		
	Town Social Security and Medicare payments on employee compensation	157,088
	Account Total:	\$157,088
Florida Retirement System		
	Pension plan payments to the Florida Retirement System	428,775
	Account Total:	\$428,775

General Fund - Notes (Compensation)

Account Name /	Description / Purpose	Budgeted Amount
GENERAL FUND COMPENSATION (COMMISSION, MANAGER, CLERK, POLICE & FACILITY SERVICES)		
Health and Life Insurance		
	Payment for employee health and life insurance plans	\$544,108
	Account Total:	\$544,108
Tuition Reimbursement		
	Reimbursement for employees taking work-related college courses	\$2,250
	Account Total:	\$2,250
Accidental Death & Dismemberment (AD&D)		
	Insurance to cover work-related accidental death or dismemberment	\$739
	Account Total:	\$739
Workers Compensation Insurance		
	Insurance to cover work-related injuries, medical expense and lost income	44,250
	Account Total:	\$44,250
Unemployment Compensation		
	Payment to fund State unemployment compensation payments	\$1,750
	Account Total:	\$1,750

General Fund - Notes (Commission - Operating Expense)

Account Name / Vendor Name	Description / Purpose	Budgeted Amount
OPERATING EXPENSES		
Election Fees		
County Supervisor of Elections	Supervisory fees for conducting Town election	\$3,600
		Account Total: \$3,600
Conferences / Seminars		
Various	2 commissioners to attend Florida League of Cities	\$3,000
Various	2 commissioners to attend Broward Days in Tallahassee	\$3,000
		Account Total: \$6,000
Broward League of Cities - Annual Event		
Broward League of Cities	Sponsorship for annual event	\$2,500
		Account Total: \$2,500
Mayor / Commission Expense		
Various	Miscellaneous expenses for Commission.	\$3,500
		Account Total: \$3,500

General Fund - Notes (Town Manager - Operating Expense)

Account Name / Vendor Name	Description / Purpose	Budgeted Amount
OPERATING EXPENSES		
Town Attorney		
Goren, Cherof, Doody & Ezrol, P.A.	Provide legal guidance in support of all Town activities	\$65,000
Account Total:		\$65,000
Professional Services - IT Services		
Node0	Monthly Fee	\$3,600
TBD	Other	\$5,500
Account Total:		\$9,100
Miscellaneous		
Various	Other	\$1,000
Account Total:		\$1,000
Computer Expenses / Supplies		
TBD	Supplies	\$1,000
Account Total:		\$1,000
Training Expense		
TBD	Town Manager conferences and seminars	\$3,500
Account Total:		\$3,500

General Fund - Notes (Town Clerk - Operating Expense)

Account Name / Vendor Name	Description / Purpose	Budgeted Amount
OPERATING EXPENSES		
Coding Ordinances		
MuniCode	Inserting Town ordinances into Town Code of Ordinances	\$1,805
	Annual Renewal	\$1,195
	Account Total:	\$3,000
Professional Service - Digitizing records		
TBD	Scanning Town records	\$10,000
	Account Total:	\$10,000
Contracts - Other Services		
Infinisource	FBA Monthly Administration Fee (\$80/month)	\$960
Vital Records Control	Contracted Storage and Services (\$50/month)	\$600
TBD	All other	\$2,440
	Account Total:	\$4,000
Contracts - Minutes Preparation		
Prototype	Minutes preparation	\$3,000
	Account Total:	\$3,000
Software Maint / Support		
DCR Recording Software	DCR maintenance (\$94.17 / month)	\$1,130
NextRequest	Records Request Software	\$8,250
MuniCode	MuniDocs	\$350
Civic Clerk	Agenda Management System - Annual Renewal	\$3,240
Laserfiche	Annual maintenance	\$2,370
TBD	Electronic Candidate Campaign Finance Reporting	\$225
TBD	Other	\$500
	Account Total:	\$16,065
Postage		
USPS	Miscellaneous Town Hall mailings	\$2,500
	Account Total:	\$2,500
Copier		
Toshiba	Copier lease and usage charge	\$6,100
	Account Total:	\$6,100
Advertising		
Sun-Sentinel	September budget advertising	\$3,700
Sun-Sentinel	Municipal election	\$3,400
Sun-Sentinel	Other statutory requirements	\$2,900
	Account Total:	\$10,000
Office Supplies		
Office Depot / Other	Miscellaneous office supplies	\$4,400
	Promotional Giveaway Items	\$1,500
	Account Total:	\$5,900
Website Support		
CivicPlus	Support of new Town website - third of four annual payments	\$4,967
	Account Total:	\$4,967

General Fund - Notes (Town Clerk - Operating Expense)

Account Name / Vendor Name	Description / Purpose	Budgeted Amount
OPERATING EXPENSES		
Subscriptions and Memberships		
County Municipal Clerk Assoc	Membership fees	\$75
Florida Association of Clerks	Membership fees	\$75
Florida League of Cities	Membership fees	\$446
Florida League of Mayors	Membership fees	\$350
Florida Shore & Beach Assoc	Membership fees	\$502
FSBBPA Sponsor Agreement	Membership fees	\$1,000
International Institute of Muni Clerks	Membership fees	\$160
County League of Cities	Membership fees	\$203
County League of Mayors	Membership fees	\$500
FL City/County Management Assoc	Membership fees	\$350
County City Manager Assoc	Membership fees	\$150
International City/County Mgmt Assoc	Membership fees	\$1,040
Costco	Membership fees	\$120
TBD	Other	\$729
Account Total:		\$5,700
Office Equipment		
TBD	Furniture	\$1,000
Account Total:		\$1,000
Training Expense		
TBD	Conferences and seminars	\$3,500
Account Total:		\$3,500
Resident Mailings		
Custom Plastic Card Company	Quarterly newsletter	\$6,000
TBD	Resident guide (mailed out)	\$4,000
Account Total:		\$10,000

General Fund - Notes (Police - Operating Expense)

Account Name / Vendor Name	Description / Purpose	Budgeted Amount
OPERATING EXPENSES		
Contracts - Other Services		
Marlin Business	Voice Logging Equipment	\$2,376
Everbridge, Inc.	Nixle Engage	\$2,750
BIS Digital Recording	Digital Recording system maintenance	\$1,130
PowerDMS	Annual license - Online reporting, tracking and management system used for policies, report generation and instructions	\$2,800
USA Software	Annual license - Online report writing	\$6,000
NDI Technology	Annual license - License plate recognition	\$3,900
Dataworks Plus	Annual license - Air card related	\$200
Fire Master Protection	Fire extinguisher inspections	\$400
Insight Public Sector	Annual license - Air card related	\$100
Enforcement Electronics	Radar certification	\$400
United Fire & Security	Alarm testing	\$400
Slater	Fuel pump certification	\$400
TBD	Other	\$2,000
Account Total:		\$22,856
Town Attorney		
Goren, Cherof, Doody & Ezrol, P.A.	Labor and other legal issues.	\$5,000
Account Total:		\$5,000
Professional Services - IT Services		
Node0	Miscellaneous IT goods and services	\$5,000
Account Total:		\$5,000
Telephone Service		
AT&T	Monthly phone service	\$4,100
Account Total:		\$4,100
Mobile Phones		
Verizon Wireless	Cell phones, modems, vehicle computers	\$4,140
Account Total:		\$4,140
Vehicles - GPS		
Verizon Connect NWF, Inc.	GPS for police vehicles	\$1,364
Account Total:		\$1,364
Postage		
Various	Miscellaneous mailing expense	\$500
Account Total:		\$500
Electricity		
Florida Power & Light	Police building electric service.	\$8,500
Account Total:		\$8,500
Liability and Property Insurance		
Jallad	General property and liability	\$22,638
FMIT	Storage tank insurance	\$550
Account Total:		\$23,188

General Fund - Notes (Police - Operating Expense)

Account Name / Vendor Name	Description / Purpose	Budgeted Amount
OPERATING EXPENSES		
Building Repairs & Maintenance		
Various	Police building various repairs and maintenance	\$5,000
		Account Total: \$5,000
Radio Maintenance		
Motorola Solutions	Radio repair and maintenance	\$2,100
		Account Total: \$2,100
Auto Repairs and Maintenance		
Various	Miscellaneous vehicle repair and maintenance	\$25,000
		Account Total: \$25,000
Boat Repairs and Maintenance		
Various	Miscellaneous boat repair and maintenance	\$30,000
		Account Total: \$30,000
ATV Repairs and Maintenance		
Various	Miscellaneous ATV repair and maintenance	\$1,500
		Account Total: \$1,500
Rental - Vehicles		
Various	Task Force vehicle rentals	\$9,500
		Account Total: \$9,500
Copier		
Toshiba	Copier expense	\$3,000
		Account Total: \$3,000
Miscellaneous Services		
TBD	Miscellaneous minor services	\$1,500
		Account Total: \$1,500
Internet Services		
Comcast	Internet service provider	\$4,800
Google	Website charges	\$1,750
		Account Total: \$6,550
Physical Examinations		
Various	Officer physical examinations	\$750
		Account Total: \$750
Office Supplies		
Office Depot	Miscellaneous office supplies	\$3,000
		Account Total: \$3,000
Operating Supplies		
Various	Supplies related to policing activities	\$10,000
		Account Total: \$10,000
Fuel & Oil		
Wright Express/Port Consolidated	Boat, vehicle and generator fuel - Price increase and additional marine patrol activity	\$32,000
		Account Total: \$32,000

General Fund - Notes (Police - Operating Expense)

Account Name / Vendor Name	Description / Purpose	Budgeted Amount
OPERATING EXPENSES		
Uniform Supplies		
Gold Nugget/Red Uniform Tailor	Uniforms, vests, flashlights, belts, etc.	\$15,000
		Account Total: \$15,000
Investigation Division		
Various	Miscellaneous supplies	\$1,500
		Account Total: \$1,500
Subscriptions and Memberships		
FBI / NABI (National Academy)	Membership fees (3)	\$345
FL Police Chief Assoc.	Membership fees (3)	\$345
Int. Assoc of Police Chiefs	Membership fees	\$190
FL Police Accreditation Coalition	Membership fees	\$150
County Chief of Police Assoc	Membership fees (3)	\$500
SE FL Crime Prevention Assoc.	Membership fees	\$50
Broward County	Hazard Material License Renewal	\$180
NIGPSEFL (Purchasing)	Annual Renewal	\$35
Other		\$200
		Account Total: \$1,995
Protective PPE		
TBD	Additional Personal Protective Equipment required for Police Officers	\$2,500
		Account Total: \$2,500
Protective PPE (facilities)		
TBD	Additional Material & Equipment required for Police building	\$2,500
		Account Total: \$2,500
Education& Training		
Various training sites	Various professional training opportunities	\$20,000
		Account Total: \$20,000

General Fund - Notes (Facility Services - Operating Expense)

Account Name / Vendor Name	Description / Purpose	Budgeted Amount
OPERATING EXPENSES		
Telephone Services		
AT&T	Town Hall telephone service	\$8,400
		Account Total: \$8,400
Utility - Water		
Hillsboro Beach Water Dept	Water service for 1210 Hillsboro Beach	\$7,050
		Account Total: \$7,050
Electricity		
Florida Power & Light	Town Hall electrical service	\$4,000
		Account Total: \$4,000
Utility - Sewer		
Broward County Sewer Service	Sewer service for 1210 Hillsboro Beach	\$900
		Account Total: \$900
Internet Services		
Google	Website Charges	\$2,825
Comcast	Internet Service Provider	\$2,380
Various	Other	\$295
		Account Total: \$5,500
Liability and Property Insurance		
Jallad	Town Hall general liability and property insurance	\$18,241
FMIT	Storage tank insurance - Town Hall / Police building emergency generator	\$1,290
		Account Total: \$19,531
Town Events		
TBD	Holiday decorations	\$20,000
TBD	Other Town Events	\$5,000
		Account Total: \$25,000
Pest Control - Building/Grounds		
Orkin	Preventative spraying, other.	\$1,200
		Account Total: \$1,200
Repair & Maintenance - Equipment		
Various	Lawn and other equipment maintenance and repair	\$10,000
		Account Total: \$10,000
Repair & Maintenance - Grounds		
Various	Irrigation, plantings, fertilizer	\$2,000
		Account Total: \$2,000
Landscape Maintenance		
Various	Tree trimming, etc.	\$10,000
		Account Total: \$10,000
Town Hall Maintenance & Repair		
Various	Miscellaneous maintenance & repairs to Town Hall	\$8,000
		Account Total: \$8,000

General Fund - Notes (Facility Services - Operating Expense)

Account Name / Vendor Name	Description / Purpose	Budgeted Amount
OPERATING EXPENSES		
Generator Maintenance Contract		
KW Power Systems	Quarterly Generator Maintenance	\$2,479
TBD	Service calls	\$2,721
		Account Total: \$5,200
Repair & Maintenance - Bocce Courts		
TBD	Court maintenance	\$5,000
		Account Total: \$5,000
Operating Supplies - General		
Various	Miscellaneous cleaning and maintenance supplies	\$4,000
		Account Total: \$4,000
Air Conditioning Maintenance Contract		
Palm Air	Maintenance contract and repairs	\$2,000
		Account Total: \$2,000

General Fund - Notes (Other Department - Operating Expense)

Account Name / Vendor Name	Description / Purpose	Budgeted Amount
OPERATING EXPENSES		
FINANCE		
Audit Services		
TBD	Standard Audit - 50%-50% Split	\$13,500
TBD	Federal Single Audit (FEMA project)	\$4,000
TBD	GASB 45 Report - 80%-20% Split	\$2,000
		Account Total: \$19,500
Accounting / Financial Services		
Inframark	Accounting, Financial and Assessment Services	\$87,640
		Account Total: \$87,640
Investment Services		
BB&T	Investment account - Custodial services	\$3,600
Cumberland Advisors, Inc.	Investment account - Investment management services	\$6,740
		Account Total: \$10,340
FIRE RESCUE		
Fire Service Agreement		
Deerfield Beach BSO	Annual service agreement	\$860,220
		Account Total: \$860,220
SOLID WASTE SERVICES		
Contract Services		
Waste Pro	Annual service agreement	\$334,682
		Account Total: \$334,682
BEACH MANAGEMENT		
Engineering - Legal Matters		
Moffatt & Nichol	Technical support of beach litigation	50,000
		Account Total: \$50,000
Engineering - Other		
Moffatt & Nichol	Engineering activities not related to above categories	15,000
		Account Total: \$15,000
Beach Attorney		
Akerman, Oertel, Other	Ongoing beach litigation	500,000
		Account Total: \$500,000
Beach Salvage		
TBD	Removal of large washed-up debris	2,000
		Account Total: \$2,000
Buoys		
TBD	Quarterly contract for Bouy Maintenance	\$14,400
TBD	Replacement of buoys lost in storms	\$5,600
		Account Total: \$20,000

General Fund - Notes (Other Department - Operating Expense)

Account Name / Vendor Name	Description / Purpose	Budgeted Amount
OPERATING EXPENSES		
CHARITABLE DONATIONS		
Lighthouse Preservation		
Lighthouse Preservation Society	Donation to support preservation of lighthouse station	2,500
		Account Total: \$2,500
Area Council on Aging		
Area Council on Aging	Donation to support area senior citizen services	3,844
		Account Total: \$3,844
CONTINGENCY		
Contingency		
NA	To establish funding for unknown requirements and possible initiatives	144,352
		Account Total: \$144,352
TRANSFERS OUT		
To Debt Service - FEMA Loan		
NA	To fund community principal and interest payments on FEMA loan	387,952
		Account Total: \$387,952
To Planning & Zoning / Code Enforcement Fund		
NA	To fund planning & code enforcement activities not funded by County service fees.	38,500
		Account Total: \$38,500
To General Fund CIP		
NA	To fund General Fund CIP projects.	73,500
		Account Total: \$73,500

Special Revenue Funds - Notes

Account Name / Source / Vendor Name	Description / Purpose	Budgeted Amount
TRANSPORTATION (COMMUNITY BUS) - FUNDING		
Local Option Gas Tax		
FL Dept of Revenue	Town portion of State distributed fuel taxes	\$35,971
		Account Total: \$35,971
County Transportation Grant		
Broward County	Subsidy provided by Broward County Transit Department to support Community Bus program.	\$81,900
		Account Total: \$81,900
TRANSPORTATION (COMMUNITY BUS) - EXPENDITURE		
Contractual Services		
Limousines of South Florida	Fees for operating and maintaining Town Community Bus	\$81,900
		Account Total: \$81,900
Reserve for Future Use		
TBD	Reserve for future roadway expenditures	\$35,971
		Account Total: \$35,971
MARINE LAW ENFORCEMENT GRANT - FUNDING		
Marine Law Enforcement Grant		
Broward County	County grant to cover portion of Town marine law enforcement expense	\$30,336
		Account Total: \$30,336
MARINE LAW ENFORCEMENT GRANT - EXPENDITURE		
Police Wages		
NA	Police compensation qualified for marine law enforcement grant reimbursement	\$30,336
		Account Total: \$30,336
BUILDING PERMITTING - FUNDING		
Building Permit Fees		
Contractors	Fees received from contractors requiring permits for construction	\$250,000
		Account Total: \$250,000
BUILDING PERMITTING - EXPENDITURES		
Professional Services - Building Permits - RMA		
Redevelopment Mgmt. Assoc	RMA support of the permitting process	\$30,000
		Account Total: \$30,000
Professional Services - Building Permits - CG&A		
Calvin, Giordano & Associates	Permitting and plan review services. 85% of Building Permit Fees.	\$212,500
		Account Total: \$212,500
Credit Card Processing Fees		
Various	Fees on Credit Card Receipts.	\$7,500
		Account Total: \$7,500

