



AGENDA

Town of Hillsboro Beach Commission Meeting

February 4, 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

February 4, 2020 | 9:00 AM

REGULAR TOWN COMMISSION MEETING AGENDA

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

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

CALL TO ORDER AND ROLL CALL

APPROVAL OF AGENDA

I. APPROVAL OF MINUTES

- A. Minutes of the December 9, 2019 Special Commission Meeting
- B. Minutes of the December 17, 2019 Workshop Meeting

II. RESOLUTIONS & CONTRACTS

- A. **Resolution No. 2020-10** Consideration to Authorize Proper Town Officials to Execute Bank Loan Documents with Bank United to Fund the Beach Re-nourishment Project.
- B. **Resolution No. 2020-11** Consideration to Authorize Proper Town Officials to Award and Execute Contract Agreement for RFP No.2019-05 Hillsboro Beach Re-nourishment Project to the lowest most responsive bidder.
- C. **Resolution No. 2020-12** Consideration to Authorize Proper Town Officials to Execute License Agreement for Staging Area with Dezer Hillsboro, LLC.

III. CONSENT

A. INVOICES FOR APPROVAL

- 1. **RMA:** Invoice # 4454 Services Rendered Dec 2019 - Jan 2020 **\$6,975.00**
- 2. **LSF:** Invoice # 19-1231-26 Dec. 2019 **\$6,083.87**
- 3. **Goren, Cherof, Doody & Ezrol:** Invoice # 29598 Dec 2019-Jan 2020 **\$6,833.80** (General Matters)

4. **Goren, Cherof, Doody & Ezrol:** Invoice # 29599 Dec 2019-Jan 2020 **\$6,110.25** (Deerfield Beach)
5. **Goren, Cherof, Doody & Ezrol:** Invoice # 29600 Dec 2019-Jan 2020 **\$6,746.90** (Purchase from Winter Sun Investments, LLC)

B. PROCLAMATIONS

1. **March 2020 Problem Gambling Awareness Month**

IV. STAFF UPDATES

A. Broward County Water & Waste Water (BCWWS)

Presented by Pat MacGregor

B. Police Department

Presented by Chief Nagy

1. December 2019 Report

C. Finance Department

Presented by Stephen Bloom, Inframark

1. December 2019 Report

D. Building Services Department

Presented by Steve Mitchell

1. December 2019 Report

E. Code Compliance

Presented by Mario Sotolongo, CG&A

1. December 2019 Report

V. TOWN MANAGER REPORT

A. Community Shuttle Update

B. Hounds of Hillsboro Beach - 9am Sat, Feb 22, 2020

VI. TOWN ATTORNEY REPORT

A. Memo No. 2020-001 Title Search & Easement

B. Memo No. 2020-002 Phase I Environmental Site Assessment

VII. TOWN COMMISSION COMMENTS/REPORTS

VIII. PUBLIC COMMENTS

IX. 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
TOWN COMMISSION WORKSHOP MEETING
MONDAY DECEMBER 9, 2019**

1:00 P.M.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Mayor Deborah L. Tarrant called the meeting to order at 1:00 p.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 Baldassarre

Vice Mayor Irene Kirdahy (by phone)

Commissioner Vicky Feaman

Town Staff:

Town Manager Mac Serda, ICMA-CM

Jacob Horowitz, Attorney (GOREN, CHEROF, DOODY & EZROL, P.A.)

Town Clerk Sherry D. Henderson, CMC

I. DISCUSSION OF POTENTIAL PUBLIC PURPOSE FOR THE PROPERTY AT 1205 AND 1206 HILLSBORO MILE, HILLSBORO BEACH, FL 33062

Mayor Tarrant explained the reason for the Workshop Meeting was to discuss potential purposes for the property at 1205 and 1206 Hillsboro Mile, which the Town recently entered into a sales agreement to purchase, with contingencies.

Mayor Tarrant opened with a brief history on the property at 1205 and 1206 Hillsboro Mile, noting the opportunity had come up once before, but the Town was not in a position to purchase at that time.

Continuing, Mayor Tarrant noted the Town now has a strong Commission and a healthy balance sheet and sees the purchase as an opportunity not to pass up. She outlined the negotiations which had been held with the sellers. She said the Town accepted a purchase price of \$13,900,000 contingent on a March 17, 2020 vote of the people.

Mayor Tarrant stated the primary reason in her mind for the purchase was increased autonomy for the Town. She noted Fire & Rescue and beach nourishment both currently

require dependence on the City of Deerfield Beach. She provided information on the Town's beach nourishment history and the issues associated with receiving State funds while not having a public access point.

Tim Blankenship, Moffatt & Nichol, outlined the difference between a major beach access point and a minor beach access point under State regulation, explaining the requirements to have a certain number of parking spaces, outdoor restrooms, and dedicated access. He stated the site would qualify as minor access but may not qualify for major access without expansion of bathrooms.

Continuing, Mayor Tarrant addressed the variety of ways in which independent Fire & Rescue could utilize the property, including a trailer or full station. She noted another option for the property was to utilize it for staging during construction projects and to handle overflow parking. She outlined the limitations of Town Hall, and stated the additional space afforded by the purchase could be a solution.

The Commissioners discussed the Mayor's remarks and expressed an interest in hearing public comment.

Mr. Serda underscored timing was on the side of the Town, as cost of demolition of a derelict building on the property versus a later time when the property would have improvements.

Mayor Tarrant apologized for the condensed timeframe, explaining the deadlines surrounding election filing. She shared emails in support of the purchase, citing growth of the Town and beach nourishment funds.

Stephen Bloom, Inframark, gave a brief presentation regarding estimated cost to taxpayers over a 30-year bond period, over the life of the loan as well as annually.

Carol Webber, property owner in Virginia Kaye, stated she was in favor of purchase, but wanted to know the estimated cost of demolishing the structure and future projects. She suggested the Town may want to ask for more than the purchase price on the ballot.

Claire Kalundra, Overlook Condominiums, asked for clarification on the process. She stated public access was a concern, especially related to homelessness.

Mayor Tarrant stated a 15-foot easement would be necessary to give trucks access for sand delivery to support future beach nourishments, and addressed rules for public access, including a charge for parking.

Mr. Serda clarified the vote would include funding any planned improvements.

Ms. Kalundra stated she was nervous about the issue of public access and thought it was important for residents to know what it meant for them.

Tim Rowe, 1200 Hillsboro Mile, stated the point of resistance would be the beach access point and parking spots requirement.

Tim Blankenship, Moffatt & Nichol, responded to Mr. Rowe's question, reviewing the requirements for minor and major access points.

In response to a follow-up question from Mr. Rowe, Mayor Tarrant explained how the boundaries of private property on the beach are determined. She noted the opportunity to restrict activities on the beach exists.

Salinda Sitell, former Hillsboro Beach Vice Mayor, provided a brief background on the relationship with Deerfield Beach regarding beach management. She expressed concern regarding the financial impact of legal fees, beach nourishment, and future development on changing that relationship. Continuing, she compared the community to other beach towns and said she would rather see Hillsboro Beach stay private.

Lorraine Sanchez, Opal Towers, asked for a clarification regarding the boundary for beach nourishment.

Mayor Tarrant stated past beach nourishment started at the municipal border and continued through Opal Towers, stopping at the first single-family residence. She noted the location of the property in question made it ideal, as it is in the center.

