



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile, Hillsboro Beach, Florida 33062

September 23, 2020 | 5:01 PM

BUDGET PUBLIC HEARING ADOPTING THE TENTATIVE MILLAGE RATE AND TENTATIVE BUDGET FOR THE FISCAL YEAR DATE

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 Wednesday, September 23, 2020 5:01 PM (ET) Meeting ID: 881 8917
2826 Passcode: 121234**

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 SECOND and FINAL Budget Public Hearing on the Final Millage Rate and Final Budget for Fiscal Year 2020-2021 in the following manner:

PLEDGE OF ALLGIANCE

CALL TO ORDER AND ROLL CALL

I. PUBLIC HEARINGS

A. Resolution No. 2020-60 Consideration to Approve and Adopt the Final Millage for General Operations for Fiscal Year 2020-2021

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH ADOPTING A FINAL 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 Final Millage Rate
- f. Motion to Adopt Resolution

B. Resolution No. 2020-61 Consideration to Approve and Adopt the Final Budget for Fiscal Year 2020-2021

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, ADOPTING A FINAL 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. ORDINANCES

A. Ordinance No. 2020-06 Amendment to the Town Code of Ordinance - "Buildings and Buildings Regulations" Chapter 4, Amending Section 4-67, Permit Fee Schedule **(Second Reading)**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, AMENDING THE TOWN'S CODE OF ORDINANCES BY AMENDING CHAPTER 4 ENTITLED "BUILDINGS AND BUILDING REGULATIONS", BY SPECIFICALLY AMENDING SECTION 4-67 ENTITLED "PERMIT FEE SCHEDULE"; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

III. DISCUSSION & POSSIBLE ACTION

- A. Discussion on Commercial Contract with Winter Sun Investments, LLC Relating to Purchase of 1205 and 1206 Hillsboro Mile.

IV. RESOLUTIONS & CONTRACTS

- A. **RESOLUTION NO. 2020-62** Consideration to Approve the Enhanced Marine Law Enforcement Grant (EMLEG) program for Hillsboro Beach Police Department to Enhance Marine Law Enforcement and Improve Boating Safety.

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE TOWN OFFICIALS TO EXECUTE AN AGREEMENT BETWEEN BROWARD COUNTY AND THE TOWN OF HILLSBORO BEACH FOR THE IMPLEMENTATION OF PROJECTS PURSUANT TO THE ENHANCED MARINE LAW ENFORCEMENT GRANT FOR GOVERNMENTAL ENTITIES FOR FY 2020-2021; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

V. Consent

A. INVOICES FOR APPROVAL

1. Sweetapple, Broeker & Varkas: Invoice # 10979 08/27/2020 **\$1,975.00**

VI. PUBLIC COMMENT

VII. ADJOURNMENT

PLEASE TAKE NOTICE AND BE ADVISED

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

B. UPCOMING MEETINGS & EVENTS

Wed	Sept 30, 2020	Census Deadline	www.My2020Census.gov
Mon	Oct 5, 2020	Books Close - Nov General Election	www.RegisterToVoteFlorida.gov

Tue Oct 6, 2020	9:00 AM	Regular Commission Meeting
Tue Nov 3, 2020	7AM-7PM	General Election Day
Tue Nov 10, 2020	9:00 AM	Regular Commission Meeting
Tue Dec 1, 2020	9:00 AM	Regular Commission Meeting

RESOLUTION NO. 2020-60

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, ADOPTING A FINAL MILLAGE RATE OF ____ FOR THE TOWN'S GENERAL OPERATING FUND FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, a final budget has been prepared estimating expenditure and revenues of the Town for the ensuing year, with detailed information, including revenues to be derived from sources other than ad valorem levy, and recommendations have been made as to the amount to be appropriated for the ensuing year; and

WHEREAS, the Town Commission of the Town of Hillsboro Beach, Florida has conducted a public hearing and has considered recommendations and the proposed millage to be levied to carry on the government of the Town for the ensuing year;

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

Section 1. Each of the "WHEREAS" clauses set forth above are true and correct and herein incorporated by this reference.

Section 2. The final millage rate necessary to be levied against ad valorem valuation of property subject to taxation in the Town of Hillsboro Beach, Florida, to produce a sufficient sum which together with departmental and other revenues will be sufficient to pay for appropriations made in the final budget for the fiscal year is hereby set at _____ mills.

Section 3. The final millage adopted herein is greater than the rolled-back rate computed pursuant to the TRIM Act (Section 200.065, Florida Statutes, 2010, as amended) by _____%.

Section 4. 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 shall in no way affect the validity of the remaining portions of this Resolution.

Section 5. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

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

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

TOWN OF HILLSBORO BEACH, FLORIDA

Mayor Deborah L. Tarrant

ATTEST:

Sherry D. Henderson, CMC
Town Clerk

RESOLUTION NO. 2020-60		
RECORD OF TOWN COMMISSION VOTE:		
	<u>YES</u>	<u>NO</u>
MAYOR D. TARRANT	☐	☐
VICE MAYOR I. KIRDAHY	☐	☐
COMMISSIONER V. FEAMAN	☐	☐
COMMISSIONER B. BALDASARRE	☐	☐
COMMISSIONER A. BROWN	☐	☐

NOTICE OF PROPOSED TAX INCREASE

The Town of Hillsboro Beach, Florida has tentatively adopted a measure to increase its property tax levy.

Last year's property tax levy:

- A. Initially proposed tax
levy \$ 4,890,422
- B. Less tax reductions due to
Value Adjustment Board and
other assessment changes \$ 31,362
- C. Actual property tax levy \$ 4,859,060

**This year's proposed tax
levy \$ 5,065,355**

All concerned citizens are invited to attend a public hearing on the tax increase to be held on:

**WEDNESDAY, SEPTEMBER 23, 2020
5:01 PM
AT**

***This meeting may be attended through
electronic media by following the
instructions at the following link:***

Join Zoom Meeting

[https://us02web.zoom.us/j/88189172826?](https://us02web.zoom.us/j/88189172826?pwd=RUNMcWlNN3diZHIwMzVPOWViME9Sdz09)
[pwd=RUNMcWlNN3diZHIwMzVPOWViME9Sdz09](https://us02web.zoom.us/j/88189172826?pwd=RUNMcWlNN3diZHIwMzVPOWViME9Sdz09)

Meeting ID: 881 8917 2826

Passcode: 121234

A FINAL DECISION on the proposed tax increase and the budget will be made at this hearing.

BUDGET SUMMARY

Town of Hillsboro Beach, Florida - Fiscal Year 2020/2021

Millage Per \$1000

General Fund 3.5000

	General Fund	Special Revenue Fund	Debt Service	General Fund - CIP	Water Fund	Water Debt Service Fund	Water Fund - CIP	Total All Funds
ESTIMATED REVENUES:								
Taxes: Millage per \$1000								
Ad Valorem Taxes 3.5000	\$ 4,881,842	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,881,842
Special Assessments	-	-	-	-	-	-	-	-
FPL Franchise	230,000	-	-	-	-	-	-	230,000
Local Communications Tax	30,000	-	-	-	-	-	-	30,000
Other Locally Levied Taxes	3,000	35,971	-	-	-	-	-	38,971
Intergovernmental Revenues	151,536	-	-	-	-	-	-	151,536
Charges for Services	-	-	-	-	1,326,480	346,700	-	1,673,180
Fines & Forfeitures	2,550	-	-	-	-	-	-	2,550
Miscellaneous	53,000	-	-	-	110,247	-	-	163,247
Interest Income	33,000	-	-	-	25,000	-	-	58,000
County Transportation Grant	-	81,900	-	-	-	-	-	81,900
Marine Law Enforcement Grant	-	30,336	-	-	-	-	-	30,336
Other Federal/State Grant Revenue	-	-	-	59,500	-	-	-	59,500
Building / Planning & Zoning	-	261,500	-	-	-	-	-	261,500
Loan Proceeds	-	-	-	-	-	-	640,000	640,000
TOTAL SOURCES	5,384,928	409,707	-	59,500	1,461,727	346,700	640,000	8,302,562
Transfers In	50,000	38,500	387,952	73,500	-	403,996	73,500	1,027,448
Fund Balances/Reserves/Net Assets	894,263	-	-	-	-	60,750	-	955,013
TOTAL REVENUES, TRANSFERS & BALANCES	\$ 6,329,191	\$ 448,207	\$ 387,952	\$ 133,000	\$ 1,461,727	\$ 811,446	\$ 713,500	\$ 10,285,023
EXPENDITURES:								
Commission	\$ 46,603	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,603
Administrative	681,812	-	-	-	-	-	-	681,812
Police	2,950,708	-	-	-	-	-	-	2,950,708
Facility Services	217,518	-	-	-	-	-	-	217,518
Fire	860,220	-	-	-	-	-	-	860,220
Trash Collection	334,682	-	-	-	-	-	-	334,682
Beaches	587,000	-	-	59,500	-	-	-	646,500
Charitable Donations	6,344	-	-	-	-	-	-	6,344
Contingency	144,352	-	-	-	-	-	-	144,352
Transportation	-	117,871	-	-	-	-	-	117,871
Marine Law Enforcement Wages	-	30,336	-	-	-	-	-	30,336
Building / Planning & Zoning	-	300,000	-	-	-	-	-	300,000
Debt Services	-	-	387,952	-	-	811,446	-	1,199,398
Capital Projects	-	-	-	73,500	-	-	713,500	787,000
Water Utility	-	-	-	-	934,231	-	-	934,231
TOTAL EXPENDITURES	5,829,239	448,207	387,952	133,000	934,231	811,446	713,500	9,257,575
Transfers Out	499,952	-	-	-	527,496	-	-	1,027,448
Fund Balances/Reserves/Net Assets	-	-	-	-	-	-	-	-
TOTAL APPROPRIATED EXPENDITURES TRANSFERS, RESERVES & BALANCES	\$6,329,191	\$ 448,207	\$ 387,952	\$ 133,000	\$ 1,461,727	\$ 811,446	\$ 713,500	\$ 10,285,023

RESOLUTION NO. 2020-61

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, ADOPTING A FINAL 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; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, a final budget has been prepared by the Town estimating expenditures and revenues of the Town for the ensuing year, with detailed information, including revenues to be derived from sources other than ad valorem levy, and recommendations have been made as to the amount necessary to be appropriated for the ensuing year; and

WHEREAS, the Town Commission of the Town of Hillsboro Beach, Florida has conducted a public hearing and has considered the recommendations and the suggested budget necessary to be levied to carry on the government of the Town for the ensuing year;

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

Section 1. Each of the "WHEREAS" clauses set forth above are true and correct and herein incorporated by this reference.

Section 2. That the final 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 final budget is attached hereto as Exhibit "A".

Section 3. The final budget shall be published in accordance with the publication and notice requirements set forth in Chapter 200, Florida Statutes. A public hearing has been held on the 23rd day of September, 2020 for the purposes of adopting a final budget.

Section 4. 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 shall in no way affect the validity of the remaining portions of this Resolution.

Section 5. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

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

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

TOWN OF HILLSBORO BEACH, FLORIDA

ATTEST:

Mayor Deborah L. Tarrant

Sherry D. Henderson, CMC
Town Clerk

RESOLUTION NO. 2020-61

RECORD OF TOWN COMMISSION VOTE:

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

TOWN OF HILLSBORO BEACH



FY 2021 2ND PUBLIC BUDGET HEARING

Meeting Date: September 23, 2020

FY2021 Budget Overview

BUDGET CHANGES

Changes Made to the Budget Since the First Public Hearing on 9/14/2020

- Reduced the Fire Services Budget to match new contract - \$833,021.
- Added the following carryover CIP projects:
 - ❑ Town Hall Renovations - \$50,000
 - ❑ Underground Utility Project - \$35,000
- Increased Town Attorney budget by \$5,000.
- Adjusted City Manager's salary - \$4,072
- Increased Police Physical Examination's budget by \$1,750.
- Changed budget tile from "FPL Underground Utility Project" to "Underground Utility Project"
- All adjustments to the General Fund expenditures were offset by the contingency and cash reserves budget lines. The revised contingency budget is \$157,479.

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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.
 - The CPI declined 0.5 percent for the 12 months ending April
 - 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	1,112	95	9%
Use of / (Add To) Fund Balance	806	918	113	1,042	236	29%
Total Funding	\$15,847	\$13,245	-\$2,602	\$10,457	-\$5,391	-34%

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BUDGET OVERVIEW – TOTAL EXPENDITURE/EXPENSES

	FY 2020			FY 2021		
	Budget	Forecast	Fav / (Unfav)	Budget	Incr. Over Budget	% Incr. Budget
Expenditures/Expenses						
General Fund	\$5,724	\$5,475	\$249	\$5,831	\$107	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	218	-5,268	-96%
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	12,451	2,379	9,344	-5,486	-37%
Transfer Out	1,018	795	223	1,112	95	9%
Total Expenditures/Expenses	\$15,847	\$13,245	\$2,602	\$10,457	-\$5,391	-34%

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BUDGET ASSUMPTIONS

- Proposed FY 2021 Operating Budget – Based On FY 2020 Service Levels.
 - General Fund Contingency of \$157,479 Available for Possible Additional Initiatives or Retention.
 - Millage Rate – 3.50 (same as current year / 3.51% higher than rollback rate of 3.3813)
- No change in team count.
- Compensation
 - Step Increase – \$10,598 – Wages & Benefits
 - COLA Increase – \$20,964 – 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 (1.7% – \$13,733), Solid Waste (25% - \$60,968), Finance (1.5% – \$1,295)

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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 → **\$218,000**
 - \$66,000 for (2) Police Vehicles
 - \$7,500 for Modifications to Commission Chambers / \$50,000 for Town Hall Renovations
 - \$35,000 for Underground Utility Project.
- 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.

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GENERAL FUND – OVERVIEW

(\$000)	FY 2020			FY 2021		
	Budget	Forecast	Fav/ (Unfav)	Budget	Incr/(Decr) Budget	% Incr vs. Budget
Revenue / Transfer In	5,396	5,338	-58	5,435	39	1%
Use Of Fund Balance	700	455	-245	981	281	40%
Total Funding	6,096	5,793	-303	6,416	320	5%
Expenditures – Excluding Contingency	5,996	5,793	203	6,258	263	4%
Contingency	100	0	100	157	57	57%
Total Expenditures	6,096	5,793	303	6,416	320	5%
Opening Fund Balance	3,842	3,842	NA	3,387	-455	-12%
Use Of Fund Balance	-700	-455	245	-981	-281	40%
Closing Fund Balance	3,142	3,387	245	2,406	-736	-23%
Closing Balance As % Of Expenditure	52%	58%	7%	38%	-14%	NA

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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	\$3,236	\$75	2%
Operating	2,463	2,415	48	2,437	-25	-1%
Contingency	100	-	100	157	57	57%
Total Expenses	5,724	5,476	249	5,830	107	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	158	-197	-55%
Total Transfer Out	372	318	54	585	213	57%
Total Expenditures	\$6,096	\$5,794	303	\$6,415	\$320	5%

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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	89,600	(51,000)	Removed \$62K for Lobbyist services
Town Clerk	88,132	85,732	(2,400)	Reduction in Advertising, Mailings, and records digitization.
Police	232,381	249,793	17,413	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	833,021	13,733	Increase for new contract
Solid Waste	273,714	334,682	60,968	Increase for new contract
Beach	663,000	587,000	(76,000)	Engineering monitoring expenses budgeted in CIP fund.
Charity	6,560	6,344	(216)	
Total	2,462,503	2,437,033	(25,470)	

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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
Expenses						
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
Underground Utility Project	80	1	79	35	-45	-56%
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	50	-450	-90%
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	\$218	-\$5,268	-96%

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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%

BUDGET BOOK PAGE #I03

13

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>455</u>	<u>-245</u>	<u>981</u>	<u>281</u>	<u>40%</u>
Total Funding	6,096	5,793	-303	6,416	320	5%
Expenditures – (Excl. Contingency)	5,996	5,793	203	6,258	263	4%
Contingency	<u>100</u>	<u>0</u>	<u>100</u>	<u>157</u>	<u>57</u>	<u>57%</u>
Total Expenditure	6,096	5,793	303	6,416	320	5%
Opening Fund Balance	3,842	3,842	0	3,387	-455	-12%
Use of Fund Balance	<u>-700</u>	<u>-455</u>	<u>245</u>	<u>-981</u>	<u>-281</u>	<u>40%</u>
Closing Fund Balance	3,142	3,387	245	2,406	-736	-23%
Closing Fund Balance As % Of Expenditure	52%	58%	7%	38%	-14%	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 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 \$981,013 is for one-time charges associated with beach litigation attorney, capital projects 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 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 \$1.4 million of fund balance (reserves) will be used in FY 2020 and FY 2021, the FY 2021 closing fund balance will be 38% 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 is not expected to use fund balance in FY 2021.