Special Revenue Funds - Notes

Account Name / Source / Vendor Name	Description / Purpose	Budgeted Amount
PLANNING & ZONING / CODE COMPLIANCE - FUNDING		
Planning & Zoning Fees		
Contractors	Fees related to site plan reviews, requests for variances, etc.	\$10,000
		Account Total: \$10,000
Fire Fees		
Contractors	Fees related to Fire Inspections.	\$1,500
		Account Total: \$1,500
Transfer in From General Fund		
N/A	Transfer from General Fund to fund Planning & Zoning / Code Compliance costs.	\$38,500
		Account Total: \$38,500
PLANNING & ZONING / CODE COMPLIANCE - EXPENDITURES		
Professional Services - General Administration - RMA		
Redevelopment Mgmt. Assoc	RMA activities unrelated to project specific permitting or planning and zoning issues	\$15,000
		Account Total: \$15,000
Professional Services - Site Planning - RMA		
Redevelopment Mgmt. Assoc	Site plan reviews, requests for variances, etc.	\$10,000
		Account Total: \$10,000
Professional Services - Engineering Other		
Various	Comprehensive Plan, floodplain studies, etc.	\$10,000
		Account Total: \$10,000
Code Compliance		
Calvin, Giordano & Associates	Monitor Town properties to ensure compliance with Town Code	\$15,000
		Account Total: \$15,000

Debt Service Funds - Notes

Account Name / Source / Vendor Name	Description / Purpose	Budgeted Amount
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SOURCES OF FUNDING

Transfer from General Fund

Town Cash Reserves	Cash Reserves will be used to pay debt service payments on BankUnited loan for FEMA project.	\$387,952
Account Total:		\$387,952

DEBT SERVICE EXPENDITURES

Interest Payment

FEMA Loan	Annual Interest Payment on Loan	\$333,628
Account Total:		\$333,628

Principal Payment

FEMA Loan	Annual Principal Payment on Loan	\$54,324
Account Total:		\$54,324

General Fund Capital Improvement Program (CIP) - Notes

Account Name / Source / Vendor Name	Description / Purpose	Budgeted Amount
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SOURCE OF FUNDING

Grant Revenue

	Reimbursement for Beach Renourishment.	\$59,500
	Account Total:	\$59,500

Transfer From General Fund

	Funding for capital improvement projects	\$73,500
	Account Total:	\$73,500

CAPITAL EXPENDITURES

Projects

	Project descriptions in General Fund CIP - Five Year Program section	
	Beach Engineering - 2020 Monitoring	\$54,500
	Beach Engineering - Quarterly Reporting	\$5,000
	Commission Chambers modifications	\$7,500
	Police vehicle and ancillary equipment (2)	\$66,000
	Account Total:	\$133,000

Water Fund - Notes (Funding Sources)

Account Name / Source Name	Description / Purpose	Budgeted Amount
REVENUE		
Base Water Fees		
Water Customers	Base availability fee charged to each water account	\$472,000
		Account Total: \$472,000
Usage Water Fees		
Water Customers	Water fees based on water consumption	\$854,480
		Account Total: \$854,480
Miscellaneous Revenue		
Water Customers	Late fees, change of ownership fees and other miscellaneous receipts	\$5,500
		Account Total: \$5,500
Sprint Spectrum Cell Tower		
Sprint Spectrum	Lease of water tower for mobile phone equipment	\$65,675
		Account Total: \$65,675
T-Mobile Cell Tower		
T-Mobile	Lease of water tower for mobile phone equipment	\$33,072
		Account Total: \$33,072
Hillsboro Inlet		
Hillsboro Inlet District	Lease payment	\$6,000
		Account Total: \$6,000
Interest Income		
Investment Firms & Banks	Interest income from investment and bank accounts	\$30,000
		Account Total: \$30,000
Net Incr (Decr) In Fair Market Value Investments		
Investment Portfolio	Bookkeeping adjustment to reflect current market value of debt securities in investment portfolio resulting from rising interest rates. Debt securities in this portfolio aren't normally sold before maturity. Consequently these losses normal disappear at time bond matures.	(\$5,000)
		Account Total: (\$5,000)

Water Fund - Notes (Compensation)

Account Name /	Description / Purpose	Budgeted Amount
WATER FUND COMPENSATION		
Salaries		
	Base compensation for employee regular workweek services	\$344,997
	Account Total:	\$344,997
Overtime		
	Compensation for non-exempt employees working in excess of normal work week	\$25,000
	Account Total:	\$25,000
Sick Leave		
	Cash payments for unused sick time	\$8,065
	Account Total:	\$8,065
Vacation Leave		
	Cash payments for unused vacation time	\$15,188
	Account Total:	\$15,188
FICA		
	Town Social Security and Medicare payments on employee compensation	\$28,922
	Account Total:	\$28,922
Florida Retirement System		
	Pension plan payments to the Florida Retirement System	\$39,325
	Account Total:	\$39,325
Health and Life Insurance		
	Payment for employee health and life insurance plans	\$62,182
	Account Total:	\$62,182
Workers Compensation Insurance		
	Insurance to cover work-related injuries medical expense and lost income	\$11,116
	Account Total:	\$11,116
Unemployment Compensation		
	Payment to fund State unemployment compensation payments	\$500
	Account Total:	\$500

Water Fund - Notes (Operating Expense)

Account Name / Vendor Name	Description / Purpose	Budgeted Amount
OPERATING EXPENSES		
Audit Services		
TBD	Standard Audit - (50%-50% Split)	\$13,500
TBD	Single Audit - (Water Main Project)	\$2,000
TBD	GASB 45 Report - (80%-20% Split)	\$1,000
Account Total:		\$16,500
Contracts - Other Services		
TBD	Vehicle tracking services - Two vehicles	\$750
Account Total:		\$750
Postage		
USPS	Water bill postage	\$1,000
Account Total:		\$1,000
Telephone Services		
Verizon Wireless	Mobile phone service	\$1,020
Comcast	Phone & internet service (SCADA)	\$6,280
Account Total:		\$7,300
Electricity		
Florida Power & Light	Electricity - water plant and pump house	\$54,000
Account Total:		\$54,000
Liability and Property Insurance		
Jallad	General liability and property insurance	\$41,168
FMIT	B-1 Pollution / Remediation	\$1,071
FMIT	B-2 Storage tanks - water plant and pump house	\$1,100
Wright National	Flood insurance - lab and control center	\$4,034
Account Total:		\$47,373
Maintenance - Distribution System		
Various	Maintenance of water distribution system	\$7,500
Account Total:		\$7,500
Maintenance - Building / Grounds		
All Seasons Landscape	Landscaping Services	\$5,280
TBD	Miscellaneous maintenance items	\$9,720
Account Total:		\$15,000
Maintenance - SCADA system		
TBD	Annual maintenance of SCADA system	\$10,000
Account Total:		\$10,000
Repair & Maintenance - Equipment		
TBD	Miscellaneous repair and maintenance items	\$32,000
Account Total:		\$32,000

Water Fund - Notes (Operating Expense)

Account Name / Vendor Name	Description / Purpose	Budgeted Amount
OPERATING EXPENSES		
Tools & Equipment		
TBD	Miscellaneous small tools used for maintenance and repairs	\$1,000
		Account Total: \$1,000
Advertising		
Sun-Sentinel	Possible advertising to fill staff vacancies	\$1,000
		Account Total: \$1,000
Licenses & Permits		
County Health Dept.	Water plant licenses	\$3,010
County Tax Collector	Mobile home (office) registration	\$104
County	Air pollution	\$180
State DEP	Emergency Generator	\$100
TBD	Pump station license renewal	\$320
TBD	WTP License Renewal	\$690
TBD	Other	\$996
		Account Total: \$5,400
Office Supplies		
Various	Miscellaneous paper and other office supplies	\$1,500
		Account Total: \$1,500
Computer Expense		
Tak Technology	Utility billing system	\$3,000
Various	Other	\$3,000
		Account Total: \$6,000
Uniforms Supplies		
G&K Services	Uniforms	\$4,500
Ritz Safety	Safety equipment	\$500
Various	Other	\$500
		Account Total: \$5,500
Fuel and Oil		
Various	Vehicle and generator fuel	\$5,000
		Account Total: \$5,000
Sand Change		
Standard Sand & Silica Co., Inc.	Sand required for use in water softening (spiractor) equipment	\$8,000
		Account Total: \$8,000
Chemical - Water Treatment		
Allied Universal Corp	CL2, Sodium Hypo disinfectant	\$10,000
Cameuse Lime & Stone	Calcium Hydroxide for water treatment	\$65,000
Hawkins Inc.	Phosphates and fluorides	\$10,000
		Account Total: \$85,000

Water Fund - Notes (Operating Expense)

Account Name / Vendor Name	Description / Purpose	Budgeted Amount
OPERATING EXPENSES		
Lab Test Analysis and Supplies		
Environmental Reagent Services	Lab chemicals and analysis	\$10,000
TBD	Other	\$2,500
Account Total:		\$12,500
Subscriptions and Memberships		
Florida Rural Water Association	Annual membership	\$200
TBD	Other	\$300
Account Total:		\$500
Water Conservation Program		
Broward County	Share of cost of County program to educate residents in regard to water conservation and to provide incentives for conservation.	\$3,000
Account Total:		\$3,000
Contingency		
TBD	To establish funding for unknown requirements and possible initiatives	73,114
Account Total:		\$73,114

Water Fund - Notes (Transfers Out)

Account Name / Vendor Name	Description / Purpose	Budgeted Amount
TRANSFERS OUT		
To General Fund		
NA	Payment to General Fund for Administrative Services	\$50,000
		Account Total: <u>\$50,000</u>
To Water Debt Service		
NA	Transfer of funds to the Water Debt Service fund to pay for principal and interest on the State loan which provided the funds for the water plant renovation project	\$403,996
		Account Total: <u>\$403,996</u>
To Water Capital Improvement Program (CIP) Fund		
NA	Transfer of funds to the Water CIP fund to cover capital projects to be done in FY 2020 not funded by the State Revolving fund loan	\$73,500
		Account Total: <u>\$73,500</u>

Water Debt Service Fund - Notes

Account Name / Source / Vendor	Description / Purpose	Budgeted Amount
SOURCES OF FUNDING		
Water Surcharge		
Water Customers	Water bill surcharge to fund loan for water main project.	\$346,700
		Account Total: \$346,700
Transfer In - From Water Fund		
Water Fund	Transfer of funds to the Water Debt Service fund to pay for principal and interest on the State loan which provided the funds for the water plant renovation project.	\$403,996
		Account Total: \$403,996
Use of / (Addition to) Fund Balance		
Available Water Fund Reserves	Use of available water fund balance to provide additional funding for State (DEP Loan).	\$60,750
		Account Total: \$60,750
DEBT SERVICE EXPENSES		
Debt Service - Principal		
State (DEP Loan)	Principal on plant expansion loan	\$324,180
State (DEP Loan)	Principal on water main project loan	\$333,941
		Account Total: \$658,121
Debt Service - Interest		
State (DEP Loan)	Interest on plant expansion loan	\$79,816
State (DEP Loan)	Interest on water main project loan	\$73,509
		Account Total: \$153,325

Water Capital Improvement Program (CIP) - Notes

Account Name / Source / Vendor Name	Description / Purpose	Budgeted Amount
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SOURCES OF FUNDING

Loan

State (DEP Loan)	To cover additional plant improvements	
	For Well Rehabilitation Project	\$120,000
	For Storage Tank Project	\$350,000
	For Roof - Pump House	\$60,000
	For Water Tower Rehab	\$100,000
	For Fence Rehabilitation Project	\$10,000
	Account Total:	\$640,000

Transfer From Water Fund

Water Fund	For Beach Tank Rehab	\$8,500
	For Repair and Renewal	\$65,000
	Account Total:	\$73,500

CAPITAL EXPENSES

Projects

	Descriptions in Water Fund CIP - Five Year Program section	
	Well rehabilitation project	\$120,000
	Storage tank project	\$350,000
	Water Tower Rehab	\$100,000
	Fence Rehabilitation Project	\$10,000
	Roof - Pump House	\$60,000
	Beach Tank Rehab	\$8,500
	Repair and Renewal	\$65,000
	Account Total:	\$713,500

General Fund Five-Year Capital Improvement Program (CIP) - Notes

Account Name / Source / Vendor Name	Description / Purpose	Budgeted Amount
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SOURCES OF FUNDING

Revenue

Grant Revenue	Reimbursement for Beach Renourishment.	\$59,500
Account Total:		\$59,500

Loans

TBD	Loan to fund FPL Underground Utility Project	\$8,100,000
Account Total:		\$8,100,000

Transfer From General Fund

General Fund	Transfer to cover remainder of projects	\$143,500
Account Total:		\$143,500

CAPITAL EXPENDITURES

Projects

Project descriptions in General Fund Five Year CIP section		
	Beach Engineering - 2020 Monitoring	\$54,500
	Beach Engineering - Quarterly Reporting	\$5,000
	FPL Underground Utility Project	\$8,100,000
	Police vehicle and ancillary equipment	\$66,000
	Commission Chambers - Modifications	\$7,500
	Roof- Emergency generator building	\$5,000
	Roof - Police building and community room annex	\$65,000
Account Total:		\$8,303,000

Water Fund Five-Year Capital Improvement Program (CIP) - Notes

Account Name / Source / Vendor Name	Description / Purpose	Budgeted Amount
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SOURCES OF FUNDING

Loan

State DEP Loan	To cover additional infrastructure improvements	
	For Well Rehabilitation Project	\$120,000
	For Storage Tank Project	\$350,000
	For Water Tower Rehab	\$100,000
	For Main Replacement	\$300,000
	For Roof - Pump House	\$60,000
	For Perimeter Fence Project	\$130,000
	Account Total:	\$1,060,000

Transfer From Water Fund

Water Fund	Transfer for projects not covered by Other Revenue Sources	\$598,500
	Account Total:	\$598,500

CAPITAL EXPENSES

Projects

Project descriptions in Water Fund Five Year CIP section

	\$120,000
Well Rehabilitation Project	\$120,000
Storage Tank Project	\$350,000
Main Replacement	\$300,000
Repair & Renewal	\$325,000
Truck	\$80,000
Perimeter Fence Rehabilitation	\$130,000
Beach Tank Rehab	\$8,500
Roof - Pump House	\$60,000
Water Tower Rehabilitation	\$100,000
New Office /Employee Room	\$185,000
	Account Total: \$1,658,500



Agenda Item Cover Memo

Agenda Item: ILA for Fire & Rescue Services

Submitting Dept: Town Manager

Agenda Date: September 14, 2020

1. BACKGROUND / HISTORY

The Town currently receives its fire and rescue services through an Interlocal Agreement (ILA) with Deerfield Beach (DFB), which separately contracts with Broward Sheriff's Office (BSO) to provide the staffing and operational services for fire and rescue services. The existing ILA between Hillsboro Beach and Deerfield Beach has an expiry of September 30, 2020. At the current ILA's inception in FY 2015, the total consideration paid by Hillsboro Beach was \$750,000 annually. Each subsequent year the payment had an annual increase equal to the Municipal Cost Index (MCI) from March 31 of the current year. Five years later, in FY 2020, as a result of the changes in the MCI, the annual service fee was \$819,257.

Over the past several months both jurisdictions have engaged in contract discussion and have been working to determine a fair compensation for the service. As a means for comparison, a call-for-service review from the past seven years was conducted by BSO Fire. The study concluded that Hillsboro Beach's calls for service from DFB Station 75 (the station located on DFB) averaged 31% of all calls, resulting in a projected cost of \$1,452,628 to service Hillsboro Beach annually. This projected cost does not include any equipment and facility repairs, replacement or improvements made by Deerfield Beach. Deerfield Beach has requested the Town contribute an additional amount for the cost of purchasing rescue vehicles at Station 75.

