



AGENDA

Town of Hillsboro Beach Commission Meeting

December 1, 2020
9:00 AM



MAYOR

Honorable Deborah L. Tarrant

VICE MAYOR

Honorable Irene Kirdahy

COMMISSIONERS

Honorable Vicky Feaman
Honorable Barbara Baldassarre
Honorable Andrew R. Brown

TOWN MANAGER

William "Mac" Serda, ICMA-CM

TOWN ATTORNEY

Donald J. Doody

TOWN CLERK

Sherry D. Henderson, CMC

HILLSBORO BEACH TOWN HALL

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

www.TownofHillsboroBeach.com



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile, Hillsboro Beach, Florida 33062

December 1, 2020 | 9:00 AM

REGULAR TOWN COMMISSION MEETING AGENDA

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

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

YOU ARE HEREBY NOTIFIED that a Regular Town Commission Meeting will be held Tuesday, December 1, 2020, at 9:00 AM. A quorum of the Town Commission will be physically present at the meeting. However, to ensure compliance with CDC recommendations for public safety, the meeting will utilize communications media technology with most Town staff participating via video conferencing. **LIVE ZOOM Meeting number: 878 4736 1566 Passcode: 951699**

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.

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

I. APPROVAL OF MINUTES

- A. November 10, 2020 Regular Commission Meeting

II. PRESENTATIONS

- A. **Proclamation of Election - March 9, 2021**

Presented by Mayor Tarrant

III. ORDINANCES

- A. **Ordinance No 2020-07** Amendment to the Town's Code of Ordinance to Prohibit the Discharge of Pollutants Into the Atlantic Ocean or the Intracoastal Waterway **(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 7 ENTITLED "OFFENSES AND MISCELLANEOUS PROVISIONS" BY SPECIFICALLY AMENDING ARTICLE 1 ENTITLED "IN GENERAL" AND CREATING SECTION 7-4 TO BE ENTITLED "DISCHARGE PROHIBITION"; PROHIBITING THE DISCHARGE OF POLLUTANTS INTO THE ATLANTIC OCEAN OR THE INTRACOASTAL WATERWAY; PROVIDING FOR SPECIFIC PROHIBITION; PROVIDING FOR ENFORCEMENT BY THE TOWN MANAGER; PROVIDING FOR ENFORCEMENT ACTIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

IV. RESOLUTIONS & CONTRACTS

- A. **Resolution No. 2020-73** Consideration to Approve and Accept the Water Supply Facilities Work Plan 2020 Update Report Prepared by Redevelopment Management Associates and Chen Moore Associates.
Presented by Chris Brown with RMA and Peter Moore with Chen Moore, Inc.
- B. **Resolution No. 2020-74** Expresssing Support for Specific Key Elements to the Design and Specifications Currently Being Developed by the Florida Departmnt of Transportation (FDOT) Relative to the Improvements to be Made to that Portion of State Road A1A Located in Hillsboro Beach, Florida.
- C. **Resolution No. 2020-75** Consideration to Accept the Recommendation of the Selection Committee and Determining that _____ is the Most Responsive and Responsible Proposer for RFQ No. 2020-001 Easement Acquisition & Burying Utility Lines and Authorizing the Town Staff to Negotiate with the Selected Company.
- D. **Resolution No. 2020-76** Consideration to Waive the Competitive Procurement and Authorize the Payment of \$49,995.00 to USA Software, Inc. to Modify the Town's Software and Server Updates to Comply with the National Incident Based Reporting System (NIBS) and the Florida Incident Based Reporting System (FIBRS).
- E. **Resolution No. 2020-77** Consideration to Approve and Authorize the Appropriate Town Officials to Execute the Second Amendment to the Employment Agreeement between the Town of Hillsboro Beach and Town Manager Mac Serda.

V. CONSENT

A. INVOICES FOR APPROVAL

- 1. Akerman: Invoice #9581987** Services rendered thru 6/30/2020 **\$21,604.60**
- 2. Akerman: Invoice #9590833** Services rendered thru 7/31/2020 **\$16,844.10**
- 3. Akerman: Invoice #9610445** Services rendered thru 9/30/2020 **\$29,692.10**
- 4. Gardner, Bist, Bowden, Bush, Dee: Invoice #10016** Services rendered from 10-01-2020 thru 10-30-2020 **\$2,580.00**
- 5. Goren, Cherof, Doody & Ezrol P.A. : Invoice #33764** Services rendered from 10/09/2020 thru 11/21/2020 **\$7,086.25**
- 6. Inframark: Invoice #57305** November 2020 **\$7,352.12**

VI. BEACH REPORT

- A.** Update on Town of Hillsboro Beach and City of Deerfield Beach Joint Project
- B.** Mitigation Study Update
- C.** US Army Corp of Engineers- Maintenance & Sand ByPass Permit Extension

VII. STAFF UPDATES

- A. POLICE DEPT**
Presented by Chief Szesnat
- B. FINANCE DEPT**
Presented by Stephen Bloom, Inframark
- C. BUILDING DEPT**
Presented by Steve Mitchell, Building Official, CG&A
- D. CODE ENFORCEMENT**
Presented by Mario Sotolongo

VIII. TOWN MANAGER REPORT

- A.**
Town Hall Painting Update
Police Fleet / Vehicle Purchase
Shredding/ HHW & Prescription Drug Drop-off Event - 1/16/2021 (10am-12pm)

IX. TOWN ATTORNEY REPORT

- A.** Discussion on Ordinance for Virtual Meetings

X. TOWN COMMISSION COMMENTS/REPORTS

XI. PUBLIC COMMENTS

XII. ADJOURNMENT

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



DRAFT

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

TUESDAY

NOVEMBER 10, 2020

9:00 A.M.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Mayor Deborah L. Tarrant called the meeting to order at 9:04 a.m. Roll was called with the Commission members and staff present as listed below.

Town Commission:

Mayor Deborah L. Tarrant

Commissioner Andrew R. Brown

Commissioner Barbara Baldasarre

Vice Mayor Irene Kirdahy

Commissioner Vicky Feaman

Town Staff:

Town Manager Mac Serda

DJ Doody, Town Attorney

Town Clerk Sherry D. Henderson, CMC (via video)

Town Manager Mac Serda explained this was the first live meeting following the expiration of the Governor's order allowing for online meeting and outlined the procedure to be followed for online participation by the public. He explained the notice given and provided instruction on the Zoom video conference system being utilized to host the meeting online. He further noted public comment was being accepted by email, as well as on Zoom.

APPROVAL OF AGENDA

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

I. APPROVAL OF MINUTES

A. Minutes of the September 14, 2020 First Budget Hearing (Virtual)

Motion made by Commissioner Feaman, seconded by Commissioner Baldasarre, to approve the minutes from the September 14, 2020 First Budget Hearing (Virtual) as printed. In a roll call vote, the **motion** passed unanimously. (5-0)

B. Minutes of the September 23, 2020 Special Commission Meeting (Virtual)

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to approve the minutes from the September 23, 2020 Special Commission Meeting (Virtual) as printed. In a roll call vote, the **motion** passed unanimously. (5-0)

C. Minutes of the September 23, 2020 Second Budget Hearing (Virtual)

Motion made by Commissioner Feaman, seconded by Commissioner Brown, to approve the minutes from the September 23, 2020 Second Budget Hearing (Virtual) as printed. In a roll call vote, the **motion** passed unanimously. (5-0)

D. Minutes of the October 6, 2020 Board of Zoning and Appeals Meeting (Virtual)

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to approve the minutes from the October 6, 2020 Board of Zoning and Appeals Meeting (Virtual) as printed. In a roll call vote, the **motion** passed unanimously. (5-0)

E. Minutes of the October 6, 2020 Regular Commission Meeting (Virtual)

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Baldasarre, to approve the minutes from the October 6, 2020 Regular Commission Meeting (Virtual) as printed. In a roll call vote, the **motion** passed unanimously. (5-0)

F. Minutes of the October 9, 2020 Special Commission Meeting (Virtual)

Motion made by Commissioner Baldasarre, seconded by Vice Mayor Kirdahy, to approve the minutes from the October 9, 2020 Special Commission Meeting (Virtual) as printed. In a roll call vote, the **motion** passed unanimously. (5-0)

II. PRESENTATIONS

A. State Road A1A Preliminary Redesign Presentation

Binod Basnet, Project Manager for Florida Department of Transportation (FDOT) and Amin Ahmed, Project Manager for Stanley Consultants, provided a brief update on the progress of the planned SR A1A improvements. Mr. Basnet noted the last update to the Commission was in May 2019, and though there had been a delay while waiting for the sewer project to be completed, the project was on track.

Mr. Ahmed went through a *PowerPoint* presentation which outlined the project progress and schedule. Mr. Ahmed explained the anticipated construction schedule, as follows:

- Public information meetings – Around June 2021
- Letting Date – March 2022
- Anticipated Construction Start – Fall 2022
- Duration of Construction – Approximately 12 months

Mr. Ahmed noted no road detours were planned for the project. He stated a mix of 11- and 12-foot travel lanes currently exist along A1A, and the project proposes a consistent 11-foot road width throughout the corridor. He reviewed an overview map of the project and discussed low grade segments, noting the objective was to make the profile consistent as part of an overall road raising with a slope toward the Intracoastal.

Mr. Ahmed discussed harmonizing with adjacent land, showing the need for license agreements with property owners. He stated coordination with the individual property owners was expected to begin February 2021, with execution of the agreements in June 2021.

Vice Mayor Kirdahy asked if there was any area of the project where the timeline could be sped up with assistance from the Town.

Mr. Ahmed stated the design was delayed because of the County project already under construction on A1A at the time the design was scheduled to start, but design tasks were accelerated to remain on schedule. He noted the Town could assist in coordinating with licensing agreements, as not obtaining those in time could cause delays.

Mr. Basnet asserted the schedule was already expedited and agreed any assistance in the licensing agreement project would be welcome. He stated he could look into whether there were other accelerations available, but that would be outside the scope of the design team.

Mr. Ahmed reviewed mid-block pedestrian crossing enhancements which could be applied to the project, noting there were options available.

Mayor Tarrant pointed out three (3) issues she had with the presentation, including the timeline, height of road raising, and the parameters of the project. She provided historical context regarding discussion on bike lanes and lane size changes, noting residents adamantly argued against a previous proposal of the project.

Mayor Tarrant stated the Commission worked with the residents to reconsider the project, with the agreement that the input of the residents would be included as follows:

- Driving lanes would not be reduced in size
- Bike paths would be four (4) feet
- Sidewalk on the west side from Opal Towers north to Deerfield
- Road raised in low-lying areas on the south end

Mayor Tarrant stated willing cooperation from the residents was achieved because the Town was led to believe the Metropolitan Planning Organization (MPO) and FDOT agreed to provide a benefit for all three (3) sections of Town. She added that she had brought up the concerns repeatedly and was told there were no problems anticipated in having the parameters included.

Mayor Tarrant pointed out the project at 30 percent design did not meet the specifications previously agreed to and noted it looked as though the wishes of the residents were being blatantly ignored, and said she hoped it was an oversight, not intentional disregard.

Continuing, Mayor Tarrant noted there were multiple places throughout Broward and Palm Beach Counties where marked bike lanes were four (4) feet or less. She added there was no reason for the sidewalk to go beyond Opal Towers as was originally agreed and pointed to the map to show the originally agreed upon end of the sidewalk.

Vice Mayor Kirdahy pointed out only one (1) brief meeting had been held with the design team due to COVID-19. She stated she had not been aware of the Opal Towers restriction and had suggested that sidewalks start earlier because it would allow residents of the Le Baron and Landmark Condominiums to utilize them. She noted the 11-foot road was included to maintain consistency with Deerfield Beach and places where it needed to be narrower.

Vice Mayor Kirdahy stated she had approached the project from an engineering and practicality point of view and had been convinced of changes to make the road consistent and better configured.

Mr. Serda stated the presentation was for the purpose of feedback, not to demonstrate what was being designed. He reiterated the concerns the Mayor had brought forward and noted there were no shovels in the ground, so parts of the preliminary plan were easily adjustable.

He stated the sidewalk could go as short or as long as they wanted, but the elevation was going to be a much more difficult issue to address.

Vice Mayor Kirdahy pointed out that when she presented the project to the MPO, it was presented with options, and the Town not only received approval, but was applauded for a well-documented, well-presented project. She stated many residents had spoken to her during that time regarding addressing the flooding.

Mayor Tarrant asked for clarification regarding the extent of the section of road to be raised, stating that the map showed it stopping at 1021 Hillsboro Mile, but the flood waters were extending farther north than that with storms. Additionally she asked if the crosswalk at Hillsboro Imperial which was previously discussed had been added to the plan.

Mr. Ahmed explained the three (3) crosswalks shown were in existing locations.

Mr. Serda stated the design team was aware of the requests for crosswalks at Hillsboro Imperial and Le Baron.

Mayor Tarrant asserted it was important those two (2) locations be included.

Mr. Ahmed stated he was making note.

Mayor Tarrant stated sea level rise was already causing sunny day flooding at times along Hillsboro Mile. She stated she wanted to be sure the anticipated rise was considered and asked if FDOT was completing a resiliency study to ensure the project was sufficient into the future.

Mr. Ahmed stated the goal of the design was to raise the road as much as practical. He noted the actual height was yet to be determined, adding it was bound by a list of restraints including harmonization with private owners.

Mayor Tarrant asserted her main point was that resiliency be considered.

Vice Mayor Kirdahy stated she had pointed out before that at the portion of the road that becomes impassable, a two (2) foot rise was probably necessary, along with the incorporation of pump ups and other elements. She noted she understood this made the project much more difficult, and that the design work was not complete.

Commissioner Brown asserted he was confused by the presentation, including the location of the sidewalk and addressing the problems at the south end. He asked whether the area in front of the Hillsboro Club was being addressed. He stated he had taken a drive the previous day in response to concerns brought to him and to look at the areas without storm drains in

the roadway and expressed concern with where the tremendous amount of water on the roadway would go.

Vice Mayor Kirdahy explained there were storm drains at many individual properties, but due to sea level rise, the water was coming up through the storm drains because there were no backflow preventers currently incorporated.

Commissioner Feaman stated she had reviewed her notes from 2014 and 2015 and found backflow preventers were a huge part of the discussion at that time.

Vice Mayor Kirdahy asserted those considerations were a part of the project, but that stage of design had not yet been reached.

Mr. Ahmed agreed, noting there was a subconsultant for drainage on the project and options for those items were being reviewed and would be available for future review and comments.

Mayor Tarrant pointed to a slide in the presentation regarding low grade segments and noted the extremely low place at 925 Hillsboro Mile was south of the end point shown for the road leveling. She noted she wanted to make sure the project included that area.

Mr. Ahmed stated they were utilizing previous studies but also fine-tuning the limits. He noted the current survey data was being integrated into the plan.

Mayor Tarrant stated she was fine with the roadway being consistently 11-foot as long as it was not 10 feet. She noted the real concern was with taking space from the roadway and giving it to the bike lane and asserted the sidewalk needed to stop at Opal Towers.

Vice Mayor Kirdahy stated she would like to see additional input from the residents of the buildings further down regarding the sidewalk.

Commissioner Baldassarre stated there were a lot of walkers in her community, but she had not had time to survey people about what they would want because she was not aware of the options. She added that right now, they walk on both sides of the road.

Mayor Tarrant agreed they could go to ask the residents again, but asserted when the limit was originally agreed upon, it was a give and take between residents of different areas. She noted this list of parameters she had provided allowed for something for each area of Town because no one wanted anything to be done when it was brought up originally.

Vice Mayor Kirdahy stated that position was just not practical, adding that sometimes what was best for the greatest amount of people had to be looked at, along with State Law and the parameters of the community they live in. She noted if the road was fixed at all, the law

required complete streets, to include bike lanes.

Continuing, Vice Mayor Kirdahy stated she knew there were a lot of walkers from the Le Baron and some had spoken with her, were excited to not have to walk on the roadways anymore. She pointed out they cannot please everyone all the time but were trying to do the right things for the Town and please the residents, while and incorporating the laws and addressing the sea level rise.

Commissioner Baldasarre stated past Kingsley Arms, the road was narrower, and she was not sure there was space for sidewalks. She asked what happened to the trees when the project moves forward, noting there was one area that was especially beautiful which she would want to see preserved.

Vice Mayor Kirdahy responded that she was correct about the topography, but there was space for the sidewalk.

Mr. Serda asked Mr. Ahmed to comment on whether he had a sense of what sort of landscape effect the project would have.

Mr. Ahmed stated part of the scope was to have a landscaping consultant inventory what was currently there and to outline what impacts the project would have. He noted there would be some impacts and there may be need for some relocation of landscaping.

Mr. Serda asked for a more detailed explanation to be provided regarding the tree canopy.

Mr. Ahmed stated as soon as the 30 percent engineering plan was submitted, the consultant would be in the field to complete the landscaping inventory.

Discussion ensued regarding the extent of impact on trees and other landscaping, and maintaining that landscaping being a factor in the extension of the sidewalk.

Mr. Basnet stated the FDOT landscape architect would also review the impacts once the plan was submitted at 30 percent. He noted he would ask the Commission to review the plan during the four (4) week review and comment period at that time and submit any written comments they might have.

Mayor Tarrant stated it was her understanding that the extent of the sidewalk was up to the Town Commission. She noted it was not material to the MPO or FDOT project.

Mr. Basnet explained if the limit were revised, that revision would be included in the 60 percent plan.

Discussion ensued regarding integrating comments prior to the submission of the plan at 30 percent completion.

Mr. Basnet stated the designers would work hard to integrate the comments prior to the three submission, but it may be too late to make those changes and not cause delay to the timeline.

III. ORDINANCES

A. Ordinance No. 2020-07 An Ordinance of the Town Commission of the Town of Hillsboro Beach, Florida, amending the Town's Code of Ordinances by Amending Chapter 7 Entitled "Offenses and Miscellaneous Provisions" by Specifically Amending Article 1 Entitled "In General" and Creating Section 7-4 to be Entitled "Discharge Prohibition"; Prohibiting the Discharge of Pollutants into the Atlantic Ocean or the Intracoastal Waterway; Providing for Specific Prohibition; Providing for Enforcement by the Town Manager; Providing for Enforcement Actions; Providing for Severability; Providing for Conflicts; Providing for Codification; Providing for an Effective Date.

Town Attorney DJ Doody read the Ordinance by title only.

Mayor Tarrant stated the item was brought up by resident Stephanie Steinberg, who heads up a group of environmentally conscious residents.

Mayor Tarrant opened the Ordinance to public comment, however there being none to speak, closed the public hearing.

Motion made by Commissioner Feaman, seconded by Commissioner Baldassarre, to approve Ordinance 2020-07. In a roll call vote, the **motion** passed unanimously. (5-0)

IV. RESOLUTIONS & CONTRACTS

A. Resolution No. 2020-66 Ratifying the Subaward Agreement Between Broward County and the Town of Hillsboro Beach for CARES Act Funding.

Mr. Doody read the Resolution by title only.

Mr. Serda provided additional background, noting the item related to Federal funding which had been funneled through the State and then the County. He explained a formula was used that included various calculations to determine the amount to be funded to each municipality for COVID-19 expenses submitted by the end of the year. He noted the total amount was approximately \$230,000 with realignment of about \$70,000 to the County due to the Town not having those specific programs.

Mr. Serda stated items being contemplated included the purchase of about 500 branded face masks and plexiglass shields for the Commission Chambers.

Discussion ensued regarding the virus and behavior adjustments.

Mayor Tarrant asked if the plexiglass had to be installed to receive funding.

Mr. Serda noted the shields would not be hard installed and could be added and removed as necessary.

Commissioner Brown stated he would rather be safe than sorry and added that he was not sure 500 masks would be enough.

Discussion ensued regarding methods for distribution of masks.

Mr. Serda stated he was looking at the masks as a part of a public information campaign to encourage the community to mask up and as part of a community policing effort. He noted he would double to order of masks to 1,000. He explained the logistics of the plexiglass for the Commission Chambers and stated the use could be phased in and out as needed.

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to approve Resolution 2020-66 as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

B. Resolution No. 2020-67 Consideration to Approve and Authorize the Use of Law Enforcement Trust Funds for Police Department; Use of \$5,000 of Law Enforcement Trust Funds for Tactical Vests and Use of \$2,500 Law Enforcement Trust Funds for Wall Charger for Radios.

Mr. Doody read the Resolution by title only.

Mr. Serda stated the request was to repurpose a previously approved funding request to be used for tactical vests and incorporating additional funding for a bank of wall chargers for the police radios. He explained the use of the vests was to make body camera equipment easier to position.

Police Chief Jay Szesnat stated the vests were also taking the weight off the backs of the Police officers and making them more secure. He noted the wall mounting of the charger would make it easier to keep surfaces clean.

Motion made by Commissioner Brown, seconded by Vice Mayor Kirdahy to approve

Resolution 2020-67 as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

C. Resolution No. 2020-68 Consideration to Approve and Accept \$99,135 from FEMA for a Beach Erosion Mitigation Feasibility Study Related to Loss Associated from Hurricane Dorian.

Mr. Doody read the Resolution by title only.

Mayor Tarrant stated there had been a presentation at the October meeting by Dr. Jackie Brower and Tim Blankenship from Moffat & Nichol regarding the study. She asked for clarification regarding the amount.

Mr. Serda stated the FEMA reimbursement was set for the full amount, but the Town would only receive 75 percent of the cost and would be responsible for the other 25 percent.

Motion made by Commissioner Feaman, seconded by Vice Mayor Kirdahy, to approve Resolution 2020-68 as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

D. Resolution No. 2020-69 Consideration to Authorize Proper Town Officials to Execute Amendment to Agreement Work Order No. 3 (October 29, 2020) and Accept the Proposal from Moffat & Nichol, Inc. Relative to Conducting a Feasibility Study for the Town, Part of Hurricane Dorian Public Assistance Request.

Mr. Doody read the Resolution by title only.

Mayor Tarrant asked for clarification on how the study differed from the 2012 study which was to determine how to solve the beach problem.

Dr. Brower explained there were several differences, including the scope. Additionally, she noted FEMA requires a current feasibility study in order to be eligible for future mitigation funds. She stated recommendations from the first study would be moved forward to the new study, with a broader scope being addressed.

Mayor Tarrant asked why the modeling done in 2012 could not be reused.

Dr. Brower responded the modeling does include what was done in the original 2012 study, but also includes sediment modeling from the inlet to inlet system. She noted additional separate pieces were also proposed, with a focus and refinement of the original modeling included in the scope.

Mayor Tarrant asked Dr. Brower to confirm that sea level rise was being included in the study.

Dr. Brower stated that was correct. She noted resiliency projections for the future were an important piece of what was being addressed as part of the study.

Motion made by Commissioner Feaman, seconded by Commissioner Baldasarre, to approve Resolution 2020-69 as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

E. Resolution No. 2020-70 Consideration to Approve and Authorize Submittal of Vendor Automated Clearing House (ACH) Payment Enrollment Form, Allowing Vendors the Ability to Receive Payments from the Town via Electronic Transfer.

Mr. Doody read the Resolution by title only.

Mayor Tarrant noted the Resolution allowed for payment of vendors via electronic transfer.

Mr. Serda stated it was a small step forward. He noted checks were still signed with dual signatures and couriers were utilized on both ends. He added that as vendors were working from home more, they did not want to deal with having to cash checks. Additionally, he stated hurricanes had caused issues at times in getting in-person checks to vendors.

Continuing, Mr. Serda asserted that he looked at every invoice in Town. He stated every payment would still be done that way, and the Commissioners would also provide a system of checks and balances.

Mayor Tarrant pointed out two (2) typos on the ACH form for correction.

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to approve Resolution 2020-70 as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

F. Resolution No. 2020-71 Consideration to Approve and Authorize Proper Town Officials to Execute Renewal Agreement with United Healthcare for Employee 2021 Health Insurance Benefits.

Mr. Doody read the Resolution by title only.

Mayor Tarrant noted this item was the renewal agreement with United Healthcare for employee health benefits.

Mr. Serda explained this renewal was annual, and noted Graeme Pentland, the Town's broker, was present to answer any questions. He stated the Town shops the medical insurance plan each year, reviewing all existing providers that service the market.

Mr. Serda stated his recommendation was to continue with the existing plan. He noted he had put together an employee committee but had not utilized it as well as he would have

liked to. He asserted he would make an effort to get more buy-in from that committee in the coming year.

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to approve Resolution 2020-71 as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

G. Resolution No. 2020-72 Consideration to Approve and Authorize Proper Town Officials to Execute the Second Amendment to PCS Site Agreement Between the Town of Hillsboro Beach and Sprint Spectrum Realty Company, LLC.

Mr. Doody read the Resolution by title only.

Mr. Serda noted an edit, stating he would like item four (4) to include both the tenant and the landlord having a right to terminate.

Mr. Doody stated he had comments on paragraph seven (7). He asked for the addition of notice and that consent would not be unreasonably withheld, noting the Town was the landlord. He stated the contract was a bit overreaching.

Mayor Tarrant agreed, adding that it was written as though the Town were doing them a favor. She noted that the way it was written, the company could sublet to anyone they chose.

Mr. Doody stated the Town should have control over who goes on their tower.

Mayor Tarrant asked for clarification regarding additional sections.

Discussion ensued regarding the footprint currently held and potential future construction, as well as who would pay for any permits required.

Mr. Doody recommended the item be tabled to allow time for changes to be made.

Mr. Serda stated there was a November deadline.

Mr. Doody asserted the contract could be approved conditionally.

Mayor Tarrant asked if the rental rate had been researched.

Mr. Serda responded it varies substantially but goes as low as \$30,000 per year. He noted he did not have market study or information regarding proximity to the beach. He added that he had thought it was fair based on what he knew of cell towers and stated the Commission was not required to approve it at this time. He stated the rate included a three (3) percent automatic annual increase as contracted.

Mayor Tarrant stated she was OK with letting it go through this year but thought they should figure out if it was a reasonable rate moving forward.

Motion made by Commissioner Baldasarre, seconded by Commissioner Brown, to approve Resolution 2020-72 subject to clarifications of items 5, 7, and 10. In a roll call vote, the **motion** passed unanimously. (5-0)

IV. CONSENT AGENDA

A. Proclamations

1. Proclamation to Recognize National School Choice Week, January 24-31, 2021

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to approve the Proclamation to Recognize National School Choice Week. In a roll call vote, the **motion** passed unanimously. (5-0)

B. Invoices for Approval

- 1. Akerman:** Invoice # 9610445 Services rendered thru 09/30/2020 **\$29,692.10**
- 2. Gardner, Bist, Bowden, Bush:** Invoice #10008 Services rendered from 9/01/2020 thru 9/30/2020 \$11,341.11
- 3. Goren, Cherof, Doody & Ezrol P.A.:** Invoice #33297 Services rendered from 9/30/2020 thru 10/26/2020 \$2,771.12 (General Matters)
- 4. Goren, Cherof, Doody & Ezrol P.A. :** Invoice #33298 Services rendered thru 10/01/2020 \$68.20 (Deerfield Beach)
- 5. Goren, Cherof, Doody & Ezrol P.A. :** Invoice #33299 Services rendered from 10/01/2020 thru 10/14/2020 \$635.44 (Purchase from Winter Sun Investments LLC)
- 6. Goren, Cherof, Doody & Ezrol P.A. :** Invoice #33300 Services rendered from 9/30/2020 thru 10/09/2020 \$450.00 (adv. State of Florida (Bond Validation 2020))
- 7. Goren, Cherof, Doody & Ezrol P.A.:** Invoice #33301 Services rendered thru 10/01/2020 \$315.00 (adv. David Pratt (Seagrape Revocable Trust) Appeal)
- 8. Inframark:** Invoice #56445 October 2020 \$7,350.12
- 9. Nabors, Giblin & Nickerson:** Invoice #1060 20093 43782 Services rendered from 9/1/2020 thru 9/30/2020 \$9,219.00

10. **RMA:** Invoice #4258 09/10/2020 \$1,290.00
11. **Shutts & Bowen LLP:** Invoice #1492422 Services rendered from 9/1/2020 thru 10/6/2020 \$7,050.00
12. **Sweetapple, Broeker & Varkas:** Invoice #11004 Services rendered from 9/28/2020 thru 10/13/2020 \$850.00
13. **Public Financial Management, Inc (PFM):** Invoice #112015 Special Assessment Report \$25,000.00
14. **Mark E. Raymond:** Invoice for Beach Nourishment Land Acquisition Project \$46,853.01
15. **RMA:** Invoice #4544 Services rendered from 9/01/2020 to 9/30/2020 \$4,525.00
16. **CG&A:** Invoice # 81199 10/31/2020 \$26,610.58
17. **LSF:** Invoice #20103126 October 2020 \$6,083.87
18. **Moffatt & Nichol:** Invoice # FB000056 10/30/2020 \$40,038.00

Mr. Serda asked that item one (1) be removed from the Consent Agenda and tabled.

Commissioner Feaman asked to pull item two (2) for additional information.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Brown, to approve the Consent Agenda invoices item three (3) through 18. In a roll call vote, the **motion** passed unanimously. (5-0)

Motion made by Commissioner Feaman, seconded by Vice Mayor Kirdahy, to table item one (1) until Mr. Serda brought it back to the Commission with backup documentation. In a roll call vote, the **motion** passed unanimously. (5-0)

Commissioner Feaman asked for clarification on a section of the Gardner, Bist, Bowden, and Bush invoice which was highlighted in yellow.

Motion made by Commissioner Feaman, seconded by Commissioner Baldasarre, to approve the Consent Agenda item two (2). In a roll call vote, the **motion** passed unanimously. (5-0)

Mayor Tarrant adjourned the meeting for a break at 11:20 a.m.

Mayor Tarrant called the meeting to order at 11:28 a.m.

VI. BEACH REPORT

A. Presentation from Rene Males on “Sea Level Rise”

Mayor Tarrant explained the Commission had asked Hillsboro Beach resident Rene Males to summarize a white paper he submitted on sea level rise. She thanked Mr. Males for his involvement in the Town and always doing his homework. She stated she really appreciated all the work he puts in on behalf of the Town of Hillsboro Beach.

Mr. Males stated he had researched the white paper on sea level rise after being teased by friends that he had purchased property which would be under water in 10 years. He explained his findings were a forecast of a two (2) inch rise in sea level by 2030, translating to a beach inundation of two (2) feet. He provided perspective on those numbers and added that storm surge could be a larger issue, but there was not much data on that matter. He stated it was his hope that Dr. Jackie Brower’s research would further illuminate storm surge and the surrounding danger.

Mr. Males noted the projected rise by 2060 and beyond was much more serious. He stated there were several items the Town should be concerned about, including educating people on the issues. He asserted getting sand for nourishment and replacement of inundation was likely to be increasingly difficult and expensive.

Mayor Tarrant stated Mr. Males’ white paper was available upon request.

B. Staffing Consideration – Resiliency Manager

Items B and C were discussed together.

C. Mayor’s Beach Update

Mayor Tarrant stated that she asked this item to be included on the agenda because the Commission had gotten away from discussing the beach, in part because litigation kept them from discussing it. She noted there was no beach section on the monthly agenda because there was not a beach staff person, but there were a number of beach management issues which needed oversight and discussion.

Continuing, Mayor explained the Commission needed to start taking a more holistic look at resiliency and what needs to happen to protect the beach. She noted the settlement with Deerfield Beach was not an end, but the first step.

Mayor Tarrant noted a summary of the Florida Shore and Beach Preservation Association (FSBPA) Conference was on the table for each Commissioner. She asked that they each take the notes away and take time to review it individually.

Mayor Tarrant shared highlights from a talk by Noah Valenstein, Secretary of the Florida Department of Environmental Protection (DEP) including:

- All projects receiving State funding will now be required to complete a resiliency/ sea level rise study
- The Governor wants a unified front between agencies regarding resiliency
- DEP plans to focus more on enforcement

Mayor Tarrant shared highlights from a talk by Jason Harrah, Project Manager out of the Jacksonville District with the Army Corps of Engineers (Corps), including that his department has billions in Federal funding, far more than the State, and projects done with the Corps get priority for State funding. With that said, at this point in time, the alliance with Deerfield Beach does not qualify Hillsboro Beach for Corps funding.

Continuing, Mayor Tarrant stated that since the Conference, she and Mr. Serda, along with representation from Moffat & Nichol, met with Mr. Hara's boss to gain a better understanding of how the Town might qualify for Federal funding and noted it was something the Town should work toward, adding that it would require very specific effort and focus.

Mayor Tarrant reviewed additional conference topics, including:

- Recovery from Hurricane Matthew by towns similar to Hillsboro Beach
- Information shared by local engineer Tom Pierro regarding a 2.8-mile project in Palm Beach restoration which consisted of 839,000 cubic yards of sand being trucked
- The availability of DEP funding for projects, criteria for funding, and the availability of FEMA funding

Mayor Tarrant asserted that as a beach community, she was concerned the Town did not have designated staff responsible for the beach and/or focusing on resiliency. She noted Deerfield Beach has 2/3 the shoreline of Hillsboro Beach and has a team dedicated to the beach. She added that she was not suggesting a team or even a full-time person, but that someone be involved every week with staying current on what is going on with neighboring shorelines.

Mayor Tarrant stated neither she nor Mr. Serda were able to keep up with the issues, and listed examples of items that could be corrected with availability of staff for beach

resiliency and to spearhead beach issues. She asserted that she believed the reason the beach had been nearly destroyed was because for decades it was no one's responsibility.

Commissioner Feaman stated Mayor Tarrant was absolutely right to bring this to a head, noting for years there was no one who even thought about the beach, until she and Mayor Tarrant got on the Commission.

Mayor Tarrant asserted there were residents who thought about it prior to this Commission, but this Commission was willing to step up and put it on the line and do something about it. She stated it would have happened much sooner if the Town had a designated beach person.

Commissioner Feaman said it was an excellent idea and said she would research and make some suggestions.

Commissioner Baldasarre stated there is so much information out there, it is almost overwhelming. She noted when you think about what needs to be known, there is no way the Commission can do it.

Mayor Tarrant added that it was time to recognize that this was not a one-shot need, the beach was an ongoing need. Additionally, she stated Mr. Males' points also needed to be addressed, the Town could not wait 10 years until it was too late.

Mr. Serda stated he would not contradict any of the points Mayor Tarrant had made, as the Town has six (6) miles of coast and three (3) miles of road. He noted close to half the Town's budget is spent protecting the road.

Discussion ensued regarding the qualifications and experience needed and putting that information out to informed residents and consultants to help in the search.

D. Deerfield Beach Kickoff Meeting Update

Mr. Serda stated he first had an update on the Tourist Development Tax (TDT). He explained he reached out to multiple people, and no one seemed to know how to move it forward, but Mr. Doody was going to help to get an appointment with the County Attorney's office to review the qualification for the TDT and try to determine how to count vacation rentals to be eligible for the program.

Mayor Tarrant asserted that was something a beach staff person could be focusing on. She noted there was an entire complex that was all vacation rental, a hotel that would be up and running at some point, and other properties sprinkled through the community.

Commissioner Brown asked if snowbirds working through a real estate agent were supposed to report those stays, and if the Town was losing money if they did not.

Mayor Tarrant stated rentals through associations might be different, but anything that went through Airbnb or VRBO or similar was supposed to have taxes collected on it.

Commissioner Baldassarre noted a lot of the condominium rentals were done through word of mouth. She added that she had heard that when a condominium was rented, tax was paid as part of the process, but she would have to check.

Mr. Doody confirmed that under that type of lease there should be a sales tax provision, which was different from TDT.

Discussion ensued regarding the limitations on renting a condominium, collection of TDT, and seasonal rentals.

Mr. Serda stated a meeting had been held between staff members of Hillsboro Beach and Deerfield Beach. He noted Deerfield Beach staff had already engaged Boca Raton regarding participation in a joint effort, and they seemed agreeable. He stated Boca Raton had agreed to allow participation on a dredging effort planned in the next year, but the details were not yet worked out. He added that there would be cost savings associated with the project and it would serve as a good source of sand.

Continuing, Mr. Serda stated Deerfield Beach had sent a scope of work for a Request for Qualifications (RFQ) for an engineer for the joint project. He noted a selection committee would be formed to rank and recommend an engineer, and the plan was to move forward quickly, with the committee formed in the next week and the RFQ out by month end.

Discussion ensued regarding timing, as well as the historical importance of the regional effort for beach sand management, with multiple municipalities and counties working together.

Mr. Serda stated that all in all, the conversation with Deerfield Beach staff was positive and up-tempo, and seemed there was motivation to work together from both sides.

VII. STAFF UPDATES

A. Police Department

1. September 2020 Report

Police Chief Jay Szesnat commented on flooding due to the previous week's weather. He thanked the Town Clerk and Town Manager for their preparedness and the planning that goes into storm-related logistics.

Chief Szesnat reported the electrical system had gone out on the marine unit, and that issue was still being worked through. He explained the body cameras were squared away and ready to go. He asked if there were any questions on his activity report.