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 \$155,000. 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

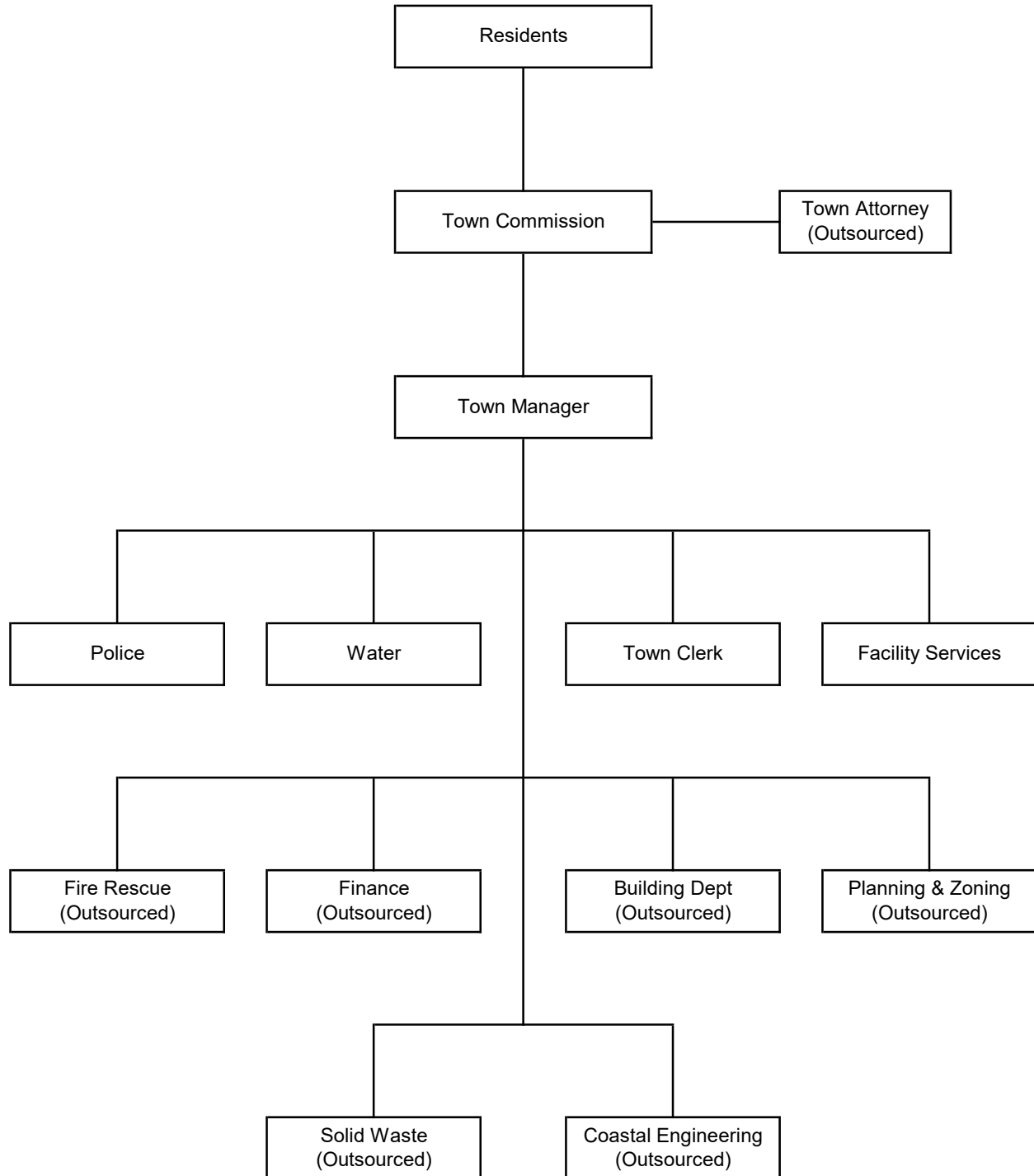
- Purpose – This fund allows focus on capital investments to be made in various projects and other capital requirements over the next five years related to the water department. A long-term outlook ensures requirements are identified in a timely way and, since capital expenditures can be large, permits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

- o FY 2021 Operating Budget – Based on FY 2020 Service Levels.
 - General Fund Contingency of \$157,479 Available for Additional Initiatives or Retention.
 - General Fund Millage Rate – 3.50 (same as current year)
- o Staffing
 - No change in team count.
- o Compensation
 - Step Increase – \$10,598 – Wages & Benefits
 - COLA Increases – \$20,964 – 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.
- o Contract Increases
 - Fire Rescue (1.7% – \$13,733), Solid Waste (25% - \$60,968), Finance (1.5% - \$1,295)
- o Insurance Premiums – 15% contingency for GL/Property/Liability, Flood, Pollution and Auto insurances based on current year forecasted premiums.
- o Beach Management
 - Litigation to Continue - \$500,000 of Litigation-Related Activity Funded by Fund Balance.
 - Continued Beach Monitoring & Quarterly Reporting Required - \$59,500.
- o General Fund Capital Improvement Program (CIP) decreased from \$5,486,156 in FY 2020 to \$218,000 in FY 2021.
 - \$66,000 for (2) Police Vehicles.
 - \$50,000 for Town Hall Renovations
 - \$35,000 for Underground Utility Project.
 - Beach Management - \$59,500.
- o Water Fund Capital Improvement Program (CIP) increased 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.

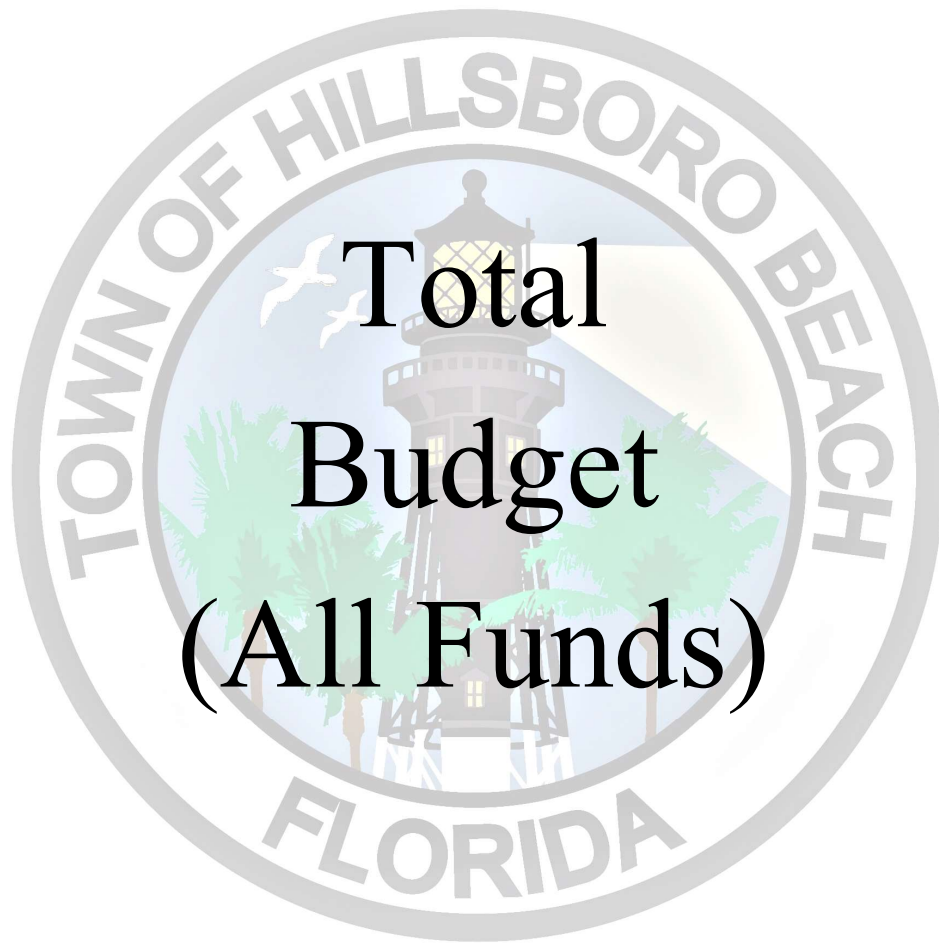
Organizational Chart



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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Total Budget (All Funds)

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

All Funds - Total Budget

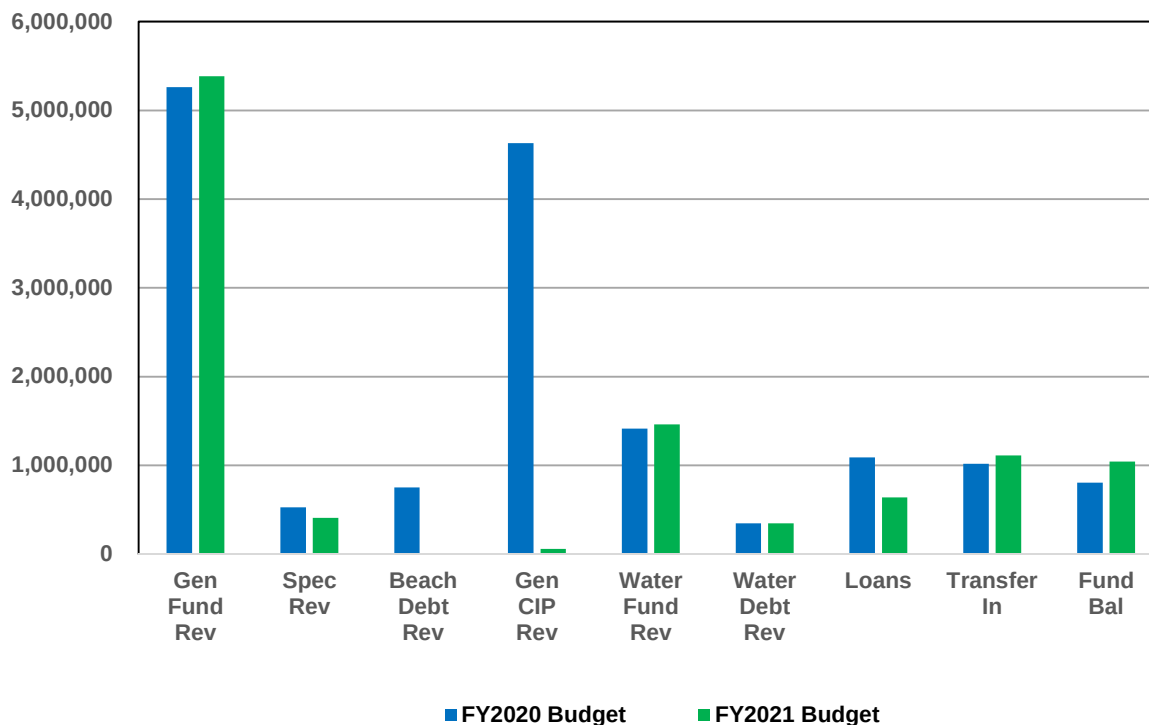
<u>FUNDING</u>	FY 2020			FY 2021		
	Annual Budget	Forecast	Fav / (Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
Total Revenue - (Excl. Grants)	\$ 8,243,903	\$ 8,159,654	\$ (84,249)	\$ 7,490,826	\$ (753,077)	-9.1%
Grants	4,690,380	103,065	(4,587,315)	171,736	(4,518,644)	-96.3%
Loan Proceeds	1,090,000	3,214,969	2,124,969	640,000	(450,000)	-41.3%
Transfer In	1,017,537	849,101	(168,436)	1,112,448	94,911	9.3%
Total Fund Bal. Use / (Addition)	805,624	918,488	112,864	1,041,763	236,139	29.3%
Total Funding	\$ 15,847,444	\$ 13,245,277	\$ (2,602,167)	\$ 10,456,773	\$ (5,390,671)	-34.0%
<u>EXPENDITURES/EXPENSES</u>						
Personnel Expenses	\$ 3,710,383	\$ 3,591,261	\$ 119,122	\$ 3,802,106	\$ 91,723	2.5%
Operating Expenses	3,301,055	3,127,068	173,988	3,253,841	(47,214)	-1.4%
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	931,500	(5,253,156)	-84.9%
Transfers Out	1,017,537	794,711	222,826	1,112,448	94,911	9.3%
Total Contingency	100,000	-	100,000	157,479	57,479	57.5%
Total Expenditures/Expenses	\$ 15,847,444	\$ 13,245,277	\$ 2,602,167	\$ 10,456,773	\$ (5,390,671)	-34.0%

**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)	1,112,448	94,911	9.3%
Use of / (Add To) Fund Balance	805,624	918,488	112,864	1,041,763	236,139	29.3%
Total Funding	\$ 15,847,444	\$ 13,245,277	\$ (2,602,167)	\$ 10,456,773	\$ (5,390,671)	-34.0%

FY 2020 Budget vs. FY 2021 Budget

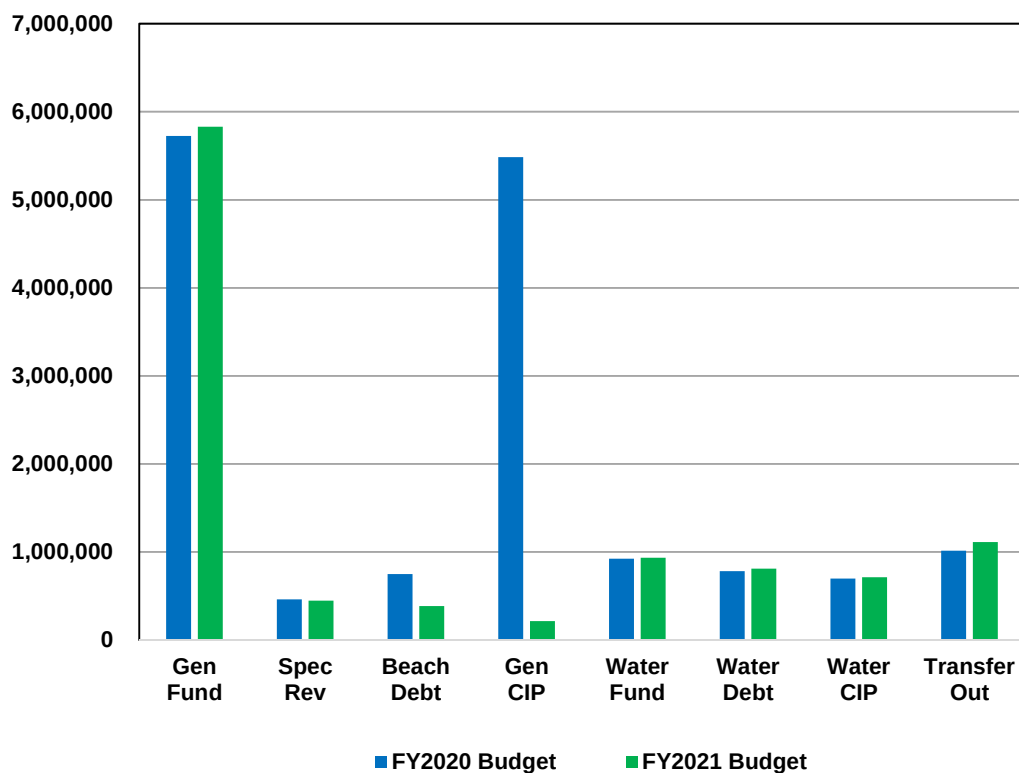


**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

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	\$ 5,475,116	\$ 248,659	\$ 5,830,989	\$ 107,214	1.9%
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	218,000	(5,268,156)	-96.0%
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	12,450,566	2,379,341	9,344,325	(5,485,582)	-37.0%
Transfer Out	1,017,537	794,711	222,826	1,112,448	94,911	9.3%
Total Expenditures/Expenses	\$ 15,847,444	\$ 13,245,277	\$ 2,602,167	\$ 10,456,773	\$ (5,390,671)	-34.0%

FY2020 Budget vs. FY2021 Budget

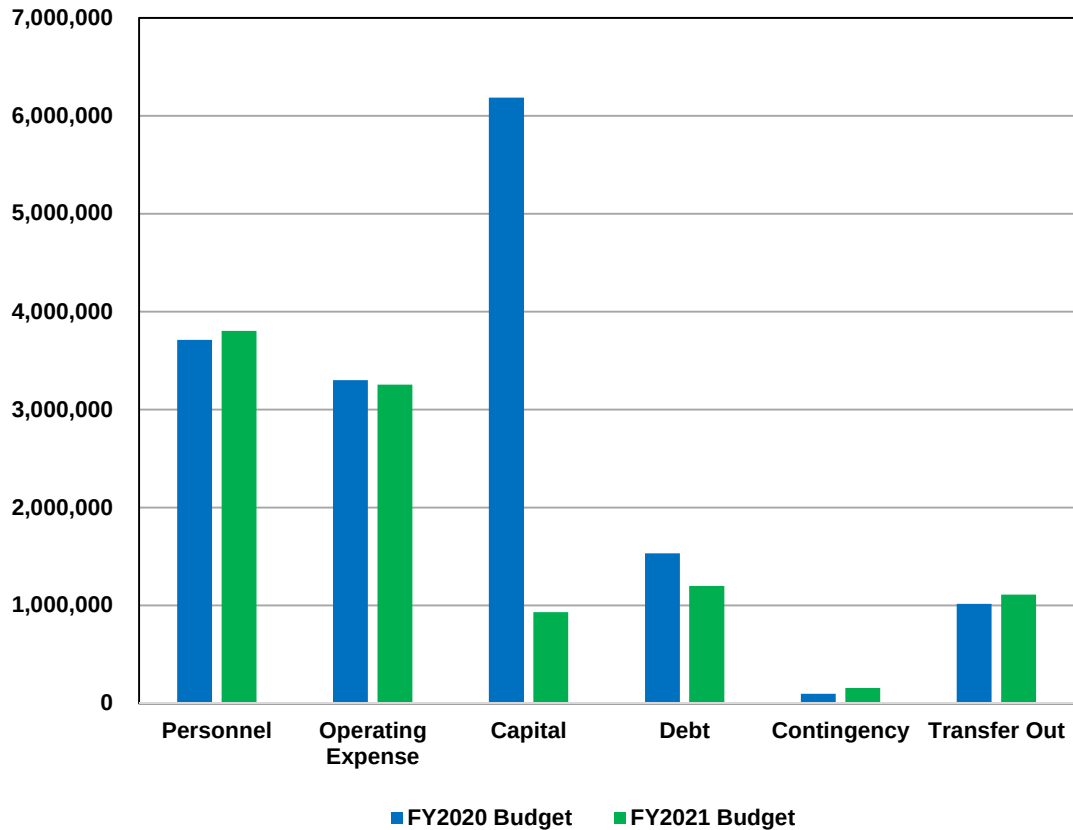


**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

All Funds - Total Expenditures By Category

Expenditures/Expenses	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	\$ 3,802,106	\$ 91,723	2.5%
Operating Expense	3,301,055	3,127,068	173,988	3,253,841	(47,214)	-1.4%
Capital	6,184,656	3,578,973	2,605,683	931,500	(5,253,156)	-84.9%
Debt Service	1,533,813	2,153,265	(619,452)	1,199,398	(334,415)	-21.8%
Contingency	100,000	-	100,000	157,479	57,479	57.5%
Total Expense	14,829,907	12,450,566	2,379,341	9,344,325	(5,485,582)	-37.0%
Transfer Out	1,017,537	794,711	222,826	1,112,448	94,911	9.3%
Total Expenditures/Expenses	\$ 15,847,444	\$ 13,245,277	\$ 2,602,167	\$ 10,456,773	\$ (5,390,671)	-34.0%

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
<u>DEPARTMENT</u>						
Commission	\$ 31,003	\$ 31,003	\$ -	\$ 31,003	\$ -	0.0%
Town Manager	216,523	202,823	13,700	230,221	13,698	6.3%
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	3,236,476	75,205	2.4%
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	\$ 3,802,106	\$ 91,723	2.5%

Description	FY 2020			FY 2021		
	Annual Budget	Forecast	Fav / (Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
<u>EXPENSE TYPE</u>						
Commission Stipend	\$ 28,800	\$ 28,800	\$ -	\$ 28,800	\$ -	0.0%
Salaries	2,197,751	2,131,182	66,569	2,232,231	34,480	1.6%
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	2,480,042	41,994	1.7%
FICA	185,349	181,333	4,017	186,240	891	0.5%
Florida Retirement System	445,318	436,279	9,039	468,923	23,605	5.3%
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	55,371	(32,483)	-37.0%
Unemployment Compensation	2,250	-	2,250	2,250	-	0.0%
Total Benefits	1,272,334	1,189,583	82,751	1,322,064	49,730	3.9%
Total Compensation	\$ 3,710,383	\$ 3,591,261	\$ 119,122	\$ 3,802,106	\$ 91,723	2.5%