2. CURRENT ACTIVITY

After discussions with DFB, the following terms were reached for the new contract:

- Hillsboro Beach's annual service fee will increase at the same rate as Deerfield's contract with BSO, and not based on the MCI. In FY 2021 the annual contract amount will be \$833,020.52, a 1.68% increase from FY 2020, the same rate increase as BSO's rate to DFB.
- Starting in year two, and in all subsequent years, in addition to the annual service fee, Hillsboro Beach will pay an additional amount of \$41,118 as a fixed contribution toward the rescue vehicles, plus whatever increase occurs in the DFB/BSO agreement.
- The ILA expires September 30, 2025 and can be renewed for an additional 5-year term by mutual consent.
- Hillsboro Beach may cancel the agreement for convenience with 12 months notice, Deerfield Beach may not.

3. FINANCIAL IMPACT

The cost for FY 2021 is \$833,020.52, funded form General Fund.

4. RECOMMENDATION

Approval of the ILA is recommended.

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RESOLUTION NO. 2020-58

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A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER TOWN OFFICIALS TO EXECUTE AN INTERLOCAL SERVICE AGREEMENT BETWEEN THE CITY OF DEERFIELD BEACH AND THE TOWN OF HILLSBORO BEACH, FLORIDA FOR FIRE AND RESCUE SERVICES; A COPY OF WHICH IS ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

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WHEREAS, the Town Commission deems it to be in the best interests of the Town to approve and authorize the proper Town officials to execute an Interlocal Service Agreement between the City of Deerfield Beach and the Town of Hillsboro Beach, Florida for Fire and Rescue Services.

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

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SECTION 1. The foregoing "WHEREAS" clause is true and correct and hereby ratified and confirmed by the Town Commission.

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SECTION 2. The Town Commission of the Town of Hillsboro Beach, Florida hereby approves and authorizes the proper Town officials to execute an Interlocal Service Agreement between the City of Deerfield Beach and the Town of Hillsboro Beach, Florida for Fire and Rescue Services. A copy of the Interlocal Service Agreement is attached hereto as Exhibit "A".

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

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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.

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TOWN OF HILLSBORO BEACH, FLORIDA

Deborah L. Tarrant, Mayor

9 **ATTEST:**

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Sherry D. Henderson, CMC
Town Clerk

**INTERLOCAL SERVICE AGREEMENT
BETWEEN THE CITY OF DEERFIELD BEACH AND
THE TOWN OF HILLSBORO BEACH**

THIS AGREEMENT (“Agreement”) is entered into on this ____ day of _____, 2020, by and between the CITY OF DEERFIELD BEACH, FLORIDA, a Florida municipal corporation, and the TOWN OF HILLSBORO BEACH, FLORIDA, a Florida municipal corporation.

WITNESSETH

WHEREAS, the Town of Hillsboro Beach presently does not maintain a Fire and Emergency Medical Services Department with firefighting and emergency medical equipment and personnel; and

WHEREAS, for several years, the City of Deerfield Beach has provided Fire and Emergency Medical Services to the Town of Hillsboro Beach through interlocal agreement; and

WHEREAS, the City of Deerfield Beach receives Fire and Emergency Medical Services pursuant to a contract with the Broward Sheriff’s Office, which is attached as Exhibit A (the “BSO Contract”); and

WHEREAS, the City of Deerfield Beach, in negotiating the BSO Contract, specifically provided for the ability to continue to service the Town of Hillsboro Beach through the BSO Contract; and

WHEREAS, the parties agree that Deerfield Beach, through the BSO Contract, has the capacity to service Hillsboro Beach; and

WHEREAS, Hillsboro Beach understands that BSO will provide the services described herein from the same facilities which are owned and operated by the City of Deerfield Beach, and through comparable equipment for which the City of Deerfield Beach is responsible to provide and to the same extent provided by the BSO Contract; and

WHEREAS, the Town of Hillsboro Beach is prepared to compensate the City of Deerfield Beach for these services recognizing that the facilities are owned by the City of Deerfield Beach and that the services from BSO are being paid for by the City of Deerfield Beach; and

WHEREAS, in order to protect the health, safety and welfare of all residents of the Town of Hillsboro Beach, it is deemed mutually advantageous to enter into this Agreement, providing for fire and emergency medical services within the municipal boundaries of the Town of Hillsboro Beach by BSO through the BSO Contract from City of Deerfield Beach facilities; and

WHEREAS, Section 163.01, Florida Statutes, authorizes execution of interlocal agreements to provide for such aid and assistance; and

WHEREAS, the Town of Hillsboro Beach acknowledges that it is familiar with the services to be provided under the BSO Contract and the City fire facilities to be used, and finds BSO, through the BSO Contract, to be capable of providing the necessary fire and emergency services to the Town of Hillsboro Beach;

WHEREAS, the City of Deerfield Beach is authorized to make the commitments with regard to BSO as set forth herein;

NOW, THEREFORE, it is hereby agreed by and between the parties hereto, as follows:

1. The above-referenced "Whereas" clauses are true and correct and made a part hereof.

2. *Fire and Emergency Services.* The City of Deerfield Beach, through and to the extent provided by the BSO Contract, shall provide the following services to the Town of Hillsboro Beach (collectively, the "Fire Services"):

- A. Fire Suppression.
- B. Heavy Rescue and Associated Extrication.
- C. Basic and Advanced Life Support Pre-Hospital Emergency Medical Services, including transportation to medical facilities.
- D. Public Fire Safety Education.
- E. Fire Prevention and Life Safety Inspections in all occupancies other than one and two family residences.
- F. Fire Code and Life Safety plans examination and review for building permits for occupancies and structures other than one and two family dwellings.
- G. Initial Hazardous Materials Incident Response and Scene Control.

3. *Response to Emergency Calls.* In the event BSO is notified by the appropriate officials in the Town of Hillsboro Beach or by the public through the Broward County Consolidated Dispatch System of the existence of a fire or other emergency, including the need for emergency medical services, within the municipal boundaries of the Town of Hillsboro Beach, BSO shall supply such emergency equipment and personnel as are then reasonably available to the City of Deerfield Beach in the same manner as provided to the citizens of Deerfield Beach through the BSO Contract. The final and ultimate determination as to whether a particular notification gives rise to a life threatening or emergency situation shall solely be the policy determination of the BSO personnel operating the fire and emergency facilities in the City of Deerfield Beach under the BSO Contract.

4. *Provision of Services.* This Agreement shall not be construed to impose any obligation, duty or responsibility whatsoever on the City of Deerfield Beach to provide any specific types, kinds or numbers of emergency personnel or apparatus at any fire station of the City of Deerfield Beach, or at any emergency scene with the Town of Hillsboro Beach within a specific time frame. BSO will dispatch and assign the closest, appropriately staffed and available vehicle(s) to emergencies within the Town of Hillsboro Beach. It is acknowledged that all services described herein will be provided by BSO pursuant to the BSO Contract and to the extent provided by the BSO Contract.

5. *Fire Safety Standards and Inspections.* The Town of Hillsboro Beach acknowledges its responsibility under Section 633.025, Florida Statutes, as amended, concerning minimum Fire Safety Standards. The City of Deerfield Beach, through the BSO Contract, will conduct all necessary or mandatory fire safety inspections and inform the Town Management of the Town of Hillsboro Beach of any fire safety matters that require correction. The Town of Hillsboro Beach shall enforce all applicable fire safety standards in a timely manner and shall report the abatement and disposition of the reported violations to the City of Deerfield Beach. The City of Deerfield Beach, through the BSO Contract, will provide all necessary technical assistance to the Town of Hillsboro Beach in order to facilitate this process.

6. *BSO Fire Chief.* The BSO Fire Chief of the City of the Deerfield Beach Fire District (the Fire Chief) shall have full and complete authority through the normal chain of command over the operation of BSO Fire personnel, vehicles and equipment while in the Town of Hillsboro Beach.

7. *No Interference.* The Town of Hillsboro Beach officials, employees and citizens and residents shall not interfere with the direction, management and deployment of the BSO Fire Department, its personnel or equipment at any time during firefighting or other emergency situations.

8. *Complaints and Disputes.* All suggestions or complaints concerning services provided under this Agreement shall be directed in writing to the attention of the Fire Chief with a copy to the City of Deerfield Beach City Manager for proper administrative remedy and/or response, as the case may be. In the event the Town of Hillsboro Beach has a dispute with respect to the City of Deerfield Beach's performance hereunder, the Town of Hillsboro Beach, by its governing body, Mayor, Manager or other appropriate municipal official shall forward a summary of the disputed matter to the Fire Chief. The parties agree to work cooperatively to resolve all disputes arising from this Agreement.

9. *Simultaneous Calls and Emergencies.* The parties further understand and agree that a possibility exists that the BSO district fire personnel or equipment at the Deerfield Beach BSO District may receive simultaneous calls for separate accidents, fires and other public safety problems. In the event of a simultaneous occurrence of emergencies in the City of Deerfield Beach, and the Town of Hillsboro Beach, the judgment of the BSO District Fire Chief of the City of Deerfield Beach, or the senior Fire Department Officer on duty at the time, as to which call should receive first priority response, shall be binding upon the parties hereto and shall control actions of both parties hereto. If BSO cannot respond to a call for assistance from the Town of Hillsboro Beach due to multiple calls and/or alarms in progress the caller from the Town of Hillsboro Beach will be so advised and all reasonable efforts will then be made by BSO to arrange for a suitable response from another agency or jurisdiction cooperating with the City of Deerfield Beach through various mutual aid agreements in effect at the time. The City and the Town shall cooperate in good faith with one another and the BSO district in the coordination of emergency operations.

10. *Fire Hydrants.* The Town of Hillsboro Beach shall inspect annually all fire hydrants within its corporate limits to verify their satisfactory operation and function and agrees to repair or cause to be repaired all hydrants, branch valves, and sectional valves within the municipal water distribution system that could affect fire suppression operations. It is further understood that all fire hydrant threads shall conform with those used by the City of Deerfield Beach, and non-conforming threads, if any, shall be changed without delay at the expense of the Town of Hillsboro Beach. Inoperative fire hydrants, valves, etc. within the municipal distribution system shall be repaired without delay, but in no case later than thirty (30) days following discovery of any deficiency. Fire hydrants which are placed out of service shall be immediately reported to BSO Fire at the City of Deerfield Beach. Immediate notice shall also be given to BSO Fire when said fire hydrants are returned to service.

11. *Road Closures.* The Town of Hillsboro Beach shall report all street and road closures and openings immediately to the Fire Chief or his designee.

12. *Exemptions and Benefits.* All exemptions from ordinance and rules, and all pension, insurance, disability, workers compensation, salary, death, and other benefits which apply to the activity of such officers, agents or employees of BSO, when performing their respective functions within the territorial limits of the City of Deerfield Beach, Florida shall apply to them to the same degree, manner and extent while engaged in the performance of any of their functions and duties within the Town of Hillsboro Beach.

13. *Hazardous Materials Incident Control Costs.* In the event certain supplies and consumables, such as chemical absorbents, hazardous materials vapor suppressants, chemical testing agents and hazardous materials recovery containers, are used by BSO in the performance of emergency duties pertaining to hazardous materials incident control in the corporate limits of the Town of Hillsboro Beach, and only if BSO is unable to recover the cost of such expenses and charges the City of Deerfield Beach with such expenses, the Town of Hillsboro Beach shall reimburse the City for such expenses within 30 days of receipt of the supporting documentation.

14. *Chapter 175 Proceeds.* The Town of Hillsboro Beach hereby assigns any and all Chapter 175 insurance proceeds for the Fire Pension Plan to the City and recognizes and agrees that said funds should be due and payable to the City for providing these services to the Town of Hillsboro Beach.

15. *Term.* The initial term of this Agreement is from October 1, 2020 to September 30, 2025. This Agreement may be extended by mutual written agreement of the parties for an additional five year term. The Town may terminate this Agreement upon 12 months prior written notice to the City.

16. *Annual Service Fee; Annual Service Fee Adjustments.*

16.1 *Annual Service Fee.* During the term of this Agreement, the Town of Hillsboro Beach agrees to pay an Annual Service Fee to the City of Deerfield Beach for the service provided for in this Agreement. The Town of Hillsboro Beach shall pay to the City of Deerfield Beach a

base Annual Service Fee of **\$833,020.52** for the fiscal year that runs from October 1, 2020 to September 30, 2021. The first quarterly payment of the Annual Service Fee shall be made fifteen (15) business days after the Agreement has been executed by both parties. Successive payments shall be made to the City quarterly on the first business day of each quarter thereafter (January 1st, April 1st, July 1st, and October 1st).

16.2 The Annual Service Fee is based on the annual fee the City of Deerfield Beach pays to BSO under the BSO Contract for the provision of fire prevention, fire suppression, emergency medical services and related services as provided in the BSO Fire Rescue annual consideration. The payment of the Annual Service Fee and Capital Expenditure Fee in accordance with this Agreement entitles the Town of Hillsboro Beach and its residents access to the previously enumerated fire department services and programs as provided by BSO pursuant to the BSO Contract. Extraordinary events or unusual demands for services requiring personnel and/or equipment to be stationed within the corporate limits of the Town of Hillsboro Beach shall be billed separately by the City of Deerfield Beach to the Town of Hillsboro Beach based on the actual costs to provide these services. It is understood that the Town of Hillsboro Beach residents shall be billed (and the City of Deerfield Beach shall retain the proceeds) for emergency medical services rendered in the Town of Hillsboro Beach in the same manner and at the same rates as City of Deerfield Beach residents.

16.3 *Annual Service Fee Adjustments.* Commencing on October 1, 2021 (the second year of this Agreement), and for each year thereafter, the Annual Service Fee shall be increased by an amount equal to the annual percentage increase of the BSO Contract price paid by the City of Deerfield Beach to BSO. For example, if the BSO Contract price increases by 5% from the prior year, then the Annual Service Fee due from Hillsboro Beach shall be increased by 5% from the prior year Annual Service Fee. The City shall provide the Town of Hillsboro Beach with notice of the Annual Service Fee Adjustment no later than the July 1st prior to the commencement of the next contract year.

17. *Capital Expenditure Fee.* Commencing with the second year of this Agreement that begins on October 1, 2021, and each year thereafter, in addition to the Annual Service Fee, Hillsboro Beach shall pay a Capital Expenditure Fee to Deerfield Beach in the annual amount of \$41,118 as a contribution towards the City's capital costs for facility and apparatus expenditures for Fire Station 75. The Capital Expenditure Fee shall be paid to the City with the first quarterly payment of each fiscal year of this Agreement.

18. *Termination upon BSO Contract Termination.* In the event the BSO Contract between the City of Deerfield Beach and BSO is terminated, this Agreement may be terminated by the City of Deerfield Beach or the Town of Hillsboro Beach upon providing one hundred eighty (180) days' written notice to the other party.

19. *Notices.* All notifications of claims shall be provided in writing to the respective Town Manager and City Manager of the parties hereto. This does not apply to notifications of necessity for supplying of emergency services that are the subject of this Agreement.

20. *Entire Agreement.* This Agreement represents the entire Agreement between the parties and supersedes all prior negotiations, representations, or agreements either written or oral. This Agreement may only be amended or modified in writing and executed by all parties to this Agreement.

21. *Indemnification/Sovereign Immunity.* To the extent permitted by law, the Town of Hillsboro Beach and the City of Deerfield Beach do hereby agree to defend, indemnify and hold the other harmless for any and all causes of action, liability, judgment, or other costs imposed pursuant to a claim or court proceeding, related to the performance by either party under this Agreement. Nothing herein shall serve to waive either party's sovereign immunity.

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INTERLOCAL SERVICE AGREEMENT BETWEEN THE CITY OF DEERFIELD BEACH AND THE TOWN OF HILLSBORO BEACH FOR FIRE PROTECTION, PREVENTION AND EMERGENCY MEDICAL SERVICES

IN WITNESS WHEREOF, the parties hereto caused these presents to be signed by their duly authorized officers on this _____ day of _____, 2020.

CITY OF DEERFIELD BEACH

By: _____
BILL GANZ, MAYOR

ATTEST:

SAMANTHA GILLYARD, CMC CITY CLERK

APPROVED AS TO FORM

ANTHONY SOROKA, CITY ATTORNEY

TOWN OF HILLSBORO BEACH

By: _____
DEB TARRANT, MAYOR

ATTEST:

By: _____
SHERRY D. HENDERSON, CMC TOWN CLERK

APPROVED AS TO FORM:

D.J. DOODY, TOWN ATTORNEY

EXHIBIT "A"
BSO CONTRACT

RESOLUTION NO. 2016/053

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, FLORIDA, APPROVING AN AGREEMENT FOR FIRE/RESCUE SERVICES WITH THE BROWARD SHERIFF'S OFFICE (BSO) CONSISTING OF EXHIBIT A, SPECIAL TERMS AND CONDITIONS AND EXHIBIT B, FIRE/RESCUE SERVICES GENERAL CONDITIONS

WHEREAS, the CITY has previously contracted with BSO to provide a high level of professional fire/rescue services for the benefit of the citizenry thereof; and

WHEREAS, the CITY is desirous of maintaining a high level of competent professional fire/rescue services in conjunction and harmony with its fiscal policies of sound, economical management; and

WHEREAS, the CITY is desirous of maintaining its home rule fire/rescue powers but at the same time wishes to provide for fire/rescue services through contractual agreement; and

WHEREAS, BSO has agreed to render to the CITY a high level of professional fire/rescue services, and the CITY is desirous of contracting for such services upon the terms and conditions hereinafter set forth.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DEERFIELD BEACH, FLORIDA, AS FOLLOWS:

Section 1. The City Commission of the City of Deerfield Beach hereby approves an Agreement for Fire/Rescue services (including all Exhibits) with the Broward Sheriff's Office for Police Services. The Mayor or the City Manager is authorized to execute all documents necessary to implement same.