Mayor Tarrant thanked the Police Department for keeping the road clear for several days straight, getting drenched to remove limbs from the street and other activities. She also commended Chief Szesnat for his personal miles racked up on the street, thanking him for being present.

2. County Commission Meeting Update

Mayor Tarrant shared details of the Broward County Commission meeting on October 20, where agenda items included the Broward County Police Review Board. She noted a copy of the comments she made at the meeting was included in the backup materials.

Mayor Tarrant stated as she sees it, there are a number of issues with the creation of the Broward County Police Review Board, including:

- Municipalities like Hillsboro Beach that fund their own police departments will be subject to this Review Board without any say in the makeup of the Board
- A recommended requirement for being appointed to the Board is to have had a bad experience with the police
- Of the 24 members on the Board, at least eight (8) represent special interest groups with known anti-police bias
- 22 of the 24 Board members have no experience in, or understanding of, law enforcement

Mayor Tarrant asserted that untrained individuals with grudges and special interests should not serve in an advisory capacity to people who actually put their lives on the line every day. She stated that a letter from a new Hillsboro Beach resident was going to be printed in the following day's *Pelican Newspaper* taking umbrage with her perspective, and the same edition would also include her response.

Commissioner Baldasarre shared of an individual in her building who had needed assistance related to the storm due to her husband's oxygen dependence. Commissioner Baldasarre stated the Police Department had sent someone to check on the couple after receiving a worried phone call and added that she wanted to share the heartwarming story with the Commission.

Mr. Serda stated this was evidence of the Town's efforts to turn potential problems into opportunities, pivoting to engage one-on-one. He noted it was an outstanding effort.

B. Finance Department – September 2020 Report

Steven Bloom presented the Fiscal Year End 2020 Report, noting a final discussion would be held once the results were audited.

Mr. Bloom started with a report on the General Fund. He stated the plan was to use \$700,000 in fund balance (or cash reserves) to cover the General Fund for the year, with the largest piece being for the beach legal costs. He explained the full amount did not end up being used, and the amount was reduced to \$640,000. He noted some of these funds would be reimbursed, through the CARES Act and FEMA funding. He showed a chart explaining revenues over all types were at 99 percent collected for the year, and most did well even with the pandemic. Mr. Bloom noted they had been watching Inter-governmental revenues with the expectation that those would be impacted by COVID-19, but it had come it at about 93 percent, which was less impact than expected.

Continuing, Mr. Bloom explained expenditures had ended up at about 98.1 percent of the budgeted figures. He stated the largest variance was in inter-fund transfers, noting that was related to the beach project and would be reimbursed. He explained the partial payment already received from FEMA was enough to close out the beach loan.

Mr. Bloom reviewed the Special Revenue Funds, noting the largest items to look at were forfeitures, which are down to \$180,000 after some purchases, and the Community Bus Fund, which has a surplus which will be used for future repairs and projects. He reviewed the beach loan, FEMA bridge loan, and capital projects, which totaled \$4.09 million for the year. He stated the Water Fund ended the year in a surplus, noting all funds were intended for future water plant maintenance needs. He showed charts of water usage and expenses.

Mr. Bloom shared data for the year regarding fuel costs, noting the number of gallons was up from the year before, but the average price per gallon was down. He stated the expense was at about \$58,000 in 2012 and was at about \$34,000 in 2020. He reviewed Worker's Compensation Insurance expenses and historical data regarding claims.

Mayor Tarrant stated she and Mr. Serda had attended the FSBPA Conference in September and the cost did not show up under the Commission budget.

Mr. Bloom said he would review.

Mayor Tarrant pointed out the variance in the Police Department budget was almost entirely related to a cash-out for former Chief Thomas Nagy.

Mayor Tarrant thanked everyone for keeping their department budgets in line in the face of tons of unexpected events throughout 2020.

C. Building Services Report

Steve Mitchell, Building Official with CG&A, provided his report. He noted the hurricane season was almost over and nothing had fallen down, so he would take that as a win. He stated the end of the year was expected to be quiet for construction and commented that projects inside condominiums were down over past years.

Mr. Mitchell stated inspections were up, and the projects anticipated for completion were still on track.

Mayor Tarrant asked if there would be any additional certificates of occupancy by the end of the year.

Mr. Mitchell stated there would be one (1) completion of a large single-family home at 923 Hillsboro Mile, and potentially there would be a hotel back on the tax rolls.

D. Code Compliance Report

Mario Sotolongo, Code Supervisor with CG&A, gave a brief update on Code Compliance. He stated four (4) new cases were generated in September and two (2) were closed out, both property maintenance issues.

Mr. Sotolongo stated one of the cases which remained open was 1205 Hillsboro Mile due to some issues with the pool, but the contractor had responded right away. He noted a few issues remained, and he was monitoring it proactively.

Continuing, Mr. Sotolongo stated the other open case was 961 Hillsboro Mile, which came in through a complaint regarding the balcony. He explained the brick veneer started falling off, and the property manager and owner responded to the issue but had not painted the area repaired. He stated he had just received a text message that the painters were on the way to take care of the issue.

Mr. Sotolongo provided an update on his efforts regarding vacation rentals in the community. He stated a notice had already gone out to the Royal Flamingo, requesting both registering and inspections. He noted he is currently working with Sunrise Villas, but that issue is not as obvious and organized, so he is going into VRBO weekly to see which units are being rented out.

Continuing, Mr. Sotolongo noted he had a piece of good news regarding the seawalls. He stated 1015 had received its license from the County to increase the height of their seawall. He added that had been a long process and they were still waiting for approval from the Army Corps of Engineers but are moving forward with submitting permit application to the Town.

Mayor Tarrant asked what the new owners of 961 Hillsboro Mile were planning to do with the property.

Mr. Sotolongo responded it was a tear-down, but the open Code violation would be an issue in getting permits.

VIII. TOWN MANAGER REPORT

A. Paint Town Hall Update

Mr. Serda provided a brief recap on the tropical storm the previous week, noting it had come up as an issue quickly. He spoke to the Town's resources and how the team had pulled together to respond.

Continuing, Mr. Serda stated the storage room, which had long been a project of the staff, was more than half cleared out and categorized. He noted this was a great move forward, and he had reached out to an auction company regarding the 20 or so extra file cabinets left behind when files were digitized.

Mr. Serda provided an update on the Town Hall painting project. He shared a sample of the shutter to show the color.

Commissioner Feaman asked if it was possible to get the shutter in blue to provide contrast on the building.

Mr. Serda stated if the Commission wanted to see different colors, he could request new samples. He noted the lead time on the shutters was two (2) to three (3) months.

Discussion ensued regarding revisiting the shutter color and upgrades to the inside of the Town Hall, and the list of capital projects that had been deferred due to uncertainty surrounding the beach litigation.

B. Underground Utility Easements Contract

Mr. Serda explained the selection committee for the underground utility easements contract had some delays but met to rank the firms and the recommendation would be on the agenda for the December Commission meeting to pursue securing the easements for undergrounding the utilities should that project come forward.

C. Town Hall Holiday Lights

Mr. Serda stated the tree trunks had been wrapped, and the lights were to be lit up the next week. He noted some communities were lighting early due to the pandemic, and he was attempting to follow suit.

D. Shredding and Household Hazardous Waste Drop-Off Event

Mr. Serda asked the Commissioners to check their calendars to let him know if January 16 worked for a shredding and household hazardous waste drop-off event. He noted there would not be music and a tent at this year's event due to social distancing.

Continuing, Mr. Serda stated Chief Szesnat was able to come up with a solution for sharps disposal as well as prescription drug disposal.

Mr. Serda asked for feedback from the Commissioners regarding whether the drop-off should be for residents only, rather than also covering property companies disposing of records and things like diesel fuel. He explained the Town was responsible for expenses.

Discussion ensued regarding requiring proof of residency and sharing the intent of the event in marketing materials.

Mr. Serda stated the past budget period had included funding of \$3-\$5,000 for bocci ball enhancement. He noted trip hazards were being corrected and the court would be spruced up before the end of the month. He stated once it was refurbished, he would like to reopen the courts and allow people to utilize the courts.

Vice Mayor Kirdahy asserted she believed there would be less people coming down this year due to COVID-19 restrictions.

IX. TOWN ATTORNEY REPORT

Mr. Doody reported he had received confirmation from Winter Sun that they had received their property tax assessment for 2020. He stated he had sent an email to counsel to determine if they would be seeking proration, and noted that if they do, he would like the authority to work with the Town Manager and Mr. Bloom to quantify the amount and take advantage of the four (4) percent early pay discount.

The Commissioners agreed by consent to allow Mr. Doody to work with the appropriate Town officials to handle the taxes.

Mr. Doody stated the invoice approved during the Consent Agenda for the Seagrape Revokable Trust was the remaining lawsuit. He noted all briefs had been filed and the Town was awaiting a decision.

Mayor Tarrant asked Mr. Doody to confirm the Town had no liability in that matter.

Mr. Doody stated that was correct, the Court could quash the decision of the Zoning Appeal Board and deny the variance, but there were no monetary damages being sought.

X. TOWN COMMISSION COMMENTS/REPORTS

A. Commissioner Andrew R. Brown

Commissioner Brown reported he was asked to attend a roundtable talk at 1155 Hillsboro Mile on October 29, and it had gone well. He stated it was a group of residents and no board members, and he provided them with information on how the Town was run and the accomplishments of the Commission. He said he noted to them the shuttle was a selling point the owners could use in the future.

Continuing, Commissioner Brown stated the residents at 1155 Hillsboro Mile were complaining of some issues with water and Mr. Serda sent someone to flush the fire hydrant to be sure the issue was not coming from the Town end.

Commissioner Brown stated a resident had been in contact with Mr. Serda regarding putting up a pickleball court and had identified the location of the old weigh station as a potential site. He asked if the other Commissioners would be amenable.

Mayor Tarrant responded that she had no objection and asked if the weigh station would go away.

Mr. Serda stated that could be evaluated, noting it was not in use now. He added that he had requested a quote from a pickleball vendor to get an idea of the cost and pointed out it would result in new issues for the Town, but nothing that was insurmountable.

Discussion ensued regarding charging for usage, how it was handled in other communities, and limiting use. The Commissioners agreed by consensus to allow Mr. Serda to research the issue.

B. Commissioner Barbara Baldassarre

None.

C. Commissioner Vicky Feaman

None.

D. Vice Mayor Irene Kirdahy

None.

E. Mayor Deborah L. Tarrant

None.

XI. PUBLIC COMMENTS

Town Clerk Sherry Henderson shared a public comment emailed ahead of the meeting from John Carlson.

John Carlson, 975 Hillsboro Mile, commented regarding the height the roadway would be raised. He noted the previous discussion stated the amount the road could be raised was restricted by the cost of harmonizing with driveways and stated he had received a quote for harmonizing his own driveway with the raised road. Mr. Carlson argued that the cost was not significant enough to restrict the project and said it should be covered by the one (1) cent sales tax for infrastructure. He asked that the Commission pass a Home Rule or whatever was necessary to require the road be elevated to a minimum of four (4) feet to properly address sea level rise with a fix rather than a patch.

Mayor Tarrant stated he was not wrong, the issue needed to be addressed, but the island was not wide enough to allow for the ramps necessary to blend a four (4) foot increase. She asked Mr. Doody if there was a way for the Town to pass an Ordinance saying the road had to be raised a certain amount.

Mr. Doody responded that an Ordinance to that effect was not an option. He added that the reference to Home Rule was not applicable because it applies to what is not regulated by the State, and State roads are highly regulated. He asserted the Town had limited legal authority to rely upon.

Mayor Tarrant noted the sales tax referenced was a County tax, and it was a State road. She asked that Mr. Serda send an email explaining the response.

Discussion ensued regarding a project in Miami Beach and whether parallels could be drawn with the Hillsboro Beach project.

XII. ADJOURNMENT

Motion made by Commissioner Baldassarre, seconded by Vice Mayor Kirdahy, to adjourn the meeting at 1:23 p.m. In a roll call vote, the **motion** passed unanimously. Commissioner Feaman voted visually.

ADOPTED THIS _____ DAY OF _____, 2020

By: _____
Deborah L. Tarrant, Mayor

ATTEST:

Sherry D. Henderson, CMC
Town Clerk



Written public comments & documents entered into the record

NOVEMBER 10, 2020 | 9AM

Regular Town Commission Meeting

Town of Hillsboro Beach
1210 Hillsboro Mile
Hillsboro Beach, FL 33062
TownofHillsboroBeach.com
954-427-4011

Town Clerk

From: Sea <seafront@comcast.net>
Sent: Tuesday, November 10, 2020 8:58 AM
To: TownClerk@TownofHillsboroBeach.com
Subject: Road Comments



*975 Hillsboro Mile
Hillsboro Beach, Florida 33062
954-781-7356, cell 954-778-4430
SeaFront@Comcast.net*

John Carlson @ 975 says:

Among the arguments why A1A can only be raised 6 inches--is harmonizing driveways into the roadway.

I received a bid to raise my paver driveway to blend with a higher 6 inch road. Price was \$2,500.00 which should be included in the current plan. If the road was elevated to 2-feet, that cost would increase by the amount of concrete border plus sand and the labor to place it—say \$800.00 extra.

When our sewer pipes were installed, it was easy to see that A1A is basically built on sand. Adding two feet of sand over 2510-feet is not cost prohibitive. Driveway connection cost will increase but the addition is only about 1/3 more. Figuring 30 driveways at \$800.00 additional cost each, the extra cost is \$24,000.00.

Our one-percent sales tax is for infrastructure improvements. The \$24,000.00 for driveway harmony is a drop in this tax bucket.

Please pass a Home Rule measure or whatever it takes, requiring A1A to be elevated to a minimum of 4-feet. We need a fix, not a patch. The time to address global warming and sea level rise is--right now.



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Proclamation of Election - March 9, 2021
Presented by Mayor Tarrant

Submitting Dept: Town Clerk, Sherry D. Henderson, Town Clerk
Agenda Date: December 1, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Proclamation of Election

TOWN OF HILLSBORO BEACH, FLORIDA

PROCLAMATION OF ELECTION

Pursuant to the Town Charter, Article VIII: - *Elections*; Section 1. - *General and Special Elections*, I, Deborah L. Tarrant, Mayor of the Town of Hillsboro Beach, Florida, by virtue of the authority vested in me, do hereby issue the following **PROCLAMATION:**

That a General Municipal Election is hereby called to be held for the Town of Hillsboro Beach, Florida on the 9th day of March 2021; and

Qualified Voters will elect three (3) Commissioners for our Town and their two (2) year terms will expire March 2023; and

The election will be held in the Community Room of the Hillsboro Beach Town Hall, located at 1210 Hillsboro Mile, Hillsboro Beach, Florida; and

Polls will be open from 7:00 a.m. until 7:00 p.m. Interested parties for the three Commission Seats may qualify no earlier than 12:00 noon on Monday, January 4, 2021 and not later than 12:00 noon on Monday, January 11, 2021, with the Town Clerk at Town Hall.

IN WITNESS THEREOF, I have hereunto set my hand on the 1ST day of December 2020 and cause the official seal of the Town of Hillsboro Beach, Florida to be affixed.

TOWN OF HILLSBORO BEACH, FLORIDA

By:

Attested By:

(seal)

Honorable Deborah L. Tarrant
Mayor

Sherry D. Henderson, CMC
Town Clerk

ORDINANCE NO. 2020-07

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, AMENDING THE TOWN'S CODE OF ORDINANCES BY AMENDING CHAPTER 7 ENTITLED "OFFENSES AND MISCELLANEOUS PROVISIONS" BY SPECIFICALLY AMENDING ARTICLE 1 ENTITLED "IN GENERAL" AND CREATING SECTION 7-4 TO BE ENTITLED "DISCHARGE PROHIBITION"; PROHIBITING THE DISCHARGE OF POLLUTANTS INTO THE ATLANTIC OCEAN OR THE INTRACOASTAL WATERWAY; PROVIDING FOR SPECIFIC PROHIBITION; PROVIDING FOR ENFORCEMENT BY THE TOWN MANAGER; PROVIDING FOR ENFORCEMENT ACTIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Hillsboro Beach is uniquely located on a barrier island flanked by both the Atlantic Ocean and Intracoastal Waterway respectively; and

WHEREAS, the Town of Hillsboro Beach recognizes the importance of maintaining the balance of nature on the barrier island as well as protecting the integrity of the Atlantic Ocean and the Intracoastal Waterway both of which contribute significantly to the quality of life enjoyed by the residents of Hillsboro Beach; and

WHEREAS, the Town Commission of the Town of Hillsboro Beach finds and determines that it is in the best interest of the Town of Hillsboro Beach to prohibit the discharge of any pollutants and natural vegetation into both the Atlantic Ocean and Intracoastal Waterway from the residential properties located within the Town.

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

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

Section 2. Chapter 7 entitled "Offenses and Miscellaneous Provisions" of the Code of Ordinances is hereby amended by specifically amending Article 1 entitled "In General" and specifically by creating Section 7-4 which shall read as follows:

1 **Sec. 7-4. Discharge Prohibition.**

- 2
- 3 a) **Pollution of Waters.** No person or entity shall throw or otherwise place or
4 cause to be discharged into the Atlantic Ocean or the Intracoastal Waterway
5 or allow for any drains flowing or discharging into either body of water any
6 substance, matter or thing including but not limited to trash, yard waste, grass
7 clippings and branches, liquid or solid, which will or may result in the pollution
8 of either body of water.
- 9
- 10 b) **Specific prohibitions.** Any discharge to a drainage system located within the
11 Town which contains any sewage, industrial waste or other waste materials,
12 or containing any materials in violation of federal, state, county, municipal, or
13 other laws, rules, regulations, orders or permits, is prohibited.
- 14
- 15 c) **Administrative order.** The Town Manager is hereby authorized to issue an
16 order to any person or entity to immediately cease any discharge, or any
17 connection to a drainage system, determined by the Town Manager to be in
18 violation of any provision of this chapter.
- 19
- 20 d) **Enforcement actions.** The Town Manager is authorized to take all actions
21 necessary, including code enforcement procedures and the filing of court
22 actions, to require and enforce compliance with the provisions of this chapter.
- 23
- 24

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

28

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

31

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

37

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1 **Section 6.** This Ordinance shall be effective fifteen (15) days after its passage and
2 adoption by the Town Commission of the Town of Hillsboro Beach.
3

4
5 PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF HILLSBORO
6 BEACH, FLORIDA, ON FIRST READING, THIS 10th DAY OF NOVEMBER, 2020.

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

7
8
9
10 By: _____
11 Deborah L. Tarrant, Mayor

12 ATTEST:

13
14 By: _____
15 Sherry D. Henderson, CMC
16 Town Clerk
17

18
19
20 APPROVED AS TO FORM:

21
22 _____
23 Donald J. Doody, Town Attorney

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

**Prohibit Discharge of Pollutants into the Atlantic Ocean or Intracoastal Waterway
Tuesday, December 1, 2020 at 9:00AM**

NOTICE IS HEREBY GIVEN that prior to the Town of Hillsboro Beach Commission's consideration of the **Second Reading** of Ordinance 2020-07, a Public Hearing will be held on **Tuesday, December 1, 2020 at 9:00 AM**. The Public can attend and provide comments via Live Zoom Video Conference.

ORDINANCE NO. 2020-07

Prohibit Discharge of Pollutants into the Atlantic Ocean or Intracoastal Waterway

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, AMENDING THE TOWN'S CODE OF ORDINANCES BY AMENDING CHAPTER 7 ENTITLED "OFFENSES AND MISCELLANEOUS PROVISIONS" BY SPECIFICALLY AMENDING ARTICLE 1 ENTITLED "IN GENERAL" AND CREATING SECTION 7-4 TO BE ENTITLED "DISCHARGE PROHIBITION"; PROHIBITING THE DISCHARGE OF POLLUTANTS INTO THE ATLANTIC OCEAN OR THE INTRACOASTAL WATERWAY; PROVIDING FOR SPECIFIC PROHIBITION; PROVIDING FOR ENFORCEMENT BY THE TOWN MANAGER; PROVIDING FOR ENFORCEMENT ACTIONS; 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 Tuesday, December 1, 2020 9:00 AM (Eastern)

Meeting ID: 878 4736 1566 Passcode: 951699

PROVIDING PUBLIC COMMENT

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

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



Printed: 11/19/2020 10:12:09 AM

Page 1 of 3

Order ID: 6820911

* Agency Commission not included

GROSS PRICE * : \$192.35

PACKAGE NAME: SSC Notice of Public Meeting

Order ID: 6820911

* Agency Commission not included

GROSS PRICE * : \$192.35**PACKAGE NAME:** SSC Notice of Public Meeting**Product(s):** Sun Sentinel, Affidavit, Floridapublicnotices.com**AdSize(s):** 1 Column**Run Date(s):** Saturday, November 21, 2020**Color Spec.** B/W**Preview**

**TOWN OF HILLSBORO BEACH, FLORIDA
PUBLIC HEARING****PROHIBIT DISCHARGE OF POLLUTANTS
INTO THE ATLANTIC OCEAN OR INTRA-
COASTAL WATERWAY
TUESDAY, DECEMBER 1, 2020 AT
9:00AM**

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Order ID: 6820911

* Agency Commission not included

GROSS PRICE * : \$192.35**PACKAGE NAME: SSC Notice of Public Meeting**

October 1, 2020 7:00 AM (Eastern)
Meeting ID: 878 4736 1566 Passcode:
951699

PROVIDING PUBLIC COMMENT

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Sherry D. Henderson, CMC Town Clerk
TOWN OF HILLSBORO BEACH, FLORIDA
11/21/2020 6820911

Transportation

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FORD ESCORT ZX-3 - 2003 - Auto, A/C, New Compressor, Only 61K Low Miles, \$2,700. Takes It Away! Call 954-941-6452

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Never A Dealer Fee!
TurnpikeMotorsFlorida.net

HONDA ACCORD 4 DOOR - 2004 - 4-Cyl, Cold Air, 5-Speed Manual, Must See! Runs Good. \$2,900. Takes It! Call 954-941-6452.

Turnpike Motors
Never A Dealer Fee!
TurnpikeMotorsFlorida.net

TOYOTA AVALON XL 4 DOOR - 2000 - V6, Cold Air, Clean CarFax, White On Tan Cloth. A Real Nice Car! \$3,299. Call 954-941-6452

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TurnpikeMotorsFlorida.net

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SunSentinel.com/Classified

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FORECLOSURES - CHEAP/FLIP & FIX HOUSES - & Self Storage, New Construction 3/2: \$150K, 20% Return, Investors & RAs Friendly, 50yr exp. R.E. Broker MCNeelyPA 954-612-8585

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GUARANTEED

20% ROI GUARANTEED - Local BH/PH Auto Dealer, 5 yrs in business - we are the BANK, charging STATE MAX INTEREST, seeking private funds = more loans on street, secured assets, \$50K-\$3MM, BANK WINS, YOU WIN, call/text 714-222-6500

Employment

SunSentinel.com/Jobs

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Pets/Animals



TEACUP MALTIPOO - Genuine Tiny Teacup Maltipoos!! 2 left. Gorgeous silky hair, tiny short black nose, large round eyes they are pee pad trained, contact me for more information. Serious inquiries only, will not ship. Pet nanny or pick up in my home only. Vero Beach Florida Text 704-651-2515 Girl - 2800 Boy-1800

Merchandise

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BASEBALL CARDS WANTED - ALL Sports Cards & Memorabilia. I Buy Whole Collections! TOP \$! Call: 954-593-7685

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PALM BEACH

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SOFA WEEK-END!

AT THE MARKETPLACE

Saturday & Sunday 9:00-3:00
Furniture (transitional and traditional), lighting, paintings, prints, drapes, books, decorative accessories, garden urns patio furniture.

5500 Georgia Avenue, West Palm Beach
www.kofski.com



WANTED - Antiques, Coins, Sterling, Records, Old Cameras, Collectibles, Military & Furniture. Call Pop: 954-494-0815



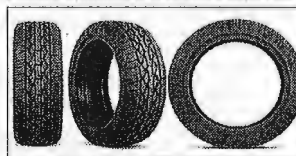
Merchandise

SunSentinel.com/Classified

Garage Sales/Flea Markets

WINTER SPRINGS - Garage Sale, Sat 11/21 8am-2pm. 80 S Cortez Ave. 32708. Misc items, stamp collection & misc Swarovski Crystal.

Miscellaneous



USED TIRES - Free mounting and balancing! All tires LIKE NEW. Florida Tire Shop 309 NE 3rd St., Boynton Beach, FL 33435 561-336-3973.

Legal Notices

SunSentinel.com/Classified

Notice to Creditors

IN THE CIRCUIT COURT FOR BROWARD COUNTY, FLORIDA PROBATE DIVISION
IN RE: ESTATE OF JACQUELYN PILEGGI, Deceased
File No. PRC200003865

NOTICE TO CREDITORS

The administration of the estate of JACQUELYN PILEGGI, deceased, whose date of death was November 6, 2019, is pending in the Circuit Court for Broward County, Florida, Probate Division, the address of which is 201 SE 6th Street, Fort Lauderdale, FL 33301. The names and addresses of the personal representative and the personal representative's attorney are set forth below.

All creditors of the decedent and other persons having claims or demands against decedent's estate on whom a copy of this notice is required to be served must file their claims with this court WITHIN THE LATER OF 3 MONTHS AFTER THE TIME OF THE FIRST PUBLICATION OF THIS NOTICE OR 30 DAYS AFTER THE DATE OF SERVICE OF A COPY OF THIS NOTICE ON THEM.

All other creditors of the decedent and other persons having claims or demands against decedent's estate must file their claims with this court WITHIN 3 MONTHS AFTER THE DATE OF THE FIRST PUBLICATION OF THIS NOTICE.

ALL CLAIMS NOT FILED WITHIN THE TIME PERIODS SET FORTH IN SECTION 733.702 OF THE FLORIDA PROBATE CODE WILL BE FOREVER BARRED.

NOTWITHSTANDING THE TIME PERIODS SET FORTH ABOVE, ANY CLAIM FILED TWO (2) YEARS OR MORE AFTER THE DECEDENT'S DATE OF DEATH IS BARRED.

Legal Notices

SunSentinel.com/Classified

Fictitious Name Notice

NOTICE

NOTICE IS HEREBY GIVEN that the undersigned, desiring to engage in business under the fictitious name of Henry Schein Marketing Services intends to register the said name with the Florida Department of State, Division of Corporations, Tallahassee, FL and/or Clerk of the Circuit Court of Broward County, FL. Henry Schein One, LLC 1220 South 630 East American Fork, UT 84003 11/21/2020 6819598

NOTICE

NOTICE IS HEREBY GIVEN that the undersigned, desiring to engage in business under the fictitious name of Bluesage Communities intends to register the said name with the Florida Department of State, Division of Corporations, Tallahassee, FL and/or Clerk of the Circuit Court of Broward County, FL. Bejuca Holding Company LLC 3200 N University Dr Ste 206 Coral Springs, FL 33076 11/21/2020 6819650

NOTICE

NOTICE IS HEREBY GIVEN that the undersigned, desiring to engage in business under the fictitious name of Matchbox Sawgrass Mills intends to register the said name with the Florida Department of State, Division of Corporations, Tallahassee, FL and/or Clerk of the Circuit Court of Broward County, FL. Matchbox Sawgrass LLC, 1860 Sawgrass Mills Circle #5100 Sunrise, FL 33323 11/21/2020 6820756

NOTICE

NOTICE IS HEREBY GIVEN that the undersigned, desiring to engage in business under the fictitious name of MIKE ANTHEM MUSIC intends to register the said name with the Florida Department of State, Division of Corporations, Tallahassee, FL and/or Clerk of the Circuit Court of Broward County, FL. MICHAEL GRONEVELDT 241 SW 23RD STREET, UNIT 3 FORT LAUDERDALE, FL 33315 11/21/2020 6820764

NOTICE

NOTICE IS HEREBY GIVEN that the undersigned, desiring to engage in business under the fictitious name of NAKXSANE BEAUTY intends to register the said name with the Florida Department of State, Division of Corporations, Tallahassee, FL and/or Clerk of the Circuit Court of Broward County, FL. NORMILUS MYRTHIL MARTINE 1111 WEST RIVER DRIVE MARGATE, FL 33063 11/21/2020 6820779

NOTICE

NOTICE IS HEREBY GIVEN that the undersigned, desiring to engage in business under the fictitious name of CLAUDIA V SANTOS intends to

Legal Notices

SunSentinel.com/Classified

Public Hearing Notice

TOWN OF HILLSBORO BEACH, FLORIDA PUBLIC HEARING

PROHIBIT DISCHARGE OF POLLUTANTS INTO THE ATLANTIC OCEAN OR INTRACOASTAL WATERWAY
TUESDAY, DECEMBER 1, 2020 AT 9:00AM

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Sherry D. Henderson, CMC Town Clerk
TOWN OF HILLSBORO BEACH
11/21/2020 6820911



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Resolution No. 2020-73 Consideration to Approve and Accept the Water Supply Facilities Work Plan 2020 Update Report Prepared by Redevelopment Management Associates and Chen Moore Associates.

Presented by Chris Brown with RMA and Peter Moore with Chen Moore, Inc.

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

Agenda Date: December 1, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. Agenda Cover Memo - LEC WaterSupplyFacilitiesWorkplan2020
 2. Water Supply Facilities Work Plan 2020 Update
 3. 73 - Water Supply Facilities Work Plan 2020



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

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

Agenda Item Cover Memo

Agenda Item: Lower East Coast Water Supply Facilities Work Plan 2020
Submitting Dept: Water Department – Elliott Garay – Plant Superintendent
Agenda Date: December 1, 2020

1. BACKGROUND / HISTORY

Every five years, water production facilities within the South Florida Water Management District (SFWMD) must complete a water supply report. This report provides the mechanism for the water production team and the Commission to review current water production and forecast water demand, to ensure the capacity exists to provide water for the anticipated future. The Town of Hillsboro Beach's Lower East Coast Water Supply Facilities Work Plan identifies water supply sources, and the facilities needed to serve existing and new development within the local government's jurisdiction.

2. CURRENT ACTIVITY

Through a competitive process, RMA was contracted to review the production capacity and the expected demand to develop a report to be presented to the Commission.

3. FINANCIAL IMPACT

Cost to produce the report was \$8,600, no additional costs associated, other than planned capital projects for the water utility.

4. RECOMMENDATION

Review and acceptance of the Water Supply Report is recommended.



Water Supply Facilities Work Plan 2020 Update

September 2020

Prepared for

Town of Hillsboro Beach
1210 Hillsboro Mile
Hillsboro Beach, Florida 33062

Prepared by

Redevelopment Management Associates & Chen Moore Associates
2302 E Atlantic Blvd
Pompano Beach, FL 33062



Table of Contents

1.	Introduction	page 3
2	Background Information	page 6
3.	Data and Analysis	page 9
4.	Capital Improvements	page 15
5.	Goals, Objectives, and Policies	page 16
6.	Summary and Recommendations	page 20

1. Introduction

1.1 Project Background

The Town of Hillsboro Beach's (TOWN's) 10-Year Water Supply Facilities Work Plan Update (Work Plan) identifies water supply sources, availability and facilities needed to serve existing and new development within the local government's jurisdiction. Chapter 163, Part II, Florida Statutes (F.S.), requires local governments to prepare and adopt 10-Year Water Supply Facilities Work Plans into their comprehensive plans within 18 months after the South Florida Water Management District (District) approves a regional water supply plan or its update.

The Lower East Coast Water Supply Plan update was approved by the District's Governing Board on January 11, 2019. Therefore, the deadline for local governments within the Lower East Coast Water Supply Plan Region to amend their comprehensive plans to update the Work Plan is July 11, 2020. The Work Plan was last updated in 2015.

The State of Florida requires that the Work Plan update address the development of traditional and alternative water supplies and management strategies, including conservation and reuse projects needed to meet the TOWN's projected future demands. The data and analyses, including population projections, water demands, and service areas must cover at least a 10-year planning period and be consistent to the LECWSP and the updated comprehensive plan amendment.

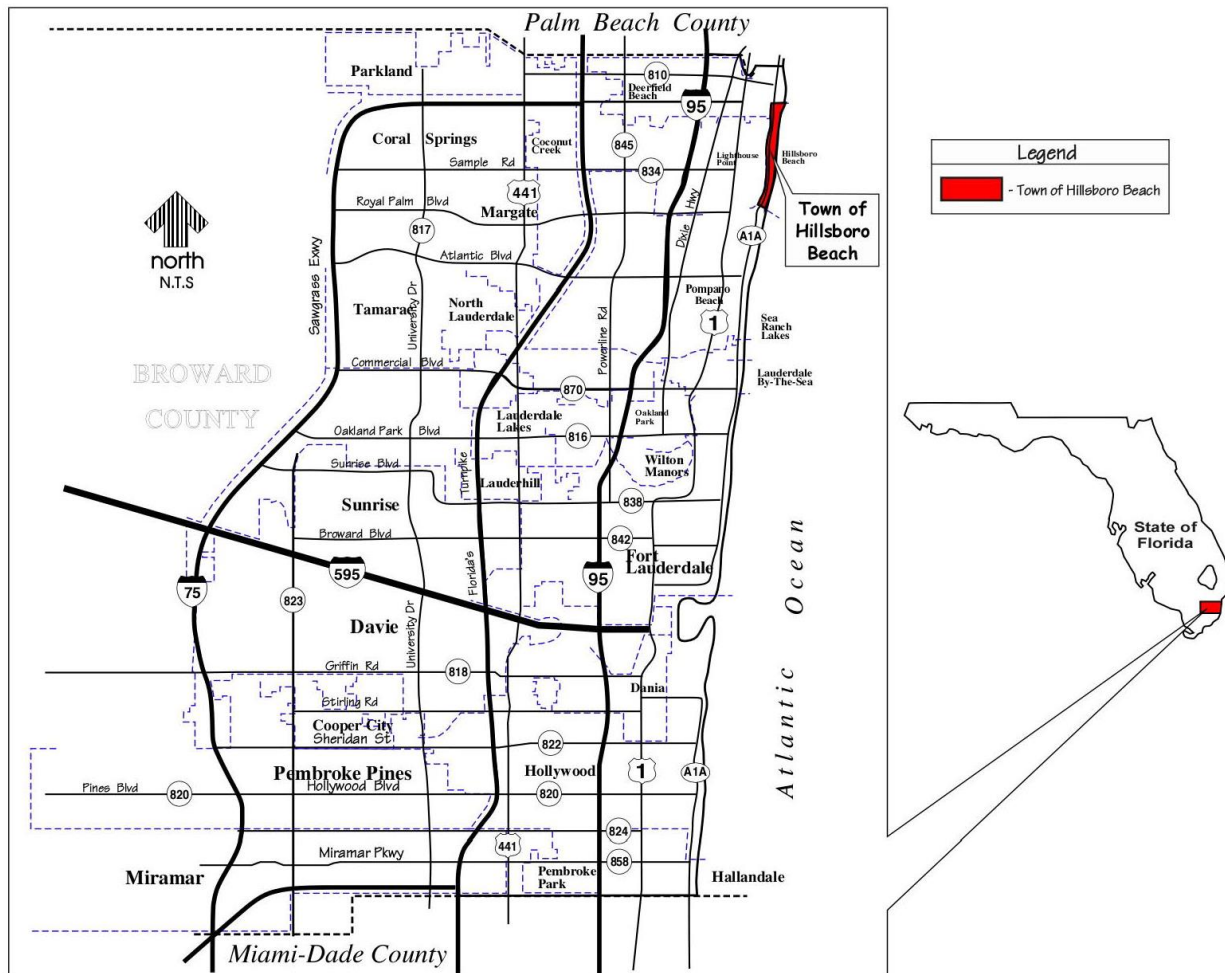
The City's 10-year Water Supply Facilities Work Plan 2019 Update is divided into five sections:

- (1) Introduction
- (2) Background Information
- (3) Data and Analysis
- (4) Capital Improvements
- (5) Goals, Policies and Objectives
- (6) Summary

1.2 Location Map

The Town of Hillsboro Beach is a town in northeast Broward County, Florida, United States. The population estimate was 2,012 for the 2019 census.

Figure 1: Town of Hillsboro Beach Location Map



1.3 Statutory History

The Florida Legislature enacted bills in the 2002, 2004, 2005, and 2011 sessions to address the state's water supply needs. These bills, in particular Senate Bills 360 and 444 (2005 legislative session), significantly changed Chapters 163 and 373, F.S. by strengthening the statutory links between the regional water supply plans prepared by the water management districts and the comprehensive plans prepared by local governments. In addition, these bills established the basis for improving coordination between local land use planning and water supply planning.