Robert Torlano asked if the condition of the property's dock space was investigated, and whether maintenance issues existed.

Mr. Serda stated the parcels are sold as-is, and the dock had not yet been reviewed. He noted the next step is an environmental study, and the dock may need to be accessed.

Mr. Torlano asked if there would be a maximum number of people on the public beach. The Commissioners and staff discussed maximum limitations, and whether such a thing might exist.

Mr. Serda stated he did not think there would be a maximum number of people on the beach at any given time, unless something became unsafe.

Kim Williams, Sea Club, asked if it was possible to do a temporary parking lot and beach access with the property and continue the lawsuit, then make the land into a fire station when the groins were removed.

Ann Rutland, Sea Club, said it was unsettling to vote so soon, as there were many unknowns in place. She questioned the sales price and maintenance costs.

Mr. Serda stated the property had undergone two (2) separate appraisals. He reiterated his comment that the environmental study would be completed shortly as the first phase of the purchase.

Mayor Tarrant noted the completion of the environmental study was part of the contract.

Mr. Serda stated the only thing which preserved options for the Town was to purchase the property.

Mr. Blankenship noted the dock question reminded him that there was discussion regarding barging in sand rather than utilizing trucks, and this waterfront property would add that option. He stated it had not been researched, so he did not know if a barge would be a possibility.

Mayor Tarrant added that the cost of sand had gone up, and the upcoming nourishment would require 3,800 truck loads at a cost which had quadrupled since 2011.

Mr. Blankenship referenced a number of grant options that would be opened for beach management if the property was purchased.

Peter Moore, Chen Moore & Associates, provided a brief overview of what would be looked at for a fire station, noting it would have two (2) bays and may include housing. He said a 6,000 to 7,000 square foot building would likely be contemplated at a cost of about \$200 to \$250 per square foot.

Mayor Tarrant noted staffing would be another issue, but a variety of options would exist if the Town decided to take that on.

Mr. Moore addressed creating a parking area, with lighting, storm water, and asphalt, and stated there was also a variety of options there.

Mr. Rowe asked if the Fire & Rescue costs paid to Deerfield Beach would continue to be paid if Hillsboro Beach had their own fire station.

Mayor Tarrant stated the payments to Deerfield Beach would stop, but the cost to the Town would be higher overall. She noted once it is clear what the community wants, options can be priced out.

Mr. Rowe suggested a wall between the property and the neighbors if a fire hall was built.

Ms. Webber stated she would like to see an increase in police force factored in if the public access was put in.

In response to a question from Ms. Webber, the Board and staff discussed the loss of property tax stemming from purchasing the property. It was determined to be approximately \$27,000 per year.

Ms. Webber said she would like to see a soda machine or other option included in the beach access.

Roberta Mishkaw, 1043 Hillsboro Mile, stated this is the best opportunity to purchase the property, and they could worry about the details later.

Jessica Garcia asked how the sand cost is currently being assessed.

Mayor Tarrant stated the current assessment is from the 2011 assessment, and explained the formula used to determine the assessment.

Ms. Garcia said having a young child, she wouldn't want a fire station next to her house and wouldn't want all the strangers coming through that would come along with public beach access. She said she would rather see the money invested and the relationship with Deerfield Beach to be maintained.

Harry Ambrose, 1169 Hillsboro Mile, asked if the sale contract was available for public review.

Mr. Serda stated it was in agenda packet at the previous regular meeting, and will be posted on Town Website.

Mr. Ambrose said he thought acquiring the property was a no-brainer and was an investment well worth the cost. He stated priorities could be assessed day-by-day and year-by-year once the property was purchased, and noted he saw the beach nourishment as the most important.

Mr. Ambrose stated owning the property was well worth the cost.

Mayor Tarrant noted the Town's mill rate is the third lowest in Broward County and outlined the rates in surrounding communities.

Vincent Andreano stated he thought this was the best time to purchase this land, noting if the Town didn't do it, someone else would. He noted how much increase in traffic there could be if a developer came in and built.

Continuing, Mr. Andreano noted the cost of beach nourishment was going up, and it would be a lower cost with the purchase of the property.

Johnny Novarro stated he had been coming to Florida since 1950, and Hillsboro Beach was a gem in the jungle. He said he was concerned things were moving along too fast, and he thought businesses should get involved to come up with stages. He noted the first step was to purchase the property and suggested getting residents together to make the purchase rather than spreading out the interest.

Rich Tarrant, 1083 Hillsboro Mile, said quick math told him not paying Deerfield Beach for fire would go a long way toward paying off the bond. He suggested there would be a large amount of savings in the Town having their own fire department.

The Board and staff discussed the current contract with Deerfield Beach and the impacts of its pending renegotiation. Mr. Serda clarified acceptable bond uses.

Mark Decker, 1024 Hillsboro Mile, asked for clarification of zoning requirements on the property, and asked if major access required ownership. He asked if a private party could purchase the property and provide access.

Mr. Serda stated Mr. Decker's idea was an option.

Ms. Sitell asked what portion of the beach renourishment sand the State would pay for if an access point was achieved.

Mayor Tarrant stated it would be 50 percent, with participation depending on linear feet. She noted the State had been after the Town to do something to allow them to help fund beach nourishment for some time.

Mayor Tarrant asked that those present share the information from the meeting with their neighbors and exchange ideas.

II. ADJOURNMENT

Mayor Tarrant adjourned the meeting at 2:27 p.m.

ADOPTED THIS ____ DAY OF _____, 2020

By: _____
Deborah L. Tarrant, Mayor

ATTEST:

Sherry D. Henderson, CMC
Town Clerk



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Resolution No. 2020-10 Consideration to Authorize Proper Town Officials to Execute Bank Loan Documents with Bank United to Fund the Beach Re-nourishment Project.

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Agenda Item - Bank Loan revised



Agenda Item Cover Memo

Agenda Item: Bank Loan for Beach Re-nourishment Project
Submitting Dept.: Finance Department
Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

Issue Statement:

Due to Hurricane Irma's erosion damage, beach re-nourishment project is scheduled for FY2020. The Town has received FEMA funding approval in the amount of \$4,408,045 for the project. However, the Town will need to pay for the project costs upfront until the FEMA reimbursements are received.

CURRENT ACTIVITY

The Town has requested loan options to fund the new beach re-nourishment project. Both Bank United and Centennial Bank have provided loan term sheets for consideration. Attached is a chart which compares the two options.

2. FINANCIAL IMPACT

The financial impact for The Town will consist of bank and attorney fees along with interest and principal payments until the loan can be paid off from the FEMA reimbursement funds.

3. RECOMENDATION

Staff recommends that the Town's Commission select BankUnited as the best option to fund the beach re-nourishment project.