PASSED AND ADOPTED THIS 29TH DAY OF FEBRUARY, 2016.

Jean M. Robb
JEAN M. ROBB, MAYOR

ATTEST:

S. Gillyard
SAMANTHA GILLYARD, CMC, CITY CLERK
Deerfield/Resolutions/BSO Fire Rescue Agreement resolution 2016

AGREEMENT FOR FIRE AND EMERGENCY MEDICAL SERVICES

THIS AGREEMENT FOR FIRE AND EMERGENCY MEDICAL SERVICES, dated the 1st day of October, 2015, is made by and between the City of Deerfield Beach, (hereinafter referred to as the "CITY") and the Broward Sheriff's Office (hereinafter referred to as "BSO").

W I T N E S S E T H:

WHEREAS, the CITY has previously contracted with BSO to provide a high level of professional fire and emergency medical services for the benefit of the citizenry thereof, and

WHEREAS, the CITY is desirous of maintaining a high level of competent professional services in conjunction and harmony with its fiscal policies of sound, economical management, and

WHEREAS, BSO has agreed to render to the CITY a high level of professional fire and emergency medical services, and the CITY is desirous of contracting for such services upon the terms and conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the mutual promises contained herein, and for other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. The above recitals are true and correct and incorporated herein by reference.
2. This Agreement is comprised of this document, the Special Terms and Conditions set forth in Exhibit A, which is attached and incorporated herein, the General Terms and Conditions that are set forth in Exhibit B which is also attached and incorporated herein.
3. In the event there is a conflict between the General Terms and Conditions and the Special Terms and conditions, the Special Terms and Conditions shall be controlling.

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AGREEMENT FOR FIRE AND EMERGENCY MEDICAL SERVICES BETWEEN THE CITY OF DEERFIELD BEACH AND THE SHERIFF OF BROWARD COUNTY, FLORIDA

IN WITNESS HEREOF, each of the parties hereto have authorized its duly authorized representative to execute this Agreement on the day and date first set forth above.

BSO:

SHERIFF OF BROWARD COUNTY

By: 
SCOTT J. ISRAEL, Sheriff

Approved as to form and legal sufficiency subject to the execution by the parties:

By: 
RONALD M. GUNZBURGER, General Counsel *RF*

CITY OF DEERFIELD BEACH, FLORIDA

Witnesses:

Melissa Coyne Wyne
Print Name:

LaTasha Elintrouy, LaTasha Elintrouy
Print Name:

By: Jean M. Robb
JEAN M. ROBB, MAYOR

Date: 3/8/16

ATTESTED:

S. Gillyard
SAMANTHA GILLYARD, CMC, CITY CLERK

APPROVED AS TO FORM:

AS
ANDREW S. MAURODIS, CITY ATTORNEY

EXHIBIT A

SPECIAL TERMS AND CONDITIONS

The following Special Terms and Conditions have been agreed upon by and between the CITY and BSO:

CITY:	City of Deerfield Beach
EFFECTIVE DATE:	October 1, 2015
TERM:	October 1, 2015 – September 30, 2020
RENEWAL OPTION:	Renewable for one, five year term upon the City and BSO agreeing to such renewal and the terms and conditions thereto.
STATION ADDRESSES:	Fire Headquarters is located at: 1441 FAU Research Park Blvd., Deerfield Beach, FL 33441 Station 4 is located at: 928 E. Hillsboro Blvd, Deerfield Beach, Florida 33441. Station 51 is located at: 3192 North Powerline Road, Pompano Beach, FL 33069. Station 66 is located at: 590 S. Powerline Road, Deerfield Beach, FL 33442. Station 75 is located at: 71 SE 21 st Avenue, Deerfield Beach, FL 33441. Station 102 is located at: 1441 SW 11 th Way, Deerfield Beach, FL 33441. Station 111 is located at: 232 Goolsby Blvd, Deerfield Beach, FL 33442.
TOTAL STAFFING:	Utilizing the staffing structure as provided below, BSO shall provide the CITY with the following level of staffing: <u>Non-shift Personnel</u> District Chief 1 Prevention Personnel (2 Captains, 4 FF/PM) 6 Battalion Chiefs 4

	<p><u>Shift Personnel</u></p> <table> <tr> <td>Captains</td> <td>22</td> </tr> <tr> <td>Lieutenants</td> <td>26</td> </tr> <tr> <td>Driver Engineers</td> <td>21</td> </tr> <tr> <td>Firefighter/Paramedics</td> <td>62</td> </tr> <tr> <td>Clerical Support Staff</td> <td>1</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Total</td> <td>143</td> </tr> </table> <p>* To be assigned within BSO's organizational structure</p>	Captains	22	Lieutenants	26	Driver Engineers	21	Firefighter/Paramedics	62	Clerical Support Staff	1	<hr/>		Total	143
Captains	22														
Lieutenants	26														
Driver Engineers	21														
Firefighter/Paramedics	62														
Clerical Support Staff	1														
<hr/>															
Total	143														
VEHICLE AND STAFFING STRUCTURE:	<p><i>Fire Apparatus/ALS Engine or ALS Ladder*:</i></p> <p>One (1) company officer (Captain) Firefighter Paramedic</p> <p>One (1) Driver Engineer Firefighter Paramedic</p> <p>One (1) Firefighter Paramedic</p> <p><u>ALS Rescue Transport*:</u></p> <p>One (1) company officer (Lieutenant) Firefighter Paramedic</p> <p>Two (2) FireFighter/Paramedic *Existing FF/EMT may be utilized for staffing</p>														
NOTICE CITY ADDRESS:	<p>Office of the City Manager City of Deerfield Beach 150 N.E. 2nd Avenue Deerfield Beach, FL 33441</p> <p>Copy to: City Attorney City of Deerfield Beach 710 E. Hillsboro Blvd., Suite 200 Deerfield Beach, FL 33441</p>														
CONSIDERATION Monthly Consideration for all General and City Specific Services	\$ 2,011,469.00														

EXHIBIT B

EMERGENCY MEDICAL, FIRE PROTECTION AND FIRE PREVENTION SERVICES

GENERAL CONDITIONS

1. DEFINITIONS

The following terms when used in this Agreement, including its preamble and recitals shall, except where the context otherwise requires, have the following meanings (such meanings to be equally applicable to the singular and plural forms thereof):

- a. Agreement. "Agreement" shall mean this Agreement for Emergency Medical, Fire Protection and Fire Prevention Services between the CITY and BSO, including all exhibits.
- b. Applicable Laws. "Applicable Laws" shall mean all provisions of constitutions, statutes, laws, rules, ordinances, regulations, charters and orders of governmental bodies or regulatory agencies applicable to the subject matter.
- c. BSO. "BSO" shall mean the duly elected and qualified Sheriff of Broward County, Florida.
- d. CITY. "CITY" shall mean the City that has contracted with BSO for Fire Rescue Services pursuant to this Agreement and is identified in the Special Terms and Conditions.
- e. CITY Boundaries. "CITY Boundaries" shall mean the area within the municipal boundaries of the CITY.
- f. City Manager. "City Manager" shall mean the duly appointed and validly existing City Manager of the CITY. In the absence of the City Manager, the Assistant City Manager or person acting in the capacity of City Manager shall have the same authority as that of the City Manager.
- g. Consideration. "Consideration" shall mean the monthly payment and other amounts payable by the CITY hereunder in consideration of the Fire Rescue Services performed by BSO, as set forth herein.
- h. District. "District" shall mean the geographic area within the CITY Boundaries, Hillsboro Beach, and any additional geographic area to be serviced by the District employees based upon a mutual written agreement of the CITY and BSO.
- i. Chief Officer. "Chief Officer" shall be the BSO representative appointed by BSO's Director of Fire Rescue to serve as the Chief responsible for supervising all emergency medical, fire protection and fire prevention employees and activities within the City and serving as a liaison between the CITY and BSO for Fire Rescue Services. Chief Officer will have at least the rank of the lowest ranked Chief Officer not in a bargaining unit.

- j. District Fire Employees. "District Fire Employees" shall mean BSO employees regularly assigned to the District who possess the necessary qualifications and experience to provide emergency medical, fire protection or fire prevention and support services, and all other BSO employees and all other Persons contracted by BSO, each of whom may, from time to time, provide Fire Rescue Services to the CITY.
- k. Effective Date. "Effective Date" shall mean the date in which the Agreement is to commence. The Effective Date is set forth in the Special Terms and Conditions of this Agreement.
- l. Facilities. "Facilities" shall mean CITY-owned Fire/Rescue Stations, the CITY-owned Fire Prevention Offices and any additional facilities that are owned by the City and used by BSO on a permanent basis to provide Fire Rescue Services. The Facilities are listed in the Special Terms and Conditions of this Agreement.
- m. Fire Rescue Services. "Fire Rescue Services" shall mean the aggregate of all emergency medical, fire protection and fire prevention related services provided by BSO pursuant to this Agreement.
- n. Lien. "Lien" shall mean any lien, security interest, pledge, mortgage, easement, leasehold, assessment, covenant, restriction, reservation, conditional sale, prior assignment, or any other encumbrance, claim, burden or charge of any nature whatsoever.
- o. Renewal Option. "Renewal Option" shall mean the time period that the Agreement may be extended; the number of extensions and the means to exercise such option, as set forth in the Special Terms and Conditions of this Agreement.
- p. Term. "Term" shall mean the length of this Agreement and any extensions thereto, which are set forth in Exhibit A, Special Terms and Conditions of this Agreement.
- q. Transitioned Employees. "Transitioned Employees" shall mean each of the District Fire Employees who provided fire/rescue related services for the CITY or provided services for the CITY under the City's Fire/Rescue Department and were retained by BSO after October 1, 2011.

2. STAFFING

- a. **Structure.** The staffing structure for the District shall be as set forth in the Special Terms and Conditions of this Agreement and may be modified as set forth herein. The Staffing Structure will not be modified except through a written amendment to this Agreement executed by both the CITY and BSO with the same formalities as set forth herein.
- b. **Minimum Staffing.** BSO will provide a minimum number of personnel to provide Fire Rescue Services to the CITY as set forth in the Special Terms and Conditions of this Agreement.
- c. **Employment Standards.** BSO shall be responsible for setting employment standards (i.e. hiring, discipline, training) for District Fire Employees consistent

with BSO agency standards. BSO is committed to providing the CITY with highly skilled emergency medical, fire protection and fire prevention personnel to provide Fire Rescue Services to the CITY.

- d. **Employment Responsibilities.** All District Fire Employees shall be and remain BSO employees, and such employees shall not be considered employees of the CITY for purposes of pension benefits, (those persons who were permitted to and did remain in the City of Deerfield Beach pension plan shall remain in the plan), insurance benefits, civil service benefits, compensation and/or any status or right. Accordingly, the CITY shall not be called upon to assume any liability (unless otherwise set forth herein) for direct payment of any salaries, wages, or other compensation, contributions to pension funds, insurance premiums, worker's compensation (Chapter 440, Florida Statutes), vacation or compensatory time, sick leave benefits or any other amenities of employment to any District Fire Employee whatsoever, arising out of BSO's employment of such Persons and such Persons' performance of the Fire Rescue Services. The CITY and BSO understand and acknowledge that all costs, including the employment related costs, are included in the consideration payable by the CITY to BSO in accordance with this Agreement.

BSO shall be responsible for the deduction and remission to the City or its agents of the employee contribution deducted biweekly by the BSO payroll process for those employees still in the City Pension plan. The CITY shall remain responsible for CITY contributions to the City Pension Plan. Nothing in this agreement shall affect the City's right to continue to receive Chapter 175, Florida Statutes premium tax money.

Notwithstanding the above, City shall continue to be directly responsible for the payment of the following costs in addition to the consideration set forth in this Agreement:

1. Any claims, including workers compensation claims incurred prior to October 1, 2011, the date of the transition to BSO;
 2. The financial pension cost attributed to "past service" and the pension actuarial liability for the City Pension Plan which shall be paid directly by the CITY to the Pension Plan; and
 3. City shall bear the financial and actuarial responsibility for those participants in the City Pension Plan
- e. **Personnel.** BSO's Personnel assigned to the CITY shall only be utilized for appropriate fire and emergency medical services within the CITY, except as otherwise authorized in applicable automatic and mutual aid agreements. BSO shall not use District Facilities or District Employees to service any other contracts, clients or obligations of BSO, except as otherwise provided in this Agreement or approved in writing by the City Manager.
- f. **Staffing Review and Modifications.** As part of the CITY's annual budgetary process, BSO shall evaluate the Staffing requirements for the CITY to determine if the current staffing level and composition adequately meets the City's goals and objectives. If BSO or the CITY believes the staffing requirements need to be adjusted, BSO shall provide staffing recommendations to the City Manager for review. If both parties agree to the recommended staffing changes, this

Agreement shall be re-opened for negotiations regarding its terms and conditions as they relate to the staffing and this Agreement shall be modified through an amendment to this Agreement executed by both the CITY and BSO with the same formalities as contained herein, which shall reflect the agreed upon staffing change(s) and the compensation will be adjusted accordingly.

In addition to the annual review, the Chief Officer shall have the right to request a staffing adjustment at any time during the year. Upon making such request to the City Manager, the Chief Officer and City Manager shall meet and discuss the need for such adjustment. The City Manager shall also have the right to request a staffing adjustment at any time during the year. Upon making such a request to the Chief Officer, the City Manager and the Chief Officer shall meet and discuss the need for such adjustment. If the City Manager and Chief Officer agree upon the need for the staffing adjustment, a formal amendment will be prepared and presented to the Sheriff and City Commission for approval and signature.

In the event the CITY and BSO do not agree upon the Staffing Structure adjustments after good faith negotiations and such unresolved adjustments impact the safety of BSO employees or the public, either the CITY or BSO may exercise its rights as set forth herein or by law.

- g. **Transfers – BSO's Rights.** Except for the Chief Officer, which is governed by Section 10 of this Agreement, BSO shall have the right to transfer or reassign any BSO personnel out of the District. The City Manager shall be kept informed of all transfers.
- h. **Transfers – City Rights.** Except for the Chief Officer, which is covered in Section 10 of these General Terms and Conditions, the City Manager shall have the right to request the transfer of BSO personnel out of the District, which shall not be arbitrary or capricious. The request must be sent to the Chief Officer in writing setting forth the name of the employee, the employee's rank and the reason for the request (the "Transfer Request"). The Transfer Request must be approved in writing by BSO, however such approval shall not be unreasonably withheld. BSO shall notify the CITY in writing as to whether BSO approves of the Transfer Request within 5 business days of receipt of the Transfer Request. If BSO fails to notify the CITY within 15 business days of the Transfer Request, the Transfer Request shall be deemed approved. If BSO approves the Transfer Request, the employee shall be transferred out of the District as soon as reasonably possible but in no event more than 30 days after BSO approves the Transfer Request.
- i. **Transfers – Layoffs.** Notwithstanding anything herein to the contrary, transfers in and out of the District may result from employees exercising seniority rights pursuant to the collective bargaining agreement and in the event of layoffs at the Broward Sheriff's Office.
- j. **Replacements.** Any Personnel transferred or reassigned out of the CITY shall be replaced within thirty (30) days of the transfer. Notwithstanding any transfers or reassignments, BSO is still obligated to maintain the minimum staffing required under this Agreement at all times.
- k. **Staffing Continuity.** BSO shall make every reasonable effort to maintain the continuity of BSO emergency medical, fire protection and fire prevention

personnel assigned to the District, subject to the transfer provisions set forth herein.