1.4 Statutory Requirements

The TOWN has considered the following statutory provisions during the creation of its 10-Year Water Supply Facilities Work Plan (Work Plan):

1. Coordinating appropriate aspects of its work plan with the Lower East Coast Water Supply Plan [163.3177(4) (a), F.S.].
2. Providing copies of the work plan to local governments to ensure that future land use plans are based upon availability of adequate water supplies, public facilities, and services [s.163.3177 (6) (a), F.S.]. Data and analysis demonstrating that adequate water supplies and associated public facilities will be available to meet projected growth demands.
3. Ensuring that adequate water supplies and potable water facilities are available to serve new development no later than the issuance by the local government of a certificate of occupancy or its functional equivalent. Also, consulting with the applicable water supplier to determine whether adequate water supplies will be available to serve the development by the anticipated issuance date of the certificate of occupancy [s.163.3180 (2), F.S.].
4. Revising the General Sanitary Sewer, Solid Waste, Drainage, Potable Water, and Natural Groundwater Aquifer Recharge Element (the “Infrastructure Element”) within 18 months after the water management district approves an updated regional water supply plan for local governments subject to a regional water supply plan, to:
 - a. Identify and incorporate the alternative water supply project(s) selected by NSID from projects identified in the Lower East Coast Regional Water Supply Plan, or alternative project(s) proposed by the local government under s. 373.709(8)(b), F.S. [s. 163.3177(6)(c), F.S.];
 - b. Identify the traditional and alternative water supply projects and the conservation and reuse programs necessary to meet water needs identified in the Lower East Coast Regional Water Supply Plan [s. 163.3177(6)(c)3, F.S.]; and
 - c. Update the Work Plan for at least a 10-year planning period for constructing the public, private, and regional water supply facilities identified in the element as necessary to serve existing and new development [s. 163.3177(6)(c)3, F.S.].
5. Revising the Five-Year Schedule of Capital Improvements to include water supply, reuse, and conservation projects and programs to be implemented during the five- year period [s. 163.3177(3)(a)4, F.S.].
6. Revising the Conservation Element to assess projected water needs and sources for at least a 10-year planning period, considering the Lower East Coast Regional Water Supply Plan, as well as applicable consumptive use permit(s) to the extent necessary to maintain internal consistency after making changes described in Paragraph 1 through 5 above [s.163.3177 (6) (d), F.S.]. This plan addresses the water supply sources necessary to meet and achieve the existing and projected water use demand for the established planning period, considering the applicable regional water supply plan [s.163.3167(9), F.S.].

7. Revising the Intergovernmental Coordination Element to ensure coordination of the comprehensive plan with the Lower East Coast Regional Water Supply Plan to the extent necessary to maintain internal consistency after making changes described in Paragraphs 1 through 5 above [s.163.3177 (6) (h) 1., F.S.].
8. Updating the comprehensive plans to reflect changes in local conditions. While an Evaluation and Appraisal Report is not required, local governments are encouraged to comprehensively evaluate, update and as necessary. The evaluation could address the extent to which the local government has implemented the need to update their Work Plan, including the development of alternative water supplies, and determine whether the identified alternative water supply projects, traditional water supply projects, and conservation and reuse programs are meeting local water use demands [s.163.3191 (3), F.S.].

2. Background Information

2.1 Overview

The TOWN is located on Broward County's barrier island adjacent to the cities of Deerfield Beach, Lighthouse Point and Pompano Beach. The boundaries of the Town are final, and no other areas are available to be annexed.

The TOWN'S service area is the limits of the municipal boundary of the TOWN shown in additional map courtesy of SFWMD.

Figure 2: Water Plant and Area Served Map



Because of the landlocked nature of the TOWN, the land use has minor changes proposed from existing land use.

Figure 3: Existing Land Use Map



2.2 Regional

As the state agency responsible for water supply in the Lower East Coast planning area, the South Florida Water Management District (SFWMD) plays a pivotal role in resource protection, through criteria used for Consumptive Use Permitting. As pressure increased on the Everglades ecosystem resource, the Governing Board initiated rulemaking to limit increased water withdrawal allocations that would negatively impact the Everglades system. As a result, the Regional Water Availability Rule was adopted by the Governing Board on February 15, 2007 as part of the SFWMD's Consumptive Use Permit Program. This reduced reliance on the regional system for future water supply needs, mandates the development of alternative water supplies, and increasing conservation and reuse.

With respect to Region Issues, the two potentially most impactful relate to Saltwater Intrusion and Sea Level Rise. Both have potential impacts on the TOWN's water supply:

- The Biscayne Aquifer, which serves as the City's primary water supply, is a shallow, surficial aquifer characterized by highly porous and transmissive limestone karst geology. Coastal saltwater intrusion of the aquifer has occurred in eastern parts of Broward County. The mapping of the saltwater intrusion front (i.e., the depth and location of the 250 mg/L chloride concentration toe) is supported by local governments throughout the region, USGS, and the District. Currently, the location of the 250 mg/L chloride concentration line has not impacted TOWN production, but this must be monitored, particularly in times of drought.
- The Southeast Florida Regional Climate Change Compact outlines an ongoing collaborative effort among the Compact participants to foster sustainability and climate resilience on a regional scale. The participants include local communities, regulatory agencies, and Broward, Miami-Dade, Monroe and Palm Beach counties. Development of cost-effective sea level rise adaptation strategies to ensure the sustainability of the City's water supply is critical to all ongoing planning efforts. To facilitate planning, the Southeast Florida Regional Climate Change Compact developed the Unified Sea Level Rise Projection. This sea level rise projection is now being used as the basis for planning throughout the region and all TOWN facilities, including those related to water supply must consider these projections.

The TOWN has not been slated for any other regional water supply initiative. Additional regional issues are discussed in greater detail in the Lower East Coast Regional Water Supply Plan.

3. Data and Analysis

3.1 Existing Facilities and Permits

3.1.1 Raw Water and Consumptive Water Use Permit

Issued on November 22, 2010, the TOWN's Consumptive Water Use Permit (Permit 06-00101-W) was issued for a twenty (20) year period, expiring on November 22, 2030. The permit allows for the service of a population of 4,549 persons in the Year 2030, with an average permit capita use rate of 187 gallons per day and a maximum monthly to average pumping ration of 1.22 with annual allocation of 323.43 gallons.

These allocated withdrawals are provided through three wells as follows:

Well #	Diameter	Depth	Cased Depth	Pumped Capacity
1	8"	71'	61'	400 GPM
3	12"	104'	90'	1250 GPM
4	12"	138'	127'	1250 GPM

Figure 4: Existing Water Treatment Plant & Well Locations Map



3.2 Water Treatment Plant

The WTP has a permitted capacity of 2.25 MGD (FDEP Permit 4060615) and utilizes lime softening and filtration treatment to treat the raw water to arrive at a potable (finished) water condition.

Lime is introduced to the raw water and undergoes treatment in a Spiractor where mineral hardening properties are removed along with other undesirable minerals leaving the settled water softened. This settled water is then sent to four (4) monoscour gravity filters, each capable of filtering 243 gallons per minute (gpm) on average or 972 gallons per minute (gpm) as a total unit to produce a finished water. After filtration, the finished water is then sent to the clearwell which consists of a 100,000-gallon steel storage tank where sodium hypochlorite (chlorine), phosphate, and fluoride are added to the finished water. The sodium hypochlorite (chlorine) is added for disinfection, the phosphate is added as a corrosion inhibitor, and fluoride is added as an additive to help against tooth decay. The clearwell also allows ample contact time for chemicals to be thoroughly dispersed throughout the finished water making it ready for distribution. From the clearwell, the finished water is pumped using two (2) alternating 50hp high service pumps to distribution as well as to the beach pump station's storage tank where the finished water is stored and used during high demand. The elevated storage tank at the WTP is currently out of service, however it is used at times to provide finished water for the WTP during times of maintenance. For auxiliary power, the WTP has a 250kw fully automated generator that is on standby for periods of power outages. The generator comes equipped with an automatic power transfer switch and a 5,700-gallon diesel fuel tank.

3.3 Potable Water Storage

The total potable water storage in the Town is comprised the clearwell located at the water treatment plant, and two tanks, one located at the water treatment plant and one located at the Beach Pump Station on the barrier island. Required Storage for Public Water Supply facilities are governed by FS 62-555.320 (19).

Location	Type	Capacity (Gallons)
Water Treatment Plant	Clearwell	100,000.00
Water Treatment Plant	Elevated Storage Tank	100,000.00
Beach Pump Station	Ground Storage Tank	750,000.00
Total Potential Storage Capacity		950,000.00

3.4 Water Transmission and Distribution System

A 16"-inch water transmission main is used to transport potable water from the WTP to the Town. The transmission main is located within the Sample Road (NE 36th St) right of way and travels east from 925 NE Sample Road (NE 36th St) to 3111 NE 36th St, Lighthouse Point, FL. where it then crosses the Intracoastal Waterway via an underground 12" HDPE (High-Density polyethylene) water transmission main. The water transmission main's POE (point of entry) on the barrier island is located at 1035 Hillsboro Mile where it then tees to the north and south. To the south, the water transmission main ends at 900 Hillsboro Mile and to the north, the water transmission main provides finished water to the beach pump station's storage tank and ends at 1238 Hillsboro Mile. Located at 1210 Hillsboro Mile, is the Town's beach pump station and beach pump station's

750,000-gallon ground storage tank, both constructed in 1967. The storage tank is an above ground, pre-stressed concrete tank, designed and built by the Crom Corporation. The beach station's tank is filled with finished water from the WTP during non-peak demand hours using a fully automated altitude valve, stored, and pumped for distribution during periods of high demand using two (2) alternating 100hp high service pumps located in the beach pump station house. There is also a third high service pump located in the beach pump station house that is operated via a diesel engine capable of providing water service to the distribution system during periods of power outages or other emergencies. This diesel engine comes equipped with a 500-gallon diesel fuel storage tank.

3.5 Population Projections

The 2018 Update to the South Florida Water Management District's Lower East Coast Water Supply Plan looks at a 2040 planning horizon. While this is beyond the time frame studied for this Work Plan, the 2040 timeframe is utilized for all population projections in this document. Since the latest census data available (2010) only projects through 2030, the source of data was the Traffic Analysis Zone data from Broward County (2017 Update) was utilized. These numbers are consistent with both the 2010 Census data (through 2030) and the Chen Moore and Associates 2015 Barrier Island Report (through 2040).

Town Population Estimates		Year						
		2020	2025	2030	2035	2040		
Resident DU's		2,256	2,204	2,168	2,153	2,129		
Seasonal & H/ M Occ. %	85%							
Seasonal Population		1,918	1,873	1,843	1,830	1,810		
Peak Population		4,174	4,077	4,011	3,983	3,939		
Population Forecast Source: * Broward County and Municipal Population Forecast and Allocation Model 2017 and **Town of Hillsboro Beach 2015 Water Supply Facilities Work Plan. Broward County Planning and Development Management Division.								

The Town is essentially built out except for two (2) multi-family parcels (lots 1175 and 1206) totaling 11.7 acres. These parcels are expected to develop within the next ten (10) years due to the attractive beachfront location and account for two-thirds of the future unit growth. Three (3) parcels (lots 1207, 1212, and 1225) have the potential to redevelop within the next ten (10) years due the age of the units and the additional units that could be realized in redevelopment. The redevelopment of these parcels will add approximately 60 additional units. The percentage of resident dwelling units and household size are expected to increase slightly in the future. The new units and redevelopment are projected to increase the resident population to 1,931 in 2015 and 2,256 in 2020. Population growth

is not expected after 2020 without changes in the Future Land Use Map. The population and housing projections for the 2015-2030 period for both the permanent and seasonal categories, are shown in the table above.

3.6 Potable Water Level of Service Standard

The Level of Service (LOS) Standard for potable water according to the adopted 2018 Comprehensive Plan is 203.5 gallons per day per capita (gpdpc). The Town's 2010 Consumptive Use Permit utilizes 187 gpdpc based on the peak population and an assumption for continued water conservation, primarily being derived from irrigation conservation practices.

Information from the LEC Water Supply Plan 2018 Update indicates a Per Capita Usage Consumption (PCUR) from 2012-2016 of 327 gpdpc. As shown in the table below, the average 2015-2019 per capita finished water demand estimate is 326.5 gpdpc for the permanent population and 176.5 gpdpc for the peak season population. Based on the 2015 Chen Moore and Associates study, 42% of the Town's total water use is for irrigation demands which remains consistent year-round, regardless of the seasonal population fluctuations. As a result, the 203.5 gpcpd LOS in the Comprehensive Plan should be maintained.

	2015 Average (MG)	2016 Average (MG)	2017 Average (MG)	2018 Average (MG)	2019 Average (MG)	Five Year Average	Five Year Minimum	Five Year Maximum
January	19.2	20.2	20.6	18.7	20.77	19.89	18.7	20.77
February	17.7	17.9	19.7	20.1	19.4	18.96	17.7	20.1
March	22.5	24.4	21.1	20.1	21.2	21.86	20.1	24.4
April	22.1	22.2	22.7	22	19.98	21.8	19.98	22.7
May	23.5	23.4	22.3	17.8	19.38	21.28	17.8	23.5
June	22.6	22.1	18.7	17.6	17.67	19.73	17.6	22.6
July	23	26.2	23.4	24	17.14	22.75	17.14	26.2
August	23.6	23.4	20.6	25	17.79	22.08	17.79	25
September	22.7	20.8	17.8	19.9	17.04	19.65	17.04	22.7
October	21.7	19.1	18.9	21.8	16.8	19.66	16.8	21.8
November	21.8	22.6	21.7	21.6	20.85	21.71	20.85	22.6
December	21.6	22.1	19.2	20.6	20.65	20.83	19.2	22.1
Annual Total	262	264.4	246.7	249.2	228.68	250.2	220.71	274.47
Annual Average	21.83	22.03	20.56	20.77	19.06	20.85	18.39	22.87
Permanent Population	2,357	2,003	2,017	2,018	2,138	2,107	2,003	2,357
LOS Based on Permanent Population (GPCPD)	304.5	361.6	335.1	338.3	293	326.5	293	361.6
Peak Population	4,360	3,705	3,731	3,737	3,955	3,898	3,705	4,360
LOS Based on Peak Population (GPCPD)	164.6	195.5	181.2	182.7	158.4	176.5	158.4	195.15

3.7 Population and Potable Water Demand Projections

Based on the population projections and the average potable water demand calculations are utilized to calculate the Projected Finished Water Demand. The 2020-2040 populations have been carried over and multiplied by the 2015-2019 average monthly demand totaled. Compared to the SFWMD Consumptive Use Permit with an annual allocation of 323.43 MG (or 0.88 MGD), the projected finished water demands are well below the allocation in the Consumptive Use Permit.

Year	Peak (Permanent + Seasonal)	Per Capita Water Demand (gpcpd)	Projected Finished Water Demand (MGD)
2020	4,174	176.5	0.74
2025	4,077	176.5	0.72
2030	4,011	176.5	0.71
2035	3,983	176.5	0.70
2040	3,939	176.5	0.70
Year	Permanent Population	Per Capita Water Demand	Projected Finished Water Demand (MGD)
2020	2,256	326.5	0.74
2025	2,204	326.5	0.72
2030	2,168	326.5	0.71
2035	2,153	326.5	0.70
2040	2,129	326.5	0.70

3.8 Conservation

The TOWN has implemented efforts to conserve potable water resources. On September 13, 2010, the TOWN adopted Chapter 10-6 of the Water Regulations in the City's Code which addresses: maximum flow rates and consumption for plumbing fixtures; "Florida Friendly" landscaping design; restricts lawn and ornamental irrigation time and regulates irrigation system design and maintenance. The TOWN will continue to coordinate future water conservation efforts with the SFWMD to ensure that proper techniques are applied. In addition, the TOWN will continue to support and expand existing goals, objectives and policies in the comprehensive plan that promote water conservation in a cost-effective and environmentally sensitive manner. The TOWN will continue to actively support the SFWMD in the implementation of new regulations or programs that are designed to conserve water during the dry season.

3.9 Regional Issues

The water reuse effort in the state is primarily led by utilities, local governments, the water management districts and state agencies. The intent of their efforts is to implement water reuse programs that increases the volume of reclaimed water used and promotes public acceptance of reclaimed water. In addition to the public and private efforts, there are two sections of the Florida Statutes (Secs.403.064(1) and 373.250(1) F.S.) that promote water reuse as a formal state

objective. “These sections further conclude that water reuse programs designed and operated in compliance with Florida’s rules governing reuse are deemed protective of public health and environmental quality.” In addition, Section 403.064(1), F.S., concludes, “reuse is a critical component of meeting the state’s existing and future water supply needs while sustaining natural systems.”

The TOWN is in full support of the water reuse initiatives under consideration by the SFWMD. While the availability of reuse water is not expected in the time horizon of the TOWN’s Water Supply Facility Work Plan since Broward County provides sanitary sewer services, the TOWN will consider reuse implementation at Town facilities when reuse water is available.

4. Capital Improvements

4.1 Lower East Coast Water Supply Study Required Projects

With improvements to both the Water Treatment Plant and the Transmission and Distribution System completed within the last ten years, the TOWN has no required planned capital improvements within the next ten years other than typical maintenance projects. This is reflected in the Lower East Coast Water Supply Study document.

4.2 Additional Capital Projects

Despite having no projects required within the Lower East Coast Water Supply Study, the Town will benefit from planning for several redundant projects within the next five years:

- **Storage Increases:** The amount of existing storage for the Town is possibly insufficient to meet FS 62-555.320 (19), which requires 25% more storage than maximum daily demand. This element should be studied in more detail, but there appears to be a 300,000-gallon deficiency in overall system storage. Needs a further study.
- **Transmission Line from WTP to Barrier Island:** The Town has addressed the most pressing concerns with recent projects upgrading the Town’s Water Treatment Plant and the Transmission and Distribution Systems on the Barrier Island (this portion of 16” water main was installed 1986 according to available as-built), however the transmission system that runs between the two was not replaced, inclusive of the intracoastal subaqueous crossing, should be studied for implementation.
- **Interconnection with Deerfield Beach:** The interconnection with the City of Deerfield Beach is insufficiently sized to serve the hourly or daily demands of the Town. The City has included the Town’s demand as a node in their recent water and wastewater master plan, but the size and length of the connection must be studied and implemented.
- **As previously noted, Town’s Consumptive Use Permit (CUP) with the South Florida Water Management District expires in 2030, just outside the ten year planning scope for this Work Plan, however the renewal of a CUP is a lengthy process, with the previous application being made in 2006 for the 2010 renewal.**

5.0 Goals, Objectives, and Policies

5.1 Comprehensive Plan

The following goals, objectives and policies of the Town's Water Supply Facility Work Plan are included in the following Comprehensive Plan (see adoption document) Elements: Land Use; Coastal Management; Conservation; Infrastructure; Intergovernmental Coordination; Capital Improvements; and Intergovernmental Coordination, as follows:

Under Goal 2.0 Land Use

To develop a coastal, resort oriented residential community characterized by land uses, which reflects balancing of year-round, and seasonal population needs and minimal disruption to natural systems.

Objective 2.1 Land Development Regulations

Using current and updated Land Development Regulations continue to coordinate development approvals and future land use planning with the appropriate topography, soil conditions and the availability of facilities and services concurrently with the impacts of development.

- Policy 2.1.7 Coordinate future land use amendments with the Town's 2020 Water Supply Facility Work Plan Update, which is hereby adopted by reference, to ensure the availability of water supply and water supply facilities.

Objective 2.5 Wellfield Protection

Continue to provide the required annual reporting and monitoring of the updated water supply and treatment system.

- Policy 2.5.1 Continue regular sampling from the monitoring wells to ensure the wellfield located in unincorporated Broward County provides an on-going adequate water source.

Under Goal 6.0 Coastal Management

To develop, redevelop and maintain a coastal resort residential community in a manner which minimizes potential natural and financial impacts to developed upland properties while preserving beach, shoreline and tidal water resources while enhancing resilience to sea level rise impacts.

Objective 6.4 Utilities

Because the Town is on the barrier island, limit public expenditures subsequent to Plan adoption by restricting expansion/improvement of the Town's existing water utilities except for those necessary to serve existing development or to improve environmental quality.

- Policy 6.4.1 Provide funding in the Town's annual budget for water storage facility maintenance primarily with respect to existing needs.
- Policy 6.4.2 The capital improvements program should be oriented to maintaining adopted Level of Service standards for existing uses or to improve local environmental quality.

Objective 6.7 Level of Service Standards

Provide urban services consistent with the Level of Service Standards identified in Policy 8.1.1 of this Comprehensive Plan.

- Policy 6.7.2 Support and participate by adopting resolutions of support and as appropriate, interlocal agreements, long term areawide planning efforts for provision of potable water, solid waste resource recovery and regional sewage disposal.

Under Goal 7.0 Conservation

The development and maintenance of a high-quality natural environment based on the preservation, improvement and wise utilization of local existing natural resources.

Objective 7.2 Water Quality

Maintain local surface and underground water quality within tolerable limits for recognized pollutants as defined by the Broward County Environmental Quality Control Board.

- Policy 7.2.1 Utilize Broward County's areawide wellfield protection ordinance to protect the Town's wellfield located in the Sample Road corridor.
- Policy 7.2.3 As a part of the site plan review process, use the water quality regulatory programs of Broward County and the South Florida Water Management District.

Objective 7.4 Water and Energy Conservation

Develop programs to encourage and promote recognized water and energy conservation strategies.

- Policy 7.4.1 Continue to implement the procedures developed in conjunction with the Lower East Coast Water Supply Update by the South Florida Water Management District, to notify Town residents of voluntary and mandatory water conservation requirements.
- Policy 7.4.2 Distribute an informational brochure promoting standard water conservation techniques.
- Policy 7.4.3 Investigate the feasibility of modifying the water conservation rate structure to further encourage conservation of irrigation water; requiring rain harvesting be considered in all new development and roof replacement permitting; assigning a code enforcement officer to focus on landscaping and water conservation enforcement.
- Policy 7.4.4 The Town shall conserve potable water resources, including the implementation of reuse programs (when appropriate) and potable water conservation strategies and techniques.
- Policy 7.4.5 Continue to implement the Land Development Regulations to require water conserving fixtures in all new development approvals and building permits.
- Policy 7.4.6 Continue to implement the Land Development Regulations to increase the amount of native landscaping and or the use of "xeriscape" and Florida Friendly landscaping techniques
- Policy 7.4.7 Continue to implement the adopted water conservation ordinance

Under Goal 8.0 Infrastructure

To ensure that the basic urban community services of potable water, sewer and solid waste disposal, and property drainage are available and adequate to meet the needs of all Town residents.

Objective 8.1 Level of Service Standards

Maintain the provision of local infrastructure services using Level of Service Standards:

d. The supply and distribution system must be able to provide at least the specified per capita consumption rate for potable water.

- Policy 8.1.1 For concurrency purposes, meet the Level of Service Standards for basic urban services as outlined in the infrastructure sub-elements as follows:
 - for potable water – 203.5 gallons per day per capita total population.
- Policy 8.1.4 Consider the long-term feasibility of participating in County wellfield and water distribution system efforts.

Objective 8.2 Water and Sewage Facilities

To provide for the continued maintenance of the Level of Service standards established in Policy

8.1.1 for the Town's potable water treatment and storage facilities, and in conjunction with Broward County, the maintenance of sanitary sewer facilities.

- Policy 8.2.1 In concert with Broward County, the Town should periodically perform or update detailed inventories of water treatment and storage facilities, and water and sewer transmission facilities.
- Policy 8.2.2 Develop a priority ranking system of water system facility replacement and/or expansion needs and, where appropriate, incorporate the funding of improvements in the Town's Capital Improvement Element and Capital Program.

Objective 8.3 Permitting

Provide that new development or redevelopment occurs concurrently with the adopted level of service standards established in Policy 8.1.1.

- Policy 8.3.1 Use the land development regulations (Chapter 12) such that approval of parcel development or redevelopment plans shall be premised on the availability of services at the adopted standard concurrently with the impact of development and include: traffic circulation, recreation, drainage and flood protection, potable water, solid waste and sanitary sewer facilities. Development regulatory activities of Broward County and the South Florida Water Management District should be locally enforced.

Objective 8.4 Water Conservation

Initiate programs that provide for local implementation of areawide water conservation programs. Policies

- Policy 8.4.1 Adopt procedures and policies that support water conservation programs by distributing informational brochures regarding various conservation methods.
- Policy 8.4.2 Administer programs that enforce water use restrictions in drought periods.

- Policy 8.4.3 If determined cost-effective, consider supporting and participating in large scale water conservation or non-potable water re-use projects.
- Policy 8.4.4 Enforce the landscaping provisions of the land development regulations to require minimum use of native or drought resistant vegetation species in local public and private landscaping projects.
- Policy 8.4.5 Develop and adopt a water conservation ordinance consistent with the recommendations of the Lower East Coast Water Supply Plan and the Town's Water Use Permit Renewal with the SFWMD.

Objective 8.6 Water Supply Facility Work Plan

Coordinate with the South Florida Water Management District, Broward County and Deerfield Beach in developing a long-term plan for providing adequate potable water to the Town's residents through the Year 2025.

- Policy 8.6.1 Continue to undertake engineering studies to identify whether the existing well field is adequate to meet raw water needs through the Year 2030. Identify in the engineering studies, well field modifications, water treatment plant modifications, alternative use alternatives and capital costs required to meet Year 2030 demands. If determined necessary, identify in the engineering studies, system modifications and cost requirements required to connect to future Broward County Centralized Well Fields or to the City of Deerfield Beach.
- Policy 8.6.2 Continue to work with the South Florida Water Management District and the Lower East Coast Water Supply Plan in obtaining a new 20-year Water Use Permit for the Town's wellfield and Water Treatment Plant.
- Policy 8.6.3 Adopt by resolution and interlocal agreement, if necessary, future connection to Broward County Centralized Well Fields or other adjacent cities to ensure future raw water supply at the Town's water treatment plant.
- Policy 8.6.4 Modify the Comprehensive Plan Capital Improvement Program to provide funding for implementing water system improvements identified in the engineering studies.
- Policy 8.6.5 Monitor development activities such as re-zonings, land use plan amendments, development site plans, etc., within and adjacent to the Town's well field cone of influence and formally request denials by the appropriate jurisdiction development approvals which have the potential to negatively impact or contaminant the Town's water supply.
- Policy 8.6.6 The Town shall establish a concurrency monitoring system for water supply to insure the level of service is satisfied at the building permit stage confirming that adequate supplies are available to serve the development prior to issuance of a certificate of occupancy.
- Policy 8.6.7 Coordinate with the South Florida Water Management District to share and update information needed to meet on-going water supply needs.

Under Goal 9.0 Capital Improvement

To ensure the orderly and efficient provision of all public services and facilities necessary to serve existing and future Town population.

Objective 9.3 Concurrency

As specified in the land development regulations, require that development or redevelopment proposals are approved consistent with existing services availability or concurrently with the budgeted provision of additional service at the adopted Level of Service Standards as provided in Policy 9.3.3.

- Policy 9.3.3 Adopt the recommended level of service standards for basic urban services as follows:
 - for potable water – 203.5 gallons per capita day per total population;
 - for fire flow - meet fire fighting demands;

Under Goal 10.0 Intergovernmental Coordination

To maintain a cooperative and effective local governmental environment of communication and participation with other local governments and government agencies in the overall best interest of all Town residents.

Objective 10.1 Information Exchange

Establish procedures to provide for the exchange of any necessary support information and guidance, when requested, to other government agencies regarding the Town's Comprehensive Plan or other local planning or regulatory efforts.

- Policy 10.1.6 Coordinate with the South Florida Water Management District relative to the Lower East Coast Water Supply Plan and prepare updates to the Town's Water Supply Plan within 18 months of LEC Updates.
- Policy 10.1.8 Coordinate with the South Florida Water Management District in meeting the requirements of the Town's 2030 Water Use Permit and in developing improvements needed to the Town's wellfield, water treatment plant, water storage system and water distribution system over the 2030 planning horizon.

6.0 Summary and Recommendations

6.1 Summary

Based on the Lower East Coast Water Supply Study, the TOWN's Water Supply Facilities Work Plan is in compliance without the need for capital improvements or major policy changes. The TOWN will continue to monitor regional issues and future adopted policies in order to continue compliance. Five Year Capital Improvements should be planned to prepare for future needs and develop redundancy.



(Courtesy of SFWMD – Map shows Water Plant & Area Served added September 21)

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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



TOWN OF HILLSBORO BEACH

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Hillsboro Beach, FL 33062

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

Agenda Item: Resolution No. 2020-74 Expressing Support for Specific Key Elements to the Design and Specifications Currently Being Developed by the Florida Department of Transportation (FDOT) Relative to the Improvements to be Made to that Portion of State Road A1A Located in Hillsboro Beach, Florida.

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

Agenda Date: December 1, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS:

1. DOT Project Resolution Back-up Info (12-1-2020 mtg)
2. 74 - FDOT AIA State Road Specifications

RESOLUTION NO. 2020-74
Consideration to Accept and Approve
TOHB A1A Redesign Elements for Submittal to FDOT

TO: Town Manager Mac Serda
Town Attorney D.J. Doody
CC: Town Clerk Sherry Henderson
FROM: Mayor Deb Tarrant
RE: Agenda Back-up for the Above Resolution
December 1, 2020 Commission Meeting

As discussed at the November 10 Commission meeting, several elements of the FDOT 30% Complete design for the A1A project need to be addressed. As presented, certain parameters do not match those that were agreed to in conversations held during early stages of development for this project. This may be a result of the fact that both Town and FDOT personnel working on the project have changed since the project originated. Accordingly, it might be helpful for the Commission to know the early history of this project.

In February 2015, Greg Stewart, Executive Director of the MPO, came to Hillsboro Beach with a presentation for residents and for the Commission. Mr. Stewart's proposal was to resurface A1A in order to establish marked bike lanes. He wanted to narrow driving lanes and add 5' bike lanes on each side of the road. Mr. Stewart was overwhelmed by a Town Hall packed with angry residents spilling all the way out into the driveway. Residents were upset over the MPO proposal for several reasons:

- The Town only has a single road for egress onto and off of the island. The narrowness of the island creates an already overcrowded situation on A1A, with delivery trucks, mail trucks, construction vehicles, maintenance vehicles, etc. struggling for places to park every day.
- The average age for Hillsboro Beach residents is 66 years old. Very few of our residents are cyclists. The Town is basically a retirement community with elderly drivers needing adequate road width to navigate. Narrowing driving lanes provides a more hazardous situation for both drivers and cyclists.
- The MPO proposal did not address the need for flood control; it merely proposed reclaiming additional easement area and remarking the pavement.
- Residents did not want anything done to draw ever more cyclists through Hillsboro Beach.

RESOLUTION NO. 2020-74
Consideration to Accept and Approve
TOHB A1A Redesign Elements for Submittal to FDOT

Bottom line – The MPO project provided no benefit for the residents of Hillsboro Beach, only serving to turn our Town into a bicycle thoroughfare by allocating 10' of our already crowded roadway to cyclists. Given the extreme amount of resistance to the project, MPO withdrew the proposal altogether.

In late 2015, based on multiple road closures for King Tides and the tremendous need for flood control, while serving as Vice Mayor, I reached out to FDOT to request relief. FDOT representatives agreed to start design work to raise the road on a temporary basis until a complete redo of A1A could be financed by the Department. Subsequently, FDOT made the decision to forego a temporary fix, and budgeted the project for a complete overhaul in their 2022 budget, with the understanding that bike lanes would be included. With input from key (vocal) residents, it was agreed that:

- Driving lane widths would be maintained.
- A 4' bike lane would be done as a compromise – 4' bike lanes are used extensively in other areas of the County.
- A sidewalk would be added in the north mile of Town where 70% of the Town's population resides.
- The road would be raised to address flooding (beyond a temporary fix).

The agreement was for actual "marked" 4' bike lanes. Residents who still wanted no bike lanes at all finally agreed that in order to get the flooding addressed, a 4' bike lane would be the compromise. Additional considerations were that drivers would be less frustrated if cyclists are expected to stay within a marked bike lane, and cyclists would be much safer with a marked 4' lane rather than a shoulder measuring 2' – 3'.

To reiterate, the objection to 5' bike lanes went beyond maintaining the width of driving lanes. The consensus shared by the Commission and residents back in February 2015 was "if you build it, they will come." The last thing Hillsboro Beach residents wanted then (or now) is for our Town to become a cycling destination thoroughfare any more than it already is with the existing 2' – 3' shoulders. To use the words of one of our residents, "Having 5' bike paths in planned communities that are laid out ahead of time is great, but to cram 5' bike paths onto a dangerous, congested road 50 years after development is like forcing a round peg into a square hole."

In addition to deviation from the agreed upon 4' bike lanes, the 30% Completion proposal presented November 10 by FDOT deviated from original discussions in terms of installing a sidewalk in the central mile of Town. With residents' input, the agreement had been to install a sidewalk only in the north end of Town for the following reasons:

RESOLUTION NO. 2020-74
Consideration to Accept and Approve
TOHB A1A Redesign Elements for Submittal to FDOT

- Seventy percent of the Town's population lives in the north mile.
- Properties in the center mile provide Hillsboro Beach with much of its panache due to the beautiful tree canopy. Maintaining the essence of Hillsboro Mile was deemed very important.
- Each segment of Town would be given a benefit – the north mile would have a sidewalk, the center mile would maintain the old Hillsboro Mile feel, and the south mile would have flood control.

In addition to concerns that specs for bike paths, driving lanes, and sidewalks be executed with the needs of Hillsboro Beach residents as a consideration, it's concerning that the flood control piece of this project has yet to be specifically addressed. As presented at this year's FSBPA conference, the State recently passed legislation **requiring** resiliency studies to be done for all State projects. Dr. Jennifer Jurado, Broward County's chief resiliency officer, has studied resiliency in Broward County extensively. Her studies should be used in planning the new elevation for A1A. According to Dr. Jurado, by 2040 (just 19 years from now), it is expected that sea level will increase by 17" in Broward County. That is nearly one inch per year. Given that Hillsboro Mile already suffers road closures on a regular basis due to flooding with as much as nine or ten inches of standing water, it is of paramount importance that flood controls installed with this FDOT project be sufficient to last beyond just a few years. Flood control measures in Hillsboro Beach should be as aggressive as those used in Miami-Dade. It would seem MPO and FDOT would agree with this, since it does no good to create bike lanes if both the driving lanes and the bike lanes are under water.

It is for these reasons that this Resolution is on today's agenda. In hindsight, had a Resolution been passed at the beginning of the project, we likely would not be having this discussion. Fortunately, during the presentation on November 10, the FDOT representative acknowledged that changes to the original design had been made, so hopefully reverting back to the original parameters will not present a problem.

One additional point should be mentioned, lest there be confusion down the road. Unequivocally, residents of Hillsboro Beach do NOT want the speed limit on Hillsboro Mile reduced from 35 mph. This was made very clear to Mr. Stewart initially, and has been subsequently raised with FDOT as well.

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RESOLUTION NO. 2020-74

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, EXPRESSING ITS SUPPORT FOR SPECIFIC KEY ELEMENTS TO THE DESIGN AND SPECIFICATIONS CURRENTLY BEING DEVELOPED BY THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) RELATIVE TO THE IMPROVEMENTS TO BE MADE TO THAT PORTION OF STATE ROAD A1A LOCATED IN HILLSBORO BEACH, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, FDOT intends to make improvements to that portion of State Road A1A located in the Town of Hillsboro Beach, Florida; and

WHEREAS, FDOT has sought cooperation and input from the Town relative to the key components of the contemplated improvements to State Road A1A;

WHEREAS, the proposed plans and specifications for the improvements to State Road A1A contemplate increasing the elevation in specific locations, addressing the width of vehicular traffic lanes, the width and location of bicycle lanes, and the design and construction of a pedestrian sidewalk in a specific location of the Town; and

WHEREAS, the Town Commission of the Town of Hillsboro Beach deems it in the best interest of the Town to provide FDOT with the Town's position on the key elements of the anticipated improvements to State Road A1A so that the Town's position can be considered by FDOT and included in the design and specifications for the improvements to State Road A1A.

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

SECTION 1. The foregoing "WHEREAS" clauses are 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 expresses its support for the following specific key elements to the design and specifications currently being developed by the Florida Department of Transportation (FDOT) relative to the improvements to be made to that portion of State Road A1A located in Hillsboro Beach, Florida:

1. Vehicle lanes to be maintained as presently exists and in any event no less than eleven (11) feet in width.
2. Limit bike lanes to 4'.
3. Sidewalk beginning at S.E. 10th Street and terminating at Opal Tower (1150 Hillsboro Mile).
4. Elevating the southern portion of town to eliminate flooding due to king tides, increased rainfall intensity and incorporating Broward County's projected sea-level rise into design.
5. Maintain 35mph speed limit.
6. Additional crosswalks at Imperial and Le Baron/Illuminated crosswalks at all crosswalks in town.

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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 December 2020.

TOWN OF HILLSBORO BEACH, FLORIDA

Deborah L. Tarrant, Mayor

ATTEST:

Sherry D. Henderson, CMC
Town Clerk



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Resolution No. 2020-75 Consideration to Accept the Recommendation of the Selection Committee and Determining that _____ is the Most Responsive and Responsible Proposer for RFQ No. 2020-001 Easement Acquisition & Burying Utility Lines and Authorizing the Town Staff to Negotiate with the Selected Company.