Attachments:

- 1) Loan Summary Chart
- 2) Term Sheet - Bank United
- 3) Term Sheet – Centennial Bank

TOWN OF HILLSBORO BEACH
Loan Summary - Beach Re-Nourishment Project
February 4, 2020

Loan Terms	BankUnited	Centennial Bank
Loan Amount:	Not to exceed \$5 million	Not to exceed \$5 million
Drawdown Period:	12 months	12 months
Maturity:	2, 3, or 5 Year options available	2, 3, or 5 Year options available
Loan Type:	Fixed	Fixed
Interest Rates: (1)	2 Year Term - 2.06% 3 Year Term - 3.00% 5 Year Term - 3.04%	4.25% (Wall Street Journal Prime less .50%)
Prepayment Fee:	none	none
Repayment:	Semi-annual interest payment during draw period; semi-annual principal and interest payments to maturity of loan.	Monthly interest only for first year, Monthly principal and interest payments amortized over a term of 4 years.
Loan Fees:	\$12,500	\$17,500
Bank Attorney Fees / Closing Costs:	\$15,500	\$15,000
Estimated Total Interest Expense: (2)	\$497,368	\$658,364
Estimated Annual P&I Payments: (2)	\$1,336,342	\$1,361,466
Estimated Cost of Loan: (2)	\$5,497,368	\$5,658,364
Other:	Pre-payments to be paid as FEMA reimbursements are received. Requires written notice for pre-payment (10 business days).	Must maintain MMA or Operating account with \$1M for life of loan, currently at 1.40% (subject to change)

Notes

(1) BankUnited interest rates are tax-exempt rates

(2) Estimated based on a loan term of five years.

BankUnited, N.A.

333 East Las Olas Boulevard, 3rd Floor
Fort Lauderdale, FL 33301
E-mail: TGanzel@bankunited.com

Troy A. Ganzel

Vice President
Commercial Banking
Tel: 954.712.2875



Stephen Bloom
Finance Department
c/o Inframark Infrastructure Management Services
210 N. University Drive-Suite 702
Coral Springs, Florida 33071

January 15, 2020

RE: Taxable Non-Revolving Line of Credit-Revised

BankUnited, N.A. (the "Bank") is pleased to provide this Term Sheet outlining the basic terms and conditions currently being contemplated for the proposed extension of credit for the Town's Beach Renourishment Project. This Term Sheet is subject to final credit approval pursuant to the following:

- Borrower:** Town of Hillsboro Beach, Florida (the "Town" or "Borrower").
- Amount:** Not to exceed \$5,000,000 in total (the "Series 2020 Note Amount").
- Lender:** BankUnited, N.A. (the "Bank" or "Lender").
- Facility:** The obligation will be a non-revolving line of credit in an amount not to exceed the Series 2020 Note Amount (the "Series 2020 Note").
- Closing Date:** On or about March 16, 2020 or as otherwise mutually agreed upon by the Borrower and the Lender, but no later than March 31, 2020.
- Purpose/Use of Proceeds:** To provide funds to pay for the 70,000-cubic yard Beach Renourishment Project and to pay for related costs of issuance, including but limited to commitment fees of the Bank, fees of counsel representing the Bank.
- Security:** The Series 2020 Note will be payable from and secured by a pledge of the Town's covenant to budget and appropriate Non-Ad-Valorem Revenues. In addition, the Series 2020 Note shall be payable from Federal, State, County or Municipal grant monies, receipt and reimbursements, if any, received by the Town relative to the Beach Renourishment Project.
- Drawdown:** The Series 2020 Note can be drawn to pay costs of issuance at closing and with respect to the Beach Renourishment Project, can be drawn over the Draw Period--Draw Period extends from the date of closing until April 1, 2021.
- Principal & Interest Payments:** Subject to semi-annual Interest Payments, from the Closing Date until April 1, 2021 (the "Draw Period"), then will be subject to semi-annual Principal and Interest Payments (each October 1 and April 1) from April 1, 2021 to maturity.
- Term/Maturity:** The Series 2020 Note shall be for a term that extends to a final maturity of April 1, 2023 or April 1, 2024 or April 1, 2026.

- Interest Rate:** Fixed Rate:
During the Draw Period, the Series 2020 Note shall bear an interest rate at a fixed rate equal to 3.75% (Taxable) or 2.96% (Tax-Exempt).
- 2-Year Term:** The Series 2020 Note shall bear interest for the period commencing April 1, 2021 to maturity or earlier prepayment, at a fixed rate equal to 3.75% (Taxable) or 2.96% (Tax-Exempt).
- 3-Year Term:** The Series 2020 Note shall bear interest for the period commencing April 1, 2021 to maturity or earlier prepayment, at a fixed rate equal to 3.80% (Taxable) or 3.00% (Tax-Exempt).
- 5-Year Term:** The Series 2020 Note shall bear interest for the period commencing April 1, 2021 to maturity or earlier prepayment, at a fixed rate of 3.85% (Taxable) or 3.04% (Tax-Exempt).
- Day Count Method:** Interest will be calculated based on a 360-day year, consisting of twelve 30-day months.
- Optional Prepayment:** Upon ten (10) business days written notice to the Bank, the Series 2020 Note is pre-payable (without penalty or premium) on any Interest Payment Date (April 1 or October 1) prior to maturity at the option of the Town, in whole or in part, at a redemption price equal to the principal amount of the Series 2020 Note to be redeemed, plus accrued interest thereon to the date of redemption.
- Mandatory Prepayment:** To the extent the Town shall receive Federal, State, County or Municipal grant moneys, receipts and reimbursements, if any, in connection with the Beach Renourishment Program, the Town shall, as soon as practicable, upon providing not less than ten (10) business days written notice to the Lender, apply such moneys to prepay at par an allocable portion of the principal of the Series 2020 Note, without premium, together with accrued and unpaid interest thereon to the date of prepayment.
- Lender Counsel:** BankUnited will be represented by Bank Counsel to be disclosed to the Town upon acceptance of this Term Sheet. Bank counsel fees (including expenses) for the Series 2020 Note are not expected to exceed \$15,500.
- Deposit & Accounts:** BankUnited is a Qualified Public Depository, as defined by the State of Florida and pursuant to Chapter 280, Florida Statutes and shall continue to be designated as such by the Town.
- Proceeds from the Series 2020 Note will be funded into the Project Account for the Beach Renourishment Project and shall be drawn by the Town, subject to requisition by authorized officers of the Town, pursuant to the financing agreements for the Series 2020 Note.
- Commitment Fees:** Payable at closing—25 basis points.
- Financial Covenants:** The Bank will require the following financial covenants, which will be defined in the financing agreements:
---Additional Bonds Test of 1.25 to 1.00 Maximum Annual Debt Service on any additional debt secured by the Town's Non-Ad Valorem Revenues on parity with the Series 2020 Note.
- Negative Covenants:** The Town covenants that it shall only use the funds loaned from the Series 2020 Note to pay or reimburse itself for the costs associated with the Beach Renourishment Project and to pay the costs of issuing the Series 2020 Note.

**Additional
Conditions:**

(i) The Lender hereby notifies the Town that pursuant to the requirements of the Patriot Act it is required to obtain, verify and record information that identifies the Town, which information includes the name and address of the Town and other information that will allow the Bank to identify the Town in accordance with the Patriot Act. The Town hereby agrees that it shall promptly provide such information upon request by the Bank.

(ii) The Series 2020 Note Amount is subject to review of the Town's budget for the Beach Renourishment Project and confirmation of the total amount of grant funds awarded to the Town from FEMA, FDOT and other government grants.

Default Rate:

Upon the occurrence of an Event of Default, the interest rate on the Series 2020 Note shall be adjusted to the existing interest rate on the Series 2020 Note plus three percent (3.00%) per annum (the "Default Rate").