- i. **Education.** The parties acknowledge the importance of the District Fire Employees' knowledge of the general make-up of the CITY and its geographic areas, its office, industrial, commercial, and residential composition and the City's Code of Ordinances. BSO shall offer appropriate continuing education to assure that all District Fire Employees are acquainted with the District's general make-up, geographic areas, office, industrial, commercial, and residential composition, and the City's Code of Ordinances. Upon enactment, the CITY shall forward to the Chief Officer a copy of new ordinances for training purposes.
- m. **Deletions and Additions.** The CITY shall have the right to unilaterally delete services upon no less than sixty (60) calendar days prior written notice, and such deletions shall be memorialized in an amendment to this Agreement, and the compensation shall be adjusted accordingly based on actual cost of the service. If, in BSO's opinion, the requested deleted services (i.e. staffing levels) would negatively impact the safety of BSO's employees or the community, the parties shall collaborate to resolve the issue to their mutual satisfaction. The City may add services, as mutually agreed upon by both parties, and such additions shall be memorialized in an amendment to this Agreement, and the compensation shall be adjusted accordingly.

3. **ASSIGNMENT OF FIRE RESCUE POWERS**

The CITY currently has a Certificate of Need ("CON") to provide Emergency Medical Services and BSO shall be authorized to submit documentation and appear on the CITY's behalf to maintain the CON.

Fire protection and prevention services are provided pursuant to the City's home rule powers and Applicable Law. The CITY does hereby vest in each of BSO's District Fire Employees, to the extent permitted by law, the powers necessary to implement and carry forth such Fire Rescue Services in accordance with this Agreement, for the sole and limited purpose of giving official and lawful status and validity to the performance thereof by such District Fire Employees.

4. **REPORTS**

BSO shall provide monthly reports to the City Manager that include the following information:

- Monthly calls for service based on units responding
- Monthly encumbered times for units by day of week and time of day, by unit.
- Monthly fire prevention activities (past month and planned current month)

At any time during the term of this Agreement, the City Manager shall have the right to make reasonable modifications to the reporting format(s), reporting content, and reporting period(s). The City Manager shall have the right to reasonably request other reports as the City Manager deems necessary.

BSO shall provide to CITY in June of each fiscal year, a report on BSO's performance in light of the established goals and objectives. The format and content of the Annual Report made to the CITY by the Chief Officer shall be mutually agreed upon by BSO and the City Manager.

BSO shall provide the City with detailed reports indicating budget amounts, year to date expenditures, variances, etc., quarterly or upon request to the Chief Officer. BSO's Year-To-Date Budget Versus Actual Cost - Line Item Report, which will include, but_ not necessarily be- limited to, the budgeted amount, expenditures, encumbrances and remaining balance for each line item within the budget. The City Manager may reasonably request documentation necessary to substantiate any of the costs included on such Report.

5. RESPONSE TIMES

The Chief Officer will monitor response time reports and provide copies to the City Manager. For emergency medical and fire protection calls, BSO shall make every reasonable effort to respond within established Commission on Fire Accreditation International ("CFAI") agency accreditation and National Fire Protection Association ("NFPA") 1221, and 1710 standards for response guidelines as they exist now or may be amended from time to time.

Revisions to the response standards determined by CFAI and NFPA will be applied as they occur for BSO to remain current with established industry standards and accreditation requirements. The BSO District Fire Chief will provide the City Manager with response time metrics annually or more often as needed or required as the nationally established guidelines, accreditation standards and metrics are modified or revised. Response time shall be calculated from the time of intake until the appropriate unit arrives on the scene of the incident as recorded in BSO's CAD system.

6. CONSIDERATION

- a. For the period from the Effective Date through the end of the September 30, 2016, the annualized consideration amount and the monthly payment amount for Fire Rescue Services shall be as set forth in the Special Terms and Conditions, payable on the 1st of each month.
- b. The consideration payable by the CITY for subsequent fiscal years shall be determined by adding the following:
 1. BSO's budgeted costs for items other than health insurance premiums, workers compensation premiums and pension contributions, not to exceed an annual increase of 5% over the budgeted costs in the preceding year, except that any increase in the cost of the portable radios and auxiliary equipment provided to the CITY under the Regional Interlocal Agreement with Broward County, dated on or about September 25, 2013, shall not be subject to the annual cap.
 2. BSO's budgeted costs for workers compensation premiums and pension contributions attributable to District Employees, which shall be based upon projected costs. The projected cost of these items shall be supported with third party documentation.
 3. BSO's budgeted costs for health insurance premiums for District Employees, which costs shall be the same for all BSO employees in the same benefit plan whether assigned to the District or not, not to exceed an annual increase of more than 9% over the budgeted costs throughout

the agency. The projected costs of these items shall be supported with third party documentation.

- c. BSO shall submit a proposed budget to the CITY on or before the preceding May 1st. The budget shall have a summary of major classifications (Personnel Services, Operating Expenses, Capital Outlay, etc.). At the request of the City Manager, BSO shall provide supporting documentation for the budgeted line items to include the cost to outfit and equip District Fire Employees (i.e. uniforms, fire safety gear, computer, etc.).
- d. For purposes of calculating the budget for Personnel Services, the District Fire Employees assigned to the District on the second payroll period in February of each year shall be the employees used to calculate the budget for the upcoming fiscal year, which is due to the CITY on or before May 1st as set forth above. The annual wages, taxes, pension and health insurance costs associated with each employee shall be determined based upon factors such as contractual wage increases, FICA rates and maximums, pension rates (as dictated by the applicable plan) and proposed health insurance rates. If there are any vacant positions in the second payroll period of February, the budgeted cost of the vacant positions for the upcoming fiscal year shall be calculated based upon the average budgeted cost of the filled Fire Employee positions within the same job classification for the second payroll period in February.
- e. BSO and the CITY shall negotiate in good faith any adjustments to the Consideration. The parties recognize and acknowledge that time is of the essence in resolving this issue. Therefore, the parties agree that a final resolution must be reached on or before August 15. If BSO and the CITY are able to reach an agreement regarding the consideration, the CITY will pay BSO the consideration in twelve (12) equal monthly installments, payable on the first of each month.
- f. BSO shall provide the CITY with full staffing. The CITY shall be entitled to a credit for any non-shift vacancies that occur during the fiscal year. The CITY's entitlement to the vacancy credit shall be calculated quarterly. A vacancy occurs when a BSO District Fire Employee administrative or non-shift staff is absent from work and such absence results in a salary savings to BSO. The CITY's credit shall be calculated using the average budgeted cost of District Fire Employees within the same job classification for that fiscal year. BSO shall submit a monthly report detailing vacancy days. This report shall be delivered to the City Manager by the twentieth day of the month immediately following the month in which the vacancy occurred.

The credit shall be calculated on a quarterly basis for each fiscal year. For purpose of the last quarter for each fiscal year, vacancies shall be projected for August and September based upon BSO's vacancies during the month of July. In the event the actual vacancy credit for the month of August and September differs from the above projected figures, such difference shall be adjusted in the CITY's November payment.

- g. BSO shall have the right to temporarily fill any vacancy within the CITY, through temporary staffing or overtime, provided that BSO fills the vacancy with an employee with a job classification and rank equivalent to the absent BSO employee. BSO shall educate any temporary staff assigned to the District with

respect to the general make-up of the CITY and its geographic areas, and its office, industrial, commercial and residential composition. The CITY shall be entitled to a vacancy credit for any BSO District personnel vacancy in any of the positions specified in paragraph 6(f) above, unless the vacant position is temporarily filled through overtime or temporary staffing, and if BSO receives a salary savings.

- h. The parties recognize that the CITY has no right of setoff or to reduce the consideration payable to BSO by amounts in dispute absent a mutual written agreement of the parties.
- i. In the event that BSO subsequently enters into an agreement, amends an agreement or renews an agreement with a municipality or Broward County for emergency medical, fire protection or fire prevention services (an "Eligible Agreement"), BSO shall Post the Agreement on BSO's website. If the CITY reasonably determines that the Eligible Agreement overall includes material terms that are more beneficial than the terms set forth herein (except for terms relating to grant funding designated for a particular municipality or Broward County, which are excluded from this Section), then the CITY shall be entitled to (i) the incremental dollar value of the more beneficial term(s), which shall be calculated in the same manner and methodology as used to calculate the estimated actual costs for the CITY and all other municipalities, or (ii) the terms, services or equipment under the Eligible Agreement, at the City's sole discretion, retroactive to the effective date of the Eligible Agreement. Thereafter, the parties shall proceed under this Agreement in accordance with the more beneficial terms. The Parties acknowledge that BSO may implement different operational programs and units in different customer jurisdictions based on the operational requirements of such jurisdictions.
- j. In addition to the consideration being paid by the CITY to BSO under this Agreement, and pursuant to the Regional Interlocal Agreement Between Broward County and the CITY Providing for Cooperative Participation in a Regional Public Safety Intranet, the CITY agrees to pay its pro rata share for BSO's mobile and portable radios and auxiliary equipment to the extent allocated for the District, and all needed repairs and replacements thereto in accordance with the Regional Interlocal Agreement.

In the event Broward County does not provide funding for E-911 communications/dispatch services for the CITY, in whole or in part, BSO's obligation to provide such services to the CITY shall cease accordingly, unless the CITY agrees to fund the shortfall in BSO funding.

7. FEES AND GRANTS

The parties acknowledge and agree to the following:

- a. BSO shall invoice the recipient of emergency medical transport services within thirty (30) calendar days from the date services were rendered in accordance with the fee schedule adopted by the CITY. BSO shall return to the CITY all emergency medical services transport fees collected by BSO for services provided pursuant to this Agreement on a monthly basis, less any third party fees for collection services.

- b. The CITY shall invoice, collect and retain fees from property owners for fire inspection and prevention services provided pursuant to this Agreement, including but limited to, fire inspection, plan review, and false alarm fees. The fees and charges for providing said services shall be in accordance with the schedule of fees and charges adopted by the CITY.
- c. BSO may invoice, collect, and retain all revenues from those companies or persons receiving hazardous materials mitigation services or technical rescue services directly from regional BSO resources or an entity contracted by BSO.
- d. BSO shall be entitled to retain fees for (a) Emergency Medical Services Standby Services; (b) Fire Protection Standby Services; (c) Fire Prevention Standby Services; and (d) Special Event Permits. Use of on-duty staff for such standby services **shall not be permitted unless documented exigent circumstances occurring within the City necessitate such use**. Any other fees retained shall be subject to the written approval of the City Manager.
- e. BSO shall cooperate with the CITY and, to the extent allowable by law, act as the fire and emergency medical agent on behalf of the CITY in the continued application, maintenance, and accounting of grants and entitlements as well as aggressively pursuing additional grant program funds as they become available. The CITY will make these funds available to the BSO to carry out the intent of the grant program as approved by the granting agency and the CITY. Except as otherwise set forth herein, it is understood by both parties that all revenues currently received by the CITY as a result of fire and emergency medical activities shall continue to be received by the CITY as previously mentioned herein or as may be added in the future. This shall include, but not be limited to, towing fees per the CITY's current agreement.
- f. The CITY shall retain any Chapter 175 premium tax monies for CITY pension plans.

8. **VEHICLES, EQUIPMENT AND OTHER PERSONAL PROPERTY**

- a. The Fire Rescue apparatus and vehicles (collectively, the "Vehicles") shall be used solely within the DISTRICT, except in the event of a declared state of emergency, mutual aid incident or automatic aid incident, in which the automatic aid agreement was entered into pursuant to this Agreement. Fire Rescue Vehicles requested for use outside of Broward County for a declared emergency, mutual aid incident or automatic aid incident as described herein shall require the consent of the City Manager. Except for a declared emergency, mutual aid incident or automatic aid incident as described herein, the Fire Rescue Vehicles shall not be used to service any other municipalities or the unincorporated areas of Broward County unless otherwise permitted pursuant to this Agreement. In the event of termination or upon the expiration of the contractual relationship between the SHERIFF and the CITY for Fire Rescue Services, BSO shall return all Vehicles in the same condition as upon delivery, normal wear and tear excepted, with the title to the Fire Rescue vehicles free of all liens and encumbrances.

By means of and through the October 1, 2011 Agreement, CITY transferred ownership of the vehicles, equipment and other personal property listed on Attachment 1 of that Agreement (hereinafter referred to as the "Transferred Property"). The Transferred Property also includes vehicles purchased/leased

directly by the CITY or through the consideration paid by CITY to BSO after 10/01/2011. BSO has used and shall continue to use the Transferred Property to provide the services contemplated herein. A list of such transferred or subleased vehicles shall be set forth on Attachment 1-A which shall be made a part of this agreement.

BSO shall ensure that the operation of all transferred vehicles shall be operated by certified and property trained operators. In the event that an operator is not certified and properly trained CITY shall have no liability.

The title to any vehicles leased or purchased by the CITY and transferred or used by BSO in the Restated Contract or leased or lease-purchased subsequent to October 1, 2011 and utilized by BSO for the provision of services under this Agreement shall be titled in the name of BSO, unless the provisions of the CITY's lease purchase agreement provide otherwise.

Any vehicles which are no longer serviceable shall be returned to the City for appropriate disposal.

- b. Upon termination of this Agreement, BSO shall return to the CITY, without cost or charge to the CITY all of the Transferred or leased property in a like kind condition, normal wear and tear excepted, or a replacement which must be of a like quality, design and condition as the Transferred or leased property or other property purchased by the CITY. Any disagreement between the CITY and BSO as to the value or condition of the Transferred or leased Property or any replacement property shall be settled by an outside appraisal company agreeable to both parties. With respect to any CITY owned property destroyed and replaced by insurance required herein, the replacement property shall be returned to the CITY upon termination of this Agreement. It is the intent of the parties that all capital property paid for by the City be returned to the City.
- c. **Capital Replacement.** The CITY and BSO will maintain a capital replacement schedule of vehicles and equipment necessary for BSO to provide emergency medical, fire protection and fire prevention services to the CITY. The vehicles and equipment shall be in accordance with BSO's required specifications. On an annual basis as part of the budgetary process, the Chief Officer and the City Manager will review and revise the capital replacement plan as necessary. In the event that unforeseen capital replacements are necessary, the Chief Officer will notify the City Manager of the need for such capital replacement(s) and the CITY, at its cost, will work in cooperation with BSO to provide such replacement within a reasonable time thereafter, however, CITY has final approval on budgeting and purchase of the vehicles.
- d. **Subleasing of vehicles.** BSO acknowledges that some vehicles used by BSO to provide services pursuant to this Agreement are vehicles leased-purchased by the CITY. CITY agrees to sublease such vehicles to BSO in accordance with the provisions of the applicable Lease Agreement and BSO shall hold the CITY harmless for any liabilities resulting from BSO's use of such vehicles. CITY is responsible for making lease payments.

- e. **Damage to Vehicles.** In the event that a Vehicle or any equipment is damaged during the term of this Agreement, the Chief Officer shall notify the City Manager. All Vehicles or equipment damage shall be the responsibility of BSO to repair, unless the need for such repair(s) is the result of the actions or omissions of the CITY or its employees in which case the CITY shall be responsible for the repair.
- f. **Maintenance.** BSO shall maintain the Vehicles provided by the CITY, according to the Vehicle manufacturer's specifications and recommendations. BSO shall retain the Vehicle maintenance records and furnish a copy of such records for each vehicle to the CITY on each anniversary date of this Agreement. The CITY shall have the right to audit such records at any given time. The Chief Officer shall notify the City Manager whenever City-owned equipment is taken out of service for maintenance or repairs. BSO shall use personnel appropriately trained and certified to work on emergency vehicles. Such Vehicles provided by the CITY shall be manufactured pursuant to BSO's required specifications, within reason and to the greatest extent possible.
- g. For BSO owned vehicles, assigned to the District, the lettering on the vehicles, in addition to "Broward Sherriff's Office" shall include City of Deerfield Beach, and no other municipalities.
- h. BSO shall be responsible for equipping such Vehicles with regard to all necessary equipment, as determined by BSO, for emergency medical services and fire protection services, including communication devices, and shall be responsible for the maintenance of such equipment. BSO shall have the flexibility to move equipment between the Vehicles provided that all of the in-service Vehicles within the CITY are fully equipped with equipment that is in good working order. Once the equipment has reached the end of its useful life, BSO shall replace such equipment as agreed upon by both parties and such cost shall be added to the annual consideration paid by the CITY.

9. **FACILITIES**

- a. BSO shall operate from a Fire Headquarters provided by the CITY and such other city facilities for the purpose of providing the services pursuant to this agreement, notwithstanding anything set forth herein to the contrary. City shall retain all dominion and control of the Facilities and BSO shall obtain no possessory interest in the Facilities by virtue of this contract. BSO's only activities on or in the Facilities shall be those related fulfilling its contractual obligations as set forth herein. It is understood and agreed that the City shall continue to use the facilities for municipal purposes to the extent those activities do not materially interfere with the provision of services to the City within the City for the benefit of the CITY. BSO shall occupy the Facilities and use the equipment and furnishings contained in the Facilities in connection with performing the Services within the District, at no additional cost to BSO but only for the term of this Agreement.
- b. BSO shall properly equip each fire station with furnishings, cabling, security systems, communications systems, alert devices/systems and all other facility related equipment necessary to provide fire and emergency medical services to the CITY and to house the District Fire Employees. BSO shall be responsible for the maintenance and capital replacement of all such furnishings, cabling, security systems, communications systems, alert devices/systems and facility related

equipment. Funding for such shall be included in the annual consideration paid by CITY.