Property Tax Revenue

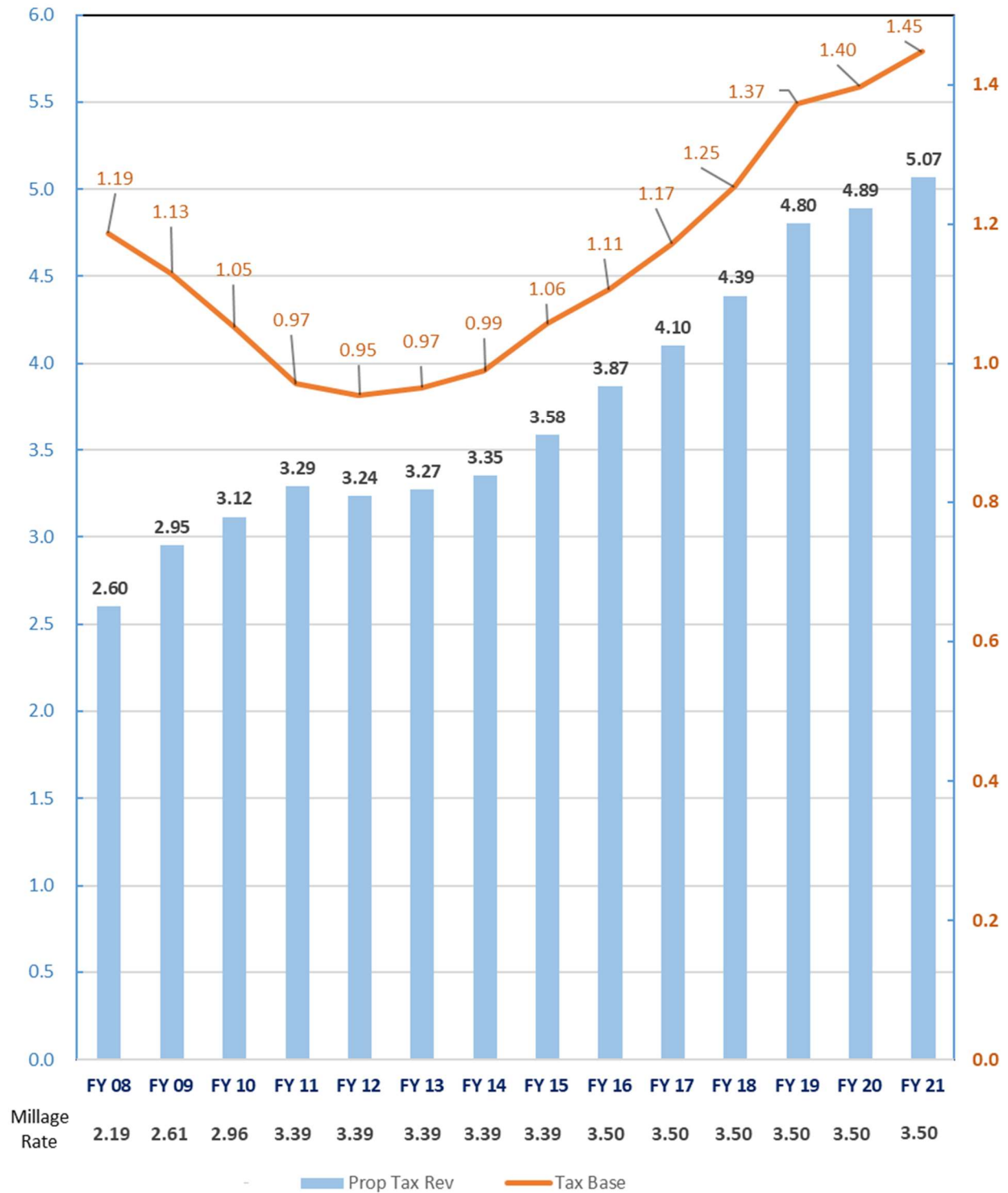
Property Tax Base Detail

	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	
<u>FY 2020</u>	H-Stead	N-H-Stead	H-Stead	N-H-Stead	H-Stead	N-H-Stead
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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General Fund

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

General Fund - Summary

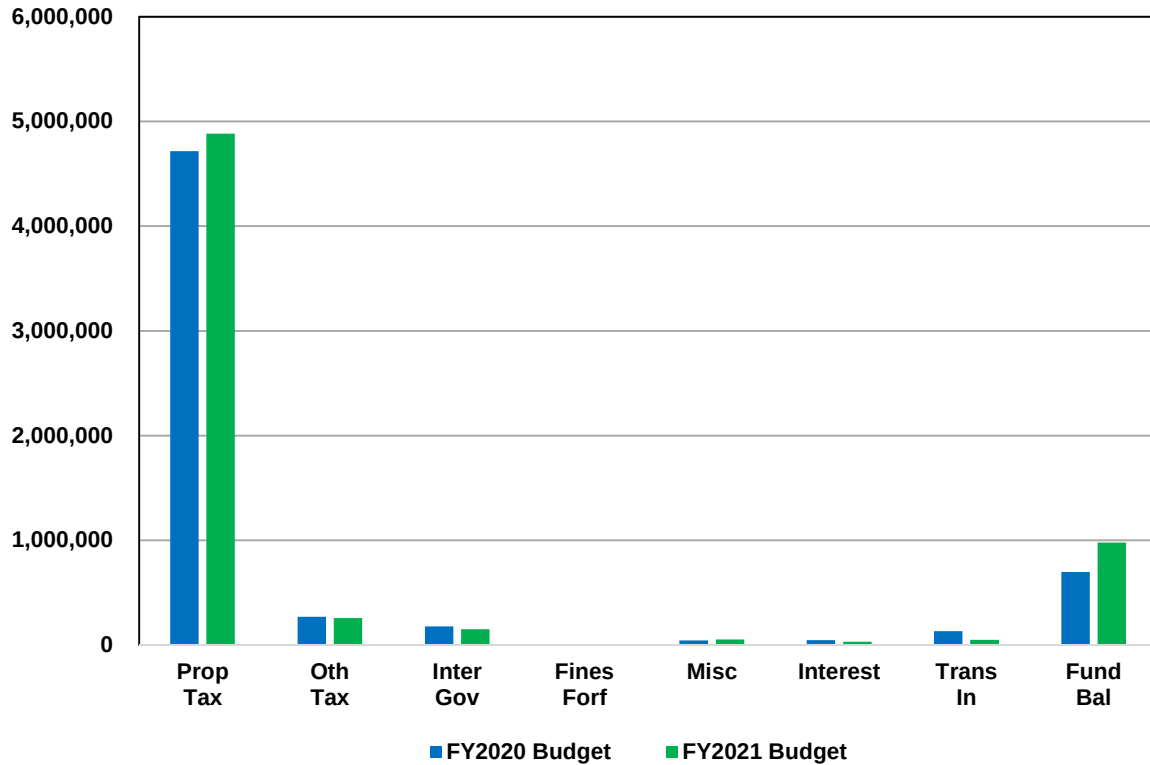
	FY 2020			FY 2021		
	Annual Budget	Forecast	Fav / (Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
<u>FUNDING</u>						
Total Revenue	\$ 5,262,988	\$ 5,287,827	\$ 24,839	\$ 5,384,928	\$ 121,940	2.3%
Transfer In	133,000	50,000	(83,000)	50,000	(83,000)	-62.4%
Use of / (Add To) Fund Balance	699,827	454,773	(245,054)	981,013	281,186	40.2%
Total Funding	6,095,815	5,792,600	(303,215)	6,415,941	320,126	5.3%
<u>EXPENDITURES</u>						
Personnel Expense	3,161,272	3,060,534	100,737	3,236,476	75,205	2.4%
Operating Expense - Excl. Cont.	2,462,503	2,414,581	47,921	2,437,033	(25,470)	-1.0%
Contingency	100,000	-	100,000	157,479	57,479	57.5%
Transfers Out	372,041	317,485	54,556	584,952	212,911	57.2%
Total Expenditures	6,095,815	5,792,600	303,215	6,415,941	320,126	5.3%
<u>AVAILABLE FUND BALANCE</u>						
Opening Balance	3,841,838	3,841,838	-	3,387,065	(454,773)	-11.8%
(Use) / Add To Fund Balance	(699,827)	(454,773)	245,054	(981,013)	(281,186)	40.2%
Closing Balance	\$ 3,142,011	\$ 3,387,065	\$ 245,054	\$ 2,406,052	\$ (735,959)	-23.4%
Closing Bal % Of Total Exp	51.5%	58.5%	6.9%	37.5%	-14.0%	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	454,773	(245,054)	981,013	281,186	40.2%
Total Funding	\$ 6,095,815	\$ 5,792,600	\$ (303,215)	\$ 6,415,941	\$ 320,126	5.3%

FY2020 Budget vs. FY2021 Budget



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

General Fund - Revenue Details

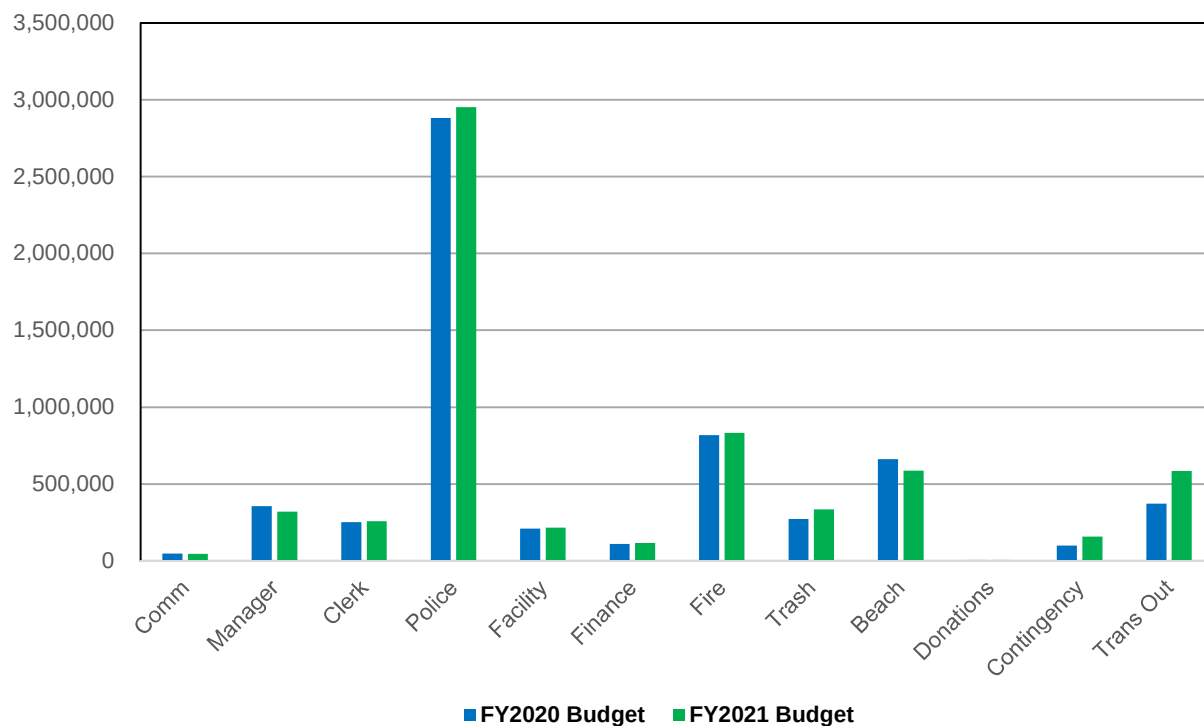
Description	FY 2019	FY 2020			FY 2021		
	Actual	Annual Budget	Forecast	Variance Fav/(Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
Property Tax							
Tax Receipts - Current Year	\$ 4,778,041	\$ 4,891,478	\$ 4,891,478	\$ -	\$ 5,066,779	\$ 175,301	3.6%
Tax Receipts - Discounts	5,647	(178,539)	(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	454,773	(245,054)	981,013	281,186	40.2%
Total Funding	\$ 5,557,037	\$ 6,095,815	\$ 5,792,600	\$ (303,215)	\$ 6,415,941	\$ 320,126	5.3%

**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	319,821	(37,302)	-10.4%
Town Clerk	252,970	163,921	89,049	258,582	5,612	2.2%
Police	2,880,753	2,844,593	36,159	2,952,458	71,705	2.5%
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	833,021	13,733	1.7%
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	157,479	57,479	57.5%
Total Expense	5,723,774	5,475,116	248,659	5,830,989	107,214	1.9%
Transfer Out	372,041	317,485	54,556	584,952	212,911	57.2%
Total Expenditures	\$ 6,095,815	\$ 5,792,600	\$ 303,215	\$ 6,415,941	\$ 320,126	5.3%

FY2020 Budget vs. FY2021 Budget



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

General Fund - Total Expenditures By Category

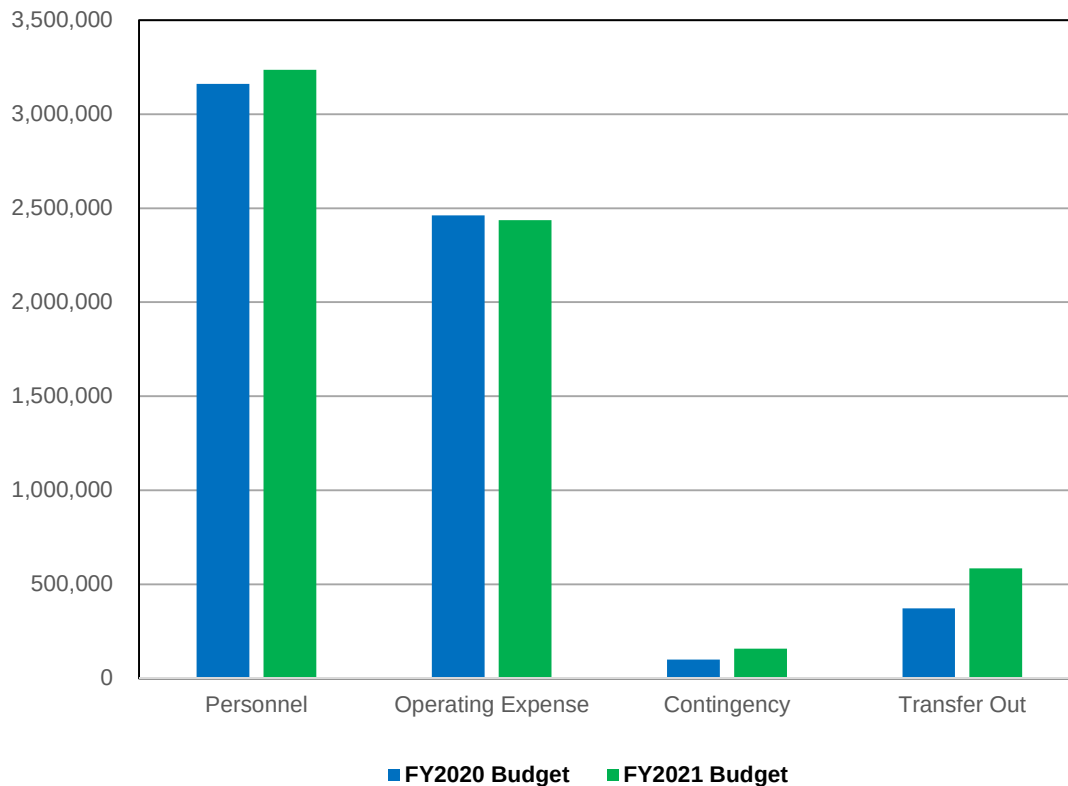
EXPENDITURES

Expense

Personnel
Operating Expense
Contingency
Total Expense
Transfer Out
Total Expenditures

FY 2020			FY 2021		
Annual Budget	Forecast	Fav / (Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
\$ 3,161,272	\$ 3,060,534	\$ 100,737	\$ 3,236,476	\$ 75,205	2.4%
2,462,503	2,414,581	47,921	2,437,033	(25,470)	-1.0%
100,000	-	100,000	157,479	57,479	57.5%
5,723,774	5,475,116	248,659	5,830,989	107,214	1.9%
372,041	317,485	54,556	584,952	212,911	57.2%
\$ 6,095,815	\$ 5,792,600	\$ 303,215	\$ 6,415,941	\$ 320,126	5.3%

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
<u>DEPARTMENT</u>						
Commission	\$ 31,003	\$ 31,003	\$ -	\$ 31,003	\$ -	0.0%
Town Manager	216,523	202,823	13,700	230,221	13,698	6.3%
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	3,236,476	75,205	2.4%

Description	Annual Budget	Forecast	Fav / (Unfav)	Annual Budget	Incr. Over Budget	% Incr. Budget
<u>EXPENSE TYPE</u>						
Commission Stipend	28,800	28,800	-	28,800	-	0.0%
Salaries	1,864,337	1,801,869	62,468	1,887,234	22,898	1.2%
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	2,056,457	30,411	1.5%
FICA	157,313	153,203	4,110	157,319	5	0.0%
Florida Retirement System	412,991	405,237	7,755	429,598	16,607	4.0%
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	44,255	(17,976)	-28.9%
Unemployment Compensation	1,750	-	1,750	1,750	-	0.0%
Total Benefits	1,135,225	1,060,594	74,631	1,180,019	44,794	3.9%
Total Compensation	\$ 3,161,272	\$ 3,060,534	\$ 100,737	\$ 3,236,476	\$ 75,205	2.4%

**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.

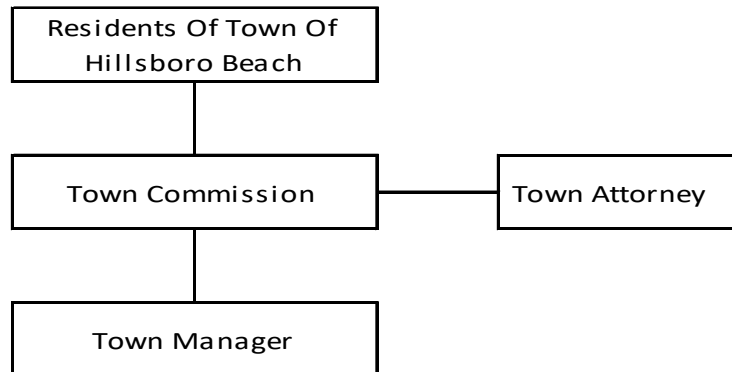
**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Town Commission Department