**Default &
Remedies:**

The Lender shall be entitled to all remedies available under the financing documents. Upon the occurrence of an event of default, the financing documents will provide remedies to the Lender customary for transactions of this nature, exercise rights and remedies available under law, equity or under the terms of the financing documents.

**Annual Reporting
Requirements:**

(1) The Town shall deliver its annual audited financial statements to the Bank within 270 calendar days after the end of its fiscal year.

(2) The Town shall provide to the Bank its operating budget and multi-year capital budget on annual basis, within 30 days after the start of the fiscal year for which the respective documents have been adopted and approved.

Governing Law:

All aspects of the Series 2020 Note being discussed, including this Term Sheet, and any related financing documents would be governed by the laws of the State of Florida.

Acceptance:

On behalf of BankUnited, we sincerely thank you for the opportunity to service your financing needs. Should you wish to proceed with obtaining final credit approval under the general terms and conditions outlined herein please acknowledge your acceptance by signing below and returning one original signed document.

Very truly yours,



Troy A. Ganzel
Vice President

ACCEPTED:

TOWN OF HILLSBORO BEACH, FLORIDA

By: _____

Title: _____

Dated: _____

Cc: Priscilla.lenzen@inframark.com; paguila@bankunited.com; jzaitz@bankunited.com



LOAN REQUEST TERM SHEET

January 16, 2020

Priscilla Lenzen, Sr. Accountant
Inframark
210 N. University Dr. Suite 702
Coral Springs, FL 33071

Dear Ms. Lenzen:

We are pleased to provide the following terms and conditions which Centennial Bank (hereinafter, "Bank") would consider if providing the Town of Hillsboro Beach a loan for beach repairs and renovations. The following information is not a commitment but only a general outline of possible terms for your consideration. The following terms are presented to facilitate discussion of potential financing and are not intended to and do not create a legally binding commitment or obligation to lend on the part of Centennial Bank. All loans must be approved by the Bank's loan committees.

Borrower:	Town of Hillsboro Beach, Florida (hereinafter, "Town")
Mailing Address:	1210 Hillsboro Mile, Suite A Hillsboro Beach, FL 33062
Description of Loan:	Loan to fund Beach Restoration and Repairs due to Natural Disaster as declared by the Federal Emergency Management Agency (hereinafter, "FEMA") Disaster # 4337.
Loan Amount:	\$5,000,000
Collateral:	Pledge of all FEMA and/or State of Florida funds and non-ad valorem taxes payable to the Town.
Loan Fee:	.35% at origination
Interest Rate:	Wall Street Journal Prime Rate minus .50% as announced or published from time to time, provided the transaction is tax exempt to the Bank.
Payment Terms:	Monthly interest only payments based upon the outstanding loan balance using a 360 day year. Commencing one year from loan closing, monthly

principal and interest payments, using a 360 day year, amortized over a term of four years.

Maturity: Five years

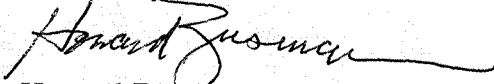
**Closing Costs/
Attorney's Fee:** To be paid by City

OTHER CONDITIONS:

- 1) The Loan shall be evidenced by a Promissory Note ("Note"), a Covenant to Budget, Security Agreement, and all such other documents in form and content as the Bank or Bank Counsel may require.
- 2) On an annual basis, no later than 90 days after fiscal year end, Town shall submit internally prepared financial statements. Audited financial statements must be submitted within 180 days of fiscal year end.
- 3) Town shall maintain checking and/or money market accounts with Bank of no less than \$1,000,000 for the life of the Loan. Failure to do so will result in a 2% increase in the interest rate.
- 4) Written Opinion of Bond Counsel or Town Attorney, acceptable to Bank, that the transaction is tax exempt and written approval of the borrowing by Bond Counsel or Town Attorney.
- 5) Satisfactory Letter of Opinion from the Town's Bond Counsel or Town Attorney that, among other things, the Town is eligible to borrow and has all requisite authority to do so and that the loan is a legal debt of the Town and the collateral may be pledged by the Town.
- 6) The loan may be prepaid at any time without penalty.
- 7) Town to provide evidence of previous FEMA payment(s) to Town for disaster debris removal and/or repairs.
- 8) Town to provide last three year's audited financial statements to Bank and certifies to Bank that all financial statements and other supporting documents submitted to Bank in connection with this loan request are true and correct.
- 9) Town shall advise Bank of any bond proposals prior to issue and not incur debt with other financial institutions without Bank's consent.
- 10) Funds from the loan shall be advanced by only upon satisfactory review of completed work by Bank's third-party construction consultant.
- 11) Bank shall approve the general contractor for the project in its sole and absolute discretion and may require general contractor to furnish financial information. In addition, general contractor shall obtain Payment and Performance Bond from a Bank approved surety containing a Duel Obligee Rider in favor of Bank.
- 12) Town is liable for payment of any and all loan closing costs, inspection costs, legal fees, disbursement costs, etc. in connection with the subject loan. At Bank's option, some or all of such expenses may be deducted from the loan amount.

THIS IS ONLY A LOAN REQUEST TERM SHEET AND NOT A COMMITMENT LETTER. IF THIS LETTER IS NOT ACKNOWLEDGED AND RETURNED WITHIN SEVEN (7) BUSINESS DAYS THIS LOAN REQUEST TERM SHEET SHALL BE NULL AND VOID.

Yours truly,



Howard Zusman,
Senior Vice Pres.

Receipt and understanding of the foregoing is acknowledged.

Town of Hillsboro Beach

By: _____
Town Manager



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. 2020-11 Consideration to Authorize Proper Town Officials to Award and Execute Contract Agreement for RFP No.2019-05 Hillsboro Beach Renourishment Project to the lowest most responsive bidder.

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Hillsboro Beach Nourishment (2-22-2020 Agenda)



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

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

Agenda Item Cover Memo

Agenda Item: Moffatt & Nichol – Beach Nourishment Contractor Award
Recommendations, RFP No. 2019-05

Submitting Dept: Jackie Brower & Tim Blankenship (Moffatt & Nichol)

Agenda Date: February 4, 2020

1. BACKGROUND / HISTORY

The Town of Hillsboro Beach (Town) received six (6) bid packages for the RFP No. 2019-05 Hillsboro Beach Renourishment Project. Bids were due by 2pm EST on Friday, January 10, 2020. Bid packages were received by the Town Clerk and were compiled and submitted for review. Moffatt & Nichol (M&N) reviewed the bid packages and compiled a bid leveling spreadsheet to compare the competitive bids. The order of bids, priced lowest to highest, is as follows:

Contractor	Bid Price (USD)
Rio-Bak	\$ 3,656,870.00
Eastman Aggregates	\$ 3,884,016.96
Phillips & Jordan	\$ 3,999,999.00
Zahlene Enterprises	\$ 4,091,200.00
Ranger Construction	\$ 4,191,070.00
Ferreira Construction	\$ 4,439,433.00

2. CURRENT ACTIVITY

M&N reviewed the bid packages and compared package pricing to the M&N construction budget estimate of \$4,058,645 (USD). Three of the bids were lower than this budget, and the next two bids were within 5% of this estimate. Upon review of the bid packages, the following are observations regarding the bidder qualification forms:

- Rio-Bak declined to provide financial information at this time and indicated that that information can be provided upon award of contract.
- Rio-Bak did not list any subconsultants on the bid qualification form, but provided backup documentation indicating that the turbidity monitoring would be performed by Radise. M&N contacted Rio-Bak and information was provided to clarify subconsultants that will be utilized.