- c. The CITY shall be responsible for major repairs of the Facilities and property (i.e., to include HVAC systems, electrical systems, roof systems and storm damage to the facility and property). BSO shall be responsible for daily custodial services and shall maintain the Facilities in a clean condition, free from debris, normal use excepted. BSO further agrees not to destroy, deface, damage, impair, or remove any part of the Facilities. In the event BSO, its employees, agents, or invitees destroy, deface, damage, impair, or remove any part of the CITY's Facilities, BSO shall be responsible for repairing or replacing such property.
- d. Except as provided in the preceding paragraph, maintenance and repair services for the Facilities shall be supplied by the CITY. CITY agrees to keep the Facilities in good structural repair. CITY shall maintain and keep in good repair the roof, lighting, walls, foundations, sidewalks, ceilings, doors, windows, sprinkler and hot water systems, heating systems, air conditioning systems, plumbing, wiring, electrical fixtures and all other structural components. CITY further agrees to maintain in good repair the parking area and all common areas. CITY shall also make any repairs necessitated by water seepage or by other causes not under BSO's control. CITY shall also make all repairs or changes which may be necessary to make the premises and the use herein contemplated comply with applicable laws, ordinances, orders or regulations of any federal, state, county or municipal authority now or hereafter in effect unless specifically exempted therefrom.
- e. CITY shall pay for all utility costs including, but not limited to, voice and data hardware, software [except for BSO hardware and software], and connectivity, electric, sewer and water for the facilities.
- f. BSO's personnel shall not conduct personal business at the Facilities. BSO's personnel shall only park personal vehicles in designated parking areas. The Facilities shall only be utilized for appropriate services within the City, unless otherwise mutually agreed upon by BSO and the City Manager. BSO shall not use the Facilities to service any other contracts, clients or obligations of BSO, except as otherwise provided in this Agreement. The CITY and BSO shall not permit the Facilities or the vehicles provided by the CITY to be utilized for political or campaign purposes by candidates running for public or private office or ballot initiatives.
- g. BSO shall not permit unaccompanied minors in the Facilities. Fire Explorers are permitted where authorized by BSO.
- h. Each party will maintain insurance coverage, as it deems necessary, to cover such party's responsibilities as set forth in Agreement. The adequacy of such coverage shall not limit the party's responsibilities set forth herein.
- i. Upon the expiration or earlier termination of this Agreement, BSO shall surrender possession of the Facilities and all CITY-owned furnishing and CITY-owned equipment within the Facilities that are occupied by BSO to provide services within the CITY, to the CITY. The Facilities shall be broom clean and in the same condition as received, except for ordinary wear and tear and items and issues

that are the responsibility of the CITY, which BSO was not otherwise obligated to remedy under any provisions of this Agreement.

The City shall provide BSO with adequate parking spaces within reasonable proximity to the Facilities so as not to hinder BSO's ability to perform its obligations set forth herein.

Upon the expiration or earlier termination of this Agreement, BSO shall surrender possession of the Facilities and all CITY-owned furnishings and CITY-owned equipment within the Facilities that are used by BSO on a permanent basis within the CITY, to the CITY. The Facilities shall be broom clean and in the same condition as received, except for ordinary wear and tear and items and issues that are the responsibility of the CITY, which BSO was not otherwise obligated to remedy or maintain under this Agreement.

10. CHIEF OFFICER

- a. BSO shall provide, pursuant to this Agreement, a Chief Officer (Department of Fire Rescue and Emergency Services non-bargaining unit command officer of appropriate rank). The Chief Officer shall be assigned full-time to the CITY and shall provide direct supervision of activities for the CITY's fire stations and personnel/apparatus provided pursuant to this Agreement. The Chief Officer shall, among other specified duties, act as liaison between BSO and the CITY. BSO's Chief Officer shall also function as a member of the CITY's staff with regard to fire rescue issues and report to the City Manager in that capacity.

The Chief Officer shall be responsible for all emergency medical and fire protection related emergency management duties on behalf of the CITY, and his or her responsibilities, except for his or her responsibilities to BSO, shall be limited to the CITY. The CITY and BSO understand and acknowledge that the Chief Officer is employed by BSO and therefore has certain employment responsibilities to BSO, however such responsibilities shall not substantially interfere with the Chief Officer's responsibilities as the CITY's Fire Chief.

- b. The CITY currently has a Chief Officer. In the event the position of Chief Officer becomes vacant, the selection of a Chief Officer shall be the absolute discretion of CITY's City Manager and shall be initiated by BSO selecting three (3) qualified candidates for the position of Chief Officer. BSO agrees to make such selections in good faith and in the best interest of CITY. BSO shall provide CITY with written notification of the selected candidates and their qualifications within 15 days of the vacancy of the Chief Officer or within 15 days of the BSO's knowledge that the Chief Officer position will become vacant, whichever occurs first. Within fifteen (15) days after CITY's receipt of such notice, representatives from both BSO and CITY shall meet to discuss the candidates' qualifications. In the event none of the candidates are acceptable to the City Manager, BSO shall submit the names of three (3) additional candidates for consideration. This process shall continue until such time as the City Manager has selected an individual to serve as the Chief Officer. The CITY shall have the opportunity to interview each of the candidates. The Chief Officer position shall be subject to the provisions of this Agreement. During the selection process, BSO shall put in place a temporary Chief until the permanent Chief is selected.

- c. The Chief Officer shall meet and confer with the City Manager or designee as needed and directed by the City Manager, for the purpose of maintaining the viability and vitality of this Agreement. The Chief Officer shall serve on a full-time basis, until such time as the City Manager concurs in the transfer or change of duty of him/her according to the terms of this Agreement.
- d. The Chief Officer shall remain an employee of BSO, subject to the development strategies designed to enhance current capabilities and future assignments of the Broward Sheriff's Office. Succession planning remains BSO's commitment to the current and future needs of both the CITY and BSO.
- e. BSO shall provide an administrative assistant to the Chief Officer who shall be assigned to the Chief Officer's office during regularly scheduled business hours during a forty (40) hour work week. BSO shall also provide, pursuant to this Agreement, an appropriate motor vehicle for use by the Chief Officer.
- f. BSO shall provide, pursuant to this Agreement, the necessary supervisory personnel to serve as liaisons between the Station personnel and the Chief Officer.
- g. In the event CITY becomes dissatisfied with the performance of the Chief Officer, CITY shall provide notification to BSO. Thereafter, representatives of BSO and CITY shall meet to discuss possible remedies of the problems experienced by CITY. BSO agrees to act in good faith in resolving any problems experienced by CITY. If the City Manager, in his or her sole discretion, with or without cause, still desires that BSO remove the Chief Officer, BSO shall do so immediately.

BSO, in its sole discretion, shall have the right to remove the Chief Officer from the CITY at any time for any of the following reasons:

1. The Chief Officer is being promoted in rank;
2. The Chief Officer is being demoted;
3. The Chief Officer is being disciplined;
4. The Chief Officer is retiring;
5. The Chief Officer submits a request to transfer out of the City;
6. The Chief Officer is under investigation by BSO or any other federal, state or local law enforcement agency;
7. The Chief Officer's failure to meet documented BSO performance standards and requirements; or
8. Prior to the removal of the Chief Officer, the Sheriff meets with the City Manager and notifies the City Manager that the Sheriff has lost confidence in the Chief Officer.

The removal of the Chief Officer from the City for any reason not specified above shall require the prior approval of the City Manager.

- h. The Chief Officer will attend management and City Commission meetings as directed by the City Manager. Both parties understand and agree that the attendance of the Chief Officer is essential to maintain the viability and vitality of this Agreement, but also recognize that the Chief Officer may occasionally be unavailable, due to illness, scheduled vacation or scheduled training. In the event the Chief Officer is unable to attend a meeting described herein, the Chief

Officer will advise the City Manager of the person(s) authorized to attend in place of the Chief Officer.

11. INSURANCE

a. Vehicles and/or equipment not subject to lease-purchase agreements.

1. BSO shall maintain liability and automobile insurance policies in the minimum amounts set forth below:

General Liability	\$1,000,000/\$2,000,000
Automobile Liability	\$1,000,000/\$2,000,000

2. BSO shall provide the CITY with a copy of the Certificate of Insurance or endorsements evidencing the types of insurance and coverages required by this Section prior to the effective date of this Agreement, and, at any time thereafter, upon request by the CITY. BSO shall maintain these insurance policies throughout the Term. BSO shall provide the CITY with copies of the insurance policies required hereunder and all renewals thereof. The costs of all these insurance policies shall be the sole obligation of BSO; however the CITY understands and acknowledges that the cost of this coverage is allocated to the CITY through the consideration set forth in the Special Terms and Conditions of this Agreement. BSO may provide the insurance required in this Section through a self- insurance program.

3. The CITY shall during the Term, at its sole cost and expense, maintain appropriate insurance coverage to include General Liability and Fire and Casualty coverage either through a commercial insurance carrier or a self-insurance program of sufficient coverage to protect the CITY and BSO in the event of claims related to the Facilities or damage/destruction of the Facilities utilized by the BSO under this Agreement.

4. In the event BSO's required insurance coverage is modified during the Term of this Agreement, BSO shall provide the CITY with at least thirty (30) days prior written notice.

5. The City shall have the option to insure any and/or all of the BSO non-leased fire rescue vehicles and equipment through BSO on an annual basis with the cost of any such insurance to be included in the consideration payable by the CITY to BSO. In the event that a vehicle and/or any equipment is damaged or totaled during the term of this Agreement, BSO shall handle the repair or replacement with the cost of such repair or replacement being paid as follows:

1. If the City elected to insure the vehicle and/or equipment through BSO for the period in which the damage occurred, BSO will submit all necessary paperwork to the insurance carrier. Any costs or expenses not covered by insurance will be paid by the CITY in addition to the consideration set forth herein.
2. If the City did not elect to insure the vehicle and/or equipment through BSO for the period in which the damage occurred, the City shall be responsible for the cost of the repair and/or replacement. The cost will be paid by the CITY

in addition to the consideration set forth herein, however, CITY has final approval on budgeting and purchase of the vehicles.

- b. Vehicles and/or equipment subject to lease-purchase agreements.
 - 1. Insurance for vehicles and/or equipment subject to lease-purchase agreements shall be obtained by BSO or CITY in accordance with the provisions of the applicable lease purchase agreement in the amounts required by the applicable lease-purchase agreement.
 - 2. If the insurance is purchased by BSO, the cost of any such insurance shall be included in the consideration payable by the CITY to BSO. In the event that a vehicle and/or any equipment is damaged or totaled during the term of this Agreement, BSO shall handle the repair or replacement with the cost of such repair or replacement being paid as follows:
 - 3. BSO will submit all necessary paperwork to the insurance carrier. Any costs or expenses not covered by insurance will be paid by the CITY in addition to the consideration set forth herein.
- c. **Facilities.** The CITY shall during the Term, at its sole cost and expense, maintain appropriate insurance coverage to include General Liability and Fire and Casualty coverage either through a commercial insurance carrier or a self-insurance program of sufficient coverage to protect the CITY and BSO in the event of claims related to the Facilities or damage/destruction of the Facilities utilized by the BSO under this Agreement.

12. MUTUAL AID

BSO and CITY recognize and acknowledge that BSO provides fire/rescue throughout Broward County and such services may be provided from the facilities and with personnel and apparatus located within or outside the municipal boundaries of the CITY on a short term basis.

BSO may develop mutual aid agreements with the government agencies within and outside of Broward County to provide improved fire and emergency medical services coordinated operational resources. The City Manager shall be notified of such agreements in a timely manner.

13. FUELING SITE

The CITY has fueling sites at, 1440 FAU Research Park Boulevard, and 928 E. Hillsboro Beach Blvd. At those sites:

- a. BSO will be responsible for the repair and proper maintenance as required for the proper operation of the existing above ground fuel pumps and fuel access systems if damage was caused by BSO. CITY shall replace the pumps if needed.
- b. CITY shall be responsible for the repair, maintenance, and replacement of any and all other components of the fuel system including, but not limited to, underground storage tanks. BSO shall provide the CITY with notice of the need for repairs, maintenance and/or replacement of any of the components to the fuel system. Upon receipt of such notice, the CITY will make such repairs, maintenance and/or replacements within a timely manner thereafter, except for spills resulting from the acts of BSO, or its employees or agents.

- c. BSO agrees to report to the appropriate public safety agency(s) and to notify the CITY of any and all fuel spills as soon as possible. BSO shall be responsible for the cleanup of any and all spills caused by BSO employees occurring at the Fueling Sites;
- d. To the extent permitted by law, BSO agrees to indemnify, defend and hold the CITY harmless from any and all claims, damages, fines, judgments, penalties, costs, causes of action, liabilities, or losses (including, without limitation, any and all sums paid for settlement of claims, attorneys', consultant, and expert fees) (collectively, "Liabilities"), arising during the term of this Agreement or thereafter, and resulting from or arising out of the negligence or willful misconduct of BSO, its employees, agents, or servants with regard to the use of the fueling system. Furthermore, BSO shall be responsible for any property damage to the fueling system resulting from the acts of BSO employees.
- e. To the extent permitted by law, CITY agrees to indemnify, defend and hold BSO harmless from any and all claims (excluding workers compensation claims of BSO employees), damages, fines, judgments, penalties, costs, causes of action, liabilities, or losses (including, without limitation, any and all sums paid for settlement of claims, attorneys', consultant, and expert fees) (collectively, "Liabilities"), arising during the term of this Agreement or thereafter, and resulting from or arising in connection with the leakage of fuel from the underground piping, underground storage tank(s), and any and all other components of the fueling system, unless caused by the negligence or willful misconduct of BSO, its employees, agents, or servants. Without limiting the generality of the foregoing, CITY's indemnification shall apply to any and all liabilities resulting from or arising out of (i) any investigation, cleanup, removal, or restoration of the grounds required by any federal, state or local agency or political subdivision, and any personal injuries (including wrongful death) or property damage (real or personal) and (ii) any Hazardous Substance which flows, diffuses, migrates or percolates into onto or under the Police Headquarters grounds.
- f. If the CITY determines that the fuel site must be closed, either temporarily or permanently, the CITY will provide BSO with no less than ninety (90) calendar days prior written notice in order to allow BSO to find another suitable location for fueling its vehicles, unless exigent circumstances require immediate closure and in such case, CITY will notify BSO as soon as practicable. CITY will provide BSO with an alternate fueling site.

14. DEFAULT

- a. The occurrence of any one or more of the following shall constitute a "Default" by the party causing same (the "Defaulting Party"):
 - 1. **Payment.** Failure of the Defaulting Party to pay any amount required hereunder, whether for Consideration, taxes, utilities, insurance or any other obligations, within ten (10) days after such is due hereunder, provided the Defaulting Party is first given written notice with ten (10) calendar days to cure; or
 - 2. **Performance of Services.** Failure of BSO to perform the Emergency Medical, Fire Protection or Fire Prevention Services as required herein at any time during the Term;

3. **Other Performance.** Failure of the Defaulting Party to perform any other covenant, condition, agreement or provision contained herein (other than the Emergency Medical, Fire Protection or Fire Prevention Services) or to cure any misrepresentation or breach of any representation or warranty herein within thirty (30) days after receipt by the Defaulting Party of written notice of such failure, misrepresentation or breach; or
 4. **Bankruptcy of Defaulting Party.** Commencement of bankruptcy, insolvency, assignment for the benefit of creditors or receivership proceedings in respect of the Defaulting Party; or
 5. **Default.** Failure of the Defaulting Party to perform any covenant, condition, agreement or to cure any misrepresentation or breach of any representation or warranty in any other agreement between the parties hereto within any applicable grace period provided in such agreement.
- b. Upon the occurrence and continuance of a Default by the Defaulting Party, the party not in Default (the "Non-Defaulting Party") may, at its option and without any obligation to do so and in addition to any other remedies otherwise set forth in this Agreement, elect any one or more of the following remedies:
1. Terminate this Agreement pursuant to Section 13 herein; or
 2. Withhold payment or performance under this Agreement until such time as such Default is cured, provided the performance level does not compromise the safety of the public; or
 3. Cure such Default and recover the costs thereof, together with interest thereon at the lesser of 18% or the maximum legal rate permitted by applicable law, from the Defaulting Party; or
 4. Seek injunctive relief to enjoin any act of the Defaulting Party in violation hereof; or
 5. Seek specific performance of any covenant or obligation of the Defaulting Party hereunder; or
 6. Pursue any other remedy now or hereafter available under the laws or judicial decisions of the State of Florida.
- c. **Interest and Late Charges.** Any payments due hereunder, whether for Consideration, rents, taxes, utilities, insurance or any other obligations, overdue for more than ten (10) days shall bear interest from the date due at the lesser of eighteen percent (18%) or the maximum legal rate permitted by Applicable Law. In addition, the Defaulting Party shall pay for the Non-Defaulting Party's administrative and collection expenses incurred in connection therewith, and not as interest, a late charge equal to five percent (5%) of the amount overdue. The terms of this paragraph shall also apply to BSO's payment obligations under this Agreement.