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

Agenda Date: December 1, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. Agenda Cover Memo - RFQ 2020-001 Easement Acquisition & Burying Utility Lines (12-1-2020)
 2. Ranking Tabulation (11-9-2020)
 3. RESOLUTION



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

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

Agenda Item Cover Memo

Agenda Item: Ranking of Engineering firms RFQ 2020-001 Easement Acquisition & Burying Utility Lines

Submitting Dept: Town Manager

Agenda Date: November 17, 2020

1. BACKGROUND / HISTORY

In an effort to move the project of burying the utilities forward, the next phase is to secure the easements within Town where the equipment is to be stationed. In the past, the Town utilized an engineer to work with FPL to develop the inventory and location of equipment to be positioned alongside A1A.

At this point, the Town needs the expertise of an engineer to take the plans, locate the least intrusive location for the easement and secure an agreement with the respective residents for future construction.

2. CURRENT ACTIVITY

The Town advertised a Request for Qualification (RFQ) for engineering services to identify and secure the easement agreements. The Selection Committee conducted a public meeting, and after reviewing the proposals established the following ranking of the firms:

Selection Committee Ranking RFQ 2020-01

1. Utility Consultants of Florida
2. Craig A. Smith
3. Engineering Consultants

3. FINANCIAL IMPACT

The project is budgeted for \$35,000. If success does not seem to be likely in securing the easements, I suggest we abort the project to avoid paying additional fees.

4. RECOMMENDATION

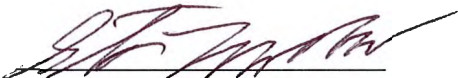
Approval of the ranking by the selection committee is requested, and authority to begin negotiations with the top-ranked firm. If negotiations are unsuccessful, it is requested to have the authority to negotiate with the next highest ranked firm until a successful agreement is achieved. The final negotiated contract will be submitted to the Commission for approval.

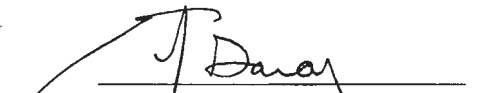
Ranking Tabulation
RFQ 2020-01
Utility Easement
11/9/2020

	UCF	CAS	ECF	Total
EG	11	16	15	42
SM	11	11	17	39
Total	22	27	32	
Ranking	1	2	3	

The Selection Committee recommends the firms in the following order:

Utility Consiltants of Florida
Craig A. Smith
Engineering Consultants of Florida


Selection Committee Member


Selection Committee Member

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WHEREAS, the Town Commission deems it to be in the best interests of the Town to approve the ranking as recommended by the selection committee and authorize the proper Town officials to negotiate a agreement with the top ranked firm for Engineering Services.

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

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

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

Mayor Deborah L. Tarrant

ATTEST:

Sherry D. Henderson, CMC
Town Clerk



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Resolution No. 2020-76 Consideration to Waive the Competitive Procurement and Authorize the Payment of \$49,995.00 to USA Software, Inc. to Modify the Town's Software and Server Updates to Comply with the National Incident Based Reporting System (NIBS) and the Florida Incident Based Reporting System (FIBRS).

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

Agenda Date: December 1, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS:

1. Agenda Cover Memo
2. USA Software, Inc
3. 76 - RESOLUTION waiving procurement and authorizing payment to USA Software



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

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

Agenda Item Cover Memo

Agenda Item: Waiver of Bid for USA Software Services Related to Police Report Management System (RMS) Customization

Submitting Dept: Police Chief

Agenda Date: December 1, 2020

1. BACKGROUND / HISTORY

The Hillsboro Beach Police Department was awarded funding from FDLE to customize the Police Records Management Software (RMS) as part of a new, national program to update all police departments' reporting systems for the State of Florida and the FBI. This software modification will allow the Hillsboro Beach Police Department to become one of the few agencies in Florida to comply with the new National Incident Based Reporting System (NIBRS) and Florida Incident Based Reporting System (FIBRS). By 2021, all US police agencies must initiate the conversion process to the new incident reporting systems, NIBRS and FIBRS. This proposal will allow the Department to begin the conversion to the new reporting systems.

2. CURRENT ACTIVITY

USA Software is the sole developer of the current Police RMS, and is uniquely, and singularly qualified to customize its software code to adapt the reporting module to comply with the new Federal and state requirements for uniform crime reporting, NIBRS and FIBRS.

3. FINANCIAL IMPACT

The expected cost for the software customization is \$49,995 and will be reimbursed by an FDLE grant at 100%.

4. RECOMMENDATION

It is recommended that the Commission approve the waiver of bid request for USA Software and accept the attached proposal.

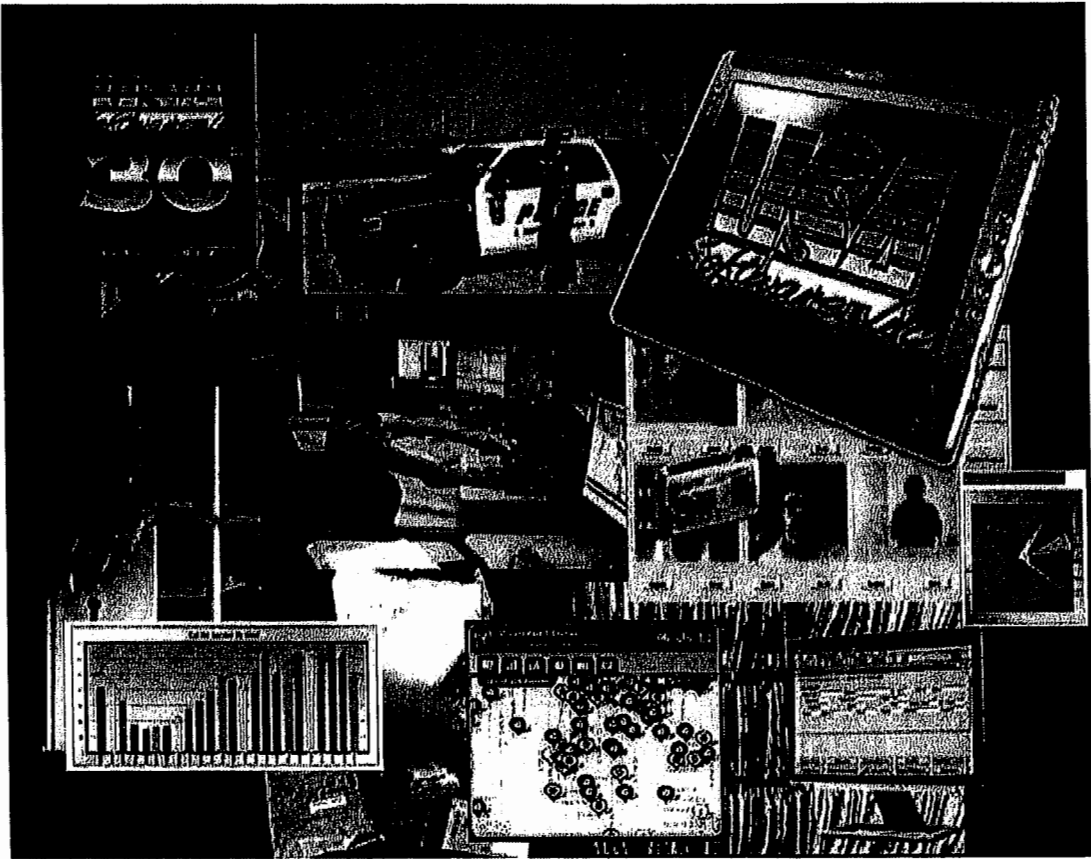


Hillsboro Beach Police Department

Proposal For: FIBRS Software Development/Implementation

Company: USA Software, Inc.

Product: CrimeFile Information Management System



Corporate Headquarters

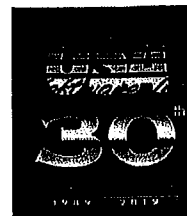
9900 Stirling Road, Suite 499 • Cooper City, Florida 33024

Telephone: (954) 436-3911 Fax: (954) 431-2641 eMail: sales@usa-software.com Web: www.usa-software.com



Proposal

USA Software, Inc. 9900 Stirling Road Suite 499, Cooper City, Florida 33024
Phone 954.436.3911 Fax 954.431.2641 WEB www.usa-software.com



1 Agency **Hillsboro Beach Police Department** Attention: Chief Tom Nagy
Address 1210 Hillsboro Mile, Suite B Phone: 954-427-6600
City Hillsboro Beach, Florida 33062 Date: 12/16/2019
eMail tnagy@townofhillsborobeach.com Proposal #: HBPD-FIBRS

CrimeFile Information Management System

ESTIMATE

#	Product#	QTY	Description
			Professional Services
	FIBRS	1	FIBRS Transistion Project USA Software will perform the following tasks: * Review FIBRS Requirements * Initial FIBRS Review/Planning Meeting * Software Development to apply FIBRS specifications * Prepare/Review upgrade and testing schedule * Testing and review of software and software performance * Testing against FDLE system (data submissions) * Review software changes to resolve any software issues * Initiate second round of software testing * Onsite evaluation with customer * Onsite training of new software * Address any remaining software development issues * Live implementation
			Project Total
			\$ 49,995.00

NON-DISCLOSURE

This proposal has been prepared by the sales divisions of USA Software, Inc. and is a confidential document that contains ideas, concepts, methods and other proprietary information. Readers are to treat the information contained herein as confidential and may not copy or reproduce any of these materials for distribution outside of their organization without the written permission of USA Software, Inc.

Payment Terms and Conditions

- 1) 50% down with order, 45% on installation and net on completion



Proposal Notes

USA Software, Inc. 9900 Stirling Road Suite 499, Cooper City, Florida 33024
Phone 954.436.3911 Fax 954.431.2641 WEB www.usa-software.com



Notes

SQL data base Notes

- 1 Agencies utilizing USA's CrimeFile Version 7 or higher must utilize the Microsoft SQL Server backend database and prior to the installation of USA SQL compatible products **MUST:**
A. Purchase the MS SQL Server Program and Licenses,
B. Install MS SQL Server Applications, and
C. Establish the MS SQL Server local area network.
- 2 USA's CrimeFile version 6 or higher applications running the Microsoft SQL Server backend database and using Crystal Reports require the use of Crystal Reports Professional v9 or greater. Customer is responsible to order a new version of Crystal Reports.
Ask your USA Software Sales Representative

eForms and eTicket Notes

- 1 **USA Software eForms** requires Version 5 or higher CrimeFile Products.
- 2 All **USA Software eForms** products require the corresponding host program in CrimeFile to store the data collected in the generation of the eForms reports.
- 3 **USA Software eForms** reporting system requires either Windows Internet Explorer 6.0 or greater to be installed on each computer running eForms
- 1 The **USA Software eForms** Printing requires an HP LaserJet 4 compatible printer to be attached to the network or individual computer for printing of forms specified by agency.
- 5 **USA Software eForms** Reporting System Licenses are required on each individual computer workstation and server that will utilize eForms Reporting in any capacity.

GENERAL Notes

- 1 Customers who upgrade to, or purchase Version 6 or higher, USA Software products must keep their Annual Software Support Agreement active and current and will receive future version releases of, as well as upgrades and bug fixes to, USA Software Products of the same database type at no cost for the software. Upgrades to other databases such as Microsoft SQL Server, Oracle, etc., will be chargeable upgrades.

There may, however, be some costs associated with these version releases, upgrades, etc., that are beyond USA Software, Inc., control such as third party user licensing fees, etc., passed on to the customer

- 2 USA Software, Inc. supports up to one revision back for Microsoft Word/Microsoft Office apps for the narrative section of the I-Base, Accident Reporting, Internal Affairs and Applicant Tracking applications. The programs **Visio for Windows** and **Easy Street Draw** are supported for the completion of diagrams in the Accident Reporting product.

THE CUSTOMER IS RESPONSIBLE FOR:

- A. Acquiring and installing these products prior to installation of USA Software Products.
- B. Maintaining a current version of these 3rd party software products.

- 3 Versions of **Crystal Reports prior to version 8 are not supported** in USA's CrimeFile IMS version 7. However, CrimeFile IMS version 6 applications running the embedded Dataflex backend database and using Crystal Reports 7 can be used (but are still not supported) and require the use of the Dataflex Connectivity Kit for Crystal Reports v2.0. Crystal Reports version 7 was delivered with v1.0 and thus, will not work with CrimeFile IMS v7. Customer is responsible for ordering either the connectivity kit v2.0 or a new, supported version of Crystal Reports.
- 4 Please refer to the **MINIMUM SYSTEM REQUIREMENTS** document, either attached or otherwise provided, for required minimum hardware specifications to most efficiently operate USA Software products.
- 5 Prior to installation of USA Software Products, Customer **MUST** have installed and operational, a current and valid Commercial Virus Protection software product. Verification of such installation will take place by USA Software, Inc. If a Commercial Virus Protection software is not installed, not operational, or not current, the installation of Software products will be delayed until after such time as the Commercial Virus Protection software is installed, operational and current.
- 6 The software package RemotePC, GoToMyPC, PC Anywhere or LogMeIn must be installed on a networked PC or the Server. A CD ROM drive needs to be available to the network. USA Software, Inc., recommends the agency acquire GoToMyPC from GoToMyPC.com for a faster internet based support solution. The price for this is approximately \$150.00 per year. This application can also be used for remote access by agency personnel as well.
- 7 USA Software on-site training is conducted in a "train-the-trainer" concept enabling the agency to train current and future staff. However, other training arrangements can be made for training of groups of agency staff members. Each training session is limited by the physical training space available and the number of computer workstations available in the training area.
- 8 USA Webinar, Web Based Training is now available for re-training existing personnel or training new personnel. This training does not require the costs normally associated with On-Site Training. A high speed internet connection and "speaker phone" enabled telephonic communications is all that is required at the customer site for this training. Available in 2 hour blocks with scheduled dates and times through Sales or Tech Support.
- 9 USA Software, Inc., offers a Systems Administrator course held monthly at our corporate office. This class covers minimum system requirements, directory structure, workstation setup using CrimeFile Utilities, CADFile IMS settings and utilities, and installation of additional programs and features settings. This one day course is \$595 per student. Travel and per diem expenses are the responsibility of the employing agency.
- 10 Unless specifically indicated on the proposal, installations of additional modules or upgrades of modules will be completed remotely by USA Technical Support Staff.
- 11 Proposal replaces all previous proposals and configurations.
- 12 Prices are subject to change without notice 90 days after proposal date, unless in response to an RFP, in which case, Prices will then be effective for the time period specified in the RFP.
- 13 **NON-DISCLOSURE**
This proposal has been prepared by the sales divisions of USA Software, Inc. and is a confidential document that contains ideas, concepts, methods and other proprietary information. Readers are to treat the information contained herein as confidential and may not copy or reproduce any of these materials for distribution outside of their organization without the written permission of USA Software, Inc.



Minimum System Requirements

USA Software, Inc. 9900 Stirling Road Suite 499, Cooper City, Florida 33024
Phone 954.436.3911 Fax 954.431.2641 WEB www.usa-software.com

Revised: July 2019



The following system parameters are required for any system that will be using any USA Software, Inc. Version 8.0 product. Please note that these are minimum system requirements. If your agency will be using other software in addition to ours, you will likely need to increase some parameters.

***These Minimum System Requirements are subject to change at any time.
Contact USA Software for current specifications when placing order and before
upgrading or changing system hardware.***

Supported Operating Systems and Requirements - Server

USA Software, Inc. requires Windows Server 2008 R2 or higher (Windows Server 2012 or later recommended)

Windows Server 2008 R2/2012/2016:

Supported versions:

Windows Server 2008 R2, Windows Server 2012/2012 R2 (Standard, Enterprise, Data Center editions ONLY), Windows Server 2016 (Standard, Enterprise, Data Center editions ONLY) - Current Service Pack and all current security updates

NOTE: Windows Server 2019 is NOT SUPPORTED for Version 8 at this time.

- 64-bit operating system recommended
- Intel Core I5, I7, Xeon, 1.5 GHz
- 500 gigabyte hard drive (SATA3 minimum, SATA6 recommended) with at least 10 gigabytes of free space
 - o If more than one drive installed, the C: drive must have a minimum of 5 gigabytes of free space available with 5 gigabytes of free space available on the installation drive.
- Memory – 8 GB.
- SVGA video card and monitor capable of displaying 1024 x 768 resolution at 256 colors
- Remote Connectivity (see Remote Connectivity Requirements)
- CD-ROM drive or USB 2.0 port.
- Google Chrome web browser (current version as of Install of USA Software, Inc. products.)
- Microsoft SQL Server. (See Microsoft SQL Server Notes section for additional detail.)
- Microsoft Internet Information Server (IIS) must be installed
 - ASP (Active Server Pages) must be activated. (ASP is not installed by default.)
See also <https://www.dataaccess.com/kbasepublic/KBPrint.asp?ArticleID=2273>
- Microsoft .NET 3.5 must be installed

Additional recommendations

- RAID 5 or RAID 10 Hard Disk System
 - o Stronger RAID systems acceptable. Check with USA Software support before selecting a RAID system
- Uninterruptible Power Supply (UPS)
- A method of backing up the system and data.

Network

General

- * Category 5 or 6 cables
- * Network cards must appear on the supported hardware list for the operating system being used on the workstations and servers
- 100 Base-T minimum (1000 Base-T or Gigabit recommended)

Supported Operating Systems and Requirements - Workstations

WINDOWS XP is not supported:

Microsoft ended support for Windows XP in April, 2014. Version 8 of the USA Software, Inc. product line has not been tested on and is not supported on Windows XP. While we have no reason to suspect that our products will not work on Windows XP, we cannot officially support our products on this operating system. Also, Version 8 of the software **will not install** on Windows XP.

WINDOWS 7 PROFESSIONAL, WINDOWS 7 ULTIMATE, & WINDOWS 7 ENTERPRISE, WINDOWS 10 PROFESSIONAL:

Microsoft will end extended support for all classes of Windows 7 on January 14, 2020. Customers using Windows 7 are encouraged to budget for and replace Windows 7 on all computers prior to that date. However, USA Software, Inc. will continue to support Version 8 on Windows 7 Professional, Windows 7 Ultimate, and Windows 7 Enterprise beyond that date.

USA Software, Inc., will only support Windows 7 Professional or higher

Windows 7 Professional or higher (Windows 10 recommended):

- Intel Core i3, 1 GHz or higher (Intel Core i7, 2 GHz recommended)
- 100 Gigabyte hard drive with at least 1 gigabyte of free space
- 4 GB of RAM
- Video card and 15 inch monitor capable of 1024 x 768 resolution at 256 colors (see *CAD WORKSTATIONS* and *PHOTOFILE WORKSTATIONS* sections below)
- Internet Explorer 11 or higher or Google Chrome (current version at time of USA Software, Inc. product install.)

Internet Browser Support – Devices

For USA Software, Inc. web-based products, the following browsers (versions current as of the date of install of USA Software, Inc. products) are supported on the listed platforms:

Windows Workstations and Servers

- Google Chrome
- Internet Explorer 11 and Edge

Apple Devices

- Safari
- Google Chrome

Android Devices

- Android Browser
- Google Chrome

CAD Workstations

Same requirements as listed under Workstations, but must have a minimum 17-inch monitor (20 inch or higher recommended) capable of 1024 x 768 resolution at 256 colors.

PhotoFile Workstations

Same requirements as listed under Workstations but must be capable of 1024 x 768 resolution at 16 bit true-color.

In-Car Laptops

WINDOWS XP:

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WINDOWS 7 PROFESSIONAL, WINDOWS 7 ULTIMATE, & WINDOWS 7 ENTERPRISE, WINDOWS 10 PROFESSIONAL:

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USA Software, Inc., will only support Windows 7 Professional or higher

Windows 7 Professional or higher (Windows 10 recommended):

- Intel Core i3, 1 GHz or higher (Intel Core i5 or i7, 2 GHz recommended)
- 100 Gigabyte hard drive with at least 5 gigabyte of free space
- 4 GB of RAM
- Video card and 15 inch monitor capable of 1024 x 768 resolution at 256 colors
- USB 2.0 Port or CD-ROM
- Wireless Air Card for Connectivity (3G minimum, 4G recommended)
- Touch Screen recommended, but not required
- Google Chrome browser (current version at time of install of USA Software, Inc. product.)

Mobile Data Server

It is recommended that the Mobile Data Server software be run on a separate server from the server that hosts the CrimeFile IMS software applications and/or data. Refer to the minimum specifications for Windows Server 2008 R2/2012/2014 under the "Supported Operating Systems and Requirements – Server" section above. All Mobile Data Systems require that the primary back-end database of the CAD and RMA/IMS system be Microsoft SQL Server. See the *Microsoft SQL Server Notes* section for additional recommendations. Mobile Data is not supported and will not be installed on a virtual server.

- Intel Xeon 2.0 GHz or higher, Dual processors recommended but not required
- 4 GB RAM
- 160 GB Hard Drive (RAID is recommended)
- 15 inch monitor capable of 1024 x 768 resolution
- Two (2) 100 MB network cards on TCP/IP network (1G recommended)
- Static IP Addresses
- Microsoft Windows Server 2008 R2 or higher
- Remote connectivity for support
- Keyboard and Mouse (KVM switch can be used if agency provides)

Microsoft SQL Server Notes

As of Version 8, USA Software, Inc. products **require** a client-server database system for data management and recommends Microsoft SQL Server. (Other client-server database systems are supported. Contact your USA Software, Inc. sales representative for more information.) Microsoft SQL 2012 Service Pack 4 or later is required. Microsoft will end support for Microsoft SQL 2008 R2 in mid-2019 and is not, therefore, supported.

IMPORTANT NOTE TO EXISTING CUSTOMERS: Microsoft ended support of Microsoft SQL editions prior to Microsoft SQL 2008 in April 2016. If you are using an edition of Microsoft SQL older than 2008 R2, you **MUST** upgrade your SQL Server to Microsoft SQL 2012 Service Pack 4 or newer (Microsoft SQL 2014 Service Pack 1 recommended) **before** your USA Software, Inc. products can be upgraded to Version 8.

USA Software, Inc., recommends that the Microsoft SQL Server hardware NOT be running any other software, such as Microsoft Exchange, web hosting, etc. Microsoft SQL Server requires a great deal of memory and resources to operate efficiently and operates best when it is the only application running on the server. If you are using Microsoft Exchange, we strongly recommend separate servers for Microsoft SQL and Microsoft Exchange.

NOTE: Microsoft DOES NOT SUPPORT Microsoft Exchange Server and Microsoft SQL Server on the same physical server.

Remote Connectivity Requirements

USA Software, Inc., must have a means of accessing your server(s) in order to provide remote technical support. All USA Software, Inc. employees have been certified by the Florida Department of Law Enforcement as Basic Access users. (Proof of certification available upon request.)

The Customer is responsible for providing a remote access capability that allows USA Software support personnel to access customer servers, workstations, and mobile units. This is typically done on an as-needed basis as determined by the technician and the customer. Additionally, the customer must provide someone ON-SITE to provide access approval whenever remote access is needed. Failure of the customer to provide such access prevents USA Software, Inc. from providing support on our products.

In the unlikely event high-speed internet access is not available, an alternate method of accessing your server must be available in order for USA Software, Inc. to provide remote support. This is solely the responsibility of the customer.

Regardless of the method of access, once connected, USA Software, Inc., personnel must be granted **full administrative rights** in order to perform testing and changes that may be required. Failure or refusal to provide USA Software, Inc. personnel with required access rights could prevent the successful resolution to your support request.

Mandatory Virus Protection

Prior to installation of any USA Software, Inc. product, a valid, commercial, anti-virus product MUST be installed on both the server(s) and all workstations. The installation of the anti-virus product will be confirmed by USA Software, Inc. personnel. If it is found that this software is not installed, not operational, or not current, installation of USA Software, Inc., products will be delayed until this has been addressed.

Server Backups

Customers must have a disaster recovery plan in place for all servers supporting USA Software, Inc. products. The customer has the sole responsibility to ensure that their investment in software and data is protected from hardware failures, security breaches, ransomware, virus infestations, and other unplanned events and catastrophes that result in system failure and loss of data.

IT IS NOT THE RESPONSIBILITY OF USA SOFTWARE, INC. TO PROTECT YOUR SYSTEM NOR TO RESTORE YOUR SYSTEM IN THE EVENT OF ANY KIND OF CATASTROPHE.

We will be happy to assist you in any way we can. However, be aware that any assistance provided is not covered by your support agreement and will be charged at the then current hourly rate.

Virtual Server Notes

Except as noted in the *Mobile Data Server* section, as long as customers follow these minimum system requirements and the recommendations of Microsoft for the operating system and database management system installed on the guest operating system(s) of the selected virtual host, there are no known issues running USA Software, Inc. products in a virtual server environment. However, please note that this configuration has not been tested. **Mobile Data Server is not supported on virtual servers and will not be installed on one.**

Upgrading or Changing Server or Workstation Hardware

Please note that providing support for issues arising from the upgrading or changing of system hardware after successful installation of USA Software, Inc. Version 8 products is not covered in your support agreement. As such, providing support for such issues will be charged at the current standard rate with a minimum two-hour charge with payment required in advance.

Unsupported Operating Systems

USA Software, Inc., does not presently support any of the following OS platforms and no testing has been completed in any of these environments:

- Windows 3.x
- Windows 95
- Windows 98 (any edition)
- Windows ME
- Windows NT (server or workstation)
- Windows Longhorn Edition
- Windows 2000 (server or workstation)
- Windows XP (any edition)
- Windows .NET Server
- Windows Server 2003 (any edition)
- Windows Server 2008 (does not include R2)
- Windows Server 2019 (any edition)
- Microsoft Small Business Server (any edition)
- Windows Vista (any edition)
- Linux (any)
- Unix (any)
- Novell Server

USA Software, Inc. will not provide any support on a system that has an unsupported operating system installed.

All of the above are MINIMUM specifications.

System performance will increase as these specifications are exceeded.

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3 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN
4 OF HILLSBORO BEACH, FLORIDA, WAIVING
5 COMPETITIVE PROCUREMENT AND AUTHORIZING THE
6 PAYMENT OF \$49,995.00 TO USA SOFTWARE, INC. TO
7 MODIFY THE TOWN'S SOFTWARE AND SERVER UPDATES
8 TO COMPLY WITH THE NATIONAL INCIDENT BASED
9 REPORTING SYSTEM (NIBRS) AND THE FLORIDA INCIDENT
10 BASED REPORTING SYSTEM (FIBRS); PROVIDING FOR
11 CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING
12 FOR AN EFFECTIVE DATE.

15 WHEREAS, the Town Commission deems it to be in the best interests of the
16 Town to waive competitive procurement and authorizes the payment of \$49,995.00 to
17 USA Software, Inc. to modify the Town's software and server updates to comply with
18 the National Incident Based Reporting System (NIBRS) and the Florida Incident Based
19 Reporting System (FIBRS).

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

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

29 **SECTION 2.** The Town Commission of the Town of Hillsboro Beach, Florida
30 hereby waives competitive procurement in accordance with the applicable section of the
31 code of ordinances and authorizes the payment of \$49,995.00 to USA Software, Inc. to
32 modify the Town's software and server updates to comply with the National Incident
33 Based Reporting System (NIBRS) and the Florida Incident Based Reporting System
34 (FIBRS);

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

39 **SECTION 4.** All Resolutions or parts of Resolutions in conflict herewith, be
40 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



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Resolution No. 2020-77 Consideration to Approve and Authorize the Appropriate Town Officials to Execute the Second Amendment to the Employment Agreement between the Town of Hillsboro Beach and Town Manager Mac Serda.

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

Agenda Date: December 1, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. Agenda Cover Memo
 2. RESOLUTION -Town Manager Mac Serda Employment Agreement (2nd amendment)
 3. 2nd Amendment (red-lined) DRAFT
 4. 2nd Amendment (clean) DRAFT
 5. RES. 2018-39 Town Manager Serda Contract Agreement 11 Sept 2018



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

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

Agenda Item Cover Memo

Agenda Item: Town Manager Contract Amendment

Submitting Dept: Town Manager, Mac Serda

Agenda Date: December 1, 2020

1. BACKGROUND / HISTORY

Subsequent to the Town Manager's performance review, an amendment to his contract is requested to cover 4 specific areas highlighted below.

2. CURRENT ACTIVITY

Contract Amendment Summary

1. COLA 5%
2. Health Stipend Modification
 - The Town Manager does not participate in the Town's health benefits due to his prior employer subsidizing his health care. The savings in health insurance is provided to the Town, saving over \$10,000 annually for the Town.
3. Adjust severance pay to 16 weeks
 - This is less than most city managers in Broward or the state and is not paid if the Manager is fired for cause, or resigns.
4. Leave Accrual – currently leave is accrued monthly, and will convert to semi-annual.
5. Training approval requiring Commission Approval has been removed.
 - Routinely there are timely trainings (FEMA, CARES Funding, Covid -19) which may require a nominal fee, however based on the contract's language, attending a training that requires a \$25 fee would be a violation of the contract's terms. The Manager is charged with administering the Town's budget and should be evaluated accordingly.
6. Car Allowance increase of \$50/month was waived.

3. FINANCIAL IMPACT

The expected cost for the salary and health care contribution is approximately \$10,000, offset by waiving an increase of \$600 car allowance increase. It should be noted that the Town saves over \$6,000 annually due to the subsidy from the Town Manager's prior employer, and this savings is passed to the Town.

4. RECOMMENDATION

Approval is recommended.

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WHEREAS, the Town Commission of the Town of Hillsboro Beach deems it to be in the best interests of the Town to approve and authorize the proper Town Officials to execute the Second Amendment to the Employment Agreement between the Town of Hillsboro Beach and William “Mac” Serda , a copy of which is attached as Exhibit “A”; and

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

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

Mayor Deborah L. Tarrant

ATTEST:

Sherry Henderson, CMC
Town Clerk

SECOND AMENDMENT TO EMPLOYMENT AGREEMENT

THIS SECOND AMENDMENT TO EMPLOYMENT AGREEMENT made and entered into the ____ day of _____, 2020 by and between:

TOWN OF HILLSBORO BEACH,
FLORIDA
1210 Hillsboro Mile
Hillsboro Beach, Florida 33062-1420
(hereinafter referred to as "Town")

AND

WILLIAM M. SERDA
(hereinafter referred to as "Town Manager")

WHEREAS, the Town and the Town Manager entered into an Employment Agreement on September 11, 2018 (the "Agreement"); and

WHEREAS, the Town and the Town Manager entered into a First Amendment to Employment Agreement on April 23, 2019 (the "First Amendment"); and

WHEREAS, the Town and the Town Manager desire to amend the Original Agreement and First Amendment.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties hereby agree as follows:

1. The recitations set forth above are hereby incorporated herein.
2. Section 2 entitled Salary and Evaluation shall be amended as follows:

A. *For the performance of services pursuant to this Agreement, the Town agrees to pay the Town Manager an annual base salary of \$130,000.00 commencing October of 2018, payable in installments at the same time as other Town employees are paid. The Town Manager shall generally be in attendance at Town Hall between the hours of 8:00 a.m. through 5:00pm Monday through Friday. The Town Manager shall receive a one time five (5%) percent COLA retroactive to*

October 1, 2020. For the remaining term of this Agreement ~~The the~~ Town Manager shall receive a COLA based on the Consumer Price Index (CPI) in the Miami-Fort Lauderdale-West Palm Beach region on an annual basis unless the Town Commission suspends or changes the COLA amount by a majority vote. The Town Manager shall be eligible for an adjustment to the annual base salary on a bi-annual basis.

3. Section 6 entitled “Professional Development” of the Original Agreement is amended as follows:

Section 6. Professional Development

The Town agrees to pay reasonable and customary travel and subsistence expenses for the Town Manager’s travel to and attendance at one (1) professional association annual conference of Town Manager’s discretion and the Florida Shore and Beach Preservation Association (FSBPA). The Town Manager’s attendance at one of the professional association annual conference shall be at his discretion, but in no event shall he attend more than one of the two conferences (ICMA or FCMA) per year. The Town Manager shall attend at least one meeting per year of the FSBPA. ~~The Town may choose to pay for the Town Manager’s attendance at other seminars, conferences, and committee meetings as it deems appropriate and approved by Town Commission action.~~

4. Section 8 entitled “Vacation and Sick Leave” of the Original Agreement is amended as follows:

Section 8. Vacation and Sick Leave

The Town Manager shall receive a total of four (4) weeks’ (20 business days) vacation earned on a ~~quarterly~~ semi - annual basis and for each additional year of service an accrual of one (1) additional day not to exceed four (4) weeks (20 business days). However, the Town Manager shall not take more than two (2) consecutive weeks (10 business days) of vacation without prior approval of the Town Commission. The Town Manager shall have the option of a pay-out of 40 hours of leave per fiscal year.

The Town Manager shall appoint an acting Town Manager during any absence exceeding one (1) day from Town Hall. For the purposes of this section, administrative leave shall be counted as vacation leave. The Town Manager shall be entitled to carry-over into the following year up to one week (5 business days) of unused vacation. Additionally, the Town Manager shall earn sick leave at the same rate as any other Town employee.

5. Section 10 entitled “Health, Dental, Vision, Life and Disability Insurance” of the Original Agreement is amended as follows:

Section 10. Health, Dental, Vision, Life and Disability Insurance

~~*The Town Manager shall receive a monthly stipend in the amount \$1,275.00 not to exceed the total premium for current employees receiving family coverage Upon the Town's receipt of documentation from the City of North Miami Beach, Florida identifying the Town Manager's premium due to remain eligible in the City of North Miami Beach's Sponsored Health and Dental Insurance Program, the Town shall remit to the City of North Miami Beach monies to pay the Town Manager's premium. In any event, the Town's obligation for the Town Manager's premium shall not exceed the total premium for current employees of the Town receiving family coverage from the Town. per month in lieu of receiving the benefits of health, dental and vision insurance for himself and family/dependents. The Town Manager*~~ He shall receive life insurance coverage in the amount of \$200,000.00 and he shall be entitled to the same disability benefits as all other town employees.

6. Section 12 entitled “Termination by the Town and Severance Pay” of the Original Agreement is amended as follows:

Section 12. Termination by the Town and Severance Pay

B. Should a majority of the entire Town Commission (three members) vote to terminate the services of the Town Manager “without cause”, then within ten (10) business days following such vote, the Town Commission shall cause the Town Manager to be paid any unpaid salary and benefits earned quarterly (including sick leave, vacation or holiday time and insurance but excluding such items and allowances as are used in conducting Town business such as, but not limited to, the use of the Town computer) prior to the date of termination based on a forty (40) hour work week. Following the vote to terminate “without cause” the Town Manager's employment, the Town Commission shall cause the Town Manager to be paid severance pay equal to sixteen ~~ten (10-16)~~ weeks as provided in Florida Statute 215.425 of his/her base salary (such amount to be paid bi-weekly over the ten (10) week period following termination) as full and complete payment and satisfaction of any claims of the Town Manager of whatsoever nature arising out of this Agreement or otherwise. As consideration for such payment, the Town Manager shall, prior to receipt thereof, execute and deliver to the Town a general release of the Town and its Commission members and its officers, agents, and employees for all acts and actions (whether accrued or subsequently accruing) from the beginning of time until the date of release, said release to be prepared by the Town Attorney.

7. All terms and conditions of the Original Agreement and the First Amendment not in conflict herewith shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed, the day and year first above written.

TOWN OF HILLSBORO BEACH,
FLORIDA

By: _____
Mayor Deborah L. Tarrant

Date: _____

By: _____
WILLIAM M. SERDA

Date: _____

SECOND AMENDMENT TO EMPLOYMENT AGREEMENT

THIS SECOND AMENDMENT TO EMPLOYMENT AGREEMENT made and entered into the ____ day of _____, 2020 by and between:

TOWN OF HILLSBORO BEACH,
FLORIDA
1210 Hillsboro Mile
Hillsboro Beach, Florida 33062-1420
(hereinafter referred to as "Town")

AND

WILLIAM M. SERDA
(hereinafter referred to as "Town Manager")

WHEREAS, the Town and the Town Manager entered into an Employment Agreement on September 11, 2018 (the "Agreement"); and

WHEREAS, the Town and the Town Manager entered into a First Amendment to Employment Agreement on April 23, 2019 (the "First Amendment"); and

WHEREAS, the Town and the Town Manager desire to amend the Original Agreement and First Amendment.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties hereby agree as follows:

1. The recitations set forth above are hereby incorporated herein.
2. Section 2 entitled Salary and Evaluation shall be amended as follows:

A. *For the performance of services pursuant to this Agreement, the Town agrees to pay the Town Manager an annual base salary of \$130,000.00 commencing October of 2018, payable in installments at the same time as other Town employees are paid. The Town Manager shall generally be in attendance at Town Hall between the hours of 8:00 a.m. through 5:00pm Monday through Friday. The Town Manager shall receive a one time five (5%) percent COLA retroactive to*

October 1, 2020. For the remaining term of this Agreement the Town Manager shall receive a COLA based on the Consumer Price Index (CPI) in the Miami-Fort Lauderdale-West Palm Beach region on an annual basis unless the Town Commission suspends or changes the COLA amount by a majority vote. The Town Manager shall be eligible for an adjustment to the annual base salary on a bi-annual basis.