- Rio-Bak did not provide the signed Public Crimes Statement form. This form must be signed in conjunction with the construction contract based on the bid documents.
- Ranger Construction indicated on their bid qualification form that attachments were provided but those attachments were not included.
- All other bid qualification forms appear to be complete.

The bid leveling spreadsheet is presented in Attachment 1. Based on comparison of the bid packages and pricing, the top three (3) lowest and most responsive bidders are summarized in further detail below after review of the bid packages.

1. Rio-Bak

Rio-Bak has some beach nourishment experience with dune restoration projects for the Town of Palm Beach (2011 & 2015), Indian River County Restoration (2020), Peanut Island, and Lake Okeechobee Dike Restoration. The firm has been in business for 27 years and is based in Wellington, FL. M&N contacted Rio-Bak, and additional project experience was provided in Brevard County and in Palm Beach County. M&N also contacted references with the Town of Palm Beach as well as the engineer managing the construction in Indian River County. Additional references were also verified, and all references were positive based on the contractor's performance. Rio-Bak has not worked for the Town or in Broward County in the past. Review of project approach, methodology, and timeline are deemed acceptable. M&N also reviewed the specific challenges associated with the Town's project including limited beach area and working in the surf zone. Rio-Bak is currently building a berm and dune up in Indian River County which is more exposed to heavier surf conditions than Broward County. Rio-Bak has evaluated the site conditions and is confident in their approach and ability to deliver the Project. They also have a good working relationship with the sand mine, operated by Stewart Materials.

2. Eastman Aggregates

Eastman Aggregates has extensive experience in beach and dune restoration in the bid package. The firm is based in Lake Worth and has been in business since 1954. Eastman completed the 2018 beach nourishment for the Town. This project was performed within the specified budget and timeline. Eastman has two (2) ongoing construction contracts with dates of completion of 11/18/19 and 6/26/2020. One is the large-scale project in Miami Beach for the U.S. Army Corps of Engineers. Eastman propose to use subs for material testing, hauling, and sand source. Review of project approach, methodology, and timeline are deemed acceptable.

3. Phillips & Jordan

Phillips & Jordan has some beach nourishment experience with projects for Naples Beach Renourishment (2014) and Singleton Swash, SC (2001). Phillips & Jordan also has experience with large fill projects. The firm was founded in 1952 and are based in Knoxville, Tennessee. They currently have eighteen (18) ongoing construction projects. Note, Phillips & Jordan do not advertise beach nourishment projects on their website. Phillips & Jordan propose to use subs for material testing and hauling. Review of project approach, methodology, and timeline are deemed acceptable.

3. FINANCIAL IMPACT

M&N reviewed the bid packages and compared package pricing to the M&N construction budget estimate of \$4,058,645 (USD). Three of the bids were lower than this budget, and the next two bids were within

5% of this estimate. The construction cost of this project is expected to be 100% reimbursable due to FEMA and state funding.

4. RECOMMENDATION

Based on review of the bid forms, bid qualification packages, and follow-up discussions with Rio-Bak, M&N recommends award of the construction contract to Rio-Bak as the lowest, most responsive bidder. M&N recommends the following:

- Provided that all of the required documentation, including but not limited to, the financial statement, completed list of subconsultants, and business entity form, are provided to the Town by Rio-Bak prior to 4 February 2020, then the construction contract should be awarded to Rio-Bak.
- If Rio-Bak fails to provide the abovementioned documentation or the construction contract cannot be negotiated with Rio-Bak, then the construction contract should be awarded to Eastman Aggregates as the next lowest, most responsive bidder.

M&N recommends approval of this contract award as soon as practically possible as the beach has experienced heavy erosion already this winter season. The project must also be completed prior to marine turtle nesting season.



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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Agenda Item Cover Memo

Agenda Item: Resolution No. 2020-12 Consideration to Authorize Proper Town Officials to Execute License Agreement for Staging Area with Dezer Hillsboro, LLC.

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Dezer License Agreement 2019 w- Mac's changes (00349285xC4B6A)

LICENSE AGREEMENT FOR STAGING AREA

This License Agreement for Staging Area (“License Agreement”) is entered into as of this ____ day of _____ 2020 by and between **DEZER HILLSBORO LLC**, a Florida limited liability company (hereinafter “Dezer”) and The **TOWN OF HILLSBORO BEACH**, Florida, a Florida municipal corporation (hereinafter “the Town”)

WITNESSETH:

WHEREAS, the Town intends to undertake a beach renourishment project (“Renourishment Project”) which entails placing approximately 70,350_____ cubic yards of beach compatible sand on the beach to offset the serious erosion of the beach area located in the northern quadrant of the Town; and

WHEREAS, Dezer is the owner of the unimproved real property located at 1183 through 1175 Hillsboro Mile (hereinafter “Staging Area”); and

WHEREAS, Dezer has agreed to allow the Town to utilize the real property located at 1183 through 1175 (Staging Area) to facilitate the Renourishment Project; and

WHEREAS, Dezer, in consideration of the covenants and representations set forth herein, agrees to grant to the Town a license to travel upon and over the Staging Area to facilitate the Renourishment Project; and

NOW THEREFORE, in consideration of the mutual covenants of the respective parties as herein provided, Dezer and the Town agree as follows:

1. **Grant of License.** Dezer does hereby grant to the Town the non-exclusive right and license to temporarily use a portion of Dezer’s real property as more specifically depicted on Exhibit “A” attached hereto and incorporated herein by reference (the “Staging Area”) upon and subject to the terms, conditions, covenants and agreements set forth in this License Agreement. Only the Staging Area is subject to this License Agreement and the Town may not use or cause any impact to the Dezer’s property outside the boundaries of the Staging Area. Access to the beach area will be the access existing dirt road on the southern parameter of the Staging Area.
2. **Third Parties.** The Town intends to enter into contracts with contractors who will utilize the rights granted by this License Agreement for purpose of performing the Renourishment Project. No contractors other than those identified in Exhibit B (“Contractors”), and who execute a consent to comply with this License Agreement, may access or use the Staging Area without the express written consent of Dezer. By executing this License Agreement, each Contractor agrees to perform in accordance with and be bound by the covenants imposed on the Town as contained in this License Agreement.
3. **Use of Staging Area.** The Town shall use the Staging Area during the Term, as hereinafter defined, as a staging area for the Town’s Beach Renourishment Project. For

purposes of this License Agreement, the Town shall be permitted to use the staging area between the hours of 6:00 am to 8:00 pm Monday through Friday to allow trucks ingress and egress to the Staging Area and to unload up to 100 truckloads at any one time. In the event the Town Commission provides the necessary authorization, the Town shall be permitted to work within the staging area on Saturdays and Sundays between the hours of 8:00am and 5:00pm. In furtherance of the foregoing, the Town shall be permitted to use the Staging Area for the purpose of placing and storing any goods, property or personal effects on the Staging Area, including without limitation, any machinery, and equipment which shall be used to facilitate the contemplated renourishment project and for no other use or purpose whatsoever.