15. TERMINATION

- a. In the event of the expiration of this Agreement or the termination by either party, the other party shall render such aid, coordination and cooperation as might be required for an expeditious and efficient termination of service. In the event of such termination or expiration and in the further event that the CITY is unable to provide the same level of service through its own fire rescue force at the time of such termination or expiration, the then pending term of this Agreement shall be deemed automatically extended for a period of 24 months or until CITY is capable of rendering such Fire Rescue Services, whichever occurs sooner. The consideration to be paid to the BSO during the transition period shall be based upon the actual cost of providing such services during the transition period, at the level of staffing determined reasonably necessary by BSO but shall not exceed the pro-rata cost of the most recent contract.

Either party may terminate this Agreement at its discretion either with or without cause, by giving written notice thereof to the other party; provided the other party has no less than ninety (90) days prior written notice of such termination. At the expiration of the ninety (90) day notice period as described in the preceding provision, the transition period as set forth in subsection (c) of this Section 13 shall commence.

- b. In the event of a material breach, either party may provide the other party with written notice of the material breach. The other party shall have thirty (30) days from the date of its receipt of such notification to cure such material breach, except for a material breach of any payment obligation under this Agreement in which case the other party shall have 10 days from the date of the receipt of the notice to cure the payment obligation breach. If the material breach is not cured within such time periods, the non-breaching party may terminate this Agreement immediately, subject to the transition period in subsection C of this Section. Material breaches shall include but are not limited to, failure by the CITY to pay BSO pursuant to the consideration provisions set forth in the Special Terms and Conditions of this Agreement, violations of Governing Standards, local and federal laws, the BSO policies and procedures, or other terms and conditions of this Agreement.
- c. In the event of termination or upon the expiration of this Agreement, the CITY may request to purchase from BSO any piece of equipment, including fire rescue vehicles owned by BSO that are directly attributable to or in use by the District at the time of such termination or expiration in connection with the services contemplated herein. The purchase price for such equipment shall be determined by mutual agreement of the parties based on the fair market value of such equipment at the time of the CITY's election to purchase.
- d. Upon termination or expiration of this Agreement, all equipment and vehicles shall remain in service within the CITY until such time as the CITY and BSO execute such documents as are necessary to transfer liability for such vehicles and/or equipment, as applicable, from BSO to the CITY at the time the CITY takes possession of such vehicles and/or equipment.

Upon the parties reaching a mutual agreeable purchase price for the equipment owned by BSO pursuant to this Section, and payment by the CITY, BSO shall convey all of its rights, title and interest, thereto, including fire rescue vehicles, to the CITY by Bill of Sale Absolute or Certificate of Title, as applicable.

- e. Should this agreement, or any part thereof, be declared void or otherwise unenforceable by a court of law, the parties recognize that there will be costs in complying with any such order of the court. In such case, each party shall bear its own costs and said order of the court shall be deemed a notice of termination and the parties will implement the order in a manner consistent with the methodology set forth above for termination *without cause*, unless otherwise required by court order.

16. INDEMNIFICATION

CITY and BSO shall each be individually and separately liable and responsible for the actions of their respective officers, agents and employees in the performance of their respective obligations under this Agreement.

To the extent permitted by law, CITY shall indemnify defend, and hold BSO, its officials, agents, servants and employees, harmless from any and all liability, actions, causes of action, suits, trespasses, damages, judgments, executions, claims and demands of any kind whatsoever, in law or in Equity, which results from or arises out of the intentional or negligent acts or omissions of CITY, its employees, agents, or servants and CITY shall indemnify BSO, its officials, agents, servants and employees, for damages, judgments, claims, costs, expenses, including reasonable attorney's fees, which BSO, its officials, agents, servants and employees, might suffer in connection with or as a result of the intentional or negligent acts of CITY, its employees, agents, or servants. For purposes of this provision, CITY employees shall not be deemed agents or servants of BSO and BSO employees shall not be deemed agents or servants of CITY. The CITY shall at all times be entitled to the benefits of sovereign immunity as provided in Florida Statutes, Section 768.28, and common law. Nothing contained in this Agreement shall be construed as a waiver of sovereign immunity.

To the extent permitted by law, BSO shall indemnify, defend, and hold CITY, its officials, agents, servants and employees, harmless from any and all liability, actions, causes of action, suits, trespasses, damages, judgments, executions, claims and demands of any kind whatsoever, in law or in equity, which results from or arises out of the intentional or negligent acts or omissions of BSO, its employees, agents, servants and BSO shall indemnify CITY, its officials, agents, servants and employees, for damages, judgments, claims, costs, expenses, including reasonable attorney's fees, which CITY, its officials, agents, servants and employees, might suffer in connection with or as a result of the intentional or negligent acts of BSO, its employees, agents, or servants. For purposes of this provision, CITY employees shall not be deemed agents or servants of BSO and BSO employees shall not be deemed agents or servants of CITY. BSO will at all times be entitled to the benefits of sovereign immunity as provided in Florida Statutes, Section 768.28, and common law. Nothing contained in this Agreement shall be construed as a waiver of sovereign immunity.

17. CONTRACTOR RELATIONSHIP

CITY hereby retains BSO as an independent contractor to provide Fire Rescue Services for the CITY, subject to the terms and conditions contained herein. As an independent contractor, BSO shall have discretion and operational oversight regarding the manner and means in which Fire Rescue Services shall be provided to the CITY, unless otherwise provided herein. Notwithstanding BSO's independent contractor status hereunder, BSO and the District Fire Employees shall have the power and authority granted by the CITY pursuant to Section 3 hereof.

18. NO PARTNERSHIP

The relationship between the CITY and BSO shall be solely as set forth herein. Neither party shall be deemed the employee, agent, partner or joint venturer of the other, nor have, or represent to have, any authority or capacity to make or alter any agreement on behalf of the other, to legally bind the other, to credit or receive money due on behalf of the other or to do any other thing on behalf of the other, except as specifically set forth herein. Neither the CITY nor BSO will have or attempt to exercise any control or direction over the methods used by the other to perform its work, duties and obligations under this Agreement except as specifically set forth herein. The respective employees, agents and representatives of each of the CITY and BSO shall remain their own employees, agents or representatives, and shall not be entitled to employment benefits of any kind from the other, except as specifically set forth herein. The CITY and BSO shall assume full responsibility for their own compliance with any and all Applicable Laws.

19. REPRESENTATIONS AND WARRANTIES OF CITY

The CITY represents, warrants and covenants to BSO as of the date hereof and throughout the Term the following:

- a. The CITY is and shall remain duly organized, validly existing and in good standing under the laws of the State of Florida, has and shall retain the requisite power and authority to conduct its business, to enter into this Agreement and to perform the terms hereof and by proper action on behalf of the CITY has duly authorized, executed and delivered this Agreement and any and all instruments in connection herewith.
- b. This Agreement has been duly executed and delivered by the CITY and constitutes the valid and legally binding obligation of the CITY enforceable in accordance with its terms, except as may be limited by bankruptcy, reorganization or similar laws affecting creditors' rights generally.
- c. Neither the execution and delivery of this Agreement, the consummation of the transaction contemplated hereby nor the fulfillment of or compliance with the terms and provisions hereof (a) conflicts with, or result in a material default under or breach of or grounds for termination of, any material agreement or any license, permit or other governmental authorization to which CITY is a party or by which CITY is bound, (b) results in the violation by the CITY of any provision of any Applicable Law applicable to CITY or to which CITY may be subject, (c) violates or conflicts with any charter or other document governing the actions of CITY, or (d) requires CITY to obtain or make any consent, authorization, approval, registration or filing under Applicable Law or order of any court or governmental agency, board, bureau, body, department, authority or any other person which has not already been obtained. The CITY is not in default with respect to any order, judgment, ordinance, award or decree of any governmental agency or instrumentality affecting this Agreement or the transactions contemplated hereby.
- d. No representation or warranty made by the CITY herein or in any schedule, exhibit or other document executed or delivered in connection herewith when taken as a whole contains any untrue statement of a material fact or omits to state any material fact necessary to make the statements made therein, in light of

the circumstances under which they were made, not misleading in any material respect.

20. REPRESENTATIONS AND WARRANTIES OF BSO

BSO represents, warrants and covenants as of the date hereof and throughout the term of this Agreement the following:

- a. The Sheriff is the duly elected or appointed, qualified and incumbent Sheriff of Broward County, Florida, has and shall retain the requisite power and authority pursuant to the power so vested in him under Applicable Law to conduct its business, to enter into this Agreement and to perform the terms hereof and by proper action has duly authorized, executed and delivered this Agreement and any and all instruments in connection herewith.
- b. This Agreement has been duly executed and delivered by BSO and constitutes the valid and legally binding obligation of BSO enforceable in accordance with its terms, except as limited by bankruptcy, reorganization or similar laws affecting creditors' rights generally.
- c. Neither the execution and delivery of this Agreement, the consummation of the transaction contemplated hereby nor the fulfillment of or compliance with the terms and provisions hereof (a) conflicts with, or result in a material default under or breach of or grounds for termination of, any material agreement or any license, permit or other governmental authorization to which BSO is a party or by which BSO is bound, (b) results in the violation by BSO of any provision of any Applicable Law applicable to BSO or to which BSO may be subject, (c) violates or conflicts with any charter or other document governing the actions of BSO, or (d) requires BSO to obtain or make any consent, authorization, approval, registration or filing under Applicable Law or order of any court or governmental agency, board, bureau, body, department, authority or any other person which has not already been obtained. BSO is not in default with respect to any order, judgment, ordinance, award or decree of any governmental agency or instrumentality affecting this Agreement or the transactions contemplated hereby.
- d. BSO has complied and shall comply with all Applicable Laws relating to the performance of the Fire Rescue Services and the employment of the District Fire Employees.
- e. No representation or warranty made by BSO herein or in any schedule, exhibit or other document executed or delivered in connection herewith when taken as a whole contains any untrue statement of a material fact or omits to state any material fact necessary to make the statements made therein, in light of the circumstances under which they were made, not misleading in any material respect.
- f. The parties recognize that neither party has the right to modify the terms and conditions of this Agreement (i.e. staffing, consideration), unless such modification is mutually agreed upon through a formal written amendment or authorized in accordance with Section 6(i). Additionally, neither party shall have the right of set-off nor the right to reduce its contractual obligation to the other party by amounts in dispute absent a mutual written agreement of the parties, except as otherwise provided herein.

21. INTERPRETATION

Except where the context otherwise requires, reference to something in the singular shall include the plural and vice versa. Unless otherwise noted, reference to a party to this Agreement includes that party, and its permitted successors and assigns. Lastly, the captions or headings in this Agreement are for convenience only, and are not meant to limit the scope or intent of the particular provisions.

22. ACCOUNTING TERMS

All references in this Agreement to generally accepted accounting principles shall be to such principles as in effect from time to time in the United States of America. All accounting terms used herein without definition shall be used as defined under such generally accepted accounting principles.

23. CROSS REFERENCES

Unless otherwise specified, references in this Agreement to any Article or Section are references to such Article or Section of this Agreement, and, unless otherwise specified, references in any Article, Section or definition to any clause are references to such clause of such Article, Section or definition. The words "hereof", "hereby", "hereto", "herein", "hereunder" and the like refer to this Agreement in its entirety.

24. DRAFTING

This Agreement shall not be construed more strictly against one party than against the other merely because it may have been prepared by counsel for one of the parties, it being recognized that both parties have contributed substantially and materially to its preparation.

25. NOTICE

All notices and other communications under this Agreement shall be in writing and shall be deemed to have been given three (3) business days after deposit in the mail, designated as certified mail, return receipt requested, postage-prepaid, or one (1) business day after being entrusted to a reputable commercial overnight delivery service, or when sent by email or facsimile on a business day addressed to the party to which such notice is directed at its address determined in accordance with this Article with customary confirmation of receipt of such email or facsimile received. All notices and other communications under this Agreement shall be given to the parties hereto at the following addresses:

CITY:

See Special Terms and Conditions

BSO:

BSO
Broward Sheriff's Office
2601 W. Broward Boulevard
Fort Lauderdale, FL 33312

Any party hereto may change the address to which notices shall be directed under this Section by giving ten (10) days written notice of such change to the other party.

26. NON-ASSIGNABILITY

Neither party shall assign any of its obligations or benefits imposed hereby or contained herein, except upon the other party's prior written approval.

27. TIME OF THE ESSENCE

Time shall be of the essence in the payment and performance of all obligations hereunder. All references herein to this Agreement or the Term shall include the initial Term and any renewal or extension of the Term.

28. ENTIRE AGREEMENT

This Agreement, together with any other agreements entered into contemporaneously herewith, constitutes and represents the entire agreement between the parties hereto and supersedes any prior understandings or agreements, written or verbal, between the parties hereto respecting the subject matter herein. This Agreement may be amended, supplemented, modified or discharged only upon an agreement in writing executed by all of the parties hereto. This Agreement shall inure to the benefit of and shall be binding upon the parties hereto and their respective successors and permitted assigns. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

29. APPLICABLE LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida, United States of America, and, unless otherwise agreed to in writing by both parties hereto, venue and jurisdiction shall lie only in Broward County, Florida. Each of CITY and BSO hereby submits to such jurisdiction and venue and waives any defense of inconvenient forum in relation hereto.

30. WAIVER OF RIGHTS

CITY and BSO hereby irrevocably waive, to the fullest extent permitted by law, the posting of any bond, surety or other security that might be required of any party in any actions, proceeding or counterclaim, whether at law or equity, brought by either of them. Further, CITY and BSO hereby irrevocably waive, to the fullest extent permitted by law, trial by jury on any action, proceeding or counterclaim, whether at law or equity, brought by either of them.

31. SEPARABILITY

Each and every covenant and agreement herein shall be separate and independent from any other and the breach of any covenant or agreement shall in no way or manner discharge or relieve the performance of any other covenant or agreement. Each and all of the rights and remedies given to the Non-Defaulting Party by this Agreement or by law or equity are cumulative, and the exercise of any such right or remedy by the Non-Defaulting Party shall not impair the Non-Defaulting Party's right to exercise any other

right or remedy available to the Non-Defaulting Party under this Agreement or by law or equity.

32. WAIVER

No delay in exercising or omission of the right to exercise any right or power by any party hereto shall impair any such right or power, or shall be construed as a waiver of any breach or default or as acquiescence thereto. One or more waivers of any covenant, term or condition of this Agreement by either party shall not be construed by the other party as a waiver of a continuing or subsequent breach of the same covenant, provision or condition. The consent or approval by either party to or of any act of the other party of a nature requiring consent or approval shall not be deemed to waive or render unnecessary consent to or approval of any subsequent similar act. Payment or receipt of a lesser amount than that due hereunder shall not be deemed to be other than on account of the earliest amount due hereunder. Any endorsement or statement on any check or letter accompanying any check shall not be deemed an accord and satisfaction and the receiving party may accept and negotiate such check or payment without prejudice to that party's right to recover the balance of the full amount due or pursue any other remedy available hereunder.

33. ATTORNEYS' FEES

In the event of any controversy arising under or relating to the interpretation or implementation of this Agreement or any breach thereof, the prevailing party shall be entitled to payment for all reasonable costs and reasonable attorneys' fees (both trial and appellate) incurred in connection therewith.

34. DESCRIPTION OF SERVICES

BSO shall provide comprehensive Emergency Medical, Fire Protection and Fire Prevention Services within the municipal boundaries of the CITY which includes services (a) customarily rendered by municipal fire departments or BSO, and (b) required to be performed under Applicable Laws or CITY Ordinances, unless the subsequent modification or adoption of an Ordinance or Law results in additional costs to BSO in which case the CITY and BSO will negotiate in good faith to address the increased costs.

BSO shall not utilize a third party provider for the provision of services referenced in this Agreement unless first approved by the CITY in its sole and absolute discretion.

BSO fire rescue services are comprised of direct services, indirect services, special detail services and countywide services, which are defined as follows:

- a. Direct Services: are those services that are provided by the District Fire Employees.
- b. Indirect Services: are those BSO-provided Non-District Fire Employee services that are centralized within BSO, but provide benefits throughout Broward County (including the CITY).
- c. Special Detail Services: are those services offered by BSO that allows public and private entities to contract for the services of BSO's fire/rescue personnel during off-duty hours.

- d. Countywide Services: those services that are funded by Broward County as a countywide service and provided by BSO to any and all Broward County fire/rescue agencies (irrespective of whether they have an agreement with BSO) that requests such service.