Positions

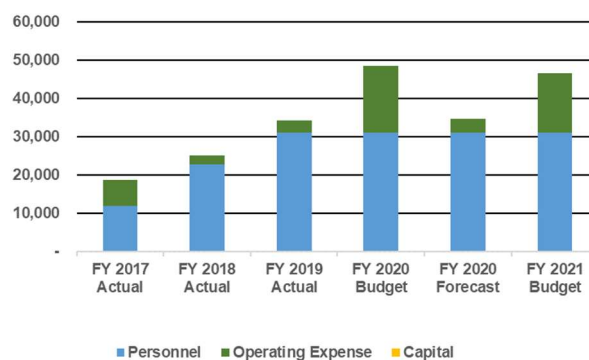
Position	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Mayor	1	1	1	1	1
Vice Mayor	1	1	1	1	1
Commissioner – Treasurer	1	1	1	1	1
Commissioner	2	2	2	2	2
Total	5	5	5	5	5

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

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

Current Year Highlights

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

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

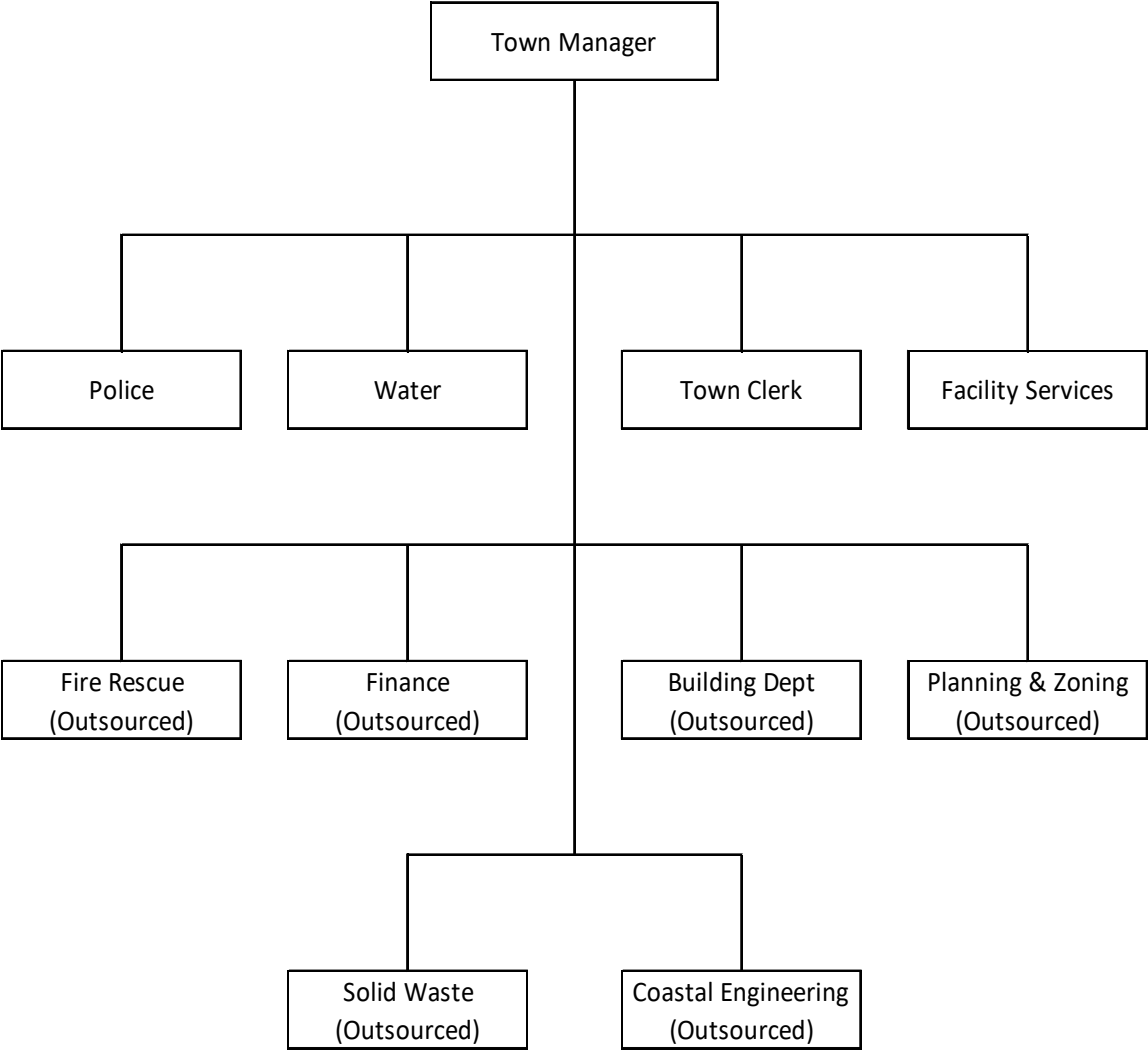
Positions

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

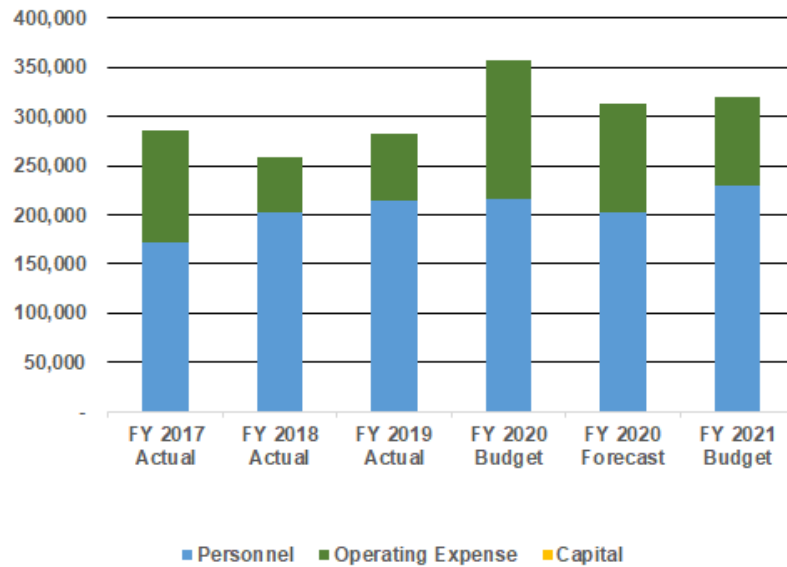


**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

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	230,221
Operating Expense	113,855	55,865	68,897	140,600	109,915	89,600
Capital	—	—	—	—	—	—
Total	\$285,456	\$259,354	\$282,677	\$357,123	\$312,739	\$319,821



**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	\$ -	\$ 139,514	\$ 6,654	5.0%
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	12,077	547	4.7%
Florida Retirement System	44,896	36,772	35,445	1,327	41,309	4,537	12.3%
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	213	(133)	-38.3%
Unemployment Compensation	-	500	-	500	500	-	0.0%
	213,780	216,523	202,823	13,700	230,221	13,698	6.3%
Operating Expenses							
Town Attorney	58,571	65,000	99,744	(34,744)	75,000	10,000	15.4%
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	89,600	(51,000)	-36.3%
Total Town Manager	\$ 282,677	\$ 357,123	\$ 312,739	\$ 44,385	\$ 319,821	\$ (37,302)	-10.4%

**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.

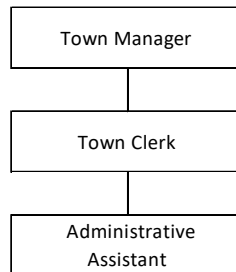
**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

General Fund - Town Clerk Department

Positions

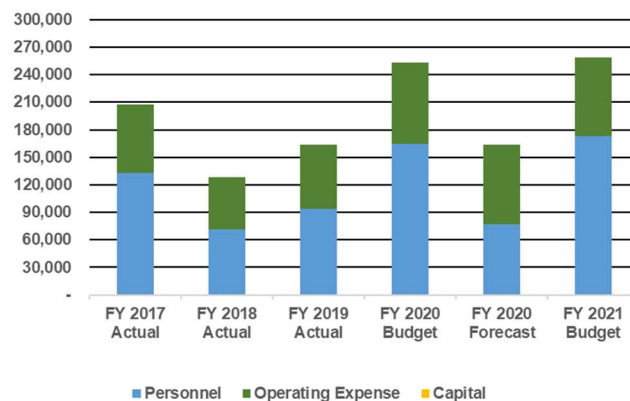
Position	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Town Clerk	1	1	1	1	1
Administrative Assistant	—	—	1	1	1
Total – Full-Time	1	1	2	2	2
Administrative Assistant	1	—	—	—	—
Total – Part-Time	1	—	—	—	—
Total	2	1	2	2	2

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:

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

Measurables

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

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

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

General Fund - Police Department

Current Year Highlights

- o Met all standards, requirements and audits for training and Criminal Justice data securities.
- o Updated, revised and implemented numerous policy changes to ensure the Police Department met current accreditation and legal standards.
- o Acquisition of new Police Beach vehicle paid with forfeiture funds.
- o Purchase of two new hybrid patrol cars partially funded with forfeiture funds.
- o 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.
- o 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.
- o All personnel were re-certified in CPR/ AED and First Responder.
- o All sworn personnel were re-certified in Use of Force and Firearm.
- o Obtained re-certification for the Commission for Law Enforcement Accreditation through the State of Florida.
- o Successful COVID-19 global pandemic mitigation strategy including proper PPE gear for all officers and staff.
- o Implementation of multiple practices to ensure the safety of residents and employees for the COVID-19 global pandemic.
- o Seamless transition of new police chief.

Next Year Goals

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

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

General Fund - Police Department

Next Year Goals (continued)

- o Develop a plan for an emergency operations center located at the Water Department facility property.
- o Deploy an operational plan with the Broward Sheriff's Office to educate boaters in best boating safe practices.
- o 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

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

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

General Fund - Police Department

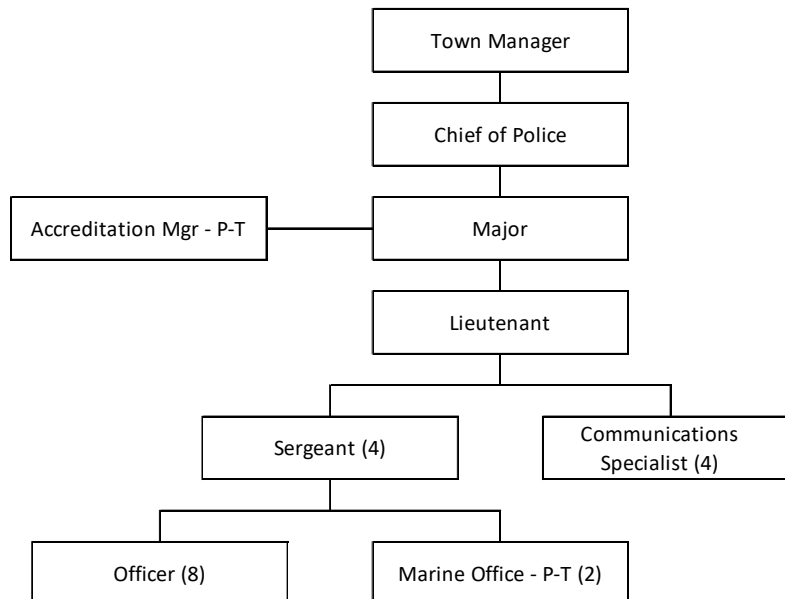
Positions

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;

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



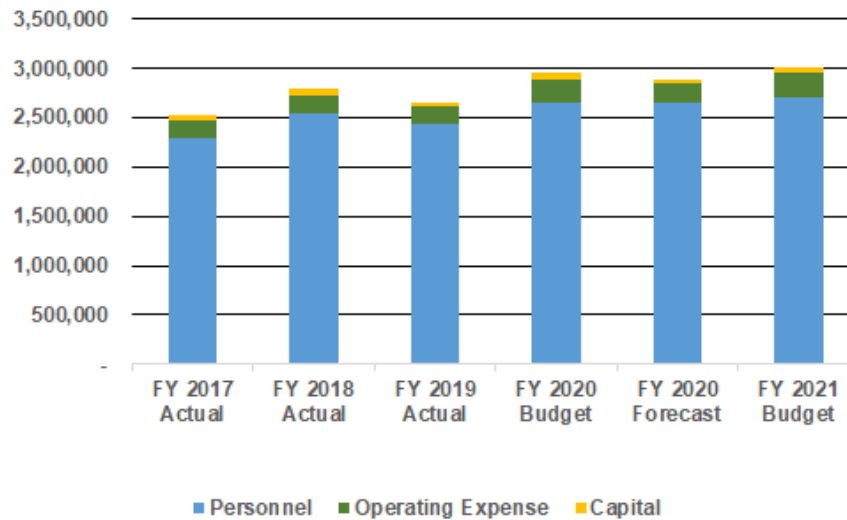
**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

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	189,216	249,793
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	\$2,887,983	\$3,018,457

* 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	2,500	(1,750)	2,500	1,750	233.3%
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
<i>Operating Expenses (continued)</i>							
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%
<i>Total Operating Expenses</i>	174,374	232,381	189,216	43,165	249,793	17,413	7.5%
Total Police	\$ 2,612,973	\$ 2,880,753	\$ 2,844,593	\$ 36,159	\$ 2,952,458	\$ 71,705	2.5%

**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

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

Current Year Highlights

- o Added new TVs for visual presentations to be viewed from all seats in the chambers.
- o Added input port for presenters at podium to connect to the new TV screens so presentation materials may be viewed by all attending.
- o Submitted to Broward County grant application for reimbursement for two royal palm trees replaced last year.
- o Wi-fi service extended to community room and strengthened in Commission Chambers to prevent disconnection of service.
- o 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

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

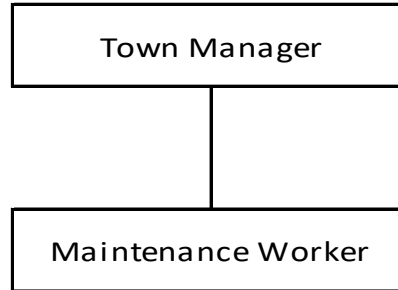
Positions

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

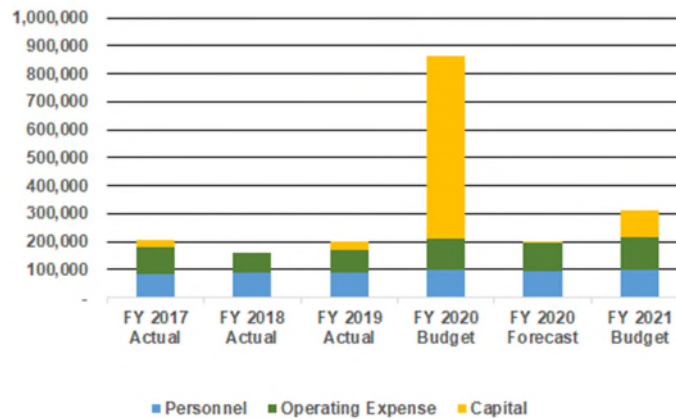
Organizational Chart



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	92,500
Total	\$207,274	\$161,717	\$202,810	\$886,332	\$194,447	\$310,019

* 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

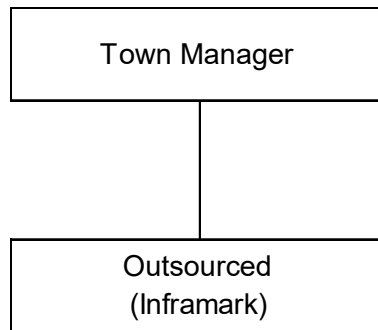
- Review and update Internal Control Policies and Procedures.
- Implement ACH Vendor Payments.
- Develop financial Key performance indicators (KPIs).
- Complete implementation of electronic meter reading.
- Review and update collection policy (where applicable).

Positions – NA (Outsourced)

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

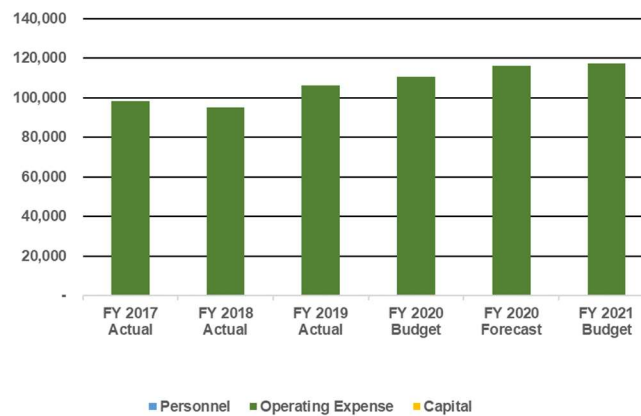
General Fund - Finance Department

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

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

Current Year Highlights

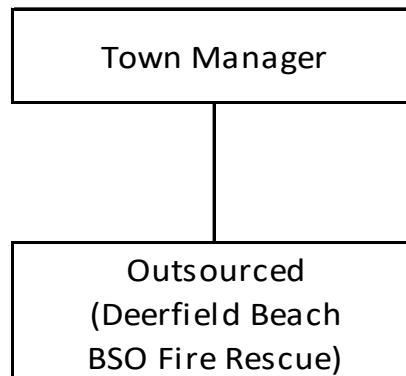
- o Responded to 310 calls for service and performed 80 fire inspections.
- o Completed annual testing of fire hydrants.
- o As a component of the Broward Sheriff's Organization, reflect the excellence of being the largest dual-accredited public safety agency in America.

Next Year Goals

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

Positions – NA (Outsourced)

Organizational Chart



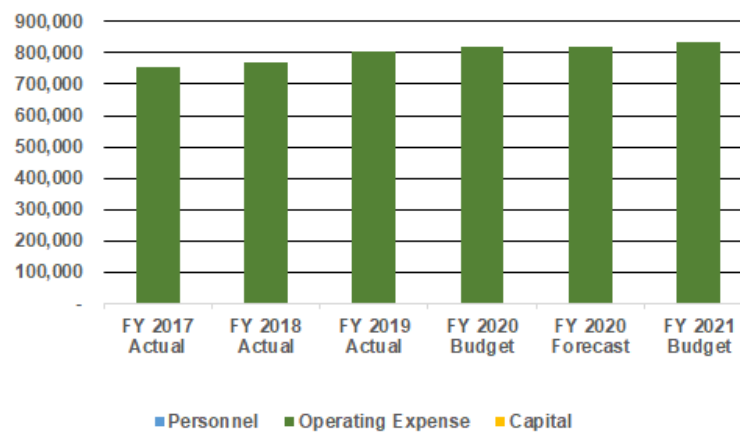
**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

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	833,021
Capital	–	–	–	–	–	–
Total	\$753,000	\$769,636	\$769,636	\$819,287	\$819,287	\$833,021



**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

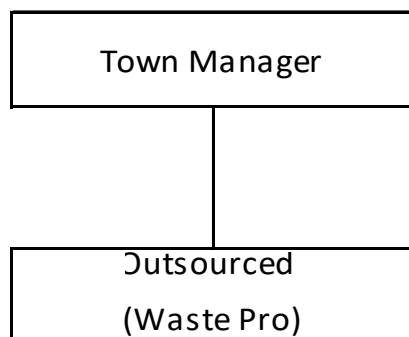
- 4 calls for service in first seven months. (compared to 14 during same time period in FY2019)
- Replaced/repaired 10 containers.