4. **Term and Termination.** The term of this License Agreement (the “Term”) shall commence on February _____ 2020 and shall expire upon the earlier of (i) Completion of the Beach Renourishment Project and no longer reasonably necessary to use the Staging Area for the purposes set forth herein or ii) March/April _____ 2020.
5. **No Easement.** Nothing contained in this License Agreement, nor access to the Dezer Property, shall be considered an easement or covenant running with the land. This License Agreement may not be recorded in the Public Records of Broward County Florida.
6. **License Fee.** The Town as the Town agrees to pay to Dezer the sum of Five Thousand Dollars (\$5,000.00) (the Town Fee) payable as follows: fifty (50%) percent upon execution of this License Agreement and fifty (50%) percent due no later than 45 days after final completion.
7. **Compliance with Laws.** The Town in its use of the Staging Area hereunder, shall comply with all applicable laws, ordinances, rules, regulations, and orders of all federal, state, county and municipal governments and any other public or quasi-public authority having jurisdiction over the Staging Area.
8. **Maintenance and Repairs.** The Town will keep and maintain the Staging Area in a clean, safe and sanitary condition, and will suffer no waste or injury thereto. All injury, breakage and damage to the Staging Area and to any other part of the Staging Area caused by any act or omission of the Town, or of any agent, employee, contractor, subcontractor, materials supplier, or invitee of the Town, shall be repaired by and at the expense of the Town.
9. **Contamination.** The Town will ensure that it will only use the Staging Area for the unloading of beach compatible sand that has been tested for and does not contain any environmental contaminants. In addition, the Town will ensure that equipment utilized by its contractor is in good working order and not leaking any fuels or oils.
10. **Liens.** The Town shall not create or cause to be imposed, claimed or filed upon any portion of the Staging Area or upon the interest of Dezer therein, any lien, claim of lien, order for the payment of money, charge or the encumbrance whatsoever (“Claim”). In

the event a Claim is imposed upon the interests of Dezer, the Town shall satisfy or otherwise remove the Claim within fifteen (15) days.

11. **Limitation on Dezer's Liability.** Anything that is stored or placed by the Town or its employees, agents, sub-licensees, contractors, subcontractors, materials suppliers, or invitees in or about the Staging Area shall be at the sole risk of the Town, and Dezer shall not in any manner be held responsible therefor.
12. **Indemnification of Dezer.** To the extent permitted by law, the Town and Contractors shall defend, indemnify and save and hold Dezer, as well as its officers, directors, employees, agents, managers, and members harmless from and against any and all liabilities, obligations, losses, damages, injunctions, suits, actions, fines, penalties, claims, demands, costs and expenses of every kind or nature, including reasonable attorney's fees (through no grossly negligent or willful act on the part of Dezer), arising out of (a) any failure by the Town to perform any of the terms, provisions, covenants or conditions of this License Agreement on the Town's part to be performed; (b) any accident, injury, or damage which shall happen at, in or upon the Staging Area, except to the extent caused by any actions or inactions by Dezer; (c) any failure of the Town, and/or its employees or agents, to comply with any laws, ordinances, requirements, orders, directions, rules or regulations of any governmental authority; (d) any contamination of the Staging Area, Dezer property resulting from the use, transportation, storage, spillage, or discharge thereon of any toxic chemicals, compounds, materials or substances (collectively, "Hazardous Materials"), by the Town or by its employees or its agents; or (e) any other act or omission of the Town, its employees, agents, invitees, the Town, contractors, subcontractors, or materials suppliers.
13. **Insurance.** The Town, and/or its Contractors, shall, at its cost, procure and maintain for the Term, the following insurance with respect to the Dezer Property: (a) Commercial General Liability Insurance with contractual liability coverage for the Dezer Property, points of ingress and egress, sidewalks and any surrounding areas, with a gross single limit of \$1,000,000 per occurrence; (b) Special Form Property Insurance and/or Builder's Risk Insurance providing coverage and indemnification for damage to the Dezer Property, including but not limited to the creation of recognized environmental conditions on or near the Dezer Property; (c) Workmen's Compensation and Employer's Liability Insurance in the amounts required by the Laws of the State of Florida; and (d) such other insurance as Dezer may reasonably require. All insurance shall name Dezer as an additional insureds and/or as loss payees, as applicable.
14. **Events of Default.** The occurrence of any of the following ("Events of Default") shall constitute a breach of and default this License Agreement: (a) if the Town shall fail to pay any installment of License Fee when due; (b) if the Town shall violate or fail to comply with or perform any other term, condition, covenant or agreement to be performed or observed by the Town under this License Agreement.
15. **Remedies on Default.** If any Events of Default shall occur, Dezer, at any time thereafter, shall have (a) and may exercise any rights or remedies available to Dezer in law or in equity; and /or (b) the right to terminate this License Agreement upon written notice ten

(10) days in advance to the Town. The Town shall have ten (10) calendar days to cure any event of default.

16. **Improvements to Staging Area.** The Town shall not make any modifications or improvements to any portion of the Staging Area without first obtaining the prior written consent of Dezer, which consent may be withheld or granted at Dezer's sole discretion.
17. **Surrender of Staging Area.** Upon expiration of the Term or the earlier termination of this License Agreement, the Town, its contractor, all subcontractors and all materials suppliers will vacate and surrender the Staging Area, and the Town will restore all part of the Staging Area as near as possible to the condition that existed immediately prior to the date of this License Agreement.
18. **Venue and Governing Law.** The venue of any suit or proceeding brought for the enforcement of or otherwise with respect to this License Agreement shall be in Broward County, Florida. This License Agreement shall be governed by and construed in accordance with the laws of the State of Florida.
19. **Waiver.** No release, discharge, or waiver of any provision hereof shall be enforceable against or binding upon Dezer or the Town unless in writing and executed by Dezer or the Town, as the case may be. Neither the failure of Dezer or the Town to insist upon a strict performance of any of the terms, provisions, and covenants, agreements and conditions hereof, shall be deemed a waiver of any rights or remedies that Dezer or the Town may have or a waiver of any subsequent breach or default in any of such terms, provisions, covenants, agreements and conditions.
20. **Costs and Attorneys' Fees.** If either party shall bring an action to recover any sum due hereunder, or for any breach hereunder, the court may award to the prevailing party its reasonable costs and reasonable attorney's fees, specifically including reasonable attorneys' fees incurred in connection with any appeals, whether or not taxable as such by law. Dezer's liability for costs and reasonable attorney's fees, however, shall not alter or waive the Town's sovereign immunity, or extend the Town's liability, beyond the limits established in Section 768.28, Florida Statutes, as amended.
21. **Amendment.** The terms, covenants, conditions and provision of this License Agreement may only be abrogated, modified, and amended in whole or in part in writing by the parties or their respective representatives, successors, and assigns.
22. **Counterparts.** This License Agreement may be executed in counterparts and, when all counterpart documents are executed, the counterparts shall constitute a single binding instrument.
23. **Time is of the Essence.** It is understood and agreed between the parties hereto that time is of the essence for all of the terms and provisions of this License Agreement.
24. **Sovereign Immunity.** Notwithstanding any contrary provision hereof, the parties hereto acknowledge that the Town enjoys the benefits of sovereign immunity, and nothing contained herein shall be construed as a waiver or limitation of such sovereign immunity.