Each of these services is detailed further below.

35. DIRECT SERVICES

The Fire Rescue Services provided by BSO pursuant to this Agreement are as follows:

a. General Fire Rescue

- 1. BSO shall provide Fire Company pre-fire plan evaluations of required occupancies as well as hydrant testing and inspection in accordance with ISO and related departmental standards, designed to reduce the risk of property damage, injury, or loss of life from fire.
- 2. BSO shall provide Unified Incident Command at the scene of all significant and relative incidents within the CITY for the purpose of maintaining continuity in care, communication and mitigation of hazards.

b. Emergency Medical Services

- 1. BSO shall provide emergency medical services to the CITY on a twenty-four (24) hour, seven (7) days per week basis during the term of this Agreement. BSO shall provide the personnel, and the CITY shall provide the apparatus, for emergency medical services in the manner set forth in Exhibit "A".
- 2. BSO possesses and shall maintain throughout the term of this Agreement a Class 1- ALS Rescue Certificate of Public Convenience and Necessity ("CON") and an appropriate State of Florida license enabling BSO to provide advanced life support services, as well as basic life support services, to patients upon arrival at emergency scenes requiring immediate emergency medical care.
- 3. BSO shall provide emergency medical transportation for all patients requiring transportation to an appropriate hospital emergency department. BSO shall transport patients to the nearest appropriate receiving facility in accordance with adopted medical protocols and at the discretion of the attending paramedic.
- 4. Training and certification of BSO's paramedics shall be the responsibility of BSO.
- 5. BSO shall provide medical control and oversight through the use of a comprehensive continuous quality improvement program as outlined in Chapter 401, Fla. Stat.

c. Fire Protection Services

- 1. BSO shall provide fire protection services to the CITY on a twenty-four (24) hour, seven (7) days per week basis during the term of this Agreement. BSO shall provide the personnel, and the CITY shall provide

the apparatus, for fire protection services in the manner set forth in Exhibit "A".

2. Training and certification of BSO's firefighters shall be the responsibility of BSO.
3. BSO shall provide Fire Company pre-fire plan evaluations of required occupancies as well as hydrant testing and inspection in accordance with ISO and related departmental standards, designed to reduce the risk of property damage, injury, or loss of life from fire. CITY shall pay for hydrant markers and supplies.
4. BSO shall provide Unified Incident Command at the scene of all significant and relative incidents within the CITY for the purpose of maintain continuity in care, communications and mitigation of hazards.
5. BSO shall make its best efforts to maintain an Insurance Service Organization (ISO) Class One rating for the CITY's fire protection services throughout the term of this Agreement.

d. Fire Prevention Services

1. BSO shall provide fire prevention services ("Fire Prevention Services"), to include but not be limited to fire plan review, new construction and fire plan inspections, annual fire inspection, fire and arson investigation and enforcement of all applicable statutes and codes. BSO shall provide Fire Prevention Services to the CITY on a forty hour (40) five (5) days per week full-time basis and for Inspector call-out during the term of the Agreement, with the personnel specifically described in Exhibit A, Special Terms and Conditions.
2. BSO shall provide, as funded by the CITY, all vehicles, equipment and personnel to perform Fire Prevention Services, and shall provide personnel for full time use of the City for Fire Prevention Services in the manner set forth in Exhibit "A".
3. BSO shall perform all annual inspections of multifamily residential and commercial properties required to be inspected in accordance with the Florida Fire Prevention Code and the Broward County Local Fire Code amendment. BSO shall achieve an annual inspection rate of 100% for all structures required to be inspected pursuant to Chapter 633, Fla. Stat. The CITY shall be responsible for the billing and collection of such services.

e. Other Direct Services

1. BSO shall provide public education programs, subject to funding, through personnel assigned to the CITY, designed to reduce the risk of property damage, injury, or loss of life from fire.
2. BSO shall provide a functional computerized fire rescue and emergency medical Records/Information Management System for the purpose of tracking incident information for CITY required reports and providing

billing information for emergency medical calls for BSO's contracted billing agency.

3. BSO shall provide joint fire and emergency medical training with surrounding municipal departments in an effort to develop close working relationships with mutual/automatic aid providers. Such training should be designed as to reduce the risk of property damage, injury, or loss of life from fire or other emergency medical incidents.
4. BSO shall create and or maintain close working relationships with hospital districts.
5. BSO shall provide representation, either by the Chief Officer or his/her designee, at regularly scheduled Home Owners Association meetings when requested by the CITY.
6. BSO shall maintain throughout the term of this Agreement a Medical Director as required by Chapter 401, Florida Statutes, who shall act as the Medical Director for all BSO fire rescue service areas.

36. INDIRECT SERVICES

The CITY indirectly receives the benefit of the following services associated with fire rescue by virtue of this Agreement with BSO:

- a. Administration
- b. Budget;
- c. Central Supply;
- d. Compensation and Assessment;
- e. Employee Assistance Program;
- f. Employee Benefits;
- g. Information Technology Division;
- h. Equal Employment Opportunity Division;
- i. Community Services (Media Relations and Public Relations);
- j. Finance;
- k. Fleet Control;
- l. Grants Management;
- m. Human Resources;
- n. Office of the General Counsel;
- o. Labor Relations;
- p. Purchasing;
- q. Records;
- r. Recruitment;
- s. Regional Logistics Services;
- t. Selection and Assessment;
- u. Staffing Office; and
- v. Any other services that meet the definition of Indirect Service as mutually agreed upon by BSO and the CITY.

The cost of indirect services are allocated to this Agreement and included in the consideration set forth in Exhibit "A".

37. SPECIAL DETAIL SERVICES FOR CITY EVENTS

- a. BSO's emergency medical and fire protection personnel shall be used to provide services at special events held within CITY.
- b. BSO will provide special detail services for CITY sponsored events; however the Chief Officer, in his/her discretion, will determine whether the services can be provided through the on-duty staff assigned to the District or through a special detail. If in the Chief Officer's discretion, BSO is able to provide the required level of services with on-duty personnel within the District at the time of the event, the City will incur no additional costs associated with such services; however the CITY understands and acknowledges that the on-duty personnel may be called to an incident during the CITY sponsored event. For those City-Sponsored events in which the Chief Officer determines that BSO is unable to provide the required level of services with on-duty personnel within the District at the time of the event, BSO will provide the required level of services through a special detail and the CITY will be charged at BSO's special detail rates at the time of the event. BSO will provide the required level of services at no cost to the city for up to three (3) City-sponsored events per fiscal year. Any CITY sponsored events in excess of the three (3) aforementioned events will be charged to CITY at BSO's cost.
- c. Any and all special details requested by the CITY in excess of the above referenced three (3) City-sponsored events shall be paid based upon the terms and conditions of the CITY's permit.
- d. Special details for which fire rescue personnel must be dedicated or assigned to an event shall be worked out between BSO and the non-City sponsoring agency, and all costs for such detail shall be borne by the sponsoring agency and not the CITY.
- e. Special Detail Costs – CITY shall reimburse BSO only for the cost of additional labor if the equipment and fuel used are those covered by this Agreement.
- f. All special details that require fire/EMS in the CITY shall be provided by BSO.

38. COUNTYWIDE SERVICES

In addition to the foregoing emergency medical, fire protection and fire prevention services, BSO shall provide the following specialized services, consistent with service levels BSO concurrently renders to other agencies and municipalities that request such services, at no additional cost to the CITY (for any such ancillary service, that incurs cost, BSO has the right to bill any and all 3rd party groups such as insurance companies for cost recovery and BSO shall retain all funds recovered.

- a. BSO shall provide, as needed, hazardous material response services equipped and trained to provide specialized response in case of an accidental spill or leak of hazardous materials or product.
- b. BSO shall provide air rescue services.
- c. BSO shall provide technical rescue services with specially equipped and trained personnel for above grade/high angle and below grade rescues.
- d. Any other services, excluding those indirect services listed, BSO normally provides to other fire rescue agencies throughout Broward County, whether they have a contract with BSO or not.

The CITY recognizes that the Board of County Commissioners, Broward County, Florida is the authority which establishes, allocates or otherwise provides for BSO's budget year funding. If in any budget year, funding, for any reason, is not provided sufficient to cover the BSO's ability to provide the countywide services, as determined by BSO, BSO reserves the right to notify the CITY accordingly in writing. In such an event, the countywide service shall be discontinued, unless the CITY and BSO agree otherwise by a formal written amendment to this Agreement executed with the same formalities as set forth herein.

BSO shall provide notice to the CITY of any substantive change to the Countywide Services due to Broward County not fully funding the services or equipment as provided for under this Section.

39. AUTOMATIC AID

BSO or the CITY shall not enter into any automatic aid agreements utilizing the personnel and/or equipment enumerated in this Agreement during the term of this Agreement without the mutual consent of both parties. BSO is, however, encouraged to participate in mutual aid agreements.

40. ADDITIONAL SERVICES

Upon the request of the CITY Manager and subject to BSO's availability of resources, BSO agrees to provide such additional resources at a cost mutually agreed upon by the parties.

BSO Calls for Service & Cost Estimate

Overall the number calls for service for CY 2019 was 310. This number is slightly lower than the average calls for service being 331 measured between 2012 through 2019. The demand for EMS service to the town is at 59.4%.

Hillsboro Beach	2012	2013	2014	2015	2016	2017	2018	2019	TOTAL	Percentage
<i>Fire</i>	3	5	4	1	3	0	0	1	17	0.64%
<i>Rupture or Explosion</i>	0	0	0	0	0	0	0	0	0	0.00%
<i>Emergency Medical Services</i>	216	203	199	193	210	188	197	168	1,574	59.44%
<i>Hazardous Condition</i>	12	7	9	8	4	2	5	5	52	1.96%
<i>Service Call</i>	8	14	22	37	35	42	26	22	206	7.78%
<i>Good Intent Call</i>	22	21	31	41	41	44	59	41	300	11.33%
<i>False Alarm or False Call</i>	64	57	47	77	50	65	66	73	499	18.84%
<i>Severe Weather</i>	0	0	0	0	0	0	0	0	0	0.00%
TOTAL	325	307	312	357	343	341	353	310	2,648	100.00%

Compared with the overall calls for service for a 7 year period to Station 75, this represents 31% of the calls for service

Station 75	2012	2013	2014	2015	2016	2017	2018	2019	TOTAL	Percentage
<i>Fire</i>	12	10	6	10	5	4	8	5	60	0.71%
<i>Rupture or Explosion</i>	0	0	0	0	0	0	0	0	0	0.00%
<i>Emergency Medical Services</i>	727	655	715	650	660	675	641	628	5,351	62.98%
<i>Hazardous Condition</i>	22	22	21	17	23	18	14	20	157	1.85%
<i>Service Call</i>	43	60	87	98	93	95	85	95	656	7.72%
<i>Good Intent Call</i>	95	120	140	136	170	197	199	163	1,220	14.36%
<i>False Alarm or False Call</i>	123	109	120	149	129	141	136	143	1,050	12.36%
<i>Severe Weather</i>	1	0	0	1	0	0	0	0	2	0.02%
TOTAL	1,023	976	1,089	1,061	1,080	1,130	1,083	1,054	8,496	100.00%

The average cost per incident for Deerfield District units is **\$1,619.68**. This cost is derived based on the number of incidents and the overall annual consideration costs provided the City under contract.

With this being said:

The cost associated with the readiness to respond is being based on 31% (the total calls for service based on utilization of station 75 to the town) and would be **\$1,359,610.00** . The readiness to respond has been determined by the average yearly cost to the City of Deerfield Beach for staffing and operational costs (not including new apparatus) divided by the number of overall personnel, including the staffing factor for Station 75. In addition based on the data, 17.35% of the calls for service in Zone 75 were concurrent calls of greater than 2 or more requiring more units to be dispatched to handle the emergency. Using a straight line format, there would be the assumption that the Town would have an additional **\$93,018.00.** of additional costs beyond the confines of zone 75.

The costs outlined below are associated with providing the Town of Hillsboro Beach with Fire Rescue and includes the percentage of station costs associated with covering the Town plus a contractual costs for call concurrency that would have to be factored in in order to sufficiently and effectively respond to emergencies:

\$1,452,628.00*

*This number does not take into consideration the cost/benefit of having full time fire prevention staff or dedicated administrative staff.

As a footnote in comparison, the BSO has a similar single station that provides service and the recurring costs for that station is **\$5,000,000.00**



Gregory Holness, BA
Deputy Chief of Administration

Broward Sheriff Fire Rescue & Emergency Services Dept.

2601 West Broward Blvd.

Fort Lauderdale, Florida 33312

Office: 954-321-4592

gregory_holness@sheriff.org

www.sheriff.org

The largest dual accredited public safety agency in America



BSO/DFB/HB Fire Calculations

	Hillsboro Agreement	HB % Increase	DFB/BSO Contract	BSO % Change	HB % of BSO
FY07	577,217				
FY08	675,008				
FY09	693,102				
FY10	689,904				
FY11	826,742				
FY12	794,026				
FY13	634,919		21,365,592		2.97%
FY14	706,114	11.21%	22,771,478	6.58%	3.10%
FY15	725,513	2.75%	23,798,263	4.51%	3.05%
FY16	750,000	3.38%	24,410,628	2.57%	3.07%
FY17	753,300	0.44%	24,926,039	2.11%	3.02%
FY18	768,743	2.05%	26,011,120	4.35%	2.96%
FY19	803,114	4.47%	26,632,337	2.39%	3.02%
FY20	819,257	2.01%	28,501,747	7.02%	2.87%
FY 21	833,021	1.68%	28,975,372	1.66%	2.87%

	cost	life	cost/life	percent of calls (33%)	
engine	\$ 862,000	10	\$ 86,200	\$ 28,446	
resuce	\$ 384,000	10	\$ 38,400	\$ 12,672	
total	\$ 1,246,000		\$ 124,600	\$ 41,118	<---- TOHB Annual Capital Contribution



TOWN OF HILLSBORO BEACH



Jay Szesnat, Chief of Police
jszesnat@townofhillsborobeach.com

To: Mac Serda, Town Manager
From: Jay Szesnat, Chief of Police
Subject: Law Enforcement Trust Fund (LETf) Request
Date: September 8, 2020

I respectfully request the placement of the following appropriation totaling the amount of \$67,000 from the Law Enforcement Trust Fund account on the agenda for the Town's Commission meeting to be held on September 14, 2020. As Chief of Police, I certify that to the best of my knowledge, the items requested below are in compliance with applicable Federal Guidelines, regarding the disposition of lien, seized and forfeited property.

Broward County is migrating to a new P25 radio system, with a scheduled of sometime in late September. The current radios are 8 years old (purchased in 2012), and will reach their end of life in 2023, therefore, it is recommended that we begin in investing in new equipment, rather than additional investment in equipment that will soon reach its end of life.

1. Re-Allocation of an Earlier Forfeiture Request \$36,000

This request will re-allocate partial funding from an earlier request related to Marine Patrol Resolution (Resolution No. 2020-42 adopted 7/7/2020), toward the new project of replacing police radios and the re-programming of some older radios. With recent repairs, maintenance and upgrades to our vessel, we currently have the funds available from the earlier allocation that will be unused.

2. Reprogramming of Radios \$31,000

This is a new request for additional forfeiture funds to be used for the new radio project and will be used to reprogram existing police radios to make them compatible with the County's new P25 radio system

Federal LETf Status Report (as of 09/04/2020):
Cash balance as of – 09/04/2020 \$87,416
Total request for new LETf funds: \$31,000
Amount available after this request **\$56,416**

RESOLUTION NO. 2020-59

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A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE EXPENDITURE OF FORFEITURE FUNDS IN THE AMOUNT OF \$67,000 TO PURCHASE EQUIPMENT DEEMED TO BE IN COMPLIANCE WITH APPLICABLE FEDERAL GUIDELINES REGARDING THE DISPOSITION OF SEIZED AND FORFEITURE PROPERTY AND TO REPROGRAM POLICE RADIOS TO ENSURE COMPATIBILITY WITH BROWARD COUNTY'S NEW P25 RADIO SYSTEM; 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 use of a total amount \$67,000.00 of Federal Forfeiture Funds.

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 acknowledges and accepts the certification of Chief of Police Jay Szesnat that the funds totaling \$67,000 will be utilized to purchase equipment deemed to be in compliance with applicable Federal Guidelines regarding the disposition of seized and forfeiture property.

SECTION 3. The Town Commission of the Town of Hillsboro Beach, Florida, hereby approves and authorizes the expenditure of forfeiture funds in the amount of \$67,000 to reprogram police radios to ensure compatibility with Broward County's new P25 radio system.

SECTION 4. The appropriate Town officials are authorized and directed to execute the necessary documents to comply with this Resolution.

SECTION 5. All Resolutions or parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.