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

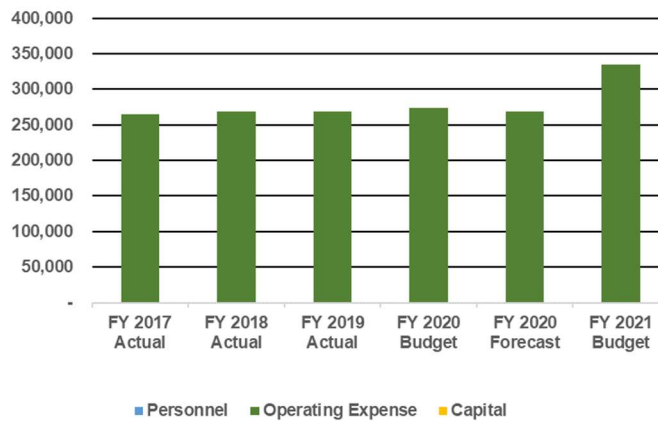


**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

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**

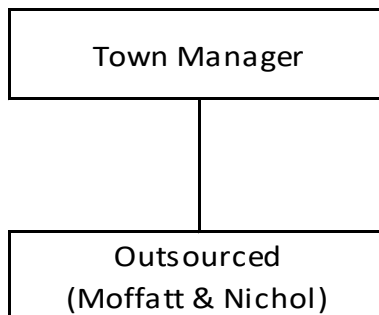
General Fund – Beach Management Department

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**

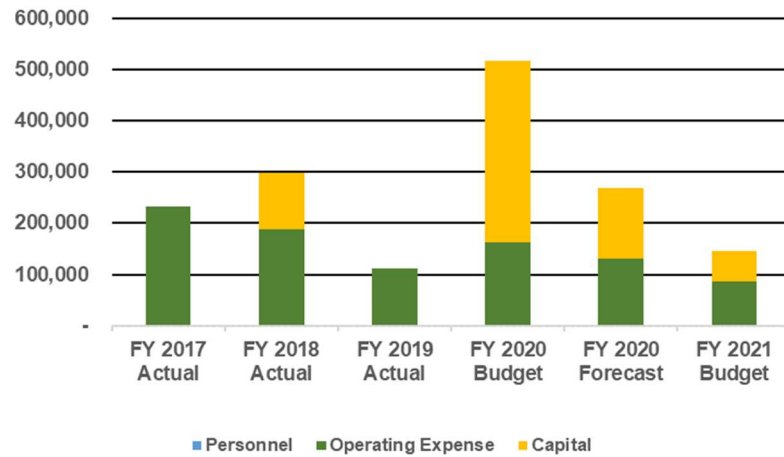
General Fund – Beach Management Department

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	833,021	13,733	1.7%
Total Fire Expense	803,114	819,287	819,257	30	833,021	13,733	1.7%
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	157,479	57,479	57.5%
Total Exp Before Transfer Out	1,905,545	1,973,200	1,925,799	47,401	2,036,006	62,806	3.2%
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	N/A
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	158,500	(196,500)	-55.4%
Total Transfer Out	80,912	372,041	317,485	54,556	584,952	212,911	57.2%
Total Other Departments	\$ 1,986,458	\$ 2,345,241	\$ 2,243,284	\$ 101,957	\$ 2,620,958	\$ 275,717	11.8%

**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	281,186	981,013	Increased due to FEMA loan.
Total Funding	6,095,815	320,126	6,415,941	
<u>EXPENDITURES</u>				
Personnel Expenses	3,161,272	75,205	3,236,476	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	10,000	75,000	Increase in legal activity
Other	13,600	1,000	14,600	Increase in training expense.
Total Town Manager	140,600	(51,000)	89,600	
<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
<u>Police</u>				
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	(2,594)	54,606	All other minor changes
Total Police	232,381	17,413	249,793	
<u>Facility Services</u>				
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	
<u>Finance</u>				
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	
<u>Fire</u>	819,287	13,733	833,021	5% budgeted increase.
<u>Solid Waste Services</u>	273,714	60,968	334,682	Anticipated increase in contract - 25%
<u>Beach</u>				
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	
<u>Charity</u>	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	57,479	157,479	No year-over-year change
Total Operating Expenses	2,562,503	32,010	2,594,512	
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	(196,500)	158,500	Reduce FY 2021 capital projects/purchases.
Total Transfer Out	372,041	212,911	584,952	
Total Operating Expenditure	2,934,544	244,921	3,179,465	
Total Expenditure	6,095,815	320,126	6,415,941	

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

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

FY 2020 Budget			3,161,272
<u>Rate Changes</u>			
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		
<u>Compensation Increases (Includes Benefits Impact)</u>			
Step Increase	10,598		
COLA Increase	20,964		
Total	31,562		
<u>Other Changes</u>			
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	75,205	→	75,205
FY 2021 Budget			3,236,476



**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
<u>AVAILABLE FUND BALANCE</u>							
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
<u>AVAILABLE FUND BALANCE</u>							
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

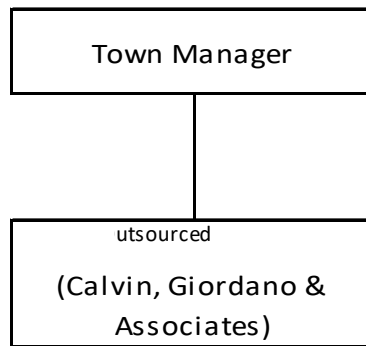
- Continued expansion of online permitting.
- Implementation of complete online, digital plan review.
- Website enhancements to increase user awareness of the permitting process.
- Integration of Drop Box / express service into regular operations.
- Establishment of a pre-construction process for large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

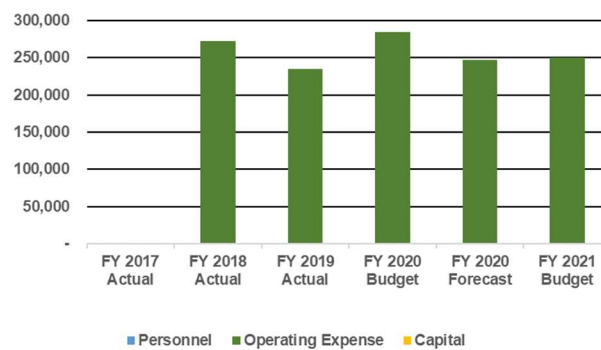
Organizational Chart



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%
<u>AVAILABLE FUND BALANCE</u>							
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

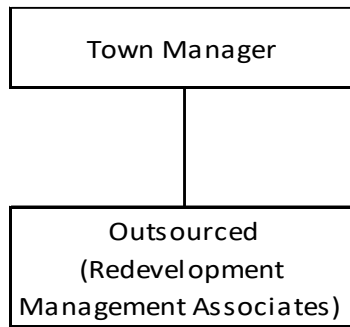
- Increased emphasis on customer service.
- Continue implementation of digital plan reviews for development applications.
- Improve the development review process.
 - Updates to development application document and land development regulations – Create user-friendly graphics.
 - Updates to planning documents/maps 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

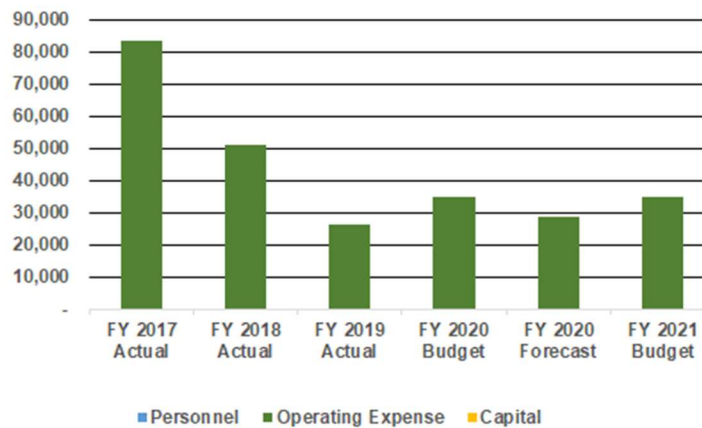
Organizational Chart



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

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

Current Year Highlights

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

Next Year Goals

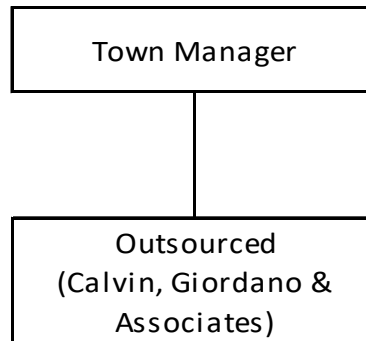
- o Parking along Intracoastal Waterway side of Hillsboro Mile.

Positions – NA (Outsourced function)

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

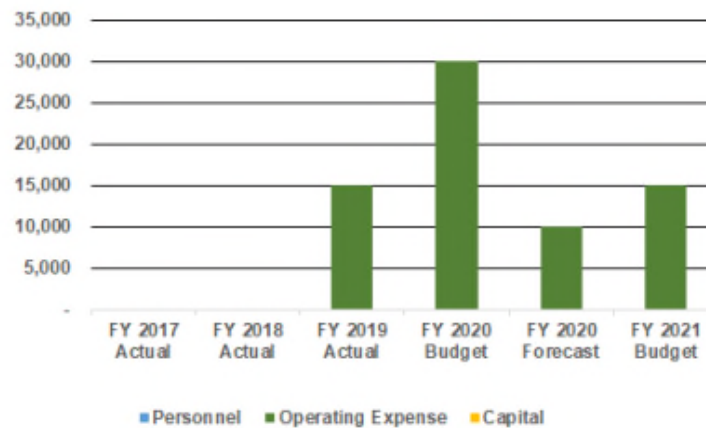
Special Revenue Fund – Code Enforcement Department

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 illustration of a lighthouse with a yellow light, surrounded by green palm trees. The words "TOWN OF HILLSBORO BEACH" are written in a circular path around the top, and "FLORIDA" is 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)	-99%
Loans	500,000	3,214,969	2,714,969	-	(500,000)	-100%
Transfer In	355,000	318,227	(36,773)	158,500	(196,500)	-55%
Total Funding	5,486,156	3,533,721	(1,952,435)	218,000	(5,268,156)	-96%
<u>EXPENDITURES</u>						
Expense	5,486,156	3,533,721	1,952,435	218,000	(5,268,156)	-96.0%
Transfer Out	-	-	-	-	-	N/A
Total Expenditures	\$ 5,486,156	\$ 3,533,721	\$ 1,952,435	\$ 218,000	\$ (5,268,156)	-96.0%

**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							
<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							
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%
<u>EXPENDITURES</u>							
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							
<u>FUNDING</u>							
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)	158,500	(196,500)	-55.4%
Total Funding	64,050	855,000	90,493	(764,507)	158,500	(696,500)	-81.5%
<u>EXPENDITURES</u>							
Underground Utility Project	32,172	80,000	995	79,005	35,000	(45,000)	-56.3%
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	50,000	(450,000)	-90.0%
Commission Chambers- Monitors	-	5,000	-	5,000	-	(5,000)	-100.0%
Capital Equipment	1,399	-	-	-	-	-	N/A
Commission Chambers- MODS	-	-	-	-	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	158,500	(696,500)	-81.5%
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)	158,500	(196,500)	-55.4%
Total Transfer In	64,050	355,000	318,227	(36,773)	158,500	(196,500)	-55.4%
Total Funding	1,982,455	5,486,156	3,533,721	(1,952,435)	218,000	(5,268,156)	-96.0%
<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	158,500	(696,500)	-81.5%
Total Expenditures	\$ 64,050	\$ 5,486,156	\$ 3,533,721	\$ 1,952,435	\$ 218,000	\$ (5,268,156)	-96.0%
Transfer To General Fund	187,221	-	-	-	-	-	N/A
Total Expenditures & Transfers	251,271	5,486,156	3,533,721	1,952,435	218,000	(5,268,156)	-96.0%

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Water Fund

**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.

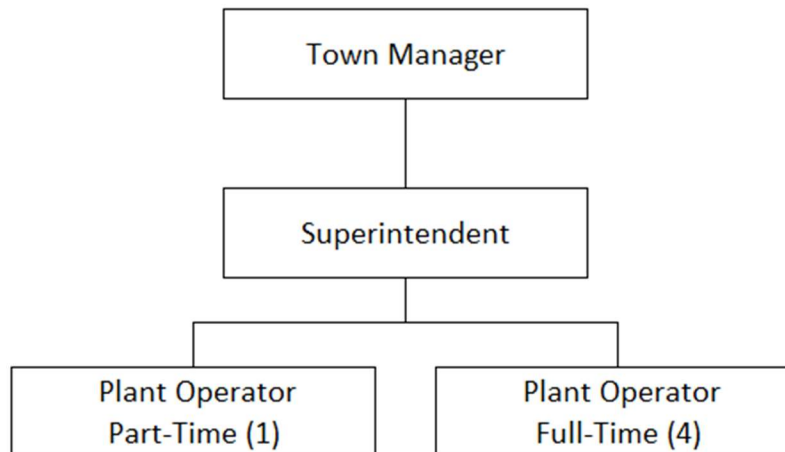
**Town of Hillsboro Beach
Fiscal Year 2021 Budget**

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**

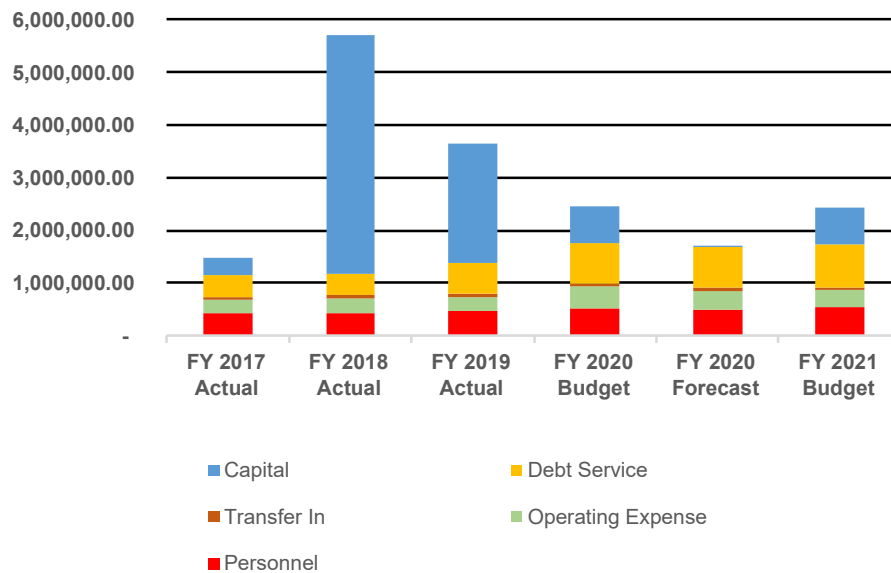
Water Department

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%
EXPENSES							
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%
EXPENSES							
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 the Town of Hillsboro Beach, Florida, is a circular emblem. It features a central illustration of a lighthouse with a yellow light, surrounded by green palm trees. The text "TOWN OF HILLSBORO BEACH" is written in a circular path around the top, and "FLORIDA" is at the bottom.

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
<u>FUNDING</u>							
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%
<u>EXPENSES</u>							
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 yellow light, surrounded by palm trees and a blue sky with white clouds. The words "HILLSBOROUGH BEACH" are written in a semi-circle at the top, and "FLORIDA" is at the bottom. The word "TOWN" is partially visible on the left side.

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	158,500	70,000	-	-	-	228,500
Total Funding	5,486,156	218,000	6,070,000	2,020,000	80,000	-	8,388,000
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							
Underground Utility Project	80,000	35,000	6,000,000	2,020,000	80,000	-	8,135,000
Buoys Relocation	130,000	-	-	-	-	-	-
Police Car	70,000	66,000	-	-	-	-	66,000
Town Hall Renovation	500,000	50,000	-	-	-	-	50,000
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	\$ 218,000	\$6,070,000	\$2,020,000	\$ 80,000	\$ -	\$8,388,000

**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: **Underground Utility Project**

Amount: \$8,135,000

Fiscal Year: FY 2021 (\$35,000), FY 2022 (\$6,000,000), FY 2023 (\$2,020,000),
FY 2024 (\$80,000)

Description: Undergrounding of Overhead Utility Facilities

Funding Source: General Fund / 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 being replaced 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: Town Hall Renovation
Amount: \$50,000
Fiscal Year: FY 2021
Description: Town Hall is showing its age and wear and tear. Renovation required to upgrade it to a standard consistent with the Town image.
Funding Source: General Fund

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

The background of the title page features a large, faint, circular seal of Hillsboro Beach, Florida. The seal contains an illustration of a lighthouse, palm trees, and seagulls. The text "HILLSBORO BEACH" is arched across the top, "FLORIDA" is at the bottom, and "TOWN OF" is on the left side.