All terms and provisions in this License Agreement or any disagreement or dispute concerning it shall be construed or resolved so as to ensure the Town of the limitation of liability provided to state subdivisions in section 768.28, Florida Statutes, as the same may be amended from time to time.

IT WITNESS WHEREOF, Dezer and the Town have executed this License Agreement under seal on or as of the day and year first above written.

Signed, sealed, and delivered
In the presence of:

DEZER:
DEZER HILLSBORO LLC, a Florida
limited liability company

By: _____, Manager
Print Name: Gil Dezer
Date: _____

Signed, sealed, and delivered
In the presence of:

THE TOWN:
TOWN OF HILLSBORO BEACH, FL

By: _____, Mayor
Deborah L. Tarrant

Date: _____

Attest:

Town Clerk

EXHIBIT A

Staging Area



EXHIBIT B
APPROVED CONTRACTORS

The following contractors may use the Staging Area for purpose of executing the Renourishment Project:

1. (Contractor Name) _____

_____ hereby consents to and agrees to be subject to all of the covenants imposed on the Town and/or Contractors as contained in this License.

Contractor

Signature

Printed Name

Title



TOWN OF HILLSBORO BEACH

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

Agenda Item: RMA: Invoice # 4454 Services Rendered Dec 2019 - Jan 2020 \$6,975.00

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. RMA Invoice 4454 Services Rendered 12-18-2019 to 01-19-2020 \$6,975.00

Invoice Date:
January 21, 2020

Services from 12/18/19
to 01/19/2020

Invoice Number: 4454
1 of 7



REINVENTING YOUR CITY

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

General Planning

	Date and Description (date) (detail)	(hours)
general	12/20/2019 Zoning inquiry	0.25
general	1/15/2020 emails re prop south of 1187 review printed change to Muni-code compare +	0.25
code	12/18/2020 insert	0.75
code	1/5/2020 review accessory structure email + response	0.50
Seaboney 1159	12/18/2019 pick up for cursory review	Flat Rate #1
1159	12/20/2019 review	1.00
1200	12/18/2019 coordinate w/ Nicole permit history	0.50
1200	12/18/2019 email research	0.50
	Review code requirements for site plan approval -	
1189	1/6/2019 email Jack Mancini	1.00
1189	1/6/2020 calls w/ Mancini	0.50
1189	1/7/2020 calls , emails, code research w/ Jack Mancini	1.00
1189	1/15/2020 calls w/ Mancini	0.25
1189	1/17/2020 call w/Mancini	0.25
Time - hrs.		6.75

Site Plan / Variance Review

Address	Date and Description	(hours)
965 variance	variance email from 963 attorney; research reports& emails, print out email from Sherry -	
	1/5/2020 response letter to Mac	1.75
	1/6/2020 finalize letter to Mac - coordinate w/ Steve	1.00
	1/6/2020 variance calls Mac, DJ; coordinate w/Chris Brown	0.50
	1/6/2020 prep for commission meeting	2.00
	1/7/2020 Narrative + 965 attorney email	0.50
	Commission meeting + coordiante w/ Steve	
	1/7/2020 Mitchell	3.00
	12/11/2020 emails & coordinate w/ Steve Mitchell	0.50
		9.25

Invoice Date:
January 21, 2020

Services from 12/18/19
to 01/19/2020

Invoice Number: 4454
2 of 7



REINVENTING YOUR CITY

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

957 site plan

12/18/2019 email from Architect	0.25
1/6/2020 call w/Architect & GC	0.50
1/8/2020 pick up site plan	Flat Rate #5
1/13/2020 review	4.00
calls, emails, texts coord w/ Nicole, Steve,	
1/15/2020 Derrick, Arch, Civil Eng, GC	1.25
1/17/2020 Coordinate FEMA review	1.00
1/17/2020 coordinate response to FEMA comment	0.75
1/17/2020 calls w/ architect, GC, review emailed plans	1.00
1/19/2020 emails	0.25
	9.00

Total Site Plan / Variance Review

Time - hrs.

18.25

Permitting

Address	Date and Description	(hours)
923 Permit # 85289 rev 93268		
	1/6/2020 calls w/ James Wentzel	0.25
	1/8/2020 call w/ Bomar	0.50
	1/8/2020 pick up	Flat Rate #5
	1/15/2020 call w/ James Wentzel	0.25
	1/17/2020 call w/ Jeffrey Morgan	0.25
		1.25
931 Permit # 89158		
	1/6/2020 call w/ Bomar	0.25
	1/14/2020 pick up	Flat Rate #8
	1/13/2020 meeting with civil engineer	2.50
	1/15/2020 review -held for meeting w Civil Eng	0.75
	1/20/2020 finalize review	0.50
	1/21/2020 drop off	Flat Rate #11
		4.00

Invoice Date:
January 21, 2020

Services from 12/18/19
to 01/19/2020

Invoice Number: 4454
3 of 7



REINVENTING YOUR CITY

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

977 Permit # (88809) rev 93366 survey		
12/18/2019 review		0.75
12/20/2019 site visit		1.50
12/20/2019 call with Alex		0.25
12/26/2019 review		0.50
12/27/2019 drop off	Flat Rate #2	
1/6/2020 call w/about submittals		0.25
1/7/2020 pick up	Flat Rate #4	
1/8/2020 review		0.75
1/9/2020 drop off	Flat Rate #6	
		4.00
977 Permit # (88809)		
1/14/2020 pick up	Flat Rate #8	
1/16/2020 final inspection		1.50
		1.50
1050 Permit # (89493) r93432		
1/14/2020 pick up	Flat Rate #8	
1/15/2020 review		0.75
1/17/2020 final inspection email		0.25
		1.00
1121 Permit # (84125) rev 93409 ref		
1/15/2020 pick up	Flat Rate #9	
1/17/2020 drop off	Flat Rate #10	
		0.00
1121 Permit # (84125) rev 87693 ref		
1/15/2020 pick up	Flat Rate #9	
1/17/2020 drop off	Flat Rate #10	
		0.00

Invoice Date:
January 21, 2020

Services from 12/18/19
to 01/19/2020

Invoice Number: 4454
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REINVENTING YOUR CITY

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

1121 Permit # (84125) rev 89176

1/15/2020 pick up	Flat Rate #9	
1/15/2020 review		0.75
1/17/2020 drop off	Flat Rate #10	
		0.75

1121 Permit # (84125) rev 87693

12/18/2019 pick up	Flat Rate #1	
12/18/2019 call w/ Matt		0.25
12/24/2019 site visit & meeting		1.75
12/26/2019 review		1.00
12/27/2019 drop off	Flat Rate #2	
1/7/2020 calls /texts w/ Matt		0.50
1/10/2020 pick up	Flat Rate #7	
1/13/2020 review		1.00
1/7/2020 calls /texts w/ Matt		0.50
1/15/2020 final inspection		2.50
1/15/2020 calls w/ Matt		0.25
		7.75

1121 Permit # (84125) rev 93409

review, call with Matt, Coordinate w/Derrick &		
1/9/2020 Nicole		1.25
1/10/2020 Pick up	Flat Rate #7	
1/13/2020 coordinate w/ Derrick		0.50
1/13/2020 review		0.75
1/13/2020 coordinate w/ Matt. Text, calls, email		0.75
1/14/2020 drop off	Flat Rate #8	
1/17/2020 final inspection		1.75
1/17/2020 V-zone certificate - clarifications		1.25
1/17/2020 coordinate w Matt		0.50
		6.75