3. Section 6 entitled "Professional Development" of the Original Agreement is amended as follows:

Section 6. Professional Development

The Town agrees to pay reasonable and customary travel and subsistence expenses for the Town Manager's travel to and attendance at one (1) professional association annual conference of Town Manager's discretion and the Florida Shore and Beach Preservation Association (FSBPA). The Town Manager's attendance at one of the professional association annual conference shall be at his discretion, but in no event shall he attend more than one of the two conferences (ICMA or FCMA) per year. The Town Manager shall attend at least one meeting per year of the FSBPA. ~~The Town may choose to pay for the Town Manager's attendance at other seminars, conferences, and committee meetings as it deems appropriate and approved by Town Commission action.~~

4. Section 8 entitled "Vacation and Sick Leave" of the Original Agreement is amended as follows:

Section 8. Vacation and Sick Leave

The Town Manager shall receive a total of four (4) weeks' (20 business days) vacation earned on a ~~quarterly~~ semi - annual basis and for each additional year of service an accrual of one (1) additional day not to exceed four (4) weeks (20 business days). However, the Town Manager shall not take more than two (2) consecutive weeks (10 business days) of vacation without prior approval of the Town Commission. The Town Manager shall have the option of a pay-out of 40 hours of leave per fiscal year.

The Town Manager shall appoint an acting Town Manager during any absence exceeding one (1) day from Town Hall. For the purposes of this section, administrative leave shall be counted as vacation leave. The Town Manager shall be entitled to carry-over into the following year up to one week (5 business days) of unused vacation. Additionally, the Town Manager shall earn sick leave at the same rate as any other Town employee.

5. Section 10 entitled “Health, Dental, Vision, Life and Disability Insurance” of the Original Agreement is amended as follows:

Section 10. Health, Dental, Vision, Life and Disability Insurance

Upon the Town’s receipt of documentation from the City of North Miami Beach, Florida identifying the Town Manager’s premium due to remain eligible in the City of North Miami Beach’s Sponsored Health and Dental Insurance Program, the Town shall remit to the City of North Miami Beach monies to pay the Town Manager’s premium. In any event, the Town’s obligation for the Town Manager’s premium shall not exceed the total premium for current employees of the Town receiving family coverage from the Town. The Town Manager shall receive life insurance coverage in the amount of \$200,000.00 and he shall be entitled to the same disability benefits as all other town employees.

6. Section 12 entitled “Termination by the Town and Severance Pay” of the Original Agreement is amended as follows:

Section 12. Termination by the Town and Severance Pay

B. Should a majority of the entire Town Commission (three members) vote to terminate the services of the Town Manager “without cause”, then within ten (10) business days following such vote, the Town Commission shall cause the Town Manager to be paid any unpaid salary and benefits earned quarterly (including sick leave, vacation or holiday time and insurance but excluding such items and allowances as are used in conducting Town business such as, but not limited to, the use of the Town computer) prior to the date of termination based on a forty (40) hour work week. Following the vote to terminate “without cause” the Town Manager’s employment, the Town Commission shall cause the Town Manager to be paid severance pay equal to sixteen ~~ten (10-16)~~ weeks as provided in Florida Statute 215.425 of his/her base salary (such amount to be paid bi-weekly over the ten (10) week period following termination) as full and complete payment and satisfaction of any claims of the Town Manager of whatsoever nature arising out of this Agreement or otherwise. As consideration for such payment, the Town Manager shall, prior to receipt thereof, execute and deliver to the Town a general release of the Town and its Commission members and its officers, agents, and employees for all acts and actions (whether accrued or subsequently accruing) from the beginning of time until the date of release, said release to be prepared by the Town Attorney.

7. All terms and conditions of the Original Agreement and the First Amendment not in conflict herewith shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed, the day and year first above written.

TOWN OF HILLSBORO BEACH,
FLORIDA

By: _____
Mayor Deborah L. Tarrant

Date: _____

By: _____
WILLIAM M. SERDA

Date: _____

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WHEREAS, in July of 2017, the Town Commission approved an employment agreement with William “Mac” Serda for the position of Town Manager; and

WHEREAS, the Town Commission intends to maintain on an uninterrupted basis the services of William “Mac” Serda as Town Manager in accordance with the terms and provisions of the Employment Agreement attached as Exhibit “A”; and

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

SECTION 2. The Town Commission of the Town of Hillsboro Beach, Florida, hereby approves and authorizes the appropriate Town Officials to execute the Employment Agreement between the Town of Hillsboro Beach and William “Mac” Serda for the position of Town Manager. A copy of the new Agreement is attached hereto as Exhibit “A”.

1
2 **SECTION 3.** The original Employment Agreement dated July 12th, 2017 and
3 the First Amendment to Employment Agreement between the Town and William “Mac”
4 Serda attached hereto as composite Exhibit “B” is hereby terminated and substituted with
5 the Agreement attached as Exhibit “A”.

6
7 **SECTION 4.** The appropriate Town officials are authorized and directed to
8 execute the necessary documents to comply with this Resolution.

9
10 **SECTION 5.** All Resolutions or parts of Resolutions in conflict herewith, be
11 and the same are repealed to the extent of such conflict.

12
13 **SECTION 6.** If any clause, section or other part of this Resolution shall be held
14 by any court of competent jurisdiction to be unconstitutional or invalid, such
15 unconstitutional or invalid part shall be considered eliminated and will in no way affect
16 the validity of the other provisions of this Resolution.

17
18 **SECTION 7.** This Resolution shall become effective immediately upon its
19 passage and adoption.

20
21 **ADOPTED** by the Town Commission of the Town of Hillsboro Beach, Florida
22 this 11 day of September 2018.



TOWN OF HILLSBORO BEACH, FLORIDA

BY:

Deborah L. Tarrant

Mayor Deborah L. Tarrant

31 **ATTEST:**

32 *Sherry Henderson*

33 Sherry Henderson, Town Clerk



DJD/mea

RECORD OF COMMISSION VOTE	
Mayor Tarrant	YES
Vice Mayor Kirday	YES
Commissioner Feaman	YES
Commissioner Baldasarre	YES (motion)
Commissioner Brown	YES (second)

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (hereinafter referred to as "Agreement"), is by and between the Town of Hillsboro Beach, Florida, a Florida municipal corporation (hereinafter referred to as "Town"), and William M. Serda (hereinafter referred to as "Town Manager").

W I T N E S S E T H:

WHEREAS, the Town desires to employ William M. Serda as Town Manager of the Town of Hillsboro Beach, Florida; and

WHEREAS, the Town, through its Town Commission, desires to provide for certain benefits and compensation for the Town Manager and to establish conditions of employment applicable to the Town Manager; and

WHEREAS, William M. Serda desires to accept employment as Town Manager of the Town of Hillsboro Beach under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises as set forth in this Agreement, the parties agree as follows:

Section 1. Employment

The Town of Hillsboro Beach hereby hires and appoints William M. Serda as its Town Manager, under the terms established herein, to perform the duties and functions specified in the Town Charter and the Town Code of Ordinances and to perform such other legally permissible and proper duties and functions as the Town Commission shall from time to time assign.

Section 2. Salary and Evaluation

A. For the performance of services pursuant to this Agreement, the Town agrees to pay the Town Manager an annual base salary of \$130,000.00 commencing October of 2018, payable in installments at the same time as other Town employees are paid. The Town Manager shall generally be in attendance at Town Hall between the hours of 8:00 a.m. through 5:00pm Monday through Friday. The Town Manager shall receive a COLA based on the Consumer Price Index (CPI) in the Miami-Fort Lauderdale-West Palm Beach region on an annual basis unless the Town Commission suspends or changes the COLA amount by a majority vote. The Town Manager shall be eligible for an adjustment to the annual base salary on a bi-annual basis.

B. The Town may also increase said base salary and/or other benefits of the Town Manager in such amounts and to such an extent as the Town Commission may determine desirable on the basis of an annual performance evaluation of the Town Manager. Such evaluation shall be in such form as the Commission deems appropriate and shall be made between September 1st and September 30th of each year in which this Agreement is effective.

C. Nothing in this Agreement shall require the Town to increase the base salary of the Town Manager. Furthermore, the Town's failure to conduct any of the scheduled evaluations shall not constitute non-compliance with a material provision of this Agreement.

Section 3. Duties and Obligations

A. The Town Manager shall have the duties, responsibilities and powers of said office under the Charter and Ordinances of the Town of Hillsboro Beach. The Town Manager agrees to perform all duties and responsibilities faithfully, industriously, and to the best of his ability and in a professional and competent manner.

B. In the event the Town Manager shall serve on any appointed boards of any professional organization, or serve on any committees related to his professional activities, in the event any monies are paid, or gifts received, by the Town Manager related to such service, such money or property shall be paid over to or delivered to the Town, unless otherwise provided by the Town Commission.

C. In the event the Town Manager is out of town, or temporarily unable to perform his duties, he shall designate an Acting Town Manager.

D. The powers, duties, and responsibilities of the Town Manager shall be as follows:

- (a) To insure that the laws and ordinances of the Town are enforced.
- (b) To attend all meetings of the Town Commission and may be invited to take part in discussion but having no vote.
- (c) To recommend to the Town Commission for adoption of measures as he may deem necessary or expedient.
- (d) To direct and supervise the administration of all departments of the Town and be responsible for the maintenance of sound personnel policies and administrative practices and submit monthly reports pertaining to this subsection to the Town Commission.
- (e) To coordinate, with department heads, working, personnel, and vacation schedules and appropriate records and reports.
- (f) To maintain a policy and procedure manual with input from the department heads and to review it on an annual basis.
- (g) To perform such other duties as may be required by ordinance or resolution of the Town Commission.
- (h) To prepare and present to the Town Commission the annual budget.

Section 4. Automobile Allowance

The Town Manager is required to be on call for twenty-four hour service. In recognition thereof:

*The Town shall grant to the Town Manager an automobile allowance of \$500 per month.

Section 5. Dues and Subscriptions

The Town agrees to pay the Town Manager's professional dues for membership in the International City/County Management Association, the Florida City and County Management Association and the Broward County City Managers Association. The Town shall pay other dues and subscriptions on behalf of the Town Manager as are approved in the Town's annual budget (on a line item basis) or as authorized separately by the Town Commission.

Section 6. Professional Development

The Town agrees to pay reasonable and customary travel and subsistence expenses for the Town Manager's travel to and attendance at one (1) professional association annual conference of Town Manager's discretion and the Florida Shore and Beach Preservation Association (FSBPA). The Town Manager's attendance at one of the professional association annual conference shall be at his discretion, but in no event shall he attend more than one of the two conferences (ICMA or FCMA) per year. The Town Manager shall attend at least one meeting per year of the FSBPA. The Town may choose to pay for the Town Manager's attendance at other seminars, conferences, and committee meetings as it deems appropriate and approved by Town Commission action.

Section 7. Community Involvement

The Town recognizes the desirability of representation in and before local civic and other organizations, and encourages the Town Manager to participate in these organizations to foster a continuing awareness of the Town's activities as well as the community's attitudes and ideas.

Section 8. Vacation and Sick Leave

The Town Manager shall receive a total of four (4) weeks' (20 business days) vacation earned on a quarterly basis and for each additional year of service an accrual of one (1) additional day not to exceed four (4) weeks (20 business days). However, the Town Manager shall not take more than two (2) consecutive weeks (10 business days) of vacation without prior approval of the Town Commission. The Town Manager shall have the option of a pay-out of 40 hours of leave per fiscal year.

The Town Manager shall appoint an acting Town Manager during any absence exceeding one (1) day from Town Hall. For the purposes of this section, administrative leave shall be counted as vacation leave. The Town Manager shall be entitled to carry-over into the following year up to one week (5 business days) of unused vacation. Additionally, the Town Manager shall earn sick leave at the same rate as any other Town employee.

Section 9. Holidays

The Town Manager is entitled to the same paid holidays as the general Town staff.

Section 10. Health, Dental, Vision, Life and Disability Insurance

The Town Manager shall receive a stipend in the amount of \$1,275.00 per month in lieu of receiving the benefits of health, dental and vision insurance for himself and family/dependents. He shall receive life insurance coverage in the amount of \$200,000.00 and he shall be entitled to the same disability benefits as all other town employees.

Section 11. Pension.

The Town agrees to execute all necessary Agreements provided by ICMA Retirement Corporation for the Town Manager's participation in the ICMA retirement plan and, in addition to the base salary paid by the Town to

Town Manager, the Town agrees to pay an amount equal to ten (10%) percent of the Town Manager's base salary into the ICMA RC on Town Manager's behalf, in equal proportionate amounts each pay period, and to transfer ownership to succeeding employers upon Town Manager's resignation or termination. The parties shall fully disclose to each other the financial impact of any amendment to the terms of Town Manager's retirement benefit. The Town Manager shall have the option to elect to participate in the FRS as all other Town employees.

Section 12. Termination by the Town and Severance Pay

A. The Town Manager shall serve at the pleasure of the Town Commission, and the Town Commission may terminate this Agreement and the Town Manager's employment with the Town at any time, for any reason or for no reason, provided however that termination of the Town Manager will not occur within sixty (60) days prior to or subsequent to a municipal election.

B. Should a majority of the entire Town Commission (three members) vote to terminate the services of the Town Manager "without cause", then within ten (10) business days following such vote, the Town Commission shall cause the Town Manager to be paid any unpaid salary and benefits earned quarterly (including sick leave, vacation or holiday time and insurance but excluding such items and allowances as are used in conducting Town business such as, but not limited to, the use of the Town computer) prior to the date of termination based on a forty (40) hour work week. Following the vote to terminate "without cause" the Town Manager's employment, the Town Commission shall cause the Town Manager to be paid severance pay equal to ten (10) weeks as provided in Florida Statute 215.425 of his/her base salary (such amount to be paid bi-weekly over the ten (10) week period following termination) as full and complete payment and satisfaction of any claims of the Town Manager of whatsoever nature arising out of this Agreement or otherwise. As consideration for such payment, the Town Manager shall, prior to receipt thereof, execute and deliver to the Town a general release of the Town and its Commission members and its officers, agents, and employees for all acts and actions (whether accrued or subsequently accruing) from the beginning of time until the date of release, said release to be prepared by the Town Attorney.

C. In the event the Town Manager is terminated for "just cause," the Town shall have no obligation to pay the severance amounts outlined in Section 12, Paragraph B of this Agreement. For purposes of this Agreement, "just cause" is defined and limited for purposes of this Agreement to any of the following:

1. Misfeasance, malfeasance and/or nonfeasance in performance of the Town Manager's duties and responsibilities.
2. Conviction or a plea of guilty or no contest to a felony crime, whether or not adjudication is withheld.
3. Neglect of duty, including the inability or unwillingness to properly discharge the responsibilities of office.
4. Violation of any written substantive Town policy, rule, or regulation, which would subject any other Town employee to termination.
5. The commission of any fraudulent act against the interest of the Town.

6. Any action or lack of action as determined by the Commission to have caused hardship or avoidable expense in excess of \$5,000.00 to the Town of Hillsboro Beach.
7. A violation of the Code of Ethics referenced in Section 18 herein.
8. The commission of any act which involves moral turpitude, or which causes the Town disrepute.
9. Violation of the International City/County Management Association Code of Ethics and/or the Broward County Code of Ethics.
10. Any other act of a similar nature of the same or greater seriousness.

Section 13. Termination by the Town Manager

The Town Manager may terminate this Agreement at any time by delivering to the Town Commission a written notice of termination not later than ninety (90) days prior to the effective date of the termination. If the Town Manager terminates this Agreement, then the provisions of Section 12, Paragraph B above, shall not apply. If the Town Manager voluntarily resigns pursuant to this Section, the Town shall pay to the Town Manager all accrued salary and benefits earned as described in Section 12.B. above (excluding severance pay) due the Town Manager up to the Town Manager's final day of employment and in consideration the Town Manager shall execute and deliver to the Town a General Release. The Town shall have no further financial obligation to the Town Manager pursuant to this Agreement. This subsection shall not prevent the Town Manager from collecting any money earned as a result of participation in the Town's deferred retirement program.

Section 14. Disability

If the Town Manager becomes permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of four (4) consecutive weeks beyond any accrued vacation, sick leave or holiday time, the Town shall have the option to terminate this Agreement.

Section 15. Residency Requirement

The Town Manager shall while employed by the Town, reside on a full-time basis in the geographical area defined by the following boundaries:

- Broward County
- Palm Beach County in an area that is South of Boynton Beach Boulevard and East of State Road 7 (441)

Section 16. Indemnification

A. The Town shall defend, save harmless, and indemnify the Town Manager against any action for any injury or damage suffered as a result of any act, event, or omission of action that the Town Manager reasonably believes to be in the scope of his duties or function, unless he acted in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, or property. The Town will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered

thereon. The Town shall not be liable for the acts or omissions of the Town Manager committed while acting outside the course and scope of his agreed duties or committed in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, or property. In such instance, the Town Manager shall reimburse the Town for any legal fees and expenses the Town has incurred or otherwise paid, for or on his behalf, in connection with the charged conduct.

B. Said indemnification shall extend beyond the termination of employment and the expiration of this Agreement to provide protection for any such acts undertaken or committed in the course and scope of his employment as Town Manager, regardless of whether the notice of claim or filing of a lawsuit occurs during or following his employment with the Town.

Section 17. Bonding

The Town agrees to bear the full cost of any fidelity or other bonds required of the Town Manager under any policy, regulation, ordinance or law.

Section 18. Code of Ethics

Inasmuch as the Town Manager is an active full member of the International City/County Management Association (ICMA), the Code of Ethics promulgated by ICMA and the Broward County Code of Ethics are incorporated herein, and by this reference made a part hereof. Said "Code of Ethics" shall furnish principles to govern the Town Manager's conduct and actions as Town Manager of the Town.

Section 19. Attorney's Fees

If any litigation is commenced between the parties concerning any provision of this Agreement or the rights and duties of any person in relation thereto, the party prevailing in such litigation will be entitled, in addition to such other relief as may be granted, to reasonable attorney's fees and expenses incurred in connection therewith, including appellate fees and expenses.

Section 20. General Terms and Conditions

A. It is understood and agreed that this document incorporates and includes all prior negotiations, correspondence, conversations, agreements, or understandings applicable to the matters contained herein and that the parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements whether oral or written.

B. The waiver by either party of a breach of any provision of this Agreement by the other shall not operate or be construed as a waiver of any subsequent breach by that party.

C. This Agreement shall be binding upon and inure to the benefit of the heirs at law or personal representative of Town Manager.

D. This Agreement contains the entire Agreement of the parties and no modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and with equal dignity herewith.

E. This Agreement is executed and is to be performed in the State of Florida, and shall be governed by and construed with the laws of the State of Florida. Venue for any legal action shall be set in Broward County, Florida.

F. Upon Town Manager's death, the Town's obligations under this Agreement shall terminate except for:

1. Transfer of ownership of retirement funds, if any, to his designated beneficiaries;
2. Payment of accrued leave balances in accordance with this Agreement;
3. Payment of all outstanding hospitalization, medical and dental bills in accordance with Town's insurance policies or plans; and
4. Payment of all life insurance benefits in accordance with the Town's insurance policies or plans to a maximum of Town Manager's base pay.

G. The parties acknowledge that each has shared equally in the drafting and preparation of this Agreement and, accordingly, no court construing this Agreement shall construe it more strictly against one party than the other and every covenant, term and provision of this Agreement shall be construed simply according to its fair meaning.

H. This Agreement may be executed in duplicate or counterparts, each of which shall be deemed an original and all of which together shall be deemed one and the same instrument. No term, condition or covenant of this Agreement shall be binding on either party until both parties have signed it.

I. The Parties acknowledge that they have reviewed this Agreement with independent counsel or have had sufficient opportunity to do so, and that neither party has been otherwise coerced into agreeing to any provisions of this Agreement.

J. If any clause, section or other part of application of this Agreement shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated and so not affecting the validity of the remaining portions or applications remaining in full force and effect.

K. The effective date of this Agreement shall be the date it is approved by the Town Commission.

Executed by the TOWN this 11 day of SEPT, 2018.



TOWN OF HILLSBORO BEACH

Deborah L. Tarrant

Mayor Deborah L. Tarrant

Approved as to form:

Donald J. Doody

Donald J. Doody, Town Attorney

Executed by the TOWN MANAGER this 11 day of SEPTEMBER 2018.

William M. Serda

WILLIAM M. SERDA

Witness:

Sherry D. Henderson

Sherry D. Henderson

Print Name

City Name	County	Population	# of Full-Time Employees	# of Part-Time Employees	General Fund Budget	Total Budget	Services Not Provided by the City	Name of City Manager / Administrator	Annual Salary	Date of Last Increase	Medical Insurance, Portion the City Pays	Dental Insurance, Portion, the City Pays	Vision Insurance, Portion, the City Pays	Life Insurance Amount Paid By City	Short Term Disability Paid by City	Long Term Disability Paid by City	Pension
Hillsboro Beach	Broward County	1,981	27	1	\$6,172,988	\$13,688,219	Sewer, fire	Mac Serda	\$120,000.00	N/A	\$1200/month			1 times salary			10% into 401(a)
Lauderdale Lakes	Broward County	33,772	95	42	\$20,503,700	\$43,653,145	Water, sewer, police, and fire	Phil Alleyne	\$149,968.00	06/24/17	100%	100%	100%	2 times annual salary	Minimum of 60%	Minimum of 60%	15% of base salary to ICMA-RC
West Park	Broward County	14,543	29					W Ajibola Balogun	\$156,197.86		\$28,737	\$2,000	\$240	\$253	No	No	7%
Lighthouse Point	Broward County	11,000	105	10	\$15,058,665	\$17,792,759	Water & Sewer	John D Lavisky	\$159,979.82	10/01/16	\$754.78 per month. City also provides \$2,600 in flexible spending accounts funds	0	0	Annual salary +\$10,000. Current monthly premium \$33.80	No	66 2/3% of monthly salary. Currently monthly premium \$87.75	ER contrib 14%, EE contrib 6%
Southwest Ranches	Broward County	7,532	15	3	\$11,000,000	\$15,000,000	Water, sewer, police, and fire	Andrew D Berns	\$160,000.00	1/1/2015 (further increases declined by request)	80%	80%	0	\$100,000	yes	yes	ICMA 401(a), town contributes 7% of salary
Lauderdale-By-The-Sea	Broward County	6,512	32	6	\$13,582,345	\$20,270,877	Services are contracted out	Bud Bentley	\$160,000.00	N/A	100%	100%	100%	\$200,000	Yes	Yes	FRS Senior Management Service Class
Dania Beach	Broward County	33,000	109	25	\$48,498,274	\$69,211,322	Police, fire, waste management	Robert Baldwin	\$164,874.53	10/01/16	85%	85%	85%	100%	100%	N/A	FRS
Wilton Manors	Broward County	12,682			\$16,814,229	\$35,832,593		Leigh Ann Henderson	\$169,320.00		Same as other full-time City employees	Same as other full-time City employees	\$0	\$100,000			FRS
Margate	Broward County	57,226	485	20	\$61,215,930	\$113,123,484	Solid waste	Samuel May	\$178,554.00	As a City Manager - N/A	\$713.40	0%	Part of medical insurance	\$35,000	0%	0%	22% of his salary
Parkland	Broward County	31,507			\$30,600,000	\$47,800,000		Robert "Bob" Payton	\$186,000.00	N/A	0%	0%	0%		No	No	17% of annual salary
North Lauderdale	Broward County	42,000	144	80	\$29,557,500	\$55,181,790	Gas, electric	Ambreen Bhatti	\$182,985.00	10/01/16	100%	100%	100%	\$6,040/year	\$4,771/year	\$9,858/year	IRS Max into ICMA, RC 401(a) and 457 plans
Oakland Park	Broward County	44,000	244	52	\$49,594,944	\$83,149,384	None	David Hebert	\$183,960.00	11/02/16	N/A	\$107	N/A	\$340,000	N/A	N/A	Equivalent of Senior FRS City Contribution
Deerfield Beach	Broward County	81,908						Burgess Hanson	\$185,000.00	12/07/15	Equal to other City employees	Equal to other City employees	Equal to other City employees	2 times salary	Yes	Yes	15% of annual salary
Hallandale Beach	Broward County	39,500	456	106	\$69,800,000	\$140,700,000	N/A	Roger M Carlton	\$190,000.00	N/A	100% for EE and dependents	100% for EE and dependents	100% for EE	\$25,000	No	Yes	401(a) Retirement plan with 17% ER contribution
Pompano Beach	Broward County	109,393	779	200	\$131,927,690	\$266,196,613	Full Service City	Gregory P Harrison	\$192,500.00	02/21/17	\$1,604.53 per month	Included in Medical Insurance amount	Included in Medical Insurance amount	None	None	None	City pays 100% contribution towards Pension
Cooper City	Broward County	33,170	110	54	\$40,000,000	\$64,000,000	Police, fire	Bruce Loucks	\$195,600.00	10/01/16	100%	100%	100%	100%	100%	100%	FRS
Miramar	Broward County	134,037	927	245	\$148,952,436	\$254,000,046	Solid waste	Kathleen Woods-Richardson	\$199,000.00	N/A	\$542.10/month	\$21.19/month	N/A	1.5 x annual salary with a maximum of \$330,000	0	60% of monthly earnings to a max benefit of \$5,000 per month	13.52%



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

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

Agenda Item Cover Memo

Agenda Item: Town Manager's Employment Agreement
Submitting Dept: Town Manager
Agenda Date: September 11, 2018

1. BACKGROUND/HISTORY

August 1, 2018 marked the completion of my first year as Town Manager of our beautiful and tranquil town. One source of pride I have is the mission and vision statements for the Town we developed and approved.

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.

In addition to the mission and vision statements, together we have achieved a number of significant accomplishments, both as it relates to cost-savings, revenue enhancement, and enhanced customer service standards. In preparation for our FY 2019 budget, and during the preparation of our budget book, it was refreshing to take time from the daily schedule and reflect on exactly what we were able to accomplish during the 12 months. Below is a sample of some of our collective accomplishments:

Town Accomplishments:

- Completed emergency beach restoration project.
- Watermain project to be completed in 2018.
- Utility pump house SCADA/Electrical systems under HVAC, construction was reengineered, saving approximately \$20,000.
- Created a program to assist the DEA and created new revenue of \$1 million.

- Implemented a new Marine Patrol Unit by using part-time officers and fully staffing the unit during high-need times.
- Successful ratification of the collective bargaining agreement with the Police Dept.
- Partnered with new health broker saving \$16,000 in employee benefits and now fully compliant with required disclosures and notices.
- Audio/Microphone upgrades to commission chambers.
- Properly sized Town Hall's water meter to save \$4,000 annually in sewer charges.
- Developed a financial report and budget that better illustrates the Town's financial state and complies with Town Charter by creating new funds for beach assessment, capital projects special revenue, and debt servicing.
- Hired a new Code Compliance partner saving 35%/hour plus better service, responsiveness and productivity as proven by the number of code cases, and suggested revisions to our Code.
- Transformed Building Department with professional staff, increasing service hours by 10%, and decreasing the operating costs, therefore creating over \$50,000 in new revenue.
- Reduced P&Z charges by more than \$10,000 annually by removing administrative and courier charges.
- Launched digital systems for records management and procurement.
- Updated our code where needed including: vacation rentals, protection of turtle nesting and property maintenance standards before the end of the year.

However, the most important accomplishment of the past year is the incredible team we have created together. Following your leadership and guidance I think we have made significant improvements by any standard of measure used to grade and compare a town or city's performance. Under your lead we have significantly improved the Town's infrastructure, customer service standards and financial performance.

2. CURRENT ACTIVITY

As part of my contract review, I kindly request the following adjustment to my agreement:

A. Employment Agreement Adjustment:

- Salary: Increase of \$10,000 to \$130,000/annually
- Health Care: Increase medical stipend by \$75 to \$1,200/month
- Time Off: Increase vacation by 1 week (5 days), total of 4 weeks vacation
- Provide the option for one week payout of unused vacation time
- Retirement: Allow option to participate in FRS

(Attached is a comparative chart of other managers in Broward County)

B. One Time Bonus:

- A one-time bonus of \$5,000 for performance is requested.

Self Assessment:

While I seek and encourage constructive feedback from the Commission and my colleagues, it is important to me that I do not stop my professional development, and continue to seek new ideas and methods for the betterment of our Town. To this end, I have provided a few areas where I have created new goals for me, in areas that I hope to perform better in FY 2019.

1. Policy review and development:

While I have reviewed the Town policies, in FY 2019 I anticipate moving forward with a more detailed policy review and new revisions and updates to the policies.

2. Beach Education:

I intend to improve the breadth of my knowledge related to the coastal science and coastal permits, timelines and deadlines.

3. On-boarding of employees/continued training:

While I meet with all new employees and speak to them of my expectations and our culture, I would like to better formalize the process and ensure we continue to encourage continued development of employees' relevant skills.

3. FINANCIAL IMPACT

Employment Agreement Adjustment:

The total cost for the increase is less than \$15,500 in FY 2019.

One-time Bonus:

The total cost including FICA is \$5,383

4. RECOMMENDATION

Approval of both resolutions is recommended and would be appreciated.



INVOICE

Inframark, LLC

2002 West Grand Parkway North
Suite 100
Katy TX 77449
United States

INVOICE#

#57305

CUSTOMER ID

C1312

PO#**DATE**

11/11/2020

NET TERMS

Net 30

DUE DATE

12/11/2020

BILL TO

Town of Hillsboro Beach
1210 Hillsboro Mile
Hillsboro Beach FL 33062
United States

Services provided for the Month of: November

DESCRIPTION	QTY	UOM	RATE	AMOUNT
Accounting Services for the Month of: November 2020				
Financial Accounting Service 001-532004-51308-5000	1	Ea	7,242.42	7,242.42
Postage 001-541010-51307-5000	1	Ea	98.60	98.60
Storage 001-544025-51307-5000	1	Ea	11.10	11.10
Subtotal				7,352.12

Subtotal

\$7,352.12

Tax

\$0.00

Total Due

\$7,352.12

Remit To:

Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

Please include CUSTOMER ID and the Invoice number on the check stub of your payment

Gardner, Bist, Bowden, Bush, Dee,
LaVia, Wright & Perry, P.A.
1300 Thomaswood Drive
Tallahassee, FL 32308
(850) 385-0070
(850) 385-5416

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

November 6, 2020

In Reference To: Assistance on Beach Nourishment Issues
File No.: 20.2332

Invoice # 10016

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
10/1/2020 TJP Calls and email re settlement.	2.00 300.00/hr	600.00
10/2/2020 TJP Check Boca Status.	0.30 300.00/hr	90.00
10/5/2020 TJP Prep for settlement meeting.	2.00 300.00/hr	600.00
10/6/2020 TJP Prepare for and attend settlement meeting.	1.50 300.00/hr	450.00
10/9/2020 TJP Review executed settlement agreement.	1.00 300.00/hr	300.00
10/13/2020 TJP Emails re voluntary dismissal.	0.30 300.00/hr	90.00
10/14/2020 TJP Emails re voluntary dismissal and order on same.	0.50 300.00/hr	150.00
10/19/2020 TJP Email re settlement implementation.	1.00 300.00/hr	300.00
For professional services rendered	8.60	\$2,580.00

Town of Hillsboro Beach
20.2332

Page 2

Additional Charges :

	<u>Amount</u>
10/30/2020 Miscellaneous Costs (135) - Conference call	6.14
Total additional charges	<u>\$6.14</u>
Total amount of this bill	<u>\$2,586.14</u>
Previous balance	\$11,341.11
Balance due	<u><u>\$13,927.25</u></u>

Timekeeper Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Timothy J. Perry	8.60	300.00	\$2,580.00



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

Remittance Copy

Invoice Date October 06, 2020
Invoice No. 9610445

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

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

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

Services	\$27,150.00
Disbursements	<u>\$2,542.10</u>
TOTAL THIS INVOICE	\$29,692.10

*To ensure proper credit to the above account, please indicate invoice no. 9610445
Return remittance sheet with payment in US funds.*

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



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

Invoice Date October 06, 2020
Invoice No. 9610445

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

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074723	TOWN OF HILLSBORO BEACH, FLORIDA	As of	September 30, 2020
0312732	CITY OF DEERFIELD BEACH, FLORIDA	Invoice Number	9610445

<u>Date</u>	<u>Services</u>	<u>Initials</u>	<u>Hours</u>	<u>Value</u>
1-Sep-20	Communications with team and with opposing counsel on a number of matters. Final approval of Motion to Continue.	CAL	1.70	850.00
2-Sep-20	Communications regarding potential Motion to Continue and deadlines with opposing counsel and with D. Doody.	CAL	0.30	150.00
3-Sep-20	Numerous communications regarding zoom call with mediator, issues outstanding, coordination of trial team and each member's consideration of the issues, and concerns from client. Participate in Zoom call. Follow up.	CAL	3.00	1,500.00
4-Sep-20	Receive and review latest draft from opposing counsel; discussion re: same with opposing counsel and re: attendance; issues for mediation call.	CAL	2.20	1,100.00
7-Sep-20	Communications with team and mediator regarding nature of mediation. Also communications with opposing counsel.	CAL	0.80	400.00
8-Sep-20	Telephone with Commissioner re: strategy insight; communications with opposing counsel re: proposed Order. Communications with J. Goldstein et al.	CAL	0.50	250.00
8-Sep-20	Zoom with team re: strategy and issues for call with mediator re: outstanding terms and priorities for changes; outlining same re: discussions and re: opposing counsel.	CAL	1.10	550.00
9-Sep-20	Revise Objections.	CAL	3.40	1,700.00
10-Sep-20	Editing comparison chart with previous settlements and litigation success comparison and discussions with members.	CAL	2.50	1,250.00
11-Sep-20	Numerous communications with team members and working on comparison; memorandum for shade, participation in call with M. Tarrant and legal team.	CAL	5.00	2,500.00
14-Sep-20	Additional discussions among legal staff and additional redrafting re: certain provision; telephone with Commissioner.	CAL	1.60	800.00
15-Sep-20	Additional communications within legal team and with Commissioner; additional drafting re: particular section on funding; communication with opposing counsel and with co missioners.	CAL	2.00	1,000.00
16-Sep-20	Additional communications with team; negotiations with J. Cole, edit and forward draft; telephone with commissioner and email with same.	CAL	1.80	900.00
17-Sep-20	Continuing communications with the team regarding negotiations and regarding terms of settlement; review summary from M. Tarrant and communicate with co-counsel re: same; telephone with Commissioner. (1.2)	CAL	1.50	750.00

074723	TOWN OF HILLSBORO BEACH, FLORIDA	As of	September 30, 2020
0312732	CITY OF DEERFIELD BEACH, FLORIDA	Invoice Number	9610445

<u>Date</u>	<u>Services</u>	<u>Initials</u>	<u>Hours</u>	<u>Value</u>
18-Sep-20	Responding to questions from commissioners, discussing same with co-counsels, communications regarding settlement. Review of M&N issues and discussions with D. Tarrant et al.	CAL	3.80	1,900.00
21-Sep-20	Complete chart changes and engage in discussions with commission members. Follow up on same. Telephone re: process.	CAL	4.50	2,250.00
22-Sep-20	Telephone with opposing counsel and with co-counsel; telephone with M. Serda; receive and review revised settlement agreement; edit same; additional calls with co-counsel. (1.4) Letter to Commissioners and to experts. (.2	CAL	2.60	1,300.00
23-Sep-20	Communications with team; revisions to charter comparing results, communications with commissioners, attendance at shade meeting and drafting thereafter.	CAL	4.50	2,250.00
24-Sep-20	Second entry - reconcile information with Draft Agreement to ensure Commissioner's concerns are addressed.	CAL	0.80	400.00
24-Sep-20	Communications within the team and with opposing counsel; review and clean-up draft, transmit same as requested. Telephone re: strategy on the final settlement issue.	CAL	2.00	1,000.00
25-Sep-20	Review information from Mayor re: settlement (2); telephone with T. Perry re; preparation for requested call; telephone with other members re: questions; begin memorandum; follow up calls.	CAL	3.40	1,700.00
27-Sep-20	Review comments from co-counsel and prepare revisions.	CAL	0.60	300.00
28-Sep-20	Phone calls, draft revisions to memorandum, review, emails, regarding settlement.	CAL	1.90	950.00
29-Sep-20	Telephone conversations with commissioners, reviewing and editing draft settlement; communications with opposing counsel; telephone with team.	CAL	1.70	850.00
30-Sep-20	Telephone calls with members of the trial team on status of settlement and on process; telephone with Commission members on same and re: schedule.	CAL	1.10	550.00

Total Services\$27,150.00

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

As of September 30, 2020
Invoice Number 9610445

<u>Date</u>	<u>Disbursements</u>	<u>Value</u>
31-Aug-20	EDISCOVERY INTERNAL - Inv 646 August 2020	2,542.10
Total for EDISCOVERY		2,542.10
Total Disbursements		\$2,542.10

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

As of September 30, 2020
Invoice Number 9610445

<u>Initial</u>	<u>Name</u>	<u>Hours</u>	<u>Amount</u>
CAL	C. A. LAQUIDARA	54.30	27,150.00
	Total	54.30	\$27,150.00



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

Remittance Copy

Invoice Date
Invoice No.