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	
<u>FUNDING</u>							
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
<u>EXPENSES</u>							
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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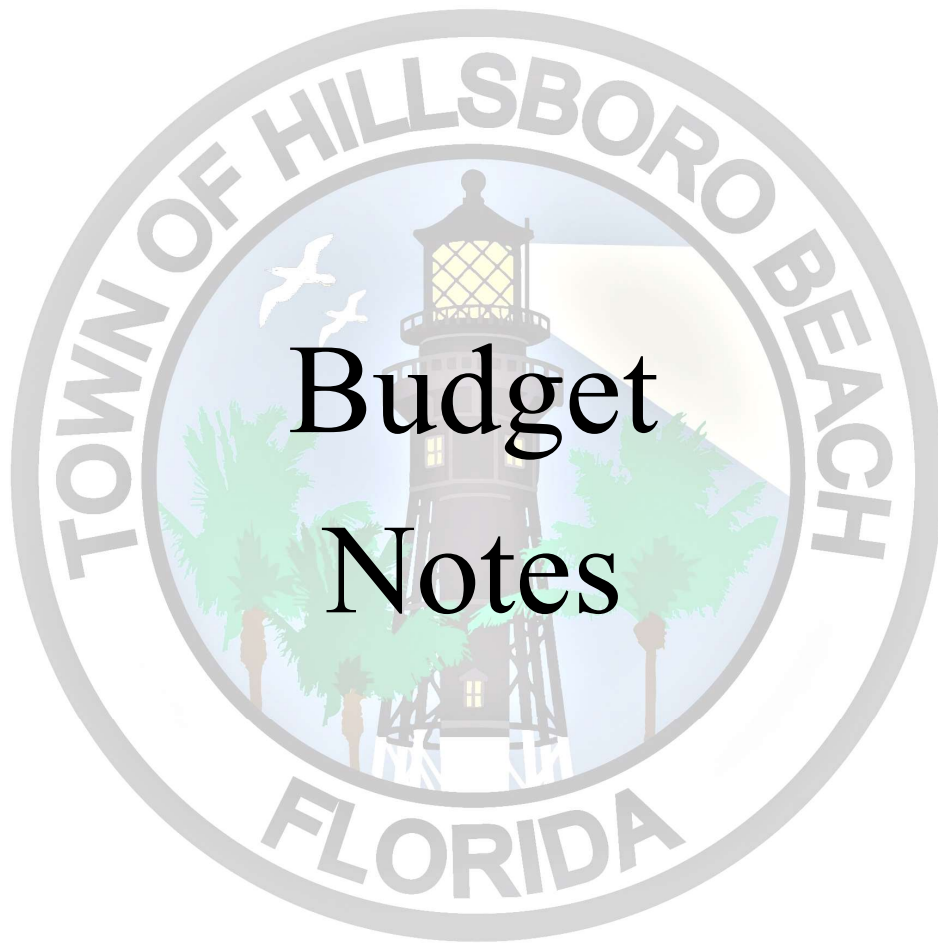
Debt Service Schedule

**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



Budget Notes

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:	\$3,000
Miscellaneous Revenue - Police Reimbursement		
DEA	Reimbursement for Task Force	\$35,000
	Account Total:	\$35,000
Lien Search Fee		
Lien Search Firms	Town fee to perform utility status and property lien searches	\$15,000
	Account Total:	\$15,000
INTEREST INCOME		
Interest Income		
Investment Firms & Banks	Interest income from investment and bank accounts	\$65,000
	Account Total:	\$65,000
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	(\$35,000)
	Account Total:	(\$35,000)
Interest Income - Property Tax Collector		
Broward County	Interest earned on collected property tax before distribution to Town	\$3,000
	Account Total:	\$3,000
TRANSFER IN		
Water Fund		
Water Fund	Payment to General Fund for general and administrative services	\$50,000
	Account Total:	\$50,000
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.	\$981,013
	Account Total:	\$981,013

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	1,887,234
	Account Total:	\$1,887,234
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	157,319
	Account Total:	\$157,319
Florida Retirement System		
	Pension plan payments to the Florida Retirement System	429,598
	Account Total:	429,598

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	44,255
	Account Total:	\$44,255
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	\$75,000
Account Total:			\$75,000
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	\$2,500
	Account Total:	\$2,500
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	\$833,021
Account Total:		\$833,021
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
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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	157,479
Account Total:		\$157,479

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.	158,500
Account Total:		\$158,500

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		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
--	-----------------------	--------------------

SOURCE OF FUNDING

Grant Revenue

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

Transfer From General Fund

Funding for capital improvement projects		\$158,500
	Account Total:	\$158,500

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
Underground Utility Project		\$35,000
Town Hall Renovation		\$50,000
Commission Chambers modifications		\$7,500
Police vehicle and ancillary equipment (2)		\$66,000
	Account Total:	\$218,000

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		Budgeted Amount
Description / Purpose		
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:	\$50,000
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:	\$403,996
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:	\$73,500

Water Debt Service Fund - Notes

Account Name / Source / Vendor	Description / Purpose	Budgeted Amount
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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	\$228,500
	Account Total:	\$228,500

CAPITAL EXPENDITURES

Projects

Project descriptions in General Fund Five Year CIP section

Beach Engineering - 2020 Monitoring	\$54,500
Beach Engineering - Quarterly Reporting	\$5,000
Underground Utility Project	\$8,135,000
Police vehicle and ancillary equipment	\$66,000
Town Hall Renovation	\$50,000
Commission Chambers - Modifications	\$7,500
Roof- Emergency generator building	\$5,000
Roof - Police building and community room annex	\$65,000
	Account Total: \$8,388,000

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		
	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



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item: Ordinance No. 2020-06 Amendment to the Town Code of Ordinance - "Buildings and Buildings Regulations" Chapter 4, Amending Section 4-67, Permit Fee Schedule **(Second Reading)**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, AMENDING THE TOWN'S CODE OF ORDINANCES BY AMENDING CHAPTER 4 ENTITLED "BUILDINGS AND BUILDING REGULATIONS", BY SPECIFICALLY AMENDING SECTION 4-67 ENTITLED "PERMIT FEE SCHEDULE"; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

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

Agenda Date: September 23, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. agenda cover memo - Bldg Permit Fees (9-23-2020)
 2. 06 - Fee Schedule Ordinance Changes Sec 4-67 (2nd Reading 9-23-2020)
 3. Building Dept Fee Schedule (adopted 9-1-2020)
 4. ORD 2020-06 Permit Fee Schedule (Newspaper Advertisement)



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

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

Agenda Item: Ordinance NO. 2020-06 Permit Fee Schedule (2nd Reading)

Submitting Dept: Building Department – Building Official, Steven Mitchell

Agenda Date: September 23, 2020

1. BACKGROUND / HISTORY

Town Code **Section 4-67 Permit Fee Schedule** establishes the authority and methods for calculating and collecting building permit fees to fund the operation of a building department in accordance with the provisions and requirements of the **Florida Building Code** and the **Broward County Amendments to the FBC, Chapter 1**. The current ordinance adopts the fee schedule of the Broward County Building Department as the document of record, and includes specific fees and methods that may be outdated, and can complicate the permitting process. Other than administrative changes made in 2019 to comply with new State Statutes, no significant changes have been made to this section since 2006.

2. CURRENT ACTIVITY

The proposed ordinance change corrects and clarifies the process establishing the authority and methods for calculating and collecting building permit fees. The new structure of the document moves fixed calculations and dollar amounts from the ordinance, to a supporting document that can be more easily modified in the future, if needed.

The Town's adopted fee schedule (Resolution No. 2020 – 50) eliminates nearly a dozen fees and calculations that can cause confusion for property owners trying to estimate permit costs, and will allow for faster permit processing, with improved accuracy.

3. FINANCIAL IMPACT

The proposed Ordinance changes and Fee Schedule will be implemented with no direct cost to the Town of Hillsboro Beach. Building department fees are user fees, charged only to those property owners conducting activities that require permits, plan review, and inspections. Some fee increases are included in the proposed schedule, with the new costs comparable to adjacent communities and commensurate with the service level expected by the property owners and residents of the Town of Hillsboro Beach.

4. RECOMMENDATION

Approval of Ordinance 2020-06 with Second Reading

ORDINANCE NO. 2020-06

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, AMENDING THE TOWN'S CODE OF ORDINANCES BY AMENDING CHAPTER 4 ENTITLED "BUILDINGS AND BUILDING REGULATIONS", BY SPECIFICALLY AMENDING SECTION 4-67 ENTITLED "PERMIT FEE SCHEDULE"; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission has determined that it is in the Town's best interest to amend the permit fee schedule to comply with applicable Florida law; and

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

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

Section 2. Chapter 4 of the Code of Ordinances is hereby amended by specifically amending Section 4-67 entitled "Permit Fee Schedule." which shall read as follows:

Sec. 4-67. - Permit fee schedule.

(A) *Definitions.* For the purpose of this section the following definitions shall apply, unless the context clearly indicates or requires a different meaning.

(1) *Construction cost.*

~~(a) In the case of new construction or additions to an existing structure, the greater of: the product of \$175.00 times the total square footage under roof being constructed or added, except for multi-family covered parking and storage areas which shall be computed at \$75.00 times the total square footage under roof being constructed or added; or the cost of construction as shown on the document of construction cost verification.~~ the cost of construction shall be determined by the standards set forth in the Florida Building Code, Broward County Amendments, as adopted 10/12/2017.

~~(b) In all other instances, the actual cost of the work to be performed obtained from the document of construction cost verification.~~

~~(2) Document of construction cost verification. A document which is submitted with the original permit application that is the original or a copy of the signed contract describing the construction work to be done and the cost of the work, and which bears the signature of the property owner of record or their authorized~~

1 ~~representative (trustee, power of attorney or agent established by a notarized letter~~
2 ~~of authorization). , or, a notarized statement from the property owner of record~~
3 ~~stating the price to be paid for the work being done.~~

4 (3 2) *Total cost of permit.* The sum of the permit fee, as defined in subsection (a)
5 below, and all applicable miscellaneous fees, as defined in subsection (b) below.

6 (a) *Permit fees.* The document entitled permit fee schedule of the Broward
7 County Building Department, as currently exists or may be amended, Town
8 of Hillsboro Beach Building Permit Fees ~~is hereby adopted as the fee~~
9 ~~schedule for the town shall be adopted as the fee schedule for the Town from~~
10 ~~time to time by resolution.~~

11 (b) *Miscellaneous fees.*

12 ~~(i) Starting work prior to obtaining the required permit (except in the case of~~
13 ~~an emergency): \$10.00 per calendar day, with a minimum of \$100.00, from~~
14 ~~the date of application through the date of permit issuance, excluding time in~~
15 ~~review in the town offices. In the case of an emergency, the permit must be~~
16 ~~obtained as soon as possible, but no later than 30 days from the application~~
17 ~~submittal.~~

18 ~~(ii) Administrative~~ Fee surcharge: An administrative fee, shall be levied on all
19 permits for which application is made as cost recovery for the research and
20 time costs for plan review and inspections performed for zoning and fire
21 compliance, ~~and compliance with the Florida Building Code.~~

22
23 This administrative fee shall be due and payable regardless of whether the
24 permit is approved and issued, disapproved, or withdrawn by the applicant.

25
26 **Section 3.** If any section, subsection, sentence, clause or provision of this
27 Ordinance is held invalid, the remainder of this Ordinance shall not be affected by such
28 invalidity.

29
30 **Section 4.** That all ordinances or parts of ordinances and all resolutions or parts
31 of resolutions in conflict with this Ordinance are repealed to the extent of such conflict.

32
33 **Section 5.** It is the intention of the Town Commission of the Town of Hillsboro
34 Beach, that the provisions of this Ordinance shall become and be made a part of the Code of
35 Ordinances of Town of Hillsboro Beach, Florida, and the Sections of this ordinance may be
36 renumbered, re-lettered and the word "Ordinance" may be changed to "Section," "Article,"
37 or such other word or phrase in order to accomplish such intention.

38
39 **Section 6.** This Ordinance shall be effective fifteen (15) days after its passage and
40 adoption by the Town Commission of the Town of Hillsboro Beach.

1 PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF HILLSBORO
2 BEACH, FLORIDA, ON FIRST READING, THIS 1st DAY OF SEPTEMBER, 2020.

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

3
4
5
6 By: _____
7 Deborah L. Tarrant, Mayor

8 ATTEST:

9
10 By: _____
11 Sherry D. Henderson, CMC
12 Town Clerk
13
14

15 APPROVED AS TO FORM:

16
17 _____
18 Donald J. Doody, Town Attorney

Town of Hillsboro Beach - Building Fee Schedule

1. **Building Permit Fees** shall be based upon the cost of construction, as attested to by the applicant on the submitted permit application. A permit application is required for each trade, for each structure.

- The Building Official, in addition to verifying the completeness and accuracy of the application, shall review the application for the cost of construction. If the Building Official determines that the cost of construction attested to does not accurately reflect the cost of construction for the scope of work covered by the permit, the following methods may be used to calculate the fee:
 - a. Copy of a signed contract for work to be completed under requested permit.
 - b. Apply the values in the most current edition of the RS Means Construction Valuation system.
- The greatest of the methods of the applicant's statement of value, or (a.) or (b.) above, shall be used in calculating the permit fee.

Permit Fees Calculations:

Construction costs up to \$5,000 (Per structure, per trade)	\$125
Construction costs greater than \$5,000 and up to \$5,000,000	2.65%
Construction costs greater than \$5,000,000	2.45%

Permit fees include first plan review and standard inspections.

Permit fees do not include subsequent plan review(s) or re-inspection(s).

For projects valued in excess of \$75,000, an application fee equal to 1% of the job valuation is due at the time of submittal. The application fee will be applied against the final permit cost.

2. **Plan Review Fees** are collected for review of previously rejected plans, revised or as-builts plans, duplicate plans, or pre-submittal reviews.

Plan Review Fee \$95 per hour, one hour minimum, per discipline

3. **Required State, County, and Local Fees:**

- Broward County Board of Rules and Appeals Fee (BORA)
\$0.65 per each \$1,000.00 or any fraction of the **Total Cost of Construction**
- Florida DBPR/ Florida Building Code Compliance Program F.S.553.721
Minimum \$2.00 per Permit, 1.5% of the **Permit Fee**
- Building Code Administrators and Inspectors Fund F.S. 468.631
Minimum \$2.00 per Permit, 1.5% of the **Permit Fee**

4. Miscellaneous Fees:

Re-Inspection Fee	\$95
Change of Contractor Fee	\$95
Permit Card Replacement, Certificate of Occupancy/Completion document	\$25
40-year inspection program (required by Broward County)	\$350
Work Without Permit	200% of standard permit fee
Overtime Inspections / Plan Reviews	\$125.00 per Hour / 3 hr. min
Expired Permit Renewal Fee	
within 180 days of expiration,	50% of the original permit fee, but not less than minimum
after 180 days,	100% of the current fee

Cost Recovery Fees for Fire and Zoning

Fire Fees

Plan Review	\$150 per hour + \$25 Administrative Fee per review
Inspections	\$150 per hour + \$25 Administrative Fee per review (Fees rounded to next ¼ Hour, ½ hour minimum)

Zoning Fees

Plan Review	\$150 per hour + \$25 Administrative Fee per review
Inspections	\$150 per hour + \$25 Administrative Fee per review (Fees rounded to next ¼ Hour, ½ hour minimum)



Printed: 9/10/2020 11:18:08 AM

Page 1 of 3

Order ID: 6764130

* Agency Commission not included

GROSS PRICE * : \$161.80

PACKAGE NAME: SSC Notice of Public Meeting



Order ID: 6764130

* Agency Commission not included

GROSS PRICE * : \$161.80

PACKAGE NAME: SSC Notice of Public Meeting

Product(s): Sun Sentinel, Affidavit, Floridapublicnotices.com

AdSize(s): 1 Column

Run Date(s): Sunday, September 13, 2020

Color Spec. B/W

Preview

**TOWN OF HILLSBORO BEACH, FLORIDA
PUBLIC HEARING
PERMIT FEE SCHEDULE AMENDMENT
WEDNESDAY, SEPTEMBER 23, 2020 AT
5:01 PM.**

NOTICE IS HEREBY GIVEN that prior to the Town of Hillsboro Beach Commission's consideration of the Second Reading of Ordinance 2020-06, a Public Hearing will be held on Wednesday, September 23, 2020 at 5:01 P.M. via Live Zoom Video Conference, in accordance with Governor Ron DeSantis Executive Order 20-69 dated March 20, 2020 relating to Emergency Management & Conducting Local Government Public Meetings in response to Coronavirus (Covid-19) global health pandemic. The order was extended by virtue of Executive Order 20-179, effective July 29, 2020.

ORDINANCE NO. 2020-06
PERMIT FEE SCHEDULE ORDINANCE
AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, AMENDING THE TOWN'S CODE OF ORDINANCES BY AMENDING CHAPTER 4 ENTITLED "BUILDINGS AND BUILDING REGULATIONS", BY SPECIFICALLY AMENDING SECTION 4-67 ENTITLED "PERMIT FEE SCHEDULE"; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

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

JOIN LIVE ZOOM MEETING Wednesday, September 23, 2020 5:01 P.M. (Eastern)
Meeting ID: 881 8917 2826 Passcode: 121234

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



Printed: 9/10/2020 11:18:08 AM

Page 3 of 3

Order ID: 6764130

* Agency Commission not included

GROSS PRICE * : \$161.80

PACKAGE NAME: SSC Notice of Public Meeting

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

- LIVE 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.

Sherry D. Henderson, CMC Town Clerk
TOWN OF HILLSBORO BEACH, FLORIDA
9/13/2020
09/13/20 6764130

RESOLUTION NO. 2020-62

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE TOWN OFFICIALS TO EXECUTE AN AGREEMENT BETWEEN BROWARD COUNTY AND THE TOWN OF HILLSBORO BEACH FOR THE IMPLEMENTATION OF PROJECTS PURSUANT TO THE ENHANCED MARINE LAW ENFORCEMENT GRANT FOR GOVERNMENTAL ENTITIES FOR FY 2020-2021; 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 and authorize the appropriate Town officials to execute an Agreement between Broward County and the Town of Hillsboro Beach for Implementation of Projects Pursuant to the Enhanced Marine Law Enforcement Grant for Governmental Entities for FY 2020-2021.

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

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

SECTION 2. The Town Commission of the Town of Hillsboro Beach, Florida, hereby approves and authorizes the appropriate Town officials to execute an Agreement between Broward County and the Town of Hillsboro Beach for Implementation of Projects Pursuant to the Enhanced Marine Law Enforcement Grant for Governmental Entities for FY 2020-21; a copy of the Agreement is attached hereto as Exhibit "A".

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

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

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

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

ADOPTED by the Town Commission of the Town of Hillsboro Beach, Florida this
 ____ day of _____ 2020.

TOWN OF HILLSBORO BEACH, FLORIDA

Deborah L. Tarrant, Mayor

ATTEST:

Sherry D. Henderson, CMC
Town Clerk

RESOLUTION NO. 2020-62

RECORD OF TOWN COMMISSION VOTE:

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

**AGREEMENT BETWEEN BROWARD COUNTY AND THE TOWN OF HILLSBORO BEACH FOR
IMPLEMENTATION OF PROJECTS PURSUANT TO THE ENHANCED MARINE LAW ENFORCEMENT
GRANT FOR GOVERNMENTAL ENTITIES FY 2020 - 2021**

This Agreement ("Agreement") is made and entered into by and between Broward County, a political subdivision of the State of Florida ("County"), and the Town of Hillsboro Beach, a municipal corporation of the State of Florida ("Town") (collectively referred to as the "Parties" and individually as a "Party").

RECITALS

A. Pursuant to the Local Option Registration Fees for Vessels established in Chapter 1, Article XXX, Broward County Code of Ordinances, County imposes a registration fee on all vessels required to register with the State of Florida that obtain such registration in Broward County.

B. A portion of the monies collected by County from the Local Option Registration Fees for Vessels are to be expended through County's Enhanced Marine Law Enforcement Grant ("EMLEG") Program for the patrol and regulation of the lakes, rivers, and waterways within Broward County.