August 10, 2020
9590833

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

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

For professional services rendered through July 31, 2020 as summarized below:

Services	\$14,303.00
Disbursements	<u>\$2,541.10</u>
TOTAL THIS INVOICE	\$16,844.10

*To ensure proper credit to the above account, please indicate invoice no. 9590833
Return remittance sheet with payment in US funds.*

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



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

Invoice Date August 10, 2020
Invoice No. 9590833

TOWN OF HILLSBORO BEACH, FLORIDA
C/O D.J. DOODY, ESQUIRE
GOREN, CHEROF, DOODY & EZRO, P.A.
3099 E. COMMERCIAL BLVD.
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Client Name: **TOWN OF HILLSBORO BEACH, FLORIDA**
Matter Name: **CITY OF DEERFIELD BEACH, FLORIDA**
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TOTAL THIS INVOICE	\$16,844.10

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

As of
 Invoice Number

July 31, 2020
 9590833

<u>Date</u>	<u>Services</u>	<u>Initials</u>	<u>Hours</u>	<u>Value</u>
1-Jul-20	Telephone with former commissioner - no interest in assisting; unhappy with past actions.	CAL	0.20	100.00
1-Jul-20	Plan for and attend telephone conference with former commissioner Alan Polin regarding background on City and pertinent information from time as city commissioner.	WCH	0.60	198.00
2-Jul-20	Emails regarding the stipulation relating to permits and specific groins; telephone re: same; telephone re: former commissioners. Edit joint stipulation to streamline uncontested evidence for trial.	CAL	1.20	600.00
2-Jul-20	Plan for and attend telephone conference with former commissioner Beatrice Crouse; prepare update regarding same.	WCH	0.60	198.00
6-Jul-20	Telephone and email with group re: settlement issues.	CAL	0.50	250.00
6-Jul-20	Multiple correspondence regarding communications with former commissioner now residing in Connecticut.	WCH	0.20	66.00
7-Jul-20	Revisions to draft settlement agreement and emails to and from legal team re: same and re: edits made.	CAL	1.20	600.00
7-Jul-20	Multiple correspondence regarding contacting former commissioners and documentation of facts obtained from same; correspondence regarding filing the expert disclosures and reports.	WCH	0.40	132.00
8-Jul-20	Draft and revise expert disclosures, review and finalize reports, finalize disclosures; review Florida Rules to ensure compliance with same; review Court's procedures to ensure compliance with same; multiple correspondence regarding serving disclosures; multiple correspondence regarding Defendants' disclosures and production of same.	WCH	3.10	1,023.00
10-Jul-20	Review counteroffer and TJP edits and provide comments and suggested edits; flag areas needed for discussion.	CAL	0.90	450.00
10-Jul-20	Review settlement agreement and proposed revisions and analyze agreement to determine whether terms are sufficient and accurately represented; multiple correspondence regarding same.	WCH	0.80	264.00
13-Jul-20	Telephone conference with trial team and DJ re: settlement counteroffer. Work on Chart and on telephone with team and then with Mayor and team.	CAL	4.20	2,100.00
14-Jul-20	Telephone with Commissioners, (Individual calls to me); telephone with team re: issues for shade meeting. Prepare exhibit comparing outcomes under latest proposal.	CAL	1.80	900.00

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

As of
 Invoice Number

July 31, 2020
 9590833

<u>Date</u>	<u>Services</u>	<u>Initials</u>	<u>Hours</u>	<u>Value</u>
15-Jul-20	Prepare for b y reviewing past issues and questions from commissioners on settlement and identify responses and open issues.	CAL	3.20	1,600.00
16-Jul-20	Corresponded with Kim Crenier regarding commissioner letters	C M	0.20	40.00
17-Jul-20	Approve final joint discovery resolution and pretrial stipulation; emails with the team; preparation of additional summary re: status and additional changes. Revise draft settlement agreement with notes and changes, and sending emails to members of the team. Discussions regarding the issues relating to Exh. A.	CAL	3.60	1,800.00
17-Jul-20	Multiple correspondence regarding communications with former commissioners; draft updates and recommendations regarding same.	WCH	0.40	132.00
20-Jul-20	Additional work on Exhibit A issues; emails and telephone with the team.	CAL	2.40	1,200.00
21-Jul-20	Emails to opposing counsel with new draft, and within the team on Exh. A and on cost issues.	CAL	1.80	900.00
24-Jul-20	Participate in telephone call regarding outstanding settlement issues and processes; 30-year term, and related matters to property acquisition. Telephone with T. Perry and emails regarding Moffat and Nichols issues with advising on 6-8 year life, and strategy on Exh. A to ensure Hillsboro Beach's goals are met. Prepare initial summary of call to other team members regarding legal issues and process for following up, and concerns from commissioners to date.	CAL	1.10	550.00
27-Jul-20	Telephone with Commissioner and draft memorandum re: July 24 telephone conference.	CAL	0.50	250.00
28-Jul-20	Continue refining Exh. A issues to get answer on the expected composition of the Hillsboro Beach shoreline under the agreement, outline issues to be asked to opposing counsel to ensure there is a meeting of the minds. .8 Additional conversations (no charge) to same end.	CAL	0.80	400.00
29-Jul-20	Outline issues for E. Hockman re: Exhibit A needs and intent re: groins, beach coverage.	CAL	0.60	300.00
30-Jul-20	Telephone with T. Perry re: Exh. A efforts by Deerfield and further efforts on cap; emails with T. Blankenship re: review engineering needs on new Exh. A; emails with Dr. Young re: status and discussion of settlement.	CAL	0.50	250.00

Total Services\$14,303.00

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

As of
Invoice Number

July 31, 2020
9590833

<u>Date</u>	<u>Disbursements</u>	<u>Value</u>
30-Jun-20	EDISCOVERY - Inv 454 June 2020	2,541.10
Total for EDISCOVERY		2,541.10
Total Disbursements		\$2,541.10

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

As of July 31, 2020
Invoice Number 9590833

<u>Initial</u>	<u>Name</u>	<u>Hours</u>	<u>Amount</u>
C M	C. MIDKIFF	0.20	40.00
CAL	C. A. LAQUIDARA	24.50	12,250.00
WCH	W. C. HANDLE	6.10	2,013.00
	Total	30.80	\$14,303.00



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

Remittance Copy

Invoice Date
Invoice No.

July 08, 2020
9581987

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

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

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

Services	\$19,010.00
Disbursements	<u>\$2,594.60</u>
TOTAL THIS INVOICE	\$21,604.60

*To ensure proper credit to the above account, please indicate invoice no. 9581987
Return remittance sheet with payment in US funds.*

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



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

Invoice Date July 08, 2020
Invoice No. 9581987

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

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

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c/o SunTrust Bank, Atlanta, GA
ABA Number: 061000104
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IRS EIN 59-3117860

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

As of
 Invoice Number

June 30, 2020
 9581987

<u>Date</u>	<u>Services</u>	<u>Initials</u>	<u>Hours</u>	<u>Value</u>
1-Jun-20	Review of Mayor's concerns, comparison with last draft, and comments to team to ensure responsiveness. (1.2)	CAL	1.20	600.00
2-Jun-20	Review notes on Mayor's 7 items; participate in Shade Meeting. (1.8) Telephone with T. Perry re: changes; telephone with Commissioner re: process and request for shade meeting.	CAL	2.70	1,350.00
3-Jun-20	Communications and review of latest draft agreement; telephone with R. Sweetapple re: same and re: his (good) suggestion re: attorney fee clause; communications re: requested exhibit for Shade meeting.	CAL	0.60	300.00
4-Jun-20	Communications re: discussion to be had with opposing counsel and related matters re: shade.	CAL	0.40	200.00
5-Jun-20	Telephone re: terms of settlement and process; Exhibit A; strategy with opposing counsel. Continued discovery re: when groins were constructed re: dispute with opposing counsel. Emails to and from opposing counsel and forward proposed settlement agreement.	CAL	1.20	600.00
8-Jun-20	Communications with opposing counsel on discovery issue re: charter; with team re: Exhibit A.	CAL	0.30	150.00
9-Jun-20	Continued work on permitting issues and on former commissioners for discovery dispute, trial, possible stipulation and emails on same. Zoom meeting on same and follow up with team.	CAL	2.60	1,300.00
9-Jun-20	Review case file documents and communications regarding status of litigation and upcoming mediation deadline.	WCH	0.30	99.00
10-Jun-20	Communications regarding additional information; meaning re: Exh. A.	CAL	1.20	600.00
11-Jun-20	Coordination calls re: exhibit and settlement issues.	CAL	0.40	200.00
11-Jun-20	Comparison of Groin Exhibits.	CAL	0.50	250.00
15-Jun-20	Communications from the Mayor re: status, to and from opposing counsel on discovery issues, with M. Serda re: same; review information obtained on 1997 Commission	CAL	0.90	450.00
16-Jun-20	Plat and survey research	C M	4.50	900.00
16-Jun-20	Participate in call; respond to emails; review information re: trial to include Mayor's concerns. Communicate with co-counsel re: same.	CAL	1.50	750.00
17-Jun-20	Plat and survey research	C M	3.20	640.00

074723	TOWN OF HILLSBORO BEACH, FLORIDA	As of	June 30, 2020
0312732	CITY OF DEERFIELD BEACH, FLORIDA	Invoice Number	9581987

<u>Date</u>	<u>Services</u>	<u>Initials</u>	<u>Hours</u>	<u>Value</u>
17-Jun-20	Review Exh. A issues; review Mayor emails; participate in call and follow up for the information needed with co-counsel. Additional work on former commissioners.	CAL	2.10	1,050.00
18-Jun-20	Research plats and surveys	C M	5.20	1,040.00
18-Jun-20	Telephone, emails with J. Cole and discussions regarding stipulation for former commissioners and groins. Complete audit disclosure again; communicate with M. Serda re: commissioners, with staff re: elements of search.	CAL	2.20	1,100.00
19-Jun-20	Participate in team call re: various issues relating to the trial and the settlement.	CAL	1.40	700.00
22-Jun-20	Research contact information for town commissioner list	C M	4.50	900.00
22-Jun-20	Preparation and attendance in Zoom re: issues regarding permits for stipulation or discovery and re: former commissioners; follow up with team members re: same.	CAL	2.30	1,150.00
23-Jun-20	Research recorded plats and surveys	C M	3.00	600.00
24-Jun-20	Research recorded plats and surveys	C M	3.00	600.00
24-Jun-20	Prepare for and engage in Zoom conference with J. Cole and T. Perry regarding discovery issues and evidence of trial; legal theories relating to removal.	CAL	2.40	1,200.00
25-Jun-20	Edit list of town commissioners and prepare letters to former commissioners; research recorded plats and surveys	C M	5.30	1,060.00
25-Jun-20	Multiple correspondence regarding strategy to contact former commissioners.	WCH	0.20	66.00
26-Jun-20	Edit letters to former commissioners	C M	0.30	60.00
26-Jun-20	Review questions regarding trial and posture; work on exhibit to be provided to opposing counsel, and process for contacts re: former commissioners.	CAL	1.20	600.00
26-Jun-20	Multiple correspondence regarding strategy to contact former committee members; review numerous letters to same; correspondence for strategy when speaking with former committee members and potential information to elicit from same.	WCH	0.60	198.00
29-Jun-20	Multiple correspondence regarding upcoming deadlines for expert witnesses, mediation, and agreement concerning motion to compel.	WCH	0.30	99.00

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

As of
 Invoice Number

June 30, 2020
 9581987

<u>Date</u>	<u>Services</u>	<u>Initials</u>	<u>Hours</u>	<u>Value</u>
30-Jun-20	Multiple correspondence regarding upcoming expert deadline, mediation deadline; communications regarding strategy for contacting commissioners for background of City of Hillsboro during time as commissioner and in support of arguments that there are very few employees of the City.	WCH	0.60	198.00

Total Services\$19,010.00

<u>Date</u>	<u>Disbursements</u>	<u>Value</u>
26-Jun-20	POSTAGE	7.00
	Total for POSTAGE	7.00
30-Jun-20	AUDIT LETTER RESPONSE	250.00
	Total for AUDIT LETTER RESPONSE	250.00
31-May-20	EDISCOVERY INTERNAL - May 2020	2,596.60
	Total for EDISCOVERY	2,596.60
11-Jun-20	OTHER CHARGES - KLDISCOVERY LLC - Document review, hosting and collaboration to assist with case team.. LW/6319	(259.00)
	Total for OTHER CHARGES	(259.00)
	Total Disbursements\$2,594.60	

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

As of June 30, 2020
Invoice Number 9581987

<u>Initial</u>	<u>Name</u>	<u>Hours</u>	<u>Amount</u>
C M	C. MIDKIFF	29.00	5,800.00
CAL	C. A. LAQUIDARA	25.10	12,550.00
WCH	W. C. HANDLE	2.00	660.00
	Total	56.10	\$19,010.00

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

TOWN OF HILLSBORO BEACH
1210 Hillsboro Mile
Hillsboro Beach FL 33062

Page: 1
11/23/2020
ACCOUNT NO: 1182-0606490
STATEMENT NO: 33674

Attn: Mac Serda, Town Manager

General Matters

			HOURS
10/09/2020	DJD	Attend Virtual Meeting of Town Meeting.	1.10
10/27/2020	DJD	Review documentation in preparation of conference call; review Blankenship letter to FEMA;	1.30
10/28/2020	DJD	Telephone conference call with Town Manager and staff; address inquiry from Mayor.	0.80
10/29/2020	DJD	Address agenda items.	0.80
11/02/2020	DJD	Telephone conference with Mayor and Town Manager; review e-mails.	0.70
11/03/2020	QEM	Review of Town Code in response to and in preparation of discussion with Mr. Serda re: potential RFQ .	1.00
	DJD	Review emails; telephone conference call with Town Manager; review Palm Beach County Talk Group Agreement.	0.60
11/04/2020	QEM	Zoom conference with Mr. Serda; review of CCNA law and preparation of follow-up email to Mr. Serda re: issues discussed.	1.00
	DJD	Address agenda; Telephone conference call with Town Manager.	0.80
11/05/2020	DJD	Review 2nd Amendment to Lease with Sprint Spectrum; prepare agenda item; participate in meeting with Related Group.	2.60
11/06/2020	DJD	Exchange of emails re: Tourist tax.	0.40
11/09/2020	QEM	Preparation for and attend easement acquisition selection committee meeting.	1.00
	DJD	Review agenda in preparation for Commission meeting.	0.50
11/10/2020	DJD	Prepare for and attend Commission Meeting.	4.70
11/11/2020	DJD	Review email; Telephone conference call with Town Manager.	0.30
11/12/2020	GB	Meeting with DJD regarding research assignment of the Bert J Harris Act. Legal research regarding Bert J Harris Act.	1.50
	DJD	Address Town Manager Amendment to Contract; Telephone conference call with Debbie Orshefsky; research zoning related issues.	1.40
11/13/2020	GB	Legal research and drafted outline regarding Bert J Harris Act and email outline to DJD.	1.50

General Matters

			HOURS	
11/16/2020	DJD	Address Amendment to Town Manager Employment Agreement.	0.50	
11/17/2020	DJD	Address agenda items; telephone conference call with Richard Sherman, Esq., of the Property Appraisal Office; telephone conference call with Town Manager.	1.80	
11/18/2020	DJD	Address agenda items; telephone conference call with Town Manager.	1.20	
11/19/2020	DS	Discussed commercial establishment research issue with D.J.D. Reviewed City Code of Ordinances. Reviewed case law related to expanding non conforming use.	1.20	
	DJD	Telephone conference call with Town Manager; review emails; prepare agenda related escalations; Review and revise Employment Agreement; review caselaw re: unrelated issues.	2.80	
11/20/2020	DJD	Prepare Resolution; review emails.	0.80	
11/21/2020	DJD	Review emails.	0.30	
		FOR CURRENT SERVICES RENDERED	30.60	6,885.00

RECAPITULATION

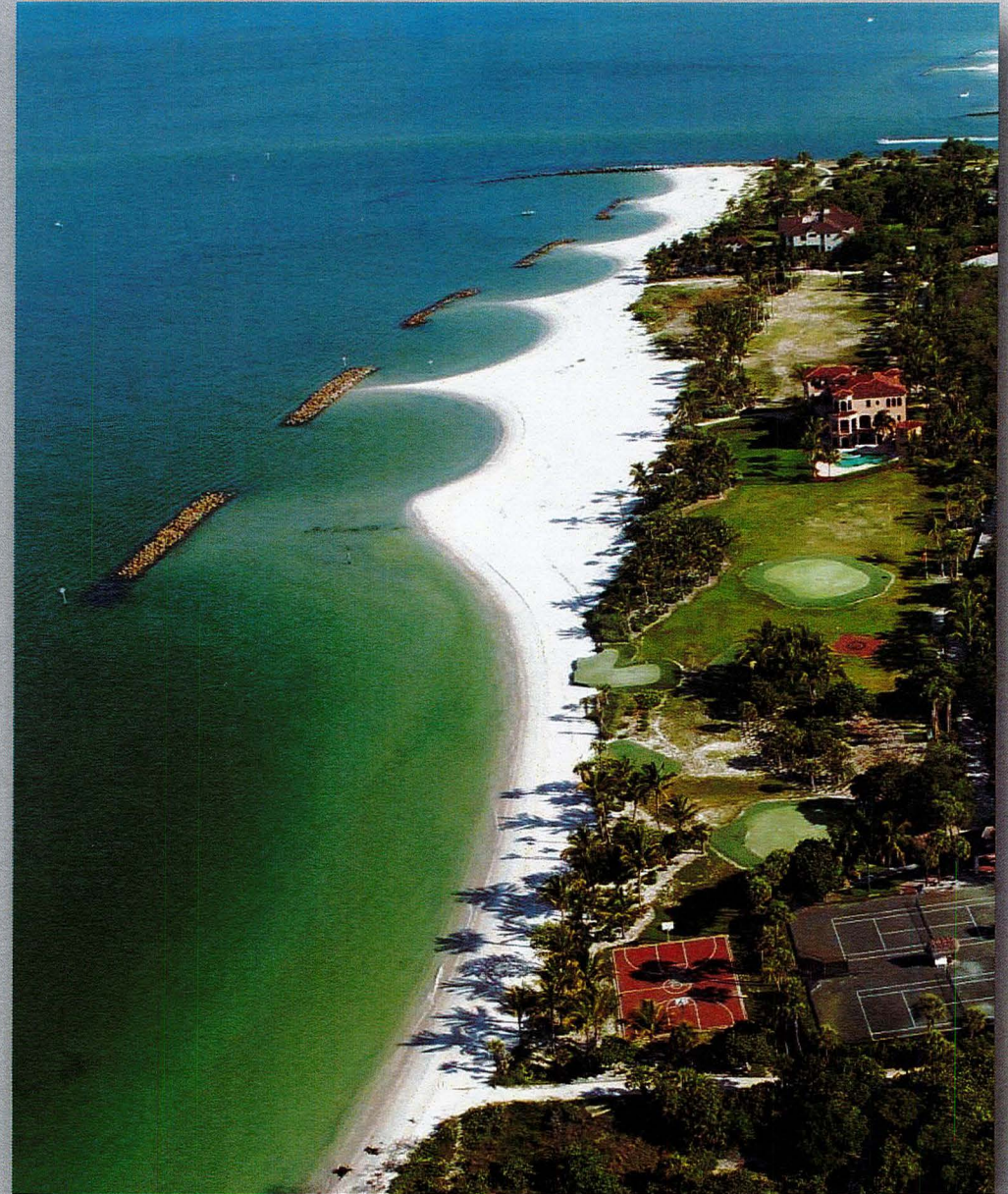
<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
D.J. DOODY	23.40	\$225.00	\$5,265.00
QUENTIN E. MORGAN	3.00	225.00	675.00
DANIELLE SCHWABE	1.20	225.00	270.00
GAL BETESH	3.00	225.00	675.00

Photocopies	201.25
TOTAL EXPENSES THRU 11/23/2020	201.25
TOTAL CURRENT WORK	7,086.25
BALANCE DUE	<u>\$7,086.25</u>

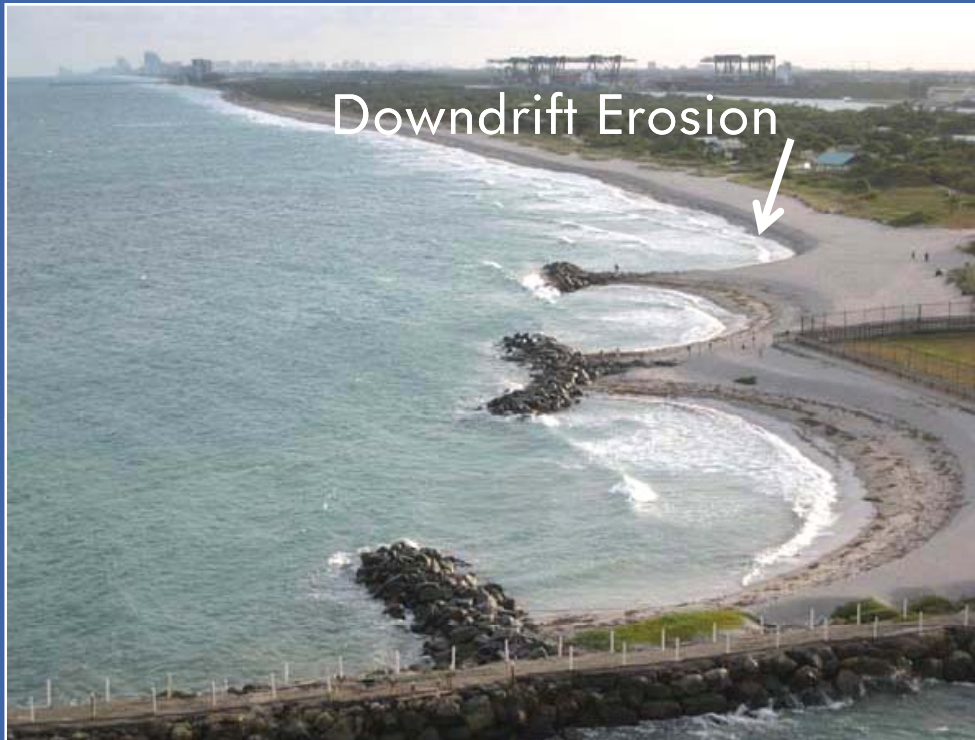
AMOUNTS PREVIOUSLY BILLED NOT INCLUDED ABOVE



Pre Construction 2012



Post Construction 2013



- Lack of Bypassing at Port Everglades
- Affect performance of coastal structures
- County and Corps of Engineers evaluating beaches in John U. Lloyd Park

Alternative 5 - T-Head Groins



Shoreline Stabilization Alternatives

- 32nd Street Nearshore Breakwaters, Miami Beach, Florida
- Aerial Photo – Post Construction 2002
- Designed by Coastal Systems



Alternative 6 – Emergent Breakwaters



Shoreline Stabilization Alternatives

- 32nd Street Nearshore Breakwaters, Miami Beach, Florida
- Aerial Photo – 2011
- Coastal structures fully impounded with sand



Alternative 6 – Emergent Breakwaters



TOWN OF HILLSBORO BEACH



Jay Szesnat, Chief of Police
jszesnat@townofhillsborobeach.com



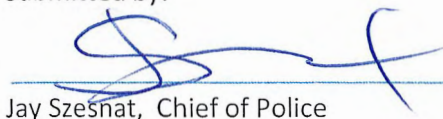
Hillsboro Beach Police OCTOBER 2020 Activity Report



Marine	Oct-20	Prior Month	Oct-19
Total Number of Marine Contacts	27	77	13
Total Number of Boats Removed From Swim Zone	9	42	0
Total Number of Wake/Safety Education Given/Noise Complaints	27	77	16
Hours of Marine Patrol	52.7	130	47
Hours of ATV Patrol	18	12	6
Traffic/Pedestrian/Cyclist			
Total Number of Traffic Contacts	52	39	67
Total Number of Trespassers Removed	77	88	33
Total Number of Cyclist Contacts	82	114	18
Hours Conducting Crosswalk Enforcement	23	36	21
Hours Of Bike Patrol	0	0	0
Activity			
Total Number of Sick/Deceased/Injured Calls For Service	13	8	11
CUSHIONS (Call Urgent Sick Hospitalized Individuals On Next Shift)	13	10	11
Total Number of Arrests	2	1	3
Total Number of Crashes	1	2	3
Service Calls	207	270	141

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

Submitted by:


Jay Szesnat, Chief of Police

11/16/20
Date



TOWN OF HILLSBORO BEACH



Patrol Activity OCTOBER 2020

Jay Szesnat, Chief of Police

jszesnat@townofhillsborobeach.com

	Mileage	Arrests	Traffic Contacts	Marine Contacts	Bicyclist Contacts	ATV Contacts	Security Checks	Service Calls*	Self Initiated Calls	Enforcements (crosswalk)	Work Zone Enforcements	Subpoena Hours	Training Hours	ATV Hours	Marine Hours	PD Bicycle Hours
Chief Szesnat	160															
Major O'Neill																
Lt. Pugliese	800		1				220	17	2	3		6				
Sgt. Mastandrea	928	0	1	0	0	0	770	47	17	0	0	0	2	0	0	0
Sgt. Clark	1445	0	19	3	7	0	593	74	20	0	0	0	0	0	0	0
Sgt. Gianino	813	0	1	0	7	0	418	31	9	0	0	0	2	0	0	0
Sgt. Kirchoff	972	0	2	0	0	0	972	47	10	3	0	0	6	0	0	0
Ofc. McGrath	1549	1	9	6	2	0	652	65	41	0	0	0	2	0	2	0
Ofc. Kelly	1063	1	12	0	27	0	370	27	3	7	0	0	2	0	0	0
Ofc. Steel	762	0	3	0	0	0	569	31	22	0	0	0	0	0	0	0
Ofc. Nolan	1205	0	6	0	0	0	740	43	2	8	0	0	0	0	0	0
Ofc. Stengel	883	0	0	0	0	0	445	9	11	0	0	0	4	0	0	0
Ofc. Pope	678	0	0	3	0	0	165	15	2	0	0	0	4	0	4	0
Ofc. Torres	1561	0	0	0	39	0	1068	69	35	2	0	0	0	0	0	0
Ofc. Bukata																
Ofc. MacLellan				24												
Monthly Totals	12819	2	54	36	82	0	6982	475	174	23	0	0	28	0	6	0

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



TOWN OF HILLSBORO BEACH



Jay Szesnat, Chief of Police
jszesnat@townofhillsborobeach.com

Crash Locations OCTOBER 2020

Location	Injury	No Injury	Fatal	Total
955 Hillsboro Mile		x		1
Total		1		1

Crash Causes

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



TOWN OF HILLSBORO BEACH



Investigation Activity OCTOBER 2020

Jay Szesnat, Chief of Police
jszesnat@townofhillsborobeach.com

Complaint/Info			
Currently Working	Active	Pending	Cleared
Grand Theft	3	1	1
Robbery		1	
Burglary Conveyance	2	1	1
Burglary/Grand Theft		1	
Petit Theft		2	
Property Damage		1	
Criminal Mischief		1	1
Unlicensed Contractor			1
Burglary Structure			1
Fraud			2
Criminal Mischief			1
Identity Theft	5		
Burglary Vessel		1	
Trespass			2
Sexual Battery			1
Battery on Elderly			1
Simple Battery			1
Stolen Vehicle	1		
New			
Identity Theft	1		



TOWN OF HILLSBORO BEACH



Bias Based Profiling OCTOBER 2020

Jay Szesnat, Chief of Police
jszesnat@townofhillsborobeach.com



	Traffic Contacts		Arrests (including traffic)		
	Male	Female	Male	Female	
White	33	13	1		
Black	2	3			
Asian	1				
Native American					
Other			1		
Total	36	16	2	0	54

2020 Gas Usage Police Department

Employee	Department	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total Gallons
1-Szesnat	Police	107.9	98.9	93.3	113.0	31.9	39.5	34.8	67.2	47.6	34.1			668.2
2-O'Neill	Police	0.0	14.2	31.3	0.0	0.0	14.5	0.0	0.0					60.0
3-Pugliese	Police	74.9	60.3	65.1	66.5	66.1	34.5	96.6	49.4	82.5	48.4			644.3
4-Mastandrea	Police	52.0	137.3	82.0	180.3	142.7	90.5	5.4	115.5	86.7	97.4			989.8
5-Clark	Police	193.5	170.6	110.5	193.2	237.8	7.9	8.4	12.3	70.5	107.1			1111.8
6-Gianino	Police	0.0	0.0	0.0	10.2	65.1	145.7	134.7	67.2	17.2	0.0			440.1
7-Kirchoff	Police	12.6	13.2	1.7	34.0	84.8	129.8	189.7	107.4	12.8	11.8			597.8
8-McGrath	Police	135.4	149.0	152.9	189.0	165.8	14.8	73.6	117.6	116.4	127.6			1242.1
9-Kelly	Police	47.8	0.0	10.3	0.0	76.7	71.8	69.1	0.0	9.8	8.9			294.4
10-Steel	Police	118.8	118.2	157.7	102.7	148.1	25.4	0.0	5.2	91.2	66.4			833.7
11-Nolan	Police	77.4	36.5	9.2	26.1	16.1	155.4	104.0	48.4	8.8	17.1			499.0
12-Pope	Police	0.0	66.3	1.9	82.3	15.9	14.6	19.6	23.7	92.8	23.1			340.2
13-Stengel	Police	14.0	0.0	43.9	29.8	0.0	27.6	11.1	61.0	14.6	35.0			237.0
14-Torres	Police	47.9	0.0	49.8	48.3	56.4	64.4	29.2	44.4	62.4	14.1			416.9
16-MacLellan	Police	0.0	0.0	0.0	0.0	0.0	69.7	122.5	151.7	264.4	47.3			655.6
18-Beauparlant	Police	207.4	151.0	118.4	117.1	103.7	128.0	116.3	117.8	160.8	137.8			1358.3
17-Bukata	Police	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0			0.0
26-Joseph	Maintenance	21.3	0.0	12.4	0.0	0.0	19.9	12.6	0.0	18.7	12.4			97.3
Police Totals	TOTALS	1110.9	1015.5	940.4	1192.5	1211.1	1054.0	1027.6	988.8	1157.2	788.5	0.0	0.0	10486.5

Gas Usage Water Department

19-Garray	Water Dept	45.9	37	0	18	16.3	36.9	39.3	18.4	54	34.6			300.4
20-Bullard	Water Dept	57.3	83.7	103.4	55.7	56.8	58.7	119.6	26.3	56.3	76.1			693.9
21-Charles	Water Dept	20.4	59.8	36.7	43.9	36.8	0	16.8	67.5	15.7	0			297.6
22-Knapstein	Water Dept	0	0	0	0	0	0	0	0	0	0			0
23-Rivera	Water Dept	0	0	0	0	0	0	0	0	0	0			0
Water Totals		123.6	180.5	140.1	117.6	109.9	95.6	175.7	112.2	126	110.7	0	0	1291.9

Gas Tank 44.75" = 2997 gal

2020 Vehicle Mileage PD

Unit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TM
160	2,157	3,372	4,136	4,298	2,356	655	4,276	4,901	4,661	5,219			36,031
161	2,491	2,286	2,535	1,259	3,946	3,703	4,029	4,620	4,030	4,753			33,652
162	24	540	45	343	46	10	18	47	34	92			1,199
163	4,257	2,438	2,112	4,400	4,200	4,614	1,488	877	1,019	830			26,235
164	2,468	2,463	2,455	1,952	840	552	682	812	1,099	714			14,037
166	1,289	1,247	1,451	1,399	1,221	767	1,713	1,020	1,020	1,211			12,338
TOTAL	12,686	12,346	12,734	13,651	12,609	10,301	12,206	12,277	11,863	12,819	0	0	123,492
GALLONS	1,110.90	1,016	940	1,193	1,211	1,054	1,028	988.8	1157.2	788.5			10,487

Specialty Vehicles PD

Marine 1	40	3	4.2	51.2	97	74.5	111.2	88	130	88			687.1
ATV	8.7	6.6	8.7	15	24	20	19	18	12	18			150

Water Department

2	577	532	311	194	69	137	131	97	183	158			2,389
1	105	47	55	0	4	8	18	0	0	0			237
172	502	473	637	439	666	472	527	405	748	489			5,358
173	199	236	218	100	47	116	124	295	489	116			1,940
174	0	0	150	538	559	571	403	720	1,175	1,175			5,291
TOTAL	1,383	1,288	1,371	1,271	1,345	1,304	1,203	1,517	2,595	1,938	0	0	15,215
GALLONS	123.6	180.5	140.1	118	110	96	176	112.2	126	111			1,292

Vehicle/Mileage Recap OCTOBER 2020

Unit	Type	Primary Use	EOM	BOM	CMM	PMM	INC/DEC
160	SUV	Road Patrol	18,320	13,101	5,219	4,661	558
161	SUV	Road Patrol	17,076	12,323	4,753	4,030	723
162	Crown Vic.	Training/Decoy	124,471	124,379	92	34	58
163	SUV	Road Patrol	52,133	51,303	830	1,019	-189
164	Charger	Chief	72,663	71,949	714	1,099	-385
166	Charger	Major	177,149	175,938	1,211	1,020	191
		Police		Police	12,819	11,863	956
170	Pickup Truck	Maintenance	94,141	93,800	341	183	158
171	Pickup Truck	Maintenance	91,131	91,131	0	0	0
172	Pickup Truck	Water Dept	54,157	52,920	1,237	748	489
173	Pickup Truck	Water Dept	4,290	3,685	605	489	116
174	Pickup Truck	Water Dept	4,112	2,421	1,691	1,175	516
		Water Dept		Water Dept	3,874	2,595	1,279
		EOMH		BOMH	CMH	PMH	INC/DEC
M1	Boat	Patrol	1820.4	1767.7	52.7	88	-35
165	ATV	Patrol	119.1	107.7	11	18	-7

Key

EOM= End of Month

BOM= Beginning of Month

CMM= Current Month Mileage

PMM= Previous Month Mileage

INC/DEC= Increase/Decrease

EOMH= End of Month Hours

BOMH= Beginning of Month Hours

CMH= Current Month Hours

PMH= Previous Month Hours



TOWN OF HILLSBORO BEACH



FINANCIAL REPORT OCTOBER 31, 2020

Meeting Date: December 1, 2020

1

GENERAL FUND

Overview

- ▶ Deficit of \$772 thousand through October. (Total funding over/under Expenditures)

Revenue / Other Sources

- ▶ Total funding for October was at .8% of the annual budget (excluding use of fund balance).
- ▶ Revenue from property tax collections is 0% through October.

Description	Budget	Actual	% of Budget
Property Taxes	\$ 4,884,842	\$ -	0.0%
Other Local Taxes	260,000	25,100	9.7%
Intergovernmental Revenues	151,536	13,201	8.7%
Fines & Forfeitures	2,550	50	2.0%
Miscellaneous Revenues	53,000	3,167	6.0%
Interest Income	68,000	4,348	6.4%
FMV Investment	(35,000)	(6,888)	19.7%
Transfer In	50,000	5,652	11.3%
Total Funding	\$ 5,434,928	\$ 44,630	0.8%



2

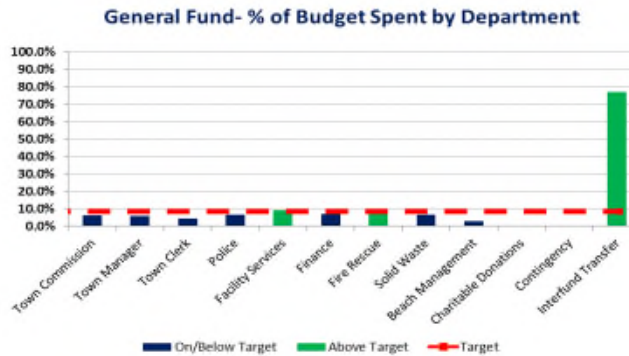
October 2020 Financial Report

2

GENERAL FUND

Expenditures

- ▶ Total expenditures for October was 12.7% of the annual budget or \$816.3 thousand.



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October 2020 Financial Report

3

SPECIAL REVENUE FUNDS

Fund Highlights

- Community Bus Fund – Surplus of \$2.5 thousand due to County Transportation Grant.
 - Revenue collected is 7.2% of annual budget or \$8.5 thousand.
 - Expenses are 5.2% of annual budget or \$6.1 thousand.
- Marine Law Enforcement Fund – 9.2% of budget or \$2.8 thousand. Funding and Expenditures net to zero.
- Building Permits Fund – Surplus of \$2.2 thousand through October.
 - Revenue collected is 13% of annual budget or \$32.4 thousand.
 - Expenses are 12.1% of annual budget or \$30.2 thousand.
- P&Z, Code Compliance Fund – 7.6% of budget or \$3.8 thousand. Funding and Expenditures net to zero.
- Federal Forfeitures / Asset Sharing Fund- Balance for October is \$134 thousand (includes interest income).



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October 2020 Financial Report

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OTHER FUNDS

Debt Service Fund – FEMA Bridge Loan

- ▶ FEMA Grant funding through October was \$421 thousand.
- ▶ The FEMA Bridge Loan was paid off on October 1, 2020.

Capital Projects Fund – (General Fund Improvements)

- ▶ The capital expenditures for October was \$29.7 thousand or 13.6% of the annual budget.



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October 2020 Financial Report

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WATER FUND

Overview

- ▶ Overall, the water fund had a surplus of \$85.4 thousand.
- ▶ Operations had a surplus of \$22.7 thousand.
- ▶ Balance of surplus is for future debt service payments and repairs & maintenance expenses.
- ▶ Debt Service payments – no payments made through October.

Revenue/Other Sources

- ▶ Total revenue – 7.3% of the annual budget.
- ▶ Total water service revenue – 7.8% of the annual budget.
- ▶ The water usage billings through October were down by 20.24% compared to last year at this time.



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October 2020 Financial Report

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WATER FUND

Water Usage Comparison

- ▶ The chart shows the usage for October by service type, comparing prior year October 2019 and last month usage.
- ▶ The total gallons used compared to last month decreased by 1,552 thousand gallons or 8.2%.

Service Type	(Prior Yr)		Oct-'20	Month-to-Month Change	
	Oct-'19	Sep-'20		Change in Usage	% Change
Irrigation	10,179	10,356	9,030	-1,326	-12.8%
Single Family	4,453	2,893	2,496	-397	-13.7%
Multi Family	6,033	5,712	5,883	171	3.0%
Total	20,665	18,961	17,409	-1,552	-8.2%



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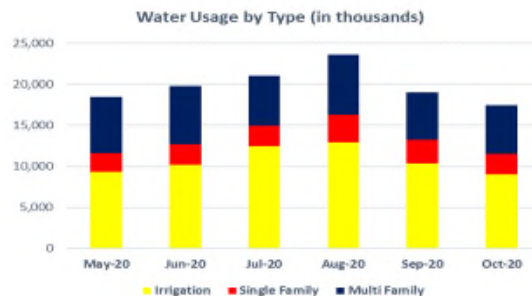
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WATER FUND

Water Usage Trend

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



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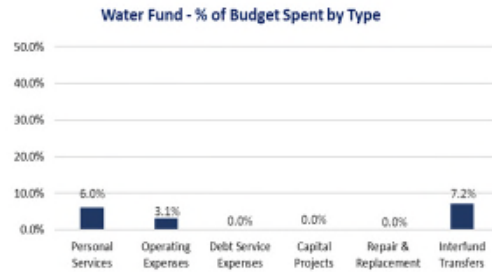
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WATER FUND

Expenses

- ▶ Total expenses through October was at 2.8% of the annual budget.
- Debt Service Expenses:
 - Loan payment for Water Main project will be paid on March 15, 2021.
 - Loan payment for Water Plant project will be paid on November 15, 2020.
- Capital Purchases:
 - The capital expenditures for October were 0% of the annual budget.



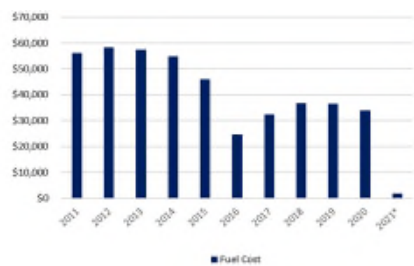
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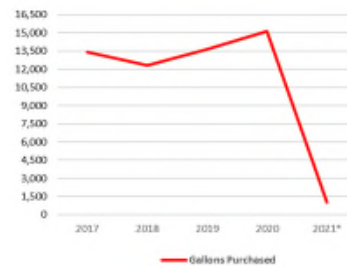
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FUEL COSTS ANALYSIS

Fuel Cost by Fiscal Year



Gallons Purchased by Fiscal Year



Fiscal Year	Fuel Cost	Gallons Purchased	Avg Price / Gallon
2011	\$56,162		
2012	\$58,320		
2013	\$57,515		
2014	\$54,888		
2015	\$46,030		
2016	\$24,771	11,858	\$2.09
2017	\$32,433	13,405	\$2.42
2018	\$36,733	12,320	\$2.98
2019	\$36,586	13,666	\$2.68
2020	\$33,942	15,133	\$2.24
2021*	\$1,933	1,006	\$1.92

* FY2021 totals thru October 31, 2020



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October 2020 Financial Report

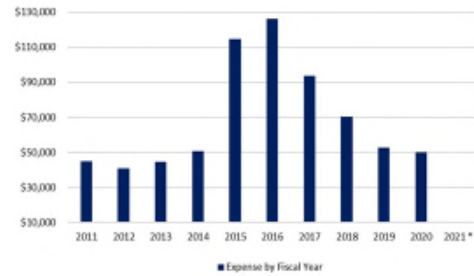
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WORKERS' COMPENSATION INSURANCE – PREMIUM COST

Expense by Fiscal Year & Department

Fiscal Year	Admin	Police	Water	Total
2011	\$ 2,591	\$ 33,618	\$ 8,697	\$ 44,906
2012	\$ 1,229	\$ 32,501	\$ 7,275	\$ 41,005
2013	\$ 1,324	\$ 34,957	\$ 8,418	\$ 44,699
2014	\$ 1,653	\$ 39,343	\$ 9,560	\$ 50,556
2015	\$ 5,350	\$ 81,530	\$ 27,726	\$ 114,606
2016	\$ 5,897	\$ 89,829	\$ 30,361	\$ 126,086
2017	\$ 4,180	\$ 65,618	\$ 23,855	\$ 93,653
2018	\$ 3,313	\$ 49,202	\$ 17,897	\$ 70,412
2019	\$ 2,648	\$ 35,306	\$ 14,940	\$ 52,894
2020	\$ 2,577	\$ 32,766	\$ 14,552	\$ 49,894
2021 *	\$ 124	\$ 2,493	\$ 657	\$ 3,274
TOTAL	\$ 30,886	\$ 497,160	\$ 163,939	\$ 691,985

Total Expenses by Fiscal Year



*FY2021 Totals thru October 31, 2020



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October 2020 Financial Report

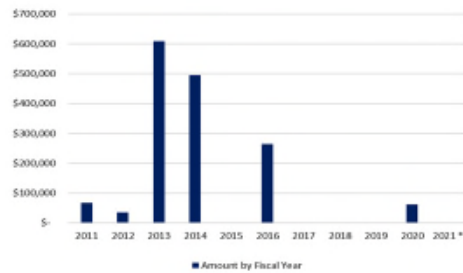
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WORKERS' COMPENSATION INSURANCE - ANALYSIS OF CLAIMS

Amount & Status of Claims by Fiscal Year

Fiscal Year	Amount by Fiscal Year	Claim Status
2011	\$ 67,154	Closed
2012	\$ 35,536	Closed
2013	\$ 609,507	Open Claim
2014	\$ 494,929	Open Claim
2015	\$ 404	Closed
2016	\$ 264,562	Open Claim
2017	\$ 102	Closed
2018	\$ 608	Closed
2019	\$ 368	Closed
2020	\$ 61,801	Open Claims
2021	\$ -	Quarterly Status

Total Claims by Fiscal Year



* Open Claim amounts thru 9/30/2020 – Updates are Quarterly



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October 2020 Financial Report

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MEMORANDUM

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

Please find included in this agenda item the October 2020 financial report. At this point in the fiscal year (through October), the revenues and expenditures should be at approximately 8.33% of the adopted budget. To further assist with your review, an overview of each of the Town's funds is provided below.

General Fund

- Total funding through October was at .7% of the annual budget. The first distribution of the receipts for the property taxes should start in December.
- Total expenditures through October were at 12.7% of the annual budget.

Special Revenue Funds

Community Bus

- Total funding through October were at 7.2% of the annual budget.
- Total expenditures through October were at 5.2% of the annual budget.

Marine Law Enforcement Grant

- Total funding and expenditures through October were at 9.2% of the annual budget.

Building Permits

- Total funding through October were at 13% of the annual budget.
- Total expenditures through October were at 12.1% of the annual budget.

P&Z and Code Compliance

- Total funding and expenditures through October were at 7.6% of the annual budget.

Federal Forfeitures / Asset Sharing

- Total funds available through October - \$133,988

Debt Service Fund – (FEMA Bridge Loan)

- FEMA funds were received in September. The Bridge Loan was paid in full October 1, 2020.

Capital Projects Fund – (General Fund Improvements)

- Total funding and expenditures through October were at 13.6% of the annual budget.

MEMORANDUM

Town of Hillsboro Beach
Subject: October Financial Report
Page 2

Water Fund – (Operations)

- Total funding through October was at 7.2% of the annual budget. The water usage billings through October (YTD) were down by 20.24% compared to last year at the same time. For the month of October, the total gallons used was down by 8.2% or 1,552 thousand gallons compared to last month. The chart below compares the usage for October by category (Single Family, Multi Family, Irrigation) with last month and with the prior year - October 2019. The Change in usage and % change compare current month with prior month.

Usage Comparison in thousands)

Service Type	(Prior Yr)			Month-to-Month Change	
	Oct-19	Sept-20	Oct-20	Change in Usage	% Change
Irrigation	10,179	10,356	9,030	-1,326	-12.8%
Single Family	4,453	2,893	2,496	-397	-13.7%
Multi Family	6,033	5,712	5,883	171	3.0%
Total	20,665	18,961	17,409	-1,552	-8.2%

- Total expenses through October were at 5.6% of the annual budget.

Debt Service – (State Revolving Loans)

- Total funding through October was 7.7% of the annual budget.
- The next loan payment for the water plant will be on March 15, 2021.
- The loan payment for the water main project was paid on time November 15, 2020.

Capital Projects Fund – (Water Fund Improvements)

- Total funding and expenditures through October were 0% of the annual budget.

Town of Hillsboro Beach

Financial Report

October 31, 2020

Prepared by



Town of Hillsboro Beach

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Town of Hillsboro Beach

Financial Statements

(Unaudited)

October 31, 2020



Balance Sheet
October 31, 2020

ACCOUNT DESCRIPTION	GENERAL FUNDS	SPECIAL REVENUE FUNDS	CAPITAL PROJECT FUNDS	WATER FUNDS	TOTAL
<u>ASSETS</u>					
Current Assets					
Equity in Pooled Cash	\$ 2,477,604	\$ (173,891)	\$ 144,778	\$ 2,705,596	\$ 5,154,087
Accounts Receivable	84,018	555	-	185,919	270,492
Allow -Doubtful Accounts	(26,072)	-	-	(32,305)	(58,377)
Due From Other Gov'tl Units	22,124	18,465	-	-	40,589
Deferred Outflow of Resources	-	-	-	84,510	84,510
Fuel	6,912	-	-	-	6,912
Money Market Account	-	387,663	-	-	387,663
Prepaid Items	71,765	-	-	893	72,658
Total Current Assets	2,636,351	232,792	144,778	2,944,613	5,958,534
Noncurrent Assets					
Fixed Assets					
Buildings	-	-	-	2,037,360	2,037,360
Accum Depr - Buildings	-	-	-	(727,873)	(727,873)
Distribution System	-	-	-	11,713,307	11,713,307
Plant Improvements	-	-	-	608,583	608,583
Infrastructure	-	-	-	102,068	102,068
Accum Depr - Infrastructure	-	-	-	(2,112,528)	(2,112,528)
Equipment	-	-	-	140,393	140,393
Meters	-	-	-	406,036	406,036
Vehicles	-	-	-	80,905	80,905
Accum Depr - Equip/Furniture	-	-	-	(518,478)	(518,478)
Total Noncurrent Assets	-	-	-	11,729,773	11,729,773
TOTAL ASSETS	\$ 2,636,351	\$ 232,792	\$ 144,778	\$14,674,386	\$17,688,307

LIABILITIES

Current Liabilities

Accounts Payable	\$ 106,446	\$ 58,263	\$ 144,778	\$ 11,577	\$ 321,064
Accrued Expenses	170,914	4,050	-	-	174,964
DBPR/DCA/BRA Surcharges	-	1,118	-	-	1,118
Accounts Payable - Other	100	-	-	-	100
Notes/Loans Payable - Current	-	-	-	320,258	320,258
Compensated Absences-Current	26,244	-	-	-	26,244
Accrued Interest Payable	-	-	-	27,391	27,391
Payroll Deduction - Misc.	19,429	-	-	6,731	26,160
Deferred Compensation-ICMA 457	2,748	-	-	50	2,798
AFLAC	419	-	-	551	970



Balance Sheet
October 31, 2020

ACCOUNT DESCRIPTION	GENERAL FUNDS	SPECIAL REVENUE FUNDS	CAPITAL PROJECT FUNDS	WATER FUNDS	TOTAL
ICMA-Retirement Health Savings	2,607	-	-	-	2,607
Flexible Spending Account	480	-	-	(294)	186
Deposits	8,125	-	-	-	8,125
Total Current Liabilities	337,512	63,431	144,778	366,264	911,985
Long-Term Liabilities					
Note/Loan Payable - LT (Water Plant)	-	-	-	3,382,624	3,382,624
Note/Loan Payable - LT (Water Main)	-	-	-	6,607,094	6,607,094
Compensated Absences-Long-Term	-	-	-	81,830	81,830
OPEB Liability	-	-	-	7,751	7,751
Deferred Inflow of Resources	-	-	-	10,739	10,739
Net Pension Liability	-	-	-	320,889	320,889
Total Long-Term Liabilities	-	-	-	10,410,927	10,410,927
TOTAL LIABILITIES	337,512	63,431	144,778	10,777,191	11,322,912

FUND BALANCES / NET ASSETS

Fund Balances

Nonspendable:

Prepaid Items	71,765	-	-	-	71,765
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Restricted for:

Special Revenue	-	169,361	-	-	169,361
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Assigned to:

Reserves - Beach Assessment	8,207	-	-	-	8,207
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Unassigned:

	2,218,867	-	-	-	2,218,867
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Net Assets

Invested in capital assets, net of related debt	-	-	-	1,419,796	1,419,796
Unrestricted/Unreserved	-	-	-	2,477,399	2,477,399

TOTAL FUND BALANCES / NET ASSETS	\$ 2,298,839	\$ 169,361	\$ -	\$ 3,897,195	\$ 6,365,395
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TOTAL LIABILITIES & FUND BALANCES / NET ASSETS	\$ 2,636,351	\$ 232,792	\$ 144,778	\$14,674,386	\$17,688,307
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**Statement of Revenues, Expenditures and Changes in Fund Balances
General Fund**

For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Oct-19	Variance Fav (unfav)
FUNDING						
Revenues						
Property Taxes	\$ 4,884,842	\$ -	\$ 4,884,842	0.0%	\$ -	\$ -
Other Local Taxes	260,000	25,100	234,900	9.7%	24,100	1,000
Intergovernmental Revenues	151,536	13,201	138,335	8.7%	13,783	(583)
Fines & Forfeitures	2,550	50	2,500	2.0%	40	10
Miscellaneous Revenues	53,000	3,167	49,833	6.0%	1,411	1,756
Interest Income	33,000	(2,541)	35,541	-7.7%	9,579	(12,119)
Total Revenues	5,384,928	38,977	5,345,951	0.7%	48,913	(9,936)
Other Sources						
Transfer In	50,000	5,652	44,348	11.3%	1,888	3,764
Use / (Add't) Fund Balance	981,013	-	-	0.0%	-	-
Total Other Sources	1,031,013	5,652	44,348	0.5%	1,888	3,764
TOTAL FUNDING						
	6,415,941	44,629	5,390,299	0.7%	50,801	(6,172)
EXPENDITURES						
Town Commission	46,603	2,934	43,669	6.3%	3,007	73
Town Manager	319,821	18,093	301,728	5.7%	30,123	12,030
Town Clerk	258,583	11,206	247,377	4.3%	16,510	5,303
Police	2,952,458	197,722	2,754,736	6.7%	231,895	34,172
Facility Services	217,518	20,198	197,320	9.3%	12,557	(7,641)
Finance	117,480	8,103	109,377	6.9%	7,619	(485)
Fire Rescue	833,021	69,418	763,603	8.3%	68,271	(1,147)
Solid Waste	334,682	22,351	312,331	6.7%	22,351	-
Beaches	587,000	15,718	571,282	2.7%	48,024	32,306
Charitable Donations	6,344	-	6,344	0.0%	-	-
Contingency	157,479	-	157,479	0.0%	-	-
TOTAL EXPENSES	5,830,989	365,745	\$ 5,465,244	6.3%	440,356	74,612
Interfund Transfer - Out	584,952	450,571	134,381	77.0%	1,562	(449,009)
TOTAL EXPENDITURES	6,415,941	816,316	\$ 5,599,625	12.7%	441,918	(374,397)
Total Funding over (under)						
Expenditures	\$ -	(771,687)			\$ (391,118)	\$ (380,569)
Fund Balance - Beginning		3,070,526				
Fund Balance - Ending		\$ 2,298,839				



General Fund - Revenue

For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Oct-19	Variance Fav (unfav)
FUNDING						
Revenues						
Property Tax						
Ad Valorem Taxes	\$ 5,066,779	\$ -	\$ 5,066,779	0.0%	\$ -	\$ -
Ad Valorem Taxes - Prior Years	3,000	-	3,000	0.0%	-	-
Ad Valorem Taxes - Discounts	(184,937)	-	(184,937)	0.0%	-	-
Total - Property Tax	4,884,842	-	4,884,842	0.0%	-	-
Other Local Taxes						
FPL Franchise	230,000	22,000	208,000	9.6%	21,000	1,000
Local Communications Tax	30,000	3,100	26,900	10.3%	3,100	-
Total - Other Local Taxes	260,000	25,100	234,900	9.7%	24,100	1,000
Intergovernmental Revenues						
Occupational Licenses	1,900	-	1,900	0.0%	-	-
State Revenue Sharing	24,000	3,457	20,543	14.4%	3,783	(327)
Alcoholic Beverage License	636	-	636	0.0%	-	-
Half-Cent Sales Tax	125,000	9,044	115,956	7.2%	10,000	(956)
Interlocal Agreement-Other	-	700	(700)	n/a	-	700
Total - Intergov. Revenues	151,536	13,201	138,335	8.7%	13,783	(583)
Fines & Forfeitures						
Judgments and Fines	2,500	50	2,450	2.0%	40	10
Other Fines and/or Forfeits	50	-	50	0.0%	-	-
Total - Fines & Forfeitures	2,550	50	2,500	2.0%	40	10
Miscellaneous Revenue						
Miscellaneous	3,000	42	2,958	1.4%	211	(169)
Police Reimbursement	35,000	725	34,275	2.1%	-	725
Lien Search Fee	15,000	2,400	12,600	16.0%	1,200	1,200
Total - Misc. Revenue	53,000	3,167	49,833	6.0%	1,411	1,756
Interest Income						
Interest - Investments	65,000	4,335	60,665	6.7%	8,272	(3,937)
Interest - Tax Collector	3,000	13	2,987	0.4%	-	13
Net Incr (Decr) In FMV-Invest	(35,000)	(6,888)	(28,112)	19.7%	1,307	(8,195)
Total - Interest Income	33,000	(2,541)	35,541	-7.7%	9,579	(12,119)
Total Revenue	5,384,928	38,977	5,345,951	0.7%	48,913	(9,936)



General Fund - Revenue

For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Oct-19	Variance Fav (unfav)
Transfer In						
Water Fund	50,000	4,167	45,833	8.3%	4,167	-
Special Rev. - Permits, P&Z	-	1,485	(1,485)	n/a	(2,279)	3,764
Total - Transfer In	50,000	5,652	44,348	11.3%	1,888	3,764
Use / (Add't) Fund Balance	981,013	-	981,013	0.0%	-	-
TOTAL FUNDING	6,415,941	44,629	6,371,312	0.7%	50,801	(6,172)



General Fund - Town Commission

For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Oct-19	Fav (unfav)
Personal Services						
Mayor/Commission Stipend	\$ 28,800	\$ 2,400	\$ 26,400	8.3%	\$ 2,400	\$ -
FICA	2,203	184	2,019	8.3%	184	-
Total Personal Services	31,003	2,584	28,419	8.3%	2,584	-
Operating Expenses						
Election Fees	3,600	-	3,600	0.0%	-	-
Annual Conf. - League of Cities	2,500	-	2,500	0.0%	-	-
Conferences/Seminars	6,000	-	6,000	0.0%	-	-
Mayor/Commission Expense	3,500	350	3,150	10.0%	423	73
Total Operating Expenses	15,600	350	15,250	2.2%	423	73
TOTAL COMMISSION	\$ 46,603	\$ 2,934	\$ 43,669	6.3%	\$ 3,007	\$ 73



General Fund - Town Manager
For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Oct-19	Variance Fav (unfav)
Personal Services						
Salaries	\$ 139,514	\$ 8,688	\$ 130,826	6.2%	\$ 12,228	\$ 3,540
Payroll - Vacation	11,856	-	11,856	0.0%	-	-
Car Allowance	6,500	500	6,000	7.7%	500	-
FICA	12,077	678	11,399	5.6%	974	296
Florida Retirement System	41,309	2,789	38,520	6.8%	3,812	1,022
Health and Life Insurance	18,252	1,290	16,962	7.1%	1,290	-
Workers' Comp Insurance	213	13	200	5.9%	17	4
Unemployment Compensation	500	-	500	0.0%	-	-
Total Personal Services	230,221	13,957	216,264	6.1%	18,819	4,862
Operating Expenses						
Town Attorney	75,000	3,086	71,914	4.1%	4,804	1,717
Prof. Services - IT Services	9,100	300	8,800	3.3%	300	-
Contracts - Other Services	-	-	-	n/a	6,200	6,200
Miscellaneous	1,000	750	250	75.0%	-	(750)
Computer Expense / Supplies	1,000	-	1,000	0.0%	-	-
Training Expenses	3,500	-	3,500	0.0%	-	-
Total Operating Expenses	89,600	4,136	85,464	4.6%	11,304	7,167
TOTAL TOWN MANAGER	\$ 319,821	\$ 18,093	\$ 301,728	5.7%	\$ 30,123	\$ 12,030



General Fund - Town Clerk
For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Oct-19	Fav (unfav)
Personal Services						
Salaries	\$ 117,426	\$ 4,767	\$ 112,659	4.1%	\$ 6,519	\$ 1,752
Payroll - Vacation	2,301	-	2,301	0.0%	-	-
Employee Award	-	200	(200)	n/a	-	(200)
FICA	9,159	378	8,781	4.1%	496	118
Florida Retirement System	11,973	561	11,412	4.7%	681	120
Health and Life Insurance	31,562	1,607	29,955	5.1%	1,075	(531)
Workers' Comp Insurance	180	11	169	5.9%	14	4
Unemployment Compensation	250	-	250	0.0%	-	-
Total Personal Services	172,851	7,523	165,328	4.4%	8,785	1,262
Operating Services						
Coding Ordinance	3,000	-	3,000	0.0%	92	92
Prof. Services- Digitize records	10,000	-	10,000	0.0%	-	-
Contracts - Minutes Preparation	3,000	319	2,681	10.6%	-	(319)
Temporary Labor	-	1,088	(1,088)	n/a	2,116	1,029
Contracts - Other Services	4,000	536	3,464	13.4%	1,219	682
Software Maintenance/Support	16,065	378	15,687	2.4%	484	107
Postage and Freight	2,500	97	2,403	3.9%	87	(10)
Copier	6,100	435	5,665	7.1%	556	121
Advertising	10,000	-	10,000	0.0%	-	-
Office Supplies	5,900	63	5,837	1.1%	176	114
Website Support	4,967	414	4,553	8.3%	414	0
Subscriptions and Memberships	5,700	130	5,570	2.3%	2,579	2,449
Office Equipment	1,000	225	775	22.5%	-	(225)
Training Expenses	3,500	-	3,500	0.0%	-	-
Resident Mailings	10,000	-	10,000	0.0%	-	-
Total Operating Services	85,732	3,683	82,049	4.3%	7,724	4,041
TOTAL TOWN CLERK	\$ 258,583	\$ 11,206	\$ 247,377	4.3%	\$ 16,510	\$ 5,303



General Fund - Police

For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Oct-19	Fav (unfav)
Personal Services						
Salaries	\$ 1,551,140	\$ 106,276	\$ 1,444,864	6.9%	\$ 134,074	\$ 27,799
Paid Holidays	50,201	-	50,201	0.0%	-	-
Overtime	20,000	885	19,115	4.4%	1,206	321
Overtime - Task Force	26,000	2,323	23,677	8.9%	2,861	539
Sick Leave Cash Out	31,000	-	31,000	0.0%	-	-
Incentive	17,270	580	16,690	3.4%	675	95
Employee Award	-	4,200	(4,200)	n/a	-	(4,200)
FICA	129,715	8,913	120,802	6.9%	10,790	1,877
Florida Retirement System	370,871	27,253	343,618	7.3%	37,513	10,261
Health and Life Insurance	460,326	34,914	425,412	7.6%	30,152	(4,762)
Workers' Comp Insurance	42,153	2,493	39,660	5.9%	2,757	264
Tuition Reimbursement	2,250	-	2,250	0.0%	-	-
AD&D Insurance	739	56	683	7.6%	56	-
Unemployment Compensation	1,000	-	1,000	0.0%	-	-
Total Personal Services	2,702,665	187,890	2,514,775	7.0%	220,084	32,194
Operating Expenses						
Contracts - Other Services	22,856	1,033	21,823	4.5%	562	(472)
Town Attorney	5,000	-	5,000	0.0%	-	-
Prof. Services - IT Services	5,000	-	5,000	0.0%	640	640
Telephone Services	4,100	218	3,882	5.3%	287	69
Mobile Phones	4,140	282	3,858	6.8%	342	59
Postage	500	-	500	0.0%	-	-
Electricity	8,500	772	7,728	9.1%	769	(3)
Liability and Property Insurance	23,188	1,953	21,235	8.4%	1,680	(273)
Building Repairs & Maintenance	5,000	103	4,897	2.1%	311	208
Radio Maintenance	2,100	-	2,100	0.0%	-	-
Auto Repairs and Maintenance	25,000	937	24,063	3.7%	2,064	1,127
Boat Repairs and Maintenance	30,000	-	30,000	0.0%	-	-
ATV Repairs and Maintenance	1,500	-	1,500	0.0%	-	-
Rental - Vehicles	9,500	725	8,775	7.6%	-	(725)
Vehicles - GPS	1,364	65	1,299	4.7%	-	(65)
Copier	3,000	219	2,781	7.3%	247	27
Miscellaneous Services	1,500	-	1,500	0.0%	-	-
Internet Service	6,550	560	5,990	8.6%	198	(362)
Physical Examinations	2,500	165	2,335	6.6%	-	(165)
Office Supplies	3,000	367	2,633	12.2%	123	(245)
Operating Supplies	10,000	-	10,000	0.0%	316	316
Fuel & Oil	32,000	1,678	30,322	5.2%	2,885	1,207



General Fund - Police
For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Oct-19	Variance Fav (unfav)
Uniforms Supplies	15,000	106	14,894	0.7%	-	(106)
Investigation Division	1,500	147	1,353	9.8%	-	(147)
Subscriptions and Memberships	1,995	500	1,495	25.1%	845	345
Protective PPE	2,500	-	2,500	0.0%	-	-
Protective PPE (Facilities)	2,500	-	2,500	0.0%	-	-
Education / Training	20,000	-	20,000	0.0%	543	543
Total Operating Expenses	249,793	9,832	239,961	3.9%	11,811	1,979
TOTAL POLICE	\$ 2,952,458	\$ 197,722	\$ 2,754,736	6.7%	\$ 231,895	\$ 34,172



General Fund - Facility Services
For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Oct-19	Fav (unfav)
Personal Services						
Salaries	\$ 48,818	\$ 3,192	\$ 45,626	6.5%	\$ 4,678	\$ 1,486
Vacation Leave Cash Out	3,755	-	3,755	0.0%	-	-
Sick Leave Cash Out	1,876	-	1,876	0.0%	-	-
Employee Award	-	200	(200)	n/a	-	(200)
FICA	4,165	259	3,906	6.2%	358	98
Florida Retirement System	5,445	356	5,089	6.5%	488	133
Health and Life Insurance	33,969	2,467	31,502	7.3%	2,426	(41)
Workers' Comp Insurance	1,709	101	1,608	5.9%	186	85
Total Personal Services	99,737	6,575	93,162	6.6%	8,136	1,561
Operating Expenses						
Telephone Service	8,400	330	8,070	3.9%	606	276
Utility - Water	7,050	467	6,583	6.6%	517	51
Electricity	4,000	378	3,622	9.4%	410	32
Utility - Sewer	900	52	848	5.8%	60	8
Internet Service	5,500	422	5,078	7.7%	198	(224)
Liability and Property Insurance	19,531	1,756	17,775	9.0%	1,415	(341)
Pest Control - Building/Grounds	1,200	96	1,104	8.0%	96	-
R&M - Equipment	10,000	-	10,000	0.0%	381	381
R&M - Grounds	2,000	775	1,225	38.8%	-	(775)
Landscape Maintenance	10,000	760	9,240	7.6%	-	(760)
Town Hall Maint. / Repairs	8,000	2,728	5,273	34.1%	-	(2,728)
Generator Maint. Contract	5,200	3,862	1,338	74.3%	-	(3,862)
R&M - Bocce Court	5,000	-	5,000	0.0%	75	75
Operating Supplies - General	4,000	1,998	2,002	50.0%	162	(1,836)
Town Events	25,000	-	25,000	0.0%	500	500
A/C Maintenance Contract	2,000	-	2,000	0.0%	-	-
Total Operating Expenses	117,781	13,623	104,158	11.6%	4,421	(9,202)
TOTAL FACILITY SERVICES	\$ 217,518	\$ 20,198	\$ 197,320	9.3%	\$ 12,557	\$ (7,641)



General Fund - Other Departments

For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Oct-19	Variance Fav (unfav)
Finance						
Auditing Services	\$ 19,500	\$ -	\$ 19,500	0.0%	\$ -	\$ -
Accounting/Financial Services	87,640	7,242	80,398	8.3%	6,705	(538)
Investment Services	10,340	861	9,479	8.3%	886	25
Bank Fees	-	-	-	n/a	28	28
Total Finance Expense	117,480	8,103	109,377	6.9%	7,619	(485)
Fire Rescue						
Fire Service Agreement	833,021	69,418	763,603	8.3%	68,271	(1,147)
Total Fire Rescue Expense	833,021	69,418	763,603	8.3%	68,271	(1,147)
Solid Waste						
Contracts Services	334,682	22,351	312,331	6.7%	22,351	-
Total Solid Waste Expense	334,682	22,351	312,331	6.7%	22,351	-
Beach Management						
Engineering – Legal Matters	50,000	-	50,000	0.0%	-	-
Engineering – Other	15,000	-	15,000	0.0%	-	-
Beach Attorney	500,000	15,718	484,282	3.1%	47,165	31,447
Beach Salvage (Boat removal)	2,000	-	2,000	0.0%	859	859
Buoys	20,000	-	20,000	0.0%	-	-
Total Beach Management Expense	587,000	15,718	571,282	2.7%	48,024	32,306
Charitable Donations						
Lighthouse Preservation Contrib.	2,500	-	2,500	0.0%	-	-
Area Council on Aging Contrib.	3,844	-	3,844	0.0%	-	-
Total Charitable Donations	6,344	-	6,344	0.0%	-	-
Contingency	157,479	-	157,479	0.0%	-	-
Total Expense before Transfer Out	2,036,006	115,591	1,920,415		146,265	30,674



General Fund - Other Departments

For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Oct-19	Variance Fav (unfav)
Transfer Out						
To Transportation Fund	-	-	-	n/a	1,562	1,562
To P&Z and Code Enf. Fund	38,500	-	38,500	0.0%	-	-
To Debt Service Fund	387,952	420,854	(32,902)	108.5%	-	(420,854)
To General Fund CIP	158,500	29,717	128,783	18.7%	-	(29,717)
Total Transfer Out	584,952	450,571	134,381	77.0%	\$ 1,562	\$ (449,009)
TOTAL OTHER DEPARTMENTS	\$ 2,620,958	\$ 566,162	\$ 2,054,796	21.6%	\$ 147,827	\$ (418,335)
TOTAL GENERAL FUND EXPENDITURES	\$ 6,415,941	\$ 816,316	\$ 5,599,625	12.7%	\$ 441,918	\$ (374,397)



Notes to the Financial Statements - General Fund October 31, 2020

The notes below are intended to provide additional information helpful when reviewing the financial statements. Per the Adopted Budget, the revenues and expenditures should be at 8.33% through October. Below is an analysis of revenues and expenditures that have significant variances compared to the budget.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
Expenditures				
<u>Commission</u>				
Mayor/Commission Expense	3,500	350	10.0%	Annual dues for FL League of Mayors
<u>Town Manager</u>				
Miscellaneous Services	1,000	750	75.0%	Creation of time off policies
<u>Town Clerk</u>				
Temporary Labor	-	1,088	N/A	Temporary Administrative Assistant
Subscriptions and Memberships	5,700	130	2.3%	Annual memberships for ICMA, FLOC
Office Equipment	1,000	225	22.5%	Installed new monitors and new scanners
<u>Police</u>				
Electricity	8,500	772	9.1%	Monthly electric charges from FPL
Liability and Property Insurance	23,188	1,953	8.4%	General Liability/Auto/Property insurance
Internet Service	6,550	560	8.6%	Monthly internet service with Comcast and Google
Office Supplies	3,000	367	12.2%	Misc office supplies
Investigation Division	1,500	147	9.8%	Evidence bags and tape
Subscriptions and Memberships	1,995	500	25.1%	Annual memberships for BCCPA
<u>Facility Services</u>				
Electricity	4,000	378	9.4%	Monthly electric charges from FPL
Liability and Property Insurance	19,531	1,756	9.0%	General Liability/Auto/Property insurance
R&M - Grounds	2,000	775	38.8%	Flush cut, grind and remove tree
Town Hall Maint. / Repairs	8,000	2,728	34.1%	Bridge sign & conduit/cable repair, A/C repair/flush drain
Generator Maint. Contract	5,200	3,862	74.3%	Remove/replace transfer switch controller
Operating Supplies - General	4,000	1,998	50.0%	Hand soap, sanitizer, auto hand sanitizer stand, multifold towels, gloves



Statement of Revenues, Expenditures and Changes in Fund Balances
Special Revenue Fund - Transportation (Community Bus)
For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Oct-19	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Local Option Gas Tax	35,971	2,450	33,521	6.8%	2,800	(350)
County Transportation Grant	81,900	6,084	75,816	7.4%	1,722	4,362
Total Revenues	117,871	8,534	109,337	7.2%	4,522	4,012
<u>Other Sources</u>						
Transfer In	-	-	-	n/a	1,562	(1,562)
Total Other Sources	-	-	-	n/a	1,562	(1,562)
TOTAL FUNDING						
	117,871	8,534	109,337	7.2%	6,084	2,450
<u>EXPENDITURES</u>						
Contractual Services	81,900	6,084	75,816	7.4%	6,084	-
Reserve for Future Use	35,971	-	35,971	0.0%	-	-
TOTAL EXPENDITURES	117,871	6,084	\$ 111,787	5.2%	6,084	-
Total Funding over (under)						
Expenditures	\$ -	2,450			\$ -	\$ 2,450
Fund Balance - Beginning		30,696				
Fund Balance - Ending		\$ 33,146				



Statement of Revenues, Expenditures and Changes in Fund Balances
Special Revenue Fund - Marine Law Enforcement Grant
For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Oct-19	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Marine Law Enforcement Grant	30,336	2,806	27,530	9.2%	2,176	630
Total Revenues	30,336	2,806	27,530	9.2%	2,176	630
TOTAL FUNDING	30,336	2,806	27,530	9.2%	2,176	630
<u>EXPENDITURES</u>						
Police Wages	30,336	2,806	27,530	9.2%	2,176	(630)
TOTAL EXPENDITURES	30,336	2,806	\$ 27,530	9.2%	2,176	(630)
Total Funding over (under)						
Expenditures	<u>\$ -</u>	<u>-</u>			<u>\$ -</u>	<u>\$ -</u>
Fund Balance - Beginning			-			
Fund Balance - Ending		<u>\$ -</u>	-			