C. In accordance with Section 9½-16, Broward County Code of Ordinances, the Broward County Marine Advisory Committee recommended funding to Town for the Project (as hereinafter defined) under the EMLEG Program, to the Broward County Board of County Commissioners for fiscal year ("FY") 2020 - 2021 and the recommended funding was approved by the Board.

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

ARTICLE 1. DEFINITIONS

1.1. **Aggressive Marine Patrol coverage** means patrol coverage occurring after 2:00 p.m., Monday through Thursday, or any patrol coverage in excess of eight (8) hours on any single Friday, Saturday, or in excess of nine (9) hours on Sunday.

1.2. **Board** means the Board of County Commissioners of Broward County, Florida.

1.3. **Broward County Marine Advisory Committee ("MAC")** means the committee established under Section 9½-16, Broward County Code of Ordinances, with additional authority for the Broward Boating Improvement Program set forth in Chapter 33, Part VIII, Broward County Code Administrative Code.

1.4. **Contract Administrator** means the Director of the Broward County Parks and Recreation Division or, if designated in writing, County's Program liaison to the Broward County Marine Advisory Committee.

- 1.5. **County Administrator** means the administrative head of County appointed by the Board.
- 1.6. **Daytime Marine Patrol coverage** means patrol coverage occurring for up to eight (8) hours on any single day after 2:00 pm on Friday, or at any time on Saturday or Sunday.
- 1.7. **Grant Application** means the grant funding application for the Program, and any amendments thereto, submitted by Town for the Project, which are incorporated herein by reference.
- 1.8. **Local Operation Vessel Registration Fee** means the fee required by Chapter 1, Article XXX, Broward County Code of Ordinances.
- 1.9. **Program** means the Enhanced Marine Law Enforcement Grant Program established under Chapter 33, Part VII, Broward County Administrative Code, pursuant to authority under Section 328.72(15), Florida Statutes.
- 1.10. **Program funds** means the funding received by County pursuant to the Local Option Registration Fees for Vessels and provided to Town under this Agreement.
- 1.11. **Services** means the marine law enforcement services and activities described in Article 2.

ARTICLE 2. SCOPE OF SERVICES

- 2.1. Town shall perform all services and activities for the Program as outlined in Exhibit A ("Project Description"). The Project Description describes Town's obligations and responsibilities and includes preliminary considerations and prerequisites and all labor, materials, equipment, and tasks that are such an inseparable part of the work described that exclusion would render performance by Town impractical, illogical, or unconscionable. Travel time to and from any marine patrol coverage and administrative overhead costs including, but not limited to, scheduling time, do not constitute eligible costs for the Services.
- 2.2. The Contract Administrator has no authority to make changes that would increase, decrease, or otherwise modify the scope of the Services, except as provided in Section 2.4. Any change to the Services must be accomplished by a written amendment, executed by the Parties in accordance with Section 12.19.
- 2.3. Town shall comply with all applicable statutes, ordinances, and rules and regulations of the United States, the State of Florida, and County relating to the Services, as a condition precedent to the release of such Program Funds to Town.
- 2.4. The Contract Administrator and Town may mutually agree to approve line-item budget changes in the categories of expenditures, and dates and time of services to be provided by Town, so long as the EMLEG patrol zones described in the Project Description remain the same, the changes do not increase the maximum amount of compensation set forth in Section 4.1, and the changes are consistent with the intent of the Services and this Agreement.

ARTICLE 3. TERM AND TIME OF PERFORMANCE

3.1. Term. The term of this Agreement shall commence on October 1, 2020 ("Effective Date") and shall end on September 30, 2021 unless terminated earlier as provided herein. In the event the term of this Agreement extends beyond a single fiscal year of County, the continuation of this Agreement beyond the end of any fiscal year shall be subject to the availability of funds from County in accordance with Chapter 129, Florida Statutes.

3.2. Time of the Essence. Unless otherwise agreed by the Parties in writing, all duties, obligations, and responsibilities of Town required by this Agreement shall be completed no later than the term set forth in Section 3.1. Time is of the essence in performing the duties, obligations, and responsibilities required by this Agreement

ARTICLE 4. COMPENSATION

4.1. County will pay Town up to a maximum amount of Thirty-three Thousand, One Hundred and Eighty-four Dollars (\$33,184.00) on a reimbursement basis in the manner specified in Article 5, for eligible work or activities actually performed and completed pursuant to this Agreement, which amount shall be accepted by Town as full compensation for all such work or activities. Town acknowledges that the amount set forth herein is the maximum amount payable and constitutes a limitation upon County's obligation to compensate Town for services and expenses related to this Agreement. This maximum amount, however, does not constitute a limitation, of any sort, upon Town's obligation to perform all services and other items of work or activities required under this Agreement.

4.2. The rate charged by Town for patrolling the waterways within Broward County shall be Forty-nine Dollars (\$49.00) per hour per officer. If Town reasonably determines that two (2) officers per boat are required for safety or security reasons during Aggressive Marine Patrol Coverage hours, Town shall place two (2) officers on the boat. However, the number of Aggressive Marine Patrol hours charged to County shall not exceed four (4) hours per officer on any given day, for a combined total of no more than eight (8) Aggressive Marine Patrol hours per day, per boat, except in EMLEG Zone XI, described in Exhibit A, where the number of Aggressive Marine Patrol hours shall not exceed six (6) hours per officer per day, for a combined total of no more than twelve (12) Aggressive Marine Patrol hours per day, per boat, regardless of the number of officers Town determines are needed per boat.

ARTICLE 5. METHOD OF BILLING AND PAYMENT

5.1. Invoices: Town shall invoice County quarterly utilizing the form provided by the Contract Administrator, and including the following information:

5.1.1. A certified copy of each officer's record or timecard reflecting the services rendered, the date and hours the services were rendered, and any appropriate approvals from Town for the officer's services.

5.1.2. If the request is for reimbursement of an item purchased, a copy of the receipt for the item. All items shall be purchased in accordance with the purchasing guidelines set forth in Chapter 287, Florida Statutes.

5.1.3. Certification of Town's administrator or the administrator's authorized representative that the services or item being invoiced has been completed or purchased and received; and

5.1.4. The quarterly progress report on the form provided by the Contract Administrator.

5.2. Following receipt of the invoices, reports, and other materials described in Section 5.1, the Contract Administrator shall review the submitted documents to determine whether the services and items invoiced have been completed or purchased and received and are proper for payment. To be deemed proper, all invoices must comply with the requirements set forth in this Agreement and must be submitted on the form and pursuant to instructions prescribed by the Contract Administrator.

5.3. Town shall submit invoices for Program Funds under this Agreement only for eligible activities specifically outlined in this Agreement.

5.4. Upon determination by the Contract Administrator that the services or items invoiced have been completed or purchased and received and are eligible for payment, County shall make payment to Town in the amount County has determined to be payable. Payment shall be made payable to Town and not to any persons employed by Town.

5.5. County shall pay Town within thirty (30) days after receipt of Town's proper invoice, as required by the "Broward County Prompt Payment Ordinance," Section 1-51.6, Broward County Code of Ordinances.

5.6. Town will not be entitled to payment by County for any invoices received by County later than ninety (90) days after expiration or earlier termination of this Agreement.

5.7. Town shall use reasonable efforts to provide Services during the term of this Agreement and shall submit invoices equaling the total amount of the Program Funds allocated to the Project. In the event Town fails to submit invoices that total at least seventy-five percent (75%) of the Program Funds, Town may not be eligible to receive any Program Funds in subsequent fiscal years. Such eligibility for funding is determined by the Contract Administrator or the Contract Administrator's designee. All Program Funds not expended within the term of this Agreement shall remain in the sole custody and control of County.

5.8. In the event Town is unable to perform any Daytime Marine Patrol as described and set forth in Exhibit A due to unforeseen circumstances, Town may request, in writing, to the Contract Administrator the conversion of Daytime Marine Patrol Hours to Aggressive Patrol Hours. Such request can be made at any time up until the last one hundred and twenty (120) days prior to the expiration of this Agreement, but not thereafter. The Contract Administrator will approve or

deny Town's request in writing, at his or her sole discretion within thirty (30) days from receipt of the written request. The maximum number of Daytime Marine Patrol Hours that may be converted to Aggressive Patrol Hours is twenty percent (20%) per fiscal year. Any conversion of hours approved by the Contract Administrator must be set forth in a line-item budget change to Exhibit A in accordance with Section 12.19 of this Agreement.

5.9. Payment shall be made to Town at:

Jay Szesnat, Police Chief
Town of Hillsboro Beach
1210 Hillsboro Mile, Suite B
Hillsboro Beach, Florida 33062
(954) 427-6600

5.10. Suspension of Payments. County may suspend payment under this Agreement for any of the following events:

5.10.1. Submission of invoice for ineligible use of Program Funds;

5.10.2. Failure to comply with any terms of this Agreement;

5.10.3. Failure to submit reports as required;

5.10.4. Submittal of misleading, incorrect, falsified, or incomplete information which may affect the reports required under this Agreement in any material respect; or

5.10.5. Termination of this Agreement in accordance with Article 9.

5.11. Withheld Funds. Notwithstanding any provision in this Agreement to the contrary, County may withhold, in whole or in part, payment to the extent necessary to protect itself from loss on account of inadequate or defective work which has not been remedied or resolved in a manner satisfactory to the Contract Administrator. Payment may also be withheld for failure of Town to comply with any term, condition, or requirement of this Agreement. Any withheld payment will be made to Town within thirty (30) days following Town's cure of its failure to comply with this Agreement. The amount withheld shall not be subject to payment of interest by County.

ARTICLE 6. FINANCIAL RESPONSIBILITY

6.1. Town shall provide County, through any authorized representatives, access to and the right to examine all records, books, papers, or documents within Town's possession relating to the Project in accordance with Section 12.2.

6.2. Town shall maintain books, records, and documents in accordance with Article 12.2 and in accordance with accounting procedures and practices which sufficiently and properly reflect all expenditures of funds provided by County under this Agreement.

6.3. In the event Town causes any Program Funds to be expended in violation of this Agreement, Town shall be responsible to refund such monies in full to County from non-Program Funds within sixty (60) days after Town receives notice of the violation. Town shall pay County twelve percent (12%) interest per annum on any monies required to be refunded to County along with the refund payment.

6.4. Annual Financial Report: Notwithstanding the requirement to provide annual financial statements under Article 10, within ninety (90) days after the end of Town's fiscal year, Town shall provide to the Contract Administrator an annual financial report prepared by Town's Chief Financial Officer which, at a minimum, includes the following:

6.4.1. A statement showing the receipt and disbursement of Program Funds under this Agreement, including a clarification of expenses to include, but not be limited to, salaries, fringe benefits, operating expenses, equipment, and capital.

6.4.2. A patrol status report to reflect the quantitative results of the enhanced marine law enforcement patrols under this Agreement including, but not limited to, the number of hours patrolled, safety inspections performed, warnings and citations issued, vessel accident reporting, and public contact.

6.4.3. An education status report, if applicable, to reflect the types of education provided.

Failure to provide the annual financial report on a timely basis will result in the suspension of payments due to Town in accordance with Section 5.11 of this Agreement until the financial report is received.

6.5. Town shall ensure that all capital assets and equipment, if applicable, obtained or purchased for the Project with Program Funds shall be used solely for enhanced marine law enforcement for five (5) consecutive years. The period for such use shall commence upon the purchase date. Upon expiration of the five (5) consecutive years, title to such capital assets and equipment shall vest with Town.

If, for any reason, during the five (5) year period, Town fails to utilize such capital assets or equipment for the intended purposes under this Agreement for any time longer than one (1) month Town shall immediately provide written notice to County of its cessation and include a description of the capital assets and equipment no longer being utilized. County, at its option, may take possession of the capital assets and equipment, and title to such capital assets and equipment shall not vest with Town.

ARTICLE 7. GOVERNMENTAL IMMUNITY

Nothing herein is intended to serve as a waiver of sovereign immunity by either Party, nor shall anything included herein be construed as consent by either Party to be sued by third parties in any matter arising out of this Agreement or any other contract. Town is a state agency or political

subdivision as defined in Section 768.28, Florida Statutes, and shall be fully responsible for the acts and omissions of its agents or employees to the extent permitted by law.

ARTICLE 8. INSURANCE

Town is an entity subject to Section 768.28, Florida Statutes, and Town shall furnish the Contract Administrator with written verification of liability protection in accordance with state law prior to final execution of this Agreement.

ARTICLE 9. TERMINATION

9.1. This Agreement is subject to the availability of Program Funds. In the event Program Funds are no longer available, this Agreement shall terminate upon no less than twenty-four (24) hours' notice in writing to Town. The Contract Administrator shall be the final authority as to the availability of funds.

9.2. This Agreement may be terminated for cause by the aggrieved Party if the Party in breach has not corrected the breach within thirty (30) days after written notice from the aggrieved Party identifying the breach. This Agreement may also be terminated for convenience by the Board. Termination for convenience by the Board shall be effective on the termination date stated in written notice provided by County, which termination date shall be not less than thirty (30) days after the date of such written notice. This Agreement may also be terminated by the County Administrator upon such notice as the County Administrator deems appropriate under the circumstances, in the event the County Administrator determines that termination is necessary to protect the public health, safety, or welfare. If County erroneously, improperly, or unjustifiably terminates for cause, such termination shall be deemed a termination for convenience and shall be effective thirty (30) days after such notice of termination for cause is provided.

9.3. This Agreement may be terminated for cause for reasons including, but not limited to, Town's repeated (whether negligent or intentional) submission for payment of false or incorrect bills or invoices, failure to suitably perform the work, or failure to continuously perform the work in a manner calculated to meet or accomplish the objectives as set forth in this Agreement. This Agreement may also be terminated for cause if Town is a "scrutinized company" pursuant to Section 215.473, Florida Statutes, if Town is placed on a "discriminatory vendor list" pursuant to Section 287.134, Florida Statutes, or if Contractor provides a false certification submitted pursuant to Section 287.135, Florida Statutes.

9.4. If, through any cause, Town fails to commence work on the Project(s), as set forth in Article 2 and Exhibit A within three (3) months from the date of full execution of this Agreement by the Parties, or fails to fulfill in a timely and proper manner its obligations under this Agreement, or if Town violates any of the covenants, agreements, or stipulations of this Agreement, County shall have the right to terminate this Agreement or suspend payment, in whole or in part, by the Contract Administrator providing written notice to Town of such termination or suspension of payment and specifying the effective date thereof, which shall be at least five (5) days before the effective date of termination and suspension. In the event County

withholds payment to Town as provided under this Section, the Contract Administrator shall specify in writing the actions that must be taken by Town as a condition precedent to resumption of payments and should specify a reasonable date for compliance.

9.5. Notice of termination shall be provided in accordance with the "Notices" section of this Agreement except that notice of termination by the County Administrator, which the County Administrator deems necessary to protect the public health, safety, or welfare may be verbal notice that shall be promptly confirmed in writing in accordance with the "Notices" section of this Agreement.

9.6. In the event this Agreement is terminated for convenience, Town shall be paid for any eligible services properly performed under this Agreement up to the date of termination specified in the written notice of termination. Upon being notified of County's election to terminate, Town shall refrain from performing any further work, activities, or services or incurring additional expenses under the terms of this Agreement. Town acknowledges it has received good, valuable, and sufficient consideration from County, the receipt and adequacy of which are hereby acknowledged by Town, for County's right to terminate this Agreement for convenience.

9.7. In the event of termination, all equipment, and any other assets, secured by Town with Program Funds under this Agreement shall be returned to County.

9.8. In the event of termination, any Program Funds payable by County shall be withheld until all documents are provided to County pursuant to Article 5.

9.9. Notwithstanding any provision in this Agreement to the contrary, Town shall not be relieved of liability to County for damages sustained by County by virtue of any breach of this Agreement by Town, and County may withhold any payment to Town, for purposes of set-off until such time as the exact amount of damages is determined.

9.10. In addition to any right of termination stated in this Agreement, County shall be entitled to seek any and all available remedies, whether stated in this Agreement or otherwise available at law or in equity.

ARTICLE 10. FINANCIAL STATEMENTS AND MANAGEMENT LETTERS

10.1. Town shall provide a copy of Town's audited financial statements and any management letter(s) as well as Town's response to any management letter(s). The audit of the financial statements shall be prepared by an independent certified public accountant in accordance with generally accepted accounting principles for the fiscal year Program Funds are received and for each subsequent fiscal year until such time as all Program Funds are received.

10.2. Town shall provide to the Contract Administrator copies of a special report showing all revenues, by source, and all expenditures for the Project being funded under this Agreement. The report shall specifically disclose any Program Funds received which were not expended in accordance with the terms of this Agreement or with any regulations incorporated by reference

herein. It shall identify the total of noncompliant expenditures as due back to County. If the special report is prepared by an independent certified public accountant, it shall be in accordance with generally accepted auditing standards. If the special report is prepared by an internal auditor, it shall be as nearly in accordance with generally accepted auditing standards as the status of the internal auditor permits, realizing that the internal auditor may not issue the opinions required therein. The special report is to be filed with Town's governing body.

10.3. Town shall submit the documents required by this Section to the Contract Administrator within one hundred twenty (120) days after the close of Town's fiscal years in which Town receives any Program Funds under this Agreement, unless otherwise approved by the Contract Administrator in writing.

10.4. Town shall account for any program income, if applicable to the Project, financed in whole or part with Program Funds.

10.5. Failure of Town to meet the financial reporting requirements shall result in suspension of payment under this or any other subsequent grant agreement with County in effect, and disqualify Town from obtaining future grant funding until such financial statements have been provided to the Contract Administrator, and reviewed and approved by the County Auditor, if requested.

10.6. Town acknowledges submission of financial statements to any other Broward County office, agency, or division does not constitute compliance with requirements to submit that material to the Contract Administrator.

10.7. Town shall reimburse County any Program Funds not used in strict compliance with the terms of this Agreement.

ARTICLE 11. EQUAL EMPLOYMENT OPPORTUNITY AND CBE COMPLIANCE

11.1. No party to this Agreement may discriminate on the basis of race, color, sex, religion, national origin, disability, age, marital status, political affiliation, sexual orientation, pregnancy, or gender identity and expression in the performance of this Agreement. Town shall include the foregoing or similar language in its contracts with any Subcontractors, except that any project assisted by the U.S. Department of Transportation funds shall comply with the nondiscrimination requirements in 49 C.F.R. Parts 23 and 26.

11.2. Failure by Town to carry out any of the requirements of this Section shall constitute a material breach of this Agreement, which shall permit County to terminate this Agreement or to exercise any other remedy provided under this Agreement, Broward County Code of Ordinances, Broward County Administrative Code, or under other applicable law, all such remedies being cumulative.

11.3. By execution of this Agreement, Town represents that it has not been placed on the discriminatory vendor list as provided in Section 287.134, Florida Statutes. County hereby

materially relies on such representation in entering into this Agreement. An untrue representation of the foregoing shall entitle County to terminate this Agreement and recover from Town all Program Funds paid by County pursuant to this Agreement, and may result in debarment from County's competitive procurement activities

ARTICLE 12. MISCELLANEOUS

12.1. Rights in Documents and Work. Any and all reports, photographs, surveys, and documents created by Town in connection with performing Services under this Agreement shall be owned by County and shall be deemed works for hire by Town and its agents; in the event the Services are determined not to be a work for hire, Town hereby assigns all right, title, and interest, including any copyright or other intellectual property rights in or to the work, to County. In the event of termination of this Agreement, any reports, photographs, surveys, and other data and documents prepared by Town, whether finished or unfinished, shall become the property of County and shall be delivered by Town to the Contract Administrator within seven (7) days after termination of this Agreement. Any compensation due to Town may be withheld until all documents are received as provided in this Agreement. Town shall ensure that the requirements of this section are included in all agreements with its Subcontractor(s).

12.2. Public Records. To the extent Town is acting on behalf of County as stated in Section 119.0701, Florida Statutes, Town shall:

12.2.1. Keep and maintain public records required by County to perform the services under this Agreement;

12.2.2. Upon request from County, provide County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

12.2.3. Ensure that public records that are exempt or confidential and exempt from public record requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion or termination of this Agreement if the records are not transferred to County; and

12.2.4. Upon completion or termination of this Agreement, transfer to County, at no cost, all public records in possession of Town or keep and maintain public records required by County to perform the services. If Town transfers the records to County, Town shall destroy any duplicate public records that are exempt or confidential and exempt. If Town keeps and maintains the public records, Town shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to County upon request in a format that is compatible with the information technology systems of County.

A request for public records regarding this Agreement must be made directly to County, who will be responsible for responding to any such public records requests. Town will provide any requested records to County to enable County to respond to the public records request.

Any material submitted to County that Town contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) ("Trade Secret Materials") must be separately submitted and conspicuously labeled "EXEMPT FROM PUBLIC RECORD PRODUCTION – TRADE SECRET." In addition, Town must, simultaneous with the submission of any Trade Secret Materials, provide a sworn affidavit from a person with personal knowledge attesting that the Trade Secret Materials constitute trade secrets under Section 812.081, Florida Statutes, and stating the factual basis for same. In the event that a third party submits a request to County for records designated by Town as Trade Secret Materials, County shall refrain from disclosing the Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by Town. Town shall indemnify and defend County and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages, judgments and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to the nondisclosure of any Trade Secret Materials in response to a records request by a third party.

IF TOWN HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO TOWN'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (954) 357-8100, DANWEST@BROWARD.ORG, 950 NW 38th STREET, OAKLAND PARK, FLORIDA 33309.

12.3. Audit Rights and Retention of Records. County shall have the right to audit the books, records, and accounts of Town and its Subcontractors that are related to this Agreement. Town and its Subcontractors shall keep such books, records, and accounts as may be necessary in order to record complete and correct entries related to this Agreement and performance under this Agreement. All such books, records, and accounts shall be kept in written form, or in a form capable of conversion into written form within a reasonable time, and upon request to do so, Town or its Subcontractor shall make same available in written form at no cost to County.

Town and its Subcontractors shall preserve and make available, at reasonable times within Broward County, Florida, for examination and audit, all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for at least three (3) years after expiration or termination of this Agreement or until resolution of any audit findings, whichever is longer. Any audit or inspection pursuant to this section may be performed by any County representative (including any outside representative engaged by County). Town hereby grants County the right to conduct such audit or review at Town's place of business, if deemed appropriate by County, with seventy-two (72) hours' advance notice.

Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for County's disallowance and recovery of any payment upon such entry. If an audit or inspection in

accordance with this section discloses overpricing or overcharges to County of any nature by Town in excess of five percent (5%) of the total contract billings reviewed by County, the reasonable actual cost of County's audit shall be reimbursed to County by Town in addition to making adjustments for the overcharges. Any adjustments or payments due as a result of such audit or inspection shall be made within thirty (30) days after presentation of County's findings to Town.

Town shall ensure that the requirements of this section are included in all agreements with its Subcontractor(s).

12.4. Truth-In-Negotiation Representation. Town's compensation under this Agreement is based upon representations supplied to County by Town, and Town certifies that the information supplied, including without limitation in the negotiation of this Agreement, is accurate, complete, and current at the time of contracting. County shall be entitled to recover any damages it incurs to the extent such representation is untrue.

12.5. Public Entity Crime Act. Town represents that it is familiar with the requirements and prohibitions under the Public Entity Crime Act, Section 287.133, Florida Statutes, and represents that its entry into this Agreement will not violate that Act. In addition to the foregoing, Town further represents that there has been no determination that it committed a "public entity crime" as defined by Section 287.133, Florida Statutes, and that it has not been formally charged with committing an act defined as a "public entity crime" regardless of the amount of money involved or whether Town has been placed on the convicted vendor list. Notwithstanding any provision in this Agreement to the contrary, if any representation stated in this paragraph is false, County shall have the right to immediately terminate this Agreement and recover all sums paid to Town under this Agreement.

12.6. Independent Contractor. Town is an independent contractor under this Agreement. In providing Services under this Agreement, neither Town nor its agents shall act as officers, employees, or agents of County. Town shall not have the right to bind County to any obligation not expressly undertaken by County under this Agreement.

12.7. Sovereign Immunity. Except to the extent sovereign immunity may be deemed to be waived by entering into this Agreement, nothing herein is intended to serve as a waiver of sovereign immunity by County nor shall anything included herein be construed as consent by County to be sued by third parties in any matter arising out of this Agreement. County is a political subdivision as defined in Section 768.28, Florida Statutes, and shall be responsible for the negligent or wrongful acts or omissions of its employees pursuant to Section 768.28, Florida Statutes.

12.8. Third-Party Beneficiaries. Neither Town nor County intends to directly or substantially benefit a third party by this Agreement. Therefore, the Parties acknowledge that there are no third-party beneficiaries to this Agreement and that no third party shall be entitled to assert a right or claim against either of them based upon this Agreement.

12.9. Notices. In order for a notice to a party to be effective under this Agreement, notice must be sent via U.S. first-class mail, hand delivery, or commercial overnight delivery, each with a contemporaneous copy via e-mail, to the addresses listed below and shall be effective upon mailing or hand delivery (provided the contemporaneous email is also sent). The addresses for notice shall remain as set forth in this section unless and until changed by providing notice of such change in accordance with the provisions of this section.

FOR COUNTY:

Dan West, Director
Broward Parks and Recreation Division
950 N.W. 38th Street
Oakland Park, Florida 33309
(954) 357-8107
Email address: danwest@broward.org

FOR TOWN:

Jay Szesnat, Police Chief
Town of Hillsboro Beach
1210 Hillsboro Mile, Suite B
Hillsboro Beach, Florida 33062
(954) 427-6600
Email address: jszesnat@townofhillsborobeach.com

12.10. Assignment and Performance. Except for subcontracting approved by County in advance, neither this Agreement nor any right or interest in it may be assigned, transferred, subcontracted, pledged or encumbered by Town including by change of control, consolidation, dissolution, or operation of law, without the prior written consent of County, which consent shall be in County's sole discretion. Any purported assignment, transfer, subcontract, or encumbrance in violation of this section will be void. If Town violates this provision, County shall have the right to immediately terminate this Agreement, in addition to any remedies at law or in equity. Town represents that each person and entity that will provide services under this Agreement is duly qualified to perform such services by all appropriate governmental authorities, where required, and is sufficiently experienced and skilled in the area(s) for which such person or entity will render services. Town agrees that all services under this Agreement shall be performed in a skillful and respectful manner, and that the quality of all such services shall equal or exceed prevailing industry standards for the provision of such services.

12.11. Conflicts. Neither Town nor its employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with Town's loyal and conscientious exercise of judgment and care related to its performance under this Agreement. During the term of this Agreement, none of Town's officers or employees shall serve as an expert witness against County in any legal or administrative proceeding in which he, she, or Town is not a party, unless compelled by court process. Further, such persons shall not give sworn testimony or issue a report or writing as an expression of his

or her expert opinion that is adverse or prejudicial to the interests of County in connection with any such pending or threatened legal or administrative proceeding unless compelled by court process. The limitations of this section shall not preclude Town or any persons in any way from representing themselves, including giving expert testimony in support of such representation, in any action or in any administrative or legal proceeding. In the event Town is permitted pursuant to this Agreement to utilize Subcontractors to perform any Services required by this Agreement, Town shall require such Subcontractors, by written contract, to comply with the provisions of this section to the same extent as Town.

12.12. Materiality and Waiver of Breach. Each requirement, duty, and obligation set forth in this Agreement was bargained for at arm's-length and is agreed to by the Parties. Each requirement, duty, and obligation set forth in this Agreement is substantial and important to the formation of this Agreement, and each is, therefore, a material term of this Agreement. County's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement. To be effective, any waiver must be in writing signed by an authorized signatory of the Party.

12.13. Compliance with Laws. Town and the Services must comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations including, without limitation, American with Disabilities Act, 42 U.S.C. § 12101, Section 504 of the Rehabilitation Act of 1973, and any related federal, state, or local laws, rules, and regulations.

12.14. Severability. In the event any part of this Agreement is found to be unenforceable by any court of competent jurisdiction, that part shall be deemed severed from this Agreement and the balance of this Agreement shall remain in full force and effect.

12.15. Joint Preparation. This Agreement has been jointly prepared by the Parties and shall not be construed more strictly against either Party.

12.16. Interpretation. The titles and headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement shall include the other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. Terms such as "herein," "hereof," "hereunder," and "hereinafter" refer to this Agreement as a whole and not to any particular sentence, paragraph, or section where they appear, unless the context otherwise requires. Whenever reference is made to a section or article of this Agreement, such reference is to the section or article as a whole, including all of the subsections of such section, unless the reference is made to a particular subsection or subparagraph of such section or article. Any reference to "days" means calendar days, unless otherwise expressly stated.

12.17. Priority of Provisions. If there is a conflict or inconsistency between any term, statement, requirement, or provision of any document or exhibit attached to, referenced by, or incorporated

in this Agreement and any provision of Articles 1 through 13 of this Agreement, the provisions contained in Articles 1 through 12 shall prevail and be given effect.

12.18. Law, Jurisdiction, Venue, Waiver of Jury Trial. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. The exclusive venue for any lawsuit arising from, related to, or in connection with this Agreement shall be in the state courts of the Seventeenth Judicial Circuit in and for Broward County, Florida. If any claim arising from, related to, or in connection with this Agreement must be litigated in federal court, the exclusive venue for any such lawsuit shall be in the United States District Court or United States Bankruptcy Court for the Southern District of Florida. **BY ENTERING INTO THIS AGREEMENT, Town AND COUNTY HEREBY EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT. IF A PARTY FAILS TO WITHDRAW A REQUEST FOR A JURY TRIAL IN A LAWSUIT ARISING OUT OF THIS AGREEMENT AFTER WRITTEN NOTICE BY THE OTHER PARTY OF VIOLATION OF THIS SECTION, THE PARTY MAKING THE REQUEST FOR JURY TRIAL SHALL BE LIABLE FOR THE REASONABLE ATTORNEYS' FEES AND COSTS OF THE OTHER PARTY IN CONTESTING THE REQUEST FOR JURY TRIAL, AND SUCH AMOUNTS SHALL BE AWARDED BY THE COURT IN ADJUDICATING THE MOTION.**

12.19. Amendments. No modification, amendment, or alteration in the terms or conditions contained in this Agreement shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by duly authorized representatives of County and Town.

12.20. Prior Agreements. This Agreement represents the final and complete understanding of the Parties regarding the subject matter and supersedes all prior and contemporaneous negotiations and discussions regarding that subject matter. There is no commitment, agreement, or understanding concerning the subject matter of this Agreement that is not contained in this written document.

12.21. Payable Interest

12.21.1. Payment of Interest. County shall not be liable to pay any interest to Town for any reason, whether as prejudgment interest or for any other purpose, and in furtherance thereof Town waives, rejects, disclaims, and surrenders any and all entitlement it has or may have to receive interest in connection with a dispute or claim arising from, related to, or in connection with this Agreement. This subsection shall not apply to any claim for interest, including for post-judgment interest, if such application would be contrary to applicable law.

12.21.2. Rate of Interest. If the preceding subsection is inapplicable or is determined to be invalid or unenforceable by a court of competent jurisdiction, the annual rate of interest payable by County under this Agreement, whether as prejudgment interest or for any other purpose, shall be, to the full extent permissible under applicable law, one quarter of one percent (0.25%) simple interest (uncompounded).

12.22. Incorporation by Reference. Any and all Recital clauses stated above are true and correct and are incorporated in this Agreement by reference. The attached Exhibit is incorporated into and made a part of this Agreement.

12.23. Representation of Authority. Each individual executing this Agreement on behalf of a party hereto hereby represents and warrants that he or she is, on the date he or she signs this Agreement, duly authorized by all necessary and appropriate action to execute this Agreement on behalf of such party and does so with full legal authority.

12.24. Designated Representative. Town's Designated Representative under this Agreement is Lt. Co. Oscar Llerena. Town may, in its discretion, change its Designated Representative upon written notice to County provided in accordance with Section 13.9.

12.25. Counterparts and Multiple Originals. This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

(The remainder of this page is intentionally left blank.)

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement:
BROWARD COUNTY, through its BOARD OF COUNTY COMMISSIONERS, signing by and through
its County Administrator, authorized to execute same by Section 33.65, Broward County
Administrative Code, and Town, signing by and through its Mayor, duly authorized to execute
same.

COUNTY

ATTEST:

Broward County Administrator, as
ex officio Clerk of the Broward County
Board of County Commissioners

BROWARD COUNTY, by and through
its Board of County Commissioners

By: _____
Bertha Henry
County Administrator

_____ day of _____, 2020

Approved as to form by
Andrew J. Meyers
Broward County Attorney
Governmental Center, Suite 423
115 South Andrews Avenue
Fort Lauderdale, Florida 33301
Telephone: (954) 357-7600
Telecopier: (954) 357-7641

By: _____ (Date)
Amanda Tolbert
Assistant County Attorney

By: _____ (Date)
Nathaniel Klitsberg
Senior Assistant County Attorney

AMT/js
EMLEG Governmental Entity Form FY 2020/2021
7/27/2020
#523360v1

AGREEMENT BETWEEN BROWARD COUNTY AND THE TOWN OF HILLSBORO BEACH FOR
IMPLEMENTATION OF PROJECTS PURSUANT TO THE ENHANCED MARINE LAW
ENFORCEMENT GRANT FOR GOVERNMENTAL ENTITIES FY 2020 - 2021

TOWN

WITNESSES:

Town of Hillsboro Beach

Signature

By: _____
Authorized Signor

Print Name of Witness above

Print Name and Title

Signature

_____ day of _____, 2020

Print Name of Witness above

ATTEST:

Corporate Secretary or other person
authorized to attest

(CORPORATE SEAL OR NOTARY)

APPROVED AS TO FORM:

By: _____
Town Attorney

EXHIBIT A
Project Description

- 1.** Town shall be responsible for the following services and activities under the Agreement:
 - A.** Provide **416 hours** of Daytime Marine Patrol coverage for in Zone II-A (Intracoastal Waterway and in the Hillsboro Inlet within the municipal boundaries of the Town of Hillsboro Beach) for eight (8) hours per day, every Saturday and Sunday. **In addition**, Daytime Marine Patrol coverage will also be provided on November 29 (day after Thanksgiving Day), May 25 (Memorial Day), July 4 (Independence Day), and September 7 (Labor Day). **Excluded dates are:** October 30-31 and November 1 - 3 (Fort Lauderdale International Boat Show), December 13 and 14 (Fort Lauderdale and Pompano Beach Holiday Boat Parades), and May 2 and 3 (Fort Lauderdale Air Show).
 - B.** Provide **200 hours** of Aggressive Marine Patrol coverage (Monday through Thursday) coverage in Zone II-A. Aggressive Marine Patrol hours may be provided on Saturdays and Sundays only after eight (8) hours of Daytime Marine Patrol have been provided in the same patrol zone. **Excluded dates and times are:** All weekday daytime hours, October 30 - 31 and November 1 - 3 (Fort Lauderdale International Boat Show), December 13 and 14 (Fort Lauderdale and Pompano Beach Holiday Boat Parades), and May 2 and 3 (Fort Lauderdale Air Show).
 - C.** Provide Marine Law Enforcement Classes for three (3) officers who will be used to patrol with Program funds.

2. Program Funds:

Daytime Patrol in Zone II-A (416 hours @ \$49 per hour):	\$20,384.00
Aggressive Patrol in Zone II-A (200 hours @ \$49 per hour):	\$9,800.00
Marine Law Enforcement Training Classes for Three Officers:	\$3,000.00
Total Costs:	\$33,184.00

Sweetapple, Broeker & Varkas

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

Account Statement

Prepared for Mayor Tarrant

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

Previous Balance	\$8,325.00
Current Charges	\$1,975.00
New Balance	\$10,300.00
Adjustments	\$0.00
Payments	\$0.00
Now Due	\$10,300.00

Sweetapple, Broeker & Varkas

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

INVOICE

Misc Tarrant

Invoice Date: August 27, 2020

Invoice Number: 10979

Invoice Amount: \$1,975.00

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

Attorney's Fees

8/7/2020	Review multiple.	R.S.	.20	\$100.00
8/13/2020	Review.	R.S.	.10	\$50.00
8/14/2020	Counsel and client conference to finalize agreement.	R.S.	2.00	\$1,000.00
8/19/2020	Review re Chen.	R.S.	.20	\$100.00
8/20/2020	Counsel meeting with expert.	R.S.	1.25	\$625.00
8/26/2020	Review and confer with Cindy RE settlement.	R.S.	.20	\$100.00
SUBTOTAL:				3.95 \$1,975.00

Costs

SUBTOTAL: \$0.00

Matter Ledgers

7/29/2020	Balance before last invoice	\$4,875.00
7/29/2020	Invoice 10963	\$3,450.00
8/27/2020	Invoice 10979	\$1,975.00
SUBTOTAL:		\$10,300.00

TOTAL \$1,975.00

PREVIOUS BALANCE DUE \$8,325.00

CURRENT BALANCE DUE AND OWING \$10,300.00

Attorney's Fees Table

Attorney Name	Billing Units	Attorney Rate	Total
Robert Sweetapple	3.95	\$500.00	\$1,975.00