Statement of Revenues, Expenditures and Changes in Fund Balances
Special Revenue Fund - Building Permits
For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Oct-19	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Building Permit Fees	250,000	31,618	218,382	12.6%	15,863	15,754
Building Admin Fees	-	800	(800)	n/a	-	800
Total Revenues	250,000	32,418	217,582	13.0%	15,863	16,554
<u>TOTAL FUNDING</u>						
	250,000	32,418	217,582	13.0%	15,863	16,554
<u>EXPENDITURES</u>						
ProfServ-Building Permits - RMA	30,000	2,425	27,575	8.1%	2,600	175
ProfServ-Building Permits - CGA	212,500	26,611	185,889	12.5%	13,587	(13,024)
Credit Card Processing Fees	7,500	1,155	6,345	15.4%	181	(974)
Total Building Permits	250,000	30,191	219,809	12.1%	16,368	(13,823)
Transfer to General Fund	-	-	-	n/a	(2,279)	(2,279)
<u>TOTAL EXPENDITURES</u>						
	250,000	30,191	\$ 219,809	12.1%	14,089	(16,102)
Total Funding over (under)						
Expenditures	\$ -	2,227			\$ 1,775	\$ 452
Fund Balance - Beginning			-			
Fund Balance - Ending		\$ 2,227				



Statement of Revenues, Expenditures and Changes in Fund Balances
Special Revenue Fund - P&Z and Code Compliance
For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Oct-19	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Planning & Zoning Fees	10,000	2,100	7,900	21.0%	-	2,100
Fire Fees	1,500	1,700	(200)	113.3%	-	1,700
Total Revenues	11,500	3,800	7,700	33.0%	-	3,800
<u>Other Sources</u>						
Transfer In	38,500	-	38,500	0.0%	-	-
Total Other Sources	38,500	-	38,500	0.0%	-	-
TOTAL FUNDING	50,000	3,800	46,200	7.6%	-	3,800
<u>EXPENDITURES</u>						
P&Z and Code Compliance						
ProfServ-General Admin - RMA	15,000	1,000	14,000	6.7%	800	(200)
ProfServ-Site Planning - RMA	10,000	625	9,375	6.3%	375	(250)
ProfServ-Engineering - Other	10,000	-	10,000	0.0%	-	-
Code Compliance	15,000	690	14,310	4.6%	600	(90)
Total P&Z, and Code Compliance	50,000	2,315	47,685	4.6%	1,775	(540)
Transfer to General Fund	-	1,485	(1,485)	n/a	-	(1,485)
TOTAL EXPENDITURES	50,000	3,800	\$ 46,200	7.6%	1,775	(2,025)
Total Funding over (under)						
Expenditures	\$ -	-			\$ (1,775)	\$ 1,775
Fund Balance - Beginning			-			
Fund Balance - Ending		\$ -				



Statement of Revenues, Expenditures and Changes in Fund Balances
Special Revenue Fund - Federal Forfeitures / Asset Sharing
For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Oct-19	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Interest Income	-	82	(82)	n/a	327	(245)
Total Revenues	-	82	(82)	n/a	327	(245)
TOTAL FUNDING						
	-	82	(82)	n/a	327	(245)
<u>EXPENDITURES</u>						
Capital Outlay						
Police Equipment	-	46,484	(46,484)	n/a	-	(46,484)
Total Capital Outlay	-	46,484	(46,484)	n/a	-	(46,484)
TOTAL EXPENDITURES						
	-	46,484	\$ (46,484)	n/a	-	(46,484)
Total Funding over (under)						
Expenditures	\$ -	(46,402)			\$ 327	\$ (46,729)
Fund Balance - Beginning		180,390				
Fund Balance - Ending		\$ 133,988				



Statement of Revenues, Expenditures and Changes in Fund Balances
Debt Service Fund - (FEMA Bridge Loan)
For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Oct-19	Variance Fav (unfav)
<u>FUNDING</u>						
Other Sources						
Transfer In	387,952	420,854	(32,902)	108.5%	-	420,854
Total Other Sources	387,952	420,854	(32,902)	108.5%	-	420,854
TOTAL FUNDING						
	387,952	420,854	(32,902)	108.5%	-	420,854
<u>EXPENDITURES</u>						
Debt Service Expenses						
Bank Fees	-	50	(50)	n/a	-	(50)
Principal Debt Retirement	333,628	3,621,979	(3,288,351)	1085.6%	-	(3,621,979)
Interest Expense	54,324	50,930	3,394	93.8%	-	(50,930)
Total Debt Service Expense	387,952	3,672,959	(3,285,007)	946.8%	-	(3,672,959)
TOTAL EXPENDITURES						
	387,952	3,672,959	\$ (3,285,007)	946.8%	-	(3,672,959)
Total Funding over (under)						
Expenditures	\$ -	(3,252,105)			\$ -	\$(3,252,105)
Fund Balance - Beginning		3,252,106				
Fund Balance - Ending		\$ -				



Statement of Revenues, Expenditures and Changes in Fund Balances
Capital Projects Fund - (General Fund Improvements)
For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Oct-19	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
FEMA reimbursement	\$ 59,500	\$ -	\$ 59,500	0.0%	\$ -	\$ -
Total Revenues	59,500	-	59,500	0.0%	-	-
Other Sources						
Transfer From General Fund	158,500	29,717	128,783	18.7%	-	29,717
Total Other Sources	158,500	29,717	128,783	18.7%	-	29,717
TOTAL FUNDING	218,000	29,717	188,283	13.6%	-	29,717
<u>EXPENDITURES</u>						
Land Purchase						
Town Attorney	-	1,085	(1,085)	n/a	-	(1,085)
Miscellaneous Services	-	28,632	(28,632)	n/a	-	(28,632)
Total Land Purchase Expense	-	29,717	(29,717)	n/a	-	(29,717)
Beach Projects						
Engineering – Monitoring (FY20 Prc	54,500	-	54,500	0.0%	-	-
Engineering – Qtrly Monitoring	5,000	-	5,000	0.0%	-	-
Total Beach Project Expense	59,500	-	59,500	0.0%	-	-
Miscellaneous						
Underground Utility Project	35,000	-	35,000	0.0%	-	-
Police Cars / Equipment	66,000	-	66,000	0.0%	-	-
Comm. Chambers Upgrade	50,000	-	50,000	0.0%	-	-
Comm. Chambers Modifications	7,500	-	7,500	0.0%	-	-
Total Misc. Expense	158,500	-	158,500	0.0%	-	-
TOTAL EXPENDITURES	218,000	29,717	188,283	13.6%	-	(29,717)



Statement of Revenues, Expenditures and Changes in Fund Balances
Capital Projects Fund - (General Fund Improvements)
For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Oct-19	Variance Fav (unfav)
Total Funding over (under)						
Expenditures	\$ -	-			\$ -	\$ 59,434
Fund Balance - Beginning			-			
Fund Balance - Ending		<u>\$ -</u>				



Statement of Revenues, Expenditures and Changes in Fund Balances
Water Fund (Summary)
For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Oct-19	Variance Fav (unfav)
<u>FUNDING</u>						
Revenue						
Water Service Revenue	\$ 1,326,480	\$ 102,938	\$ 1,223,542	7.8%	\$ 119,104	\$ (16,166)
Water Surcharge	407,450	28,946	378,504	7.1%	28,927	19
Other Miscellaneous Revenue	135,247	2,383	132,864	1.8%	6,400	(4,017)
Total Revenue	1,869,177	134,266	1,734,911	7.2%	154,431	(20,164)
Other Sources						
Transfer In	477,496	33,666	443,830	7.1%	33,666	-
Loan Proceeds	640,000	-	640,000	0.0%	-	-
Total Other Sources	1,117,496	33,666	1,083,830	3.0%	33,666	-
TOTAL FUNDING	2,986,673	167,933	2,818,740	5.6%	188,097	(20,164)
<u>EXPENSES</u>						
Personal Services	535,294	32,254	503,040	6.0%	38,414	6,160
Operating Expenses	398,937	12,495	386,442	3.1%	14,020	1,525
Debt Service Expenses	811,446	-	811,446	0.0%	-	-
Capital Projects	648,500	-	648,500	0.0%	-	-
Repair & Renewal	65,000	-	65,000	0.0%	-	-
Transfer Out	527,496	37,833	489,663	7.2%	37,833	-
TOTAL EXPENSES	2,986,673	82,582	2,904,091	2.8%	90,267	7,685
Total Funding over (under)						
Expenses	<u>\$ -</u>	<u>\$ 85,351</u>			<u>\$ 97,830</u>	<u>\$ (27,849)</u>
Net Assets - Beginning		3,811,843				
Net Assets - Ending		\$ 3,897,193				



Statement of Revenues, Expenses and Changes in Net Assets
Water Fund (Operations)

For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Oct-19	Variance Fav (unfav)
FUNDING						
Revenue						
Water Service						
Water-Base Rate	\$ 472,000	\$ 39,291	\$ 432,709	8.3%	\$ 39,339	\$ (48)
Water-Usage	854,480	63,647	790,833	7.4%	79,765	(16,118)
Total Water Service Revenue	1,326,480	102,938	1,223,542	7.8%	119,104	(16,166)
Other Revenue						
Miscellaneous Revenues	5,500	31	5,469	0.6%	538	(507)
Sprint Spectrum Cell Tower	65,675	-	65,675	0.0%	-	-
T-Mobile Cell Tower	33,072	2,756	30,316	8.3%	2,650	106
Hillsboro Inlet	6,000	500	5,500	8.3%	500	-
Interest	30,000	1,668	28,332	5.6%	2,224	(556)
Net Incr (Decr) In FMV-Invest	(5,000)	(2,572)	(2,428)	51.4%	488	(3,059)
Total Other Revenue	135,247	2,383	132,864	1.8%	6,400	(4,017)
Use (Add to) Net Assets						
	-	-	-	n/a	-	-
TOTAL FUNDING	1,461,727	105,320	1,356,407	7.2%	125,503	(20,183)

EXPENSES

Personal Services

Salaries	344,997	20,965	324,032	6.1%	27,849	6,885
Payroll - Vacation	15,187	-	15,187	0.0%	-	-
Overtime	25,000	470	24,530	1.9%	756	286
Sick Leave Cash Out	8,065	-	8,065	0.0%	-	-
Employee Award	-	1,000	(1,000)	n/a	-	(1,000)
FICA	28,922	1,659	27,263	5.7%	2,147	488
Florida Retirement System	39,325	2,512	36,813	6.4%	3,149	637
Health and Life Insurance	62,182	4,991	57,191	8.0%	3,288	(1,703)
Workers' Comp Insurance	11,116	657	10,459	5.9%	1,224	567
Unemployment Compensation	500	-	500	0.0%	-	-
Total Personal Services	535,294	32,254	503,040	6.0%	38,414	6,160



Statement of Revenues, Expenses and Changes in Net Assets
Water Fund (Operations)

For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Oct-19	Variance Fav (unfav)
Operating Expenses						
Auditing Services	16,500	-	16,500	0.0%	-	-
Contracts - Other Services	750	-	750	0.0%	-	-
Postage and Freight	1,000	-	1,000	0.0%	-	-
Telephone Service	7,300	597	6,703	8.2%	508	(88)
Electricity	54,000	1,029	52,971	1.9%	4,573	3,544
Liability and Property Insurance	47,373	4,072	43,301	8.6%	3,433	(639)
Maint - Distribution System	7,500	639	6,861	8.5%	44	(595)
Maint - Bldgs / Grounds	15,000	638	14,362	4.3%	-	(638)
Maint - SCADA System	10,000	-	10,000	0.0%	-	-
Repair & Maint - Equipment	32,000	126	31,874	0.4%	2,950	2,824
Tools and Equipment	1,000	-	1,000	0.0%	-	-
Advertising	1,000	-	1,000	0.0%	-	-
Licenses & Permits	5,400	-	5,400	0.0%	104	104
Office Supplies	1,500	-	1,500	0.0%	-	-
Computer Expense	6,000	-	6,000	0.0%	-	-
Uniform Supplies	5,500	-	5,500	0.0%	562	562
Fuel and Oil	5,000	255	4,745	5.1%	426	170
Sand Change	8,000	-	8,000	0.0%	-	-
Chemicals - Water Treatment	85,000	4,986	80,014	5.9%	1,085	(3,901)
Lab Test Analysis & Supplies	12,500	152	12,348	1.2%	336	184
Subscriptions and Memberships	500	-	500	0.0%	-	-
Contingency	73,114	-	73,114	0.0%	-	-
Water Conservation Program	3,000	-	3,000	0.0%	-	-
Total Operating Expenses	398,937	12,495	386,442	3.1%	14,020	1,525
Total Exp. Before Transfer Out	934,231	44,749	889,482	4.8%	52,434	7,685
Transfer Out						
General Fund	50,000	4,167	45,833	8.3%	4,167	-
Water Debt Service Fund	403,996	33,666	370,330	8.3%	33,666	-
Water CIP Fund	73,500	-	73,500	0.0%	-	-
Total Transfer Out	527,496	37,833	489,663	7.2%	37,833	-
TOTAL EXPENSES	1,461,727	82,582	1,379,145	5.6%	90,267	7,685



Statement of Revenues, Expenses and Changes in Net Assets
Water Fund (Operations)

For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Oct-19	Variance Fav (unfav)
Total Funding over (under)						
Expenses	\$ -	22,738			\$ 35,236	\$ (12,498)
Net Assets - Beginning		2,872,351				
Net Assets - Ending		<u><u>\$ 2,895,089</u></u>				



Notes to the Financial Statements - Water Fund October 31, 2020

The notes below are intended to provide additional information helpful when reviewing the financial statements. Per the Adopted Budget, the revenues and expenses should be at 8.33% through October. Below is an analysis of revenues and expenses that have significant variances compared to the budget.

Variance Analysis

Account Name	Amended Budget	YTD Actual	% of Budget	Explanation
Revenues				
Water-Usage	854,480	63,647	7.4%	The water usage billings are down by 20.24% over this time last year.
Expenses				
<u>Operating</u>				
Liability and Property Insurance	47,373	4,072	8.6%	General Liability/Auto/Property insurance
Maint - Distribution System	7,500	639	8.5%	Locate service, marking paint, traffic safety signs



Statement of Revenues, Expenses and Changes in Net Assets
Water Debt Service Fund - (State Revolving Loans)
For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Oct-19	Variance Fav (unfav)
FUNDING						
Revenues						
Water Surcharge	\$ 407,450	\$ 28,946	\$ 378,504	7.1%	\$ 28,927	\$ 19
Total Revenues	407,450	28,946	378,504	7.1%	28,927	19
Other Sources						
Operating Transfers-In	403,996	33,666	370,330	8.3%	33,666	-
Total Other Sources	403,996	33,666	370,330	8.3%	33,666	-
TOTAL FUNDING						
	811,446	62,612	748,834	7.7%	62,594	19
EXPENSES						
Debt Service Expenses						
<i>State Revolving Loan - Water Plant</i>						
Principal Debt Retirement	324,180	-	324,180	0.0%	-	-
Interest Expense	79,816	-	79,816	0.0%	-	-
<i>State Revolving Loan - Water Main Project</i>						
Principal Debt Retirement	333,941	-	333,941	0.0%	-	-
Interest Expense	73,509	-	73,509	0.0%	-	-
Total Debt Services Expenses	811,446	-	811,446	0.0%	-	-
TOTAL EXPENSES						
	811,446	-	811,446	0.0%	-	-
Total Funding over (under)						
Expenses	\$ -	62,612			\$ 62,594	\$ 19
Net Assets - Beginning		939,492				
Net Assets - Ending		\$ 1,002,104				



Statement of Revenues, Expenses and Changes in Net Assets
Capital Projects Fund - (Water Fund Improvements)
For the Period Ending October 31, 2020

(8.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Oct-19	Variance Fav (unfav)
FUNDING						
Revenues						
Miscellaneous Revenue	\$ -	\$ -	\$ -	n/a	\$ -	\$ -
Meter Revenue	-	-	-	n/a	-	-
Total Revenues	-	-	-	n/a	-	-
Other Sources						
Interfund Transfer - In	73,500	-	73,500	0.0%	-	-
Loan Proceeds	640,000	-	640,000	0.0%	-	-
Total Other Sources	713,500	-	713,500	0.0%	-	-
TOTAL FUNDING	713,500	-	713,500	0.0%	-	-
EXPENSES						
Plant Project						
Well Rehabilitation	120,000	-	120,000	0.0%	-	-
Storage Tank	350,000	-	350,000	0.0%	-	-
Total Plant Project	470,000	-	470,000	0.0%	-	-
Other Expenses						
Repair & Renewal	65,000	-	65,000	0.0%	-	-
Water Tower Rehab	100,000	-	100,000	0.0%	-	-
Beach Tank Repainting	8,500	-	8,500	0.0%	-	-
Roof - Pump House	60,000	-	60,000	0.0%	-	-
Perimeter Fence	10,000	-	10,000	0.0%	-	-
Total Other Expenses	243,500	-	243,500	0.0%	-	-
TOTAL EXPENSES	713,500	-	713,500	0.0%	-	-
Total Funding over (under)						
Expenses	\$ -	-			\$ -	\$ -
Net Assets - Beginning		-				
Net Assets - Ending	\$ -	-				

Town of Hillsboro Beach

Supporting Schedules

October 31, 2020



**Cash and Investment Balances
October 31, 2020**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>MATURITY</u>	<u>BALANCE</u>	<u>NOTES</u>
CLEARING FUND					
Commercial Analysis Checking Account	BankUnited	0.00%	N/A	\$730,909	Account earns a credit allowance of 0.25%. Yield is 0 since fees are netted against credit allowance. Operating account for AP invoices and payroll.
Money Market Account	BankUnited	0.30%	N/A	\$134,899	Account for excess cash from General & Water Funds.
Money Market Account	BankUnited	0.30%	N/A	\$412,663	(1) Account for reserve for SRL Loan.
Money Market Account	BankUnited	0.30%	N/A	\$387,663	(2) Account for Federal forfeitures/Asset sharing.
State Board Account	Florida Prime	0.29%	N/A	\$430,759	Account for excess cash from the General Fund.
Investment Account	BB & T	1.60%	N/A	\$3,401,244	See Investment Report for further details.
Subtotal				<u><u>\$5,498,138</u></u>	
Total				<u><u>\$5,498,138</u></u>	

Footnotes:

(1) Restricted funds for State Revolving Loan.

(2) Restricted funds for Federal forfeiture/Asset sharing.



Investment Portfolio

Trades Settled as of 10/31/20

Posting Date	CUSIP #	Description	Rating	Maturity Date	Par Value	Total Cost	Premium / Discount	Market Value	Accrued Interest	Annual Income	Yield to Maturity	Market Adj
	SA0000560	BB&T TRUST DEPOSIT RIS			5,807	5,807	-	5,807	-	1	0.01%	-
		Subtotal			5,807	5,807	-	5,807	-	1	0.01%	-
09/27/19	037833DL1	APPLE INC	AA+	09/11/22	50,000	49,928	(72)	51,308	47	850	0.29%	1,380
10/30/19	166764BN9	CHEVRON CORP	AA	03/03/22	50,000	50,458	458	51,354	201	1,249	0.47%	896
11/03/15	313381BR5	COCA-COLA CO	AA+	12/09/22	100,000	98,196	(1,804)	103,500	896	1,875	0.19%	5,304
08/26/20	3133EL3P7	FED HOME LOAN BANK	AA+	08/12/25	250,000	249,750	(250)	248,700	55	1,325	0.64%	(1,050)
06/23/20	3133ELE67	FED FARM CREDIT BANK	AA+	06/03/24	290,000	289,855	(145)	290,235	98	1,682	0.56%	380
06/23/20	3134GVYP7	FED FARM CREDIT BANK		05/27/25	210,000	209,003	(997)	208,490	79	1,050	0.66%	(512)
10/09/20	3134GW4B9	FED HOME LOAN MTGE CORP		10/29/25	55,000	54,890	(110)	54,812	-	275	0.56%	(78)
10/28/20	3136G45H2	FED NATL MTGE ASSN	AA+	10/29/25	55,000	54,945	(55)	54,887	-	275	0.54%	(58)
10/23/20	3136G45X7	FED NATL MTGE ASSN	AA+	10/29/26	140,000	140,000	-	139,784	-	980	0.72%	(216)
07/16/18	341271AB0	FLA ST BRD OF ADMIN FIN CORP	AA	07/01/21	200,000	197,798	(2,202)	202,948	-	5,276	0.40%	5,150
09/16/20	341271AD6	FLORIDA ST TXBL	AA	07/01/25	185,000	185,000	-	186,931	-	2,327	1.03%	1,931
04/09/20	342816P66	FLA ST MUN PWR AGY REV		10/01/22	200,000	202,246	2,246	202,110	186	5,160	2.01%	(136)
12/03/19	428414AB2	HIALEAH FLA SPL OBLIG TXBL-SER A	AA	12/01/20	200,000	201,225	1,225	200,300	68	6,114	1.11%	(925)
05/21/20	43232VVH1	HILLSBOROUGH CNTY TXBL	AA-	07/01/25	200,000	200,000	-	205,014	-	3,830	1.36%	5,014
12/31/18	54289SBG1	LONGBOAT KEY FL SPL ASSMNT REV	AA+	08/01/24	105,000	104,116	(884)	108,568	-	4,200	2.46%	4,452
08/09/18	59333HCL8	MIAMI-DADE CNTY FL PROF SPORTS	AA	10/01/22	75,000	75,000	-	78,083	-	2,517	1.17%	3,083
08/05/20	593561BE2	MIAMI GARDENS FL TXBL	AA	07/01/25	125,000	125,000	-	125,456	-	1,674	1.26%	456
01/17/20	661046BV3	NORTH MIAMI BEACH FLA WTR	A+	08/01/24	160,000	160,000	-	163,320	-	3,234	1.45%	3,320
01/18/19	68389XBB0	ORACLE CORP	A+	05/15/22	60,000	59,060	(940)	61,766	283	1,500	0.57%	2,707
05/16/18	68389XBB0	ORACLE CORP	A+	09/15/21	50,000	48,217	(1,783)	50,628	166	950	0.47%	2,411
05/16/18	717081DX8	PFIZER INC	AA-	06/03/21	50,000	48,534	(1,466)	50,513	447	975	0.21%	1,979
02/27/20	758449RV6	REEDY CREEK FL IMPT DIST TXBL	A	06/01/24	150,000	150,000	-	154,826	-	2,504	0.76%	4,826
05/11/18	78013XKG2	ROYAL BANK OF CANADA	AA-	04/30/21	50,000	49,954	(46)	50,724	67	1,600	0.18%	770
04/03/20	822582AX0	SHELL INTERNATIONAL	AA-	08/12/23	30,000	31,167	1,167	32,437	156	1,020	0.56%	1,270
01/16/19	89236TCQ6	TOYOTA MOTOR CREDIT CORP	AA-	07/13/22	60,000	59,351	(649)	62,443	23	1,680	0.40%	3,092
04/06/20	89236TGW9	TOYOTA MOTOR CREDIT CORP	AA-	03/30/23	30,000	30,342	342	31,811	17	870	0.40%	1,469
03/13/20	912828Q60	US TREASURY INFL INDEX BD		04/15/21	274,140	271,404	(2,736)	273,877	139	343	0.28%	2,473
		Subtotal			3,404,140	3,395,437	(8,703)	3,444,825	2,929	55,334	1.61%	49,388
		Total			3,409,947	3,401,244	(8,703)	3,450,632	2,929	55,334	1.60%	49,388



Ridership Summary

October 31, 2020

Daily Passengers:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				45	
49		47		41	
44		49		41	
47		41		43	
48		46		42	

Total Monthly Passengers:

583

Daily Revenue Miles:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				109.0	
110.0		109.0		108.0	
110.0		109.0		109.0	
117.0		109.0		109.0	
109.0		109.0		109.0	

Total Monthly Revenue Miles:

1426.0

Total Scheduled Revenue Miles

1414.9

Total Vehicle Hours

125.7

Total Revenue Hours

114.8

Service Days

13

Missed Service in Minutes

0

Passengers per revenue hour

5.1

Total Monthly Vehicle Miles:

1,731.5



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

Phone: (954) 427-4011
Fax: (954) 427-4834

TO: Mayor Deb Tarrant and Commission
FROM: Steve Mitchell, Building Official
DATE: November 18, 2020
SUBJECT: October 2020 Building Department Report

October was a relatively strong month for issuing permits that were already in the system, but very few new jobs are being submitted. Inspections have also dropped off significantly, with inspection requests focusing primarily on the projects nearing completion. We are currently working with builders on five proposed single-family homes, but none seem intent on completing the various review processes.

Internally we are continuing to refine and simplify processes to provide the best possible customer experience, while maintaining the standards necessary to protect the lives and property of Hillsboro Beach residents and their guests.

Respectfully Submitted,

Steven Mitchell

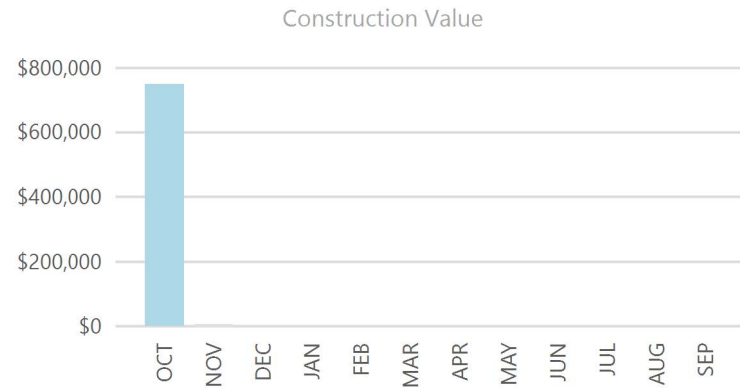
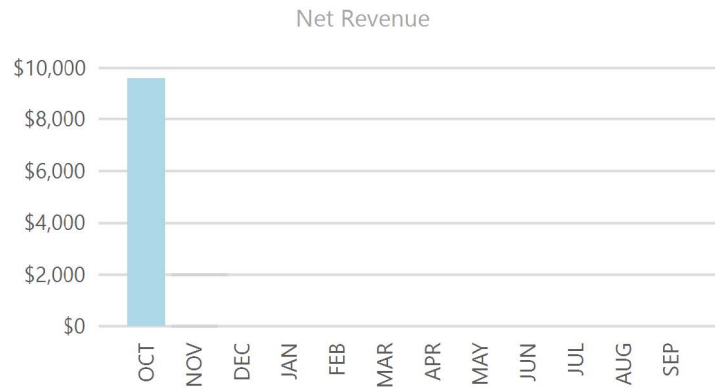
Building Official | Chief Electrical Inspector



**The Town of Hillsboro Beach
Building Department
Summary Report**

**Start Date: 10/1/2020
End Date: 10/31/2020**

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD
Construction Value	\$750,861	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$750,861
Building Permit Fees	\$30,365	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,365
Fire & Zoning Fees	\$5,038	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,038
Total Revenue	\$35,403	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,403
CGA Expense	\$25,811	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,811
Town Revenue	\$9,592	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,592





**The Town of Hillsboro Beach
Building Department
Finance Report**

**Start Date: 10/1/2020
End Date: 10/31/2020**

	Permit Fees	Town Revenue	Fire Fees	Zoning Fees	Admin Fees	CGA Revenue	BORA	DBPR	DCA
MTD	\$30,365.39	\$4,554.81	\$3,800.00	\$1,237.50	\$800.00	\$25,810.58	\$489.12	\$372.15	\$271.48
YTD	\$30,365.39	\$4,554.81	\$3,800.00	\$1,237.50	\$800.00	\$25,810.58	\$489.12	\$372.15	\$271.48



**The Town of Hillsboro Beach
Building Department
Permit Report**

**Start Date: 10/1/2020
End Date: 10/31/2020**

Permit Type	# Issued	Building Permit Fees
40 YEAR INSPECTION	1	350.00
ANTENNAS, POLE & TOWERS	1	376.75
COMMERCIAL BACKFLOW	6	768.84
COMMERCIAL FENCE	1	267.65
COMMERCIAL FIRE ALARM	2	250.00
COMMERCIAL MECHANICAL MISCELLANEOUS	1	1,328.76
COMMERCIAL PAVING/DRIVEWAY/ WALKWAY/PATIO	1	1,590.00
COMMERCIAL PLUMBING MISCELLANEOUS	1	76.00
COMMERCIAL STRUCTURAL MISCELLANEOUS	1	990.17
COMMERCIAL WINDOWS/DOORS	1	3,926.62
RESIDENTIAL A/C CHANGE OUT	4	546.90
RESIDENTIAL ALTERATION	9	15,231.26
RESIDENTIAL DECK	1	452.75
RESIDENTIAL FIRE ALARM	1	128.14
RESIDENTIAL HURRICANE SHUTTERS	1	151.72
RESIDENTIAL MECHANICAL MISCELLANEOUS	1	386.28
RESIDENTIAL SWIMMING POOL/SPA	1	152.00
RESIDENTIAL WATER HEATER	3	500.00
RESIDENTIAL WINDOWS/DOORS/SHUTTERS	8	2,891.55
	45	\$30,365.39



**The Town of Hillsboro Beach
Building Department
Issued Permits Report**

**Start Date: 10/1/2020
End Date: 10/31/2020**

Folio #	Permit #	Date Issued	Job Address	Job Sub Division	Construction Value
RESIDENTIAL ALTERATION					
484308BD0890	2014552-0	10/13/2020	1150 HILLSBORO MILE (UNIT 715)	OPAL TOWERS WEST	\$97,000.00
484317AB0810	2014559-0	10/15/2020	1051 HILLSBORO MILE (UNIT 904E)	HILLSBORO LE BARON	\$75,350.00
484308BC0040	2014562-0	10/19/2020	1237 HILLSBORO MILE (UNIT 104)	PORT DE MER CONDO	\$11,550.00
484317AJ0220	2014564-0	10/21/2020	1069 HILLSBORO MILE (UNIT 308)	OCEAN HILLSBORO CONDO	\$25,000.00
484308AH0830	2014573-0	10/28/2020	1149 HILLSBORO MILE (UNIT 807)	OPAL TOWERS NORTH	\$26,700.00
Grand Total					\$235,600.00



**The Town of Hillsboro Beach
Building Department
Activity Report**

**Start Date: 10/1/2020
End Date: 10/31/2020**

Discipline	Total # of Inspections	Plan Review	Permits Applied
Building	63	30	17
Electrical	25	23	12
Plumbing	39	15	8
Mechanical	22	17	8
Fire	8	7	6
Zoning	0	12	3
Totals	157	104	71



**The Town of Hillsboro Beach
Building Department
Plan Review Times Report**

**Start Date: 10/1/2020
End Date: 10/31/2020**

	Number of Reviews	Average Days In Review	Most Days In Review
Completed Reviews	115	4.60	25.82



Code Compliance Summary Report

From 10/1/2020 To 10/31/2020 Corridor (All Corridors)

Case Totals for Period

Cases Open at Start of Period	26
Cases Opened During Period	8
Cases Opened as result of Complaint	8
Cases Closed During Period	6
Cases Closed Prior to Hearing	5
Cases Open at End of Period	28
Inspections	8
Re-inspections	16
Total	24
Special Magistrate Cases During Period	0

Case Summary by Officer

Officer	Open at Start	Opened During Period	Opened as result of Complaint	Closed During Period	Closed Prior to Hearing	Open at End of Period
B. Pita	1	0	0	0	0	1
M. Sotolongo	25	8	8	6	5	27
Total	26	8	8	6	5	28



Code Compliance Summary Report

From 10/1/2020

To 10/31/2020

Corridor (All Corridors)

Inspections by Officer

Officer	Inspections	Re-inspections	Total
M. Sotolongo	8	16	24
Total	8	16	24

Summary of Cases Opened by Incident Type

Incident Type	Number
Property Maintenance	4
Zoning Violation	1
Artificial Lighting Regulations	1
Building Permit Required	1
Nuisance	1
Total	8

Revenue Summary

	Period Start	During Period	Period End
Total Fines Assessed	\$65,700.00	\$3,875.00	\$69,575.00
Total Payments	\$0.00	\$0.00	\$0.00
Balance	\$65,700.00		\$69,575.00



Case Action Report*

From 10/1/2020

To 10/31/2020

Corridor (All Corridors)

Date Issue	Incident Type	Site Address	Status	Documents Issued		
10/5/2020	Artificial Lighting Regulations	977 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 Artificial lighting case has been dismissed at this time due to title transfer. New owners will be notified of code requirements prior to 2021 nesting season.	Closed	<u>Date Issue</u>	<u>Type</u>	<u>Officer Assigned</u>
				10/5/2020	Complaint	M. Sotolongo
				10/5/2020	Notice of Violation	M. Sotolongo
				10/6/2020	Notice of Hearing	S. Lowe
				10/16/2020	Affidavit of Dismissal	
10/5/2020	Nuisance	1150 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 812 Roach infestation.	Open	<u>Date Issue</u>	<u>Type</u>	<u>Officer Assigned</u>
				10/5/2020	Complaint	M. Sotolongo
				10/5/2020	Notice of Violation	M. Sotolongo
				10/6/2020	Notice of Hearing	S. Lowe
				11/12/2020	Notice of Hearing	T. Boyd-Reynolds
				11/12/2020	Notice of Continuance	T. Boyd-Reynolds
				11/16/2020	Notice of Hearing	T. Boyd-Reynolds
10/18/2020	Property Maintenance	997 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 (VACANT LOT) Tidal waters are entering the property.	Open	<u>Date Issue</u>	<u>Type</u>	<u>Officer Assigned</u>
				10/17/2020	Complaint	M. Sotolongo
				10/17/2020	Notice of Violation	M. Sotolongo
10/17/2020	Property Maintenance	1013 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 Tidal waters are entering the property.	Open	<u>Date Issue</u>	<u>Type</u>	<u>Officer Assigned</u>
				10/17/2020	Complaint	M. Sotolongo
				10/17/2020	Notice of Violation	M. Sotolongo
10/17/2020	Property Maintenance	1009 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 (NEW OWNERS) Tidal waters are entering the property.	Open	<u>Date Issue</u>	<u>Type</u>	<u>Officer Assigned</u>
				10/17/2020	Complaint	M. Sotolongo
				10/17/2020	Notice of Violation	M. Sotolongo

*Cases included in this report are those where the owner was first cited within the date range and corridor specified



Case Action Report*

From 10/1/2020

To 10/31/2020

Corridor (All Corridors)

10/22/2020	Building Permit Required	1069 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 Concrete restoration without the benefit of permits.	Open	<u>Date Issue</u>	<u>Type</u>	<u>Officer Assigned</u>
				10/21/2020	Complaint	M. Sotolongo
				10/21/2020	Notice of Violation	M. Sotolongo
				11/20/2020	Affidavit of Non-Compliance	
10/27/2020	Property Maintenance	1003 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 Dock in disrepair. Storage of pavers.	Open	<u>Date Issue</u>	<u>Type</u>	<u>Officer Assigned</u>
				10/26/2020	Complaint	M. Sotolongo
				10/27/2020	Courtesy Notice	M. Sotolongo
10/31/2020	Zoning Violation	1225 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 Vacation Rental – Application and Inspection requirements.	Open	<u>Date Issue</u>	<u>Type</u>	<u>Officer Assigned</u>
				10/31/2020	Complaint	M. Sotolongo
				10/31/2020	Courtesy Notice	M. Sotolongo

*Cases included in this report are those where the owner was first cited within the date range and corridor specified



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item:

Town Hall Painting Update
Police Fleet / Vehicle Purchase
Shredding/ HHW & Prescription Drug Drop-off Event - 1/16/2021 (10am-12pm)

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

Agenda Date: December 1, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Jan 21, 2021 Flyer - Shredding & HHW

Free Recycling & Shredding Event



Town Hall
Saturday, Jan. 26, 2021
9:00 AM - 12:00 PM

Safe Free Sharps Disposal

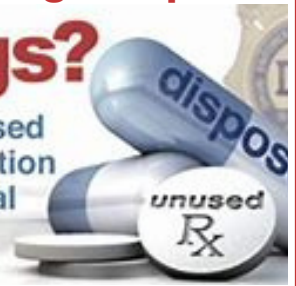
Household Sharps
containers can be
dropped off!



Prescription Drug Drop off

Got Drugs?

Turn in your unused
or expired medication
for safe disposal
here



Electronics Recycling

- Computer & accessories
- Mobile devices
- TVs & Office equipments
- Most small home appliances



DOCUMENT SHREDDING EVENT

CONFIDENTIAL



Household Hazardous Waste

- Rechargeable batteries
- Oil-based paints
- Latex paint
- Cleaners & acids
- Pesticides & oils



- Fluorescent bulbs
- Mercury
thermostats &
thermometers
- Stains & thinners

- Please be mindful of **CDC Social Distancing guidelines** for Health & Safety.
- The event will open promptly at 9am and close at 12pm. **We will not be able to accept any items before 9am or after 12pm.**
- Town of Hillsboro Beach residents only. Please be prepared to **show your ID.**
- For paper shredding, **a maximum of 5 standard sized boxes per vehicle** will be accepted to ensure all attendees have an opportunity to participate.
- Items from commercial enterprises **(ex. property management companies and landscapers) will not be accepted.**

For questions: www.townofhillsborobeach.com

954-427-4011



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Discussion on Ordinance for Virtual Meetings

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

Agenda Date: December 1, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: None