Invoice Date:
January 21, 2020

Services from 12/18/19
to 01/19/2020

Invoice Number: 4454
5 of 7



REINVENTING YOUR CITY

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

1121 Permit # (87697) rev87697	
12/18/2019 pick up	Flat Rate #1
12/26/2019 review	1.00
12/27/2019 call w/ Blake @ Reef Tropical	0.25
12/27/2019 drop off	Flat Rate #2
1/10/2020 pick up	Flat Rate #7
1/13/2019 review	1.00
1/14/2020 drop off	Flat Rate #8
	2.25
1131 Permit # (89676) r93427	
1/14/2020 pick up	Flat Rate #8
1/15/2020 review	0.75
1/17/2020 call w/ Bomar	0.25
1/17/2020 drop off	Flat Rate #10
	1.00
1131 Permit # (89772) r93428	
1/14/2020 pick up	Flat Rate #8
1/15/2020 review	0.75
1/17/2020 drop off	Flat Rate #10
	0.75
1131 Permit # (89553) r93425	
1/14/2020 pick up	Flat Rate #8
1/15/2020 review	0.75
1/17/2020 drop off	Flat Rate #10
	0.75
1131 Permit # (89454) r93426	
1/14/2020 pick up	Flat Rate #8
1/15/2020 review	0.75
1/17/2020 drop off	Flat Rate #10
	0.75

Invoice Date:
January 21, 2020

Services from 12/18/19
to 01/19/2020

Invoice Number: 4454
6 of 7



REINVENTING YOUR CITY

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

1131 Permit # (89677) & #(89454)	
1/3/2020 pick up	Flat Rate #3
1/5/2020 review	0.75
1/9/2020 drop off	Flat Rate #6
	0.75
1131 Permit # (89772) rev93372	
12/18/2020 pick up	Flat Rate #1
12/19/2019 call w/ GC	0.25
12/26/2019 review	1.00
12/27/2019 drop-off	Flat Rate #2
	1.25
1159 Permit # (88840)	
1/14/2020 pick up	Flat Rate #8
1/15/2020 review	0.75
1/16/2020 final inspection	1.50
	2.25
1160 Permit # (93265)	
12/18/2019 review	1.00
12/26/2019 meet w/ Mac	1.00
12/27/2019 drop off	Flat Rate #2
1/7/2020 Pick up	Flat Rate #4
1/8/2020 call w/ owner	0.25
1/9/2020 review	0.75
1/8/2020 call w/ owner	0.25
	3.25
1212 #20 Permit # (93078)	
1/10/2020 pick up	Flat Rate #7
1/13/2020 review file	0.75
1/14/2020 final inspection	1.25
1/15/2020 drop off	Flat Rate #9
	2.00

Invoice Date:
January 21, 2020

Services from 12/18/19
to 01/19/2020

Invoice Number: 4454
7 of 7



REINVENTING YOUR CITY

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

General Planning Hours	6.75
Site Plan / Variance Review Hours	18.25
Permitting Hours	42.00
Total Hours	67.00
Total Hours	67.00
Hourly Rate	100.00
Sub-total Hourly Services	6700.00
Flat Rate Services:	
11 drop off/pick up at \$25 each	275.00
Total Amount Due	\$ 6,975.00



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: LSF: Invoice # 19-1231-26 Dec. 2019 \$6,083.87

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. LSF Invoice # 19-1231-26 Dec 2019 \$6,083.87



Invoice Date: 12/31/2019
Date Invoice Submitted: 1/3/2020
Invoice #: 19-1231-26
Account: 32-TOWNH

TO: TOWN OF HILLSBORO BEACH
1210 Hillsboro Mile
Hillsboro Beach, FL 33062

inframark@avidbill.com

INVOICE

Transportation Services Provided
For the month of
Dec-19

SHUTTLE BUS	3 days a week 9:00am to 5:50pm (8.83/day)		
	114.79 Service Hrs. @ \$53.00/Hr.	\$	6,083.87
Mon - Wed - Fri	13 Svc Days @ 8.83 Svc Hrs/Day = 114.79 Svc Hrs. (see details)		

Total Amount due this Invoice	\$	6,083.87
-------------------------------	----	----------

For Billing Inquiries Please Call Thomas Rankine (954) 463-0845

Remittance Instructions:

Limousines of South Florida, Inc.
3300 SW 11th Ave.
Fort Lauderdale, FL 33315

Thank you for the Opportunity to Service your Transportation Needs

Town of Hillsboro Ridership Summary

December 2019

Daily Passengers:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
53		67		88	
60		72		73	
73		84		69	
64			65	76	
83					

Total Monthly Passengers: 0
927

Daily Revenue Miles:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
109.0		110.0		108.0	
108.0		109.0		108.0	
108.0		106.0		109.0	
110.0			108.0	108.0	
109.0					

Total Monthly Revenue Miles: 0.0
1410.0

Total Scheduled Revenue Miles 1414.9

Total Vehicle Hours 125.7

Total Revenue Hours 114.8

Service Days 13

Missed Service in Minutes 0

Passengers per revenue hour 8.1

Total Monthly Vehicle Miles: ** 1,715.5

	<u>AM - 1st day this month</u>	<u>PM - Last day this month</u>
Veh 1460	89,326	91,123
Alt Veh # 1002		



TOWN OF HILLSBORO BEACH

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Agenda Item Cover Memo

**Agenda Item: Goren, Cherof, Doody & Ezrol: Invoice # 29598 Dec 2019-Jan 2020
\$6,833.80 (General Matters)**

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Goren, Cherof, Doody & Ezrol Invoice #29600 Dec 2019- Jan 2020 \$ 6,746.90 (Purchase from Winter Sun Investments LLC 1205 and 1206 Hillsboro Mile)

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

TOWN OF HILLSBORO BEACH
1210 Hillsboro Mile
Hillsboro Beach FL 33062

Attn: Mac Serda, Town Manager

Page: 1
01/28/2020
ACCOUNT NO: 1182-1200989
STATEMENT NO: 29600

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

			HOURS
12/27/2019	RLL	Forward copies of recorded releases of lien to David Hardin.	0.20
12/30/2019	DJD	Telephone conference call with David Hardin, Esq.; address Amendment to Commercial Contract; telephone conference call with Commissioners.	1.30
01/02/2020	DJD	Telephone conference call with Mark Raymond.	0.30
01/03/2020	RLL	Prepare letter to Dave Hardin regarding signed amendment to contract; contact underwriter regarding dissolution of condominium association; obtain copies of tax bills for each unit.	1.00
	DJD	Review title work; address due diligence; telephone conference call with Mac Serda and Mark Raymond; review PFM Financial Advisors Agreement.	2.60
01/06/2020	RLL	Email communication with underwriter regarding condominium association to be dissolved post-closing.	0.30
01/07/2020	RLL	Prepare memorandum to Mayor and Town Commission regarding title search on property.	1.00
	DJD	Address funding related issue with Mac Serda, Stephen Bloom, and Mark Raymond; review title; review emails.	2.10
01/08/2020	DJD	Address issues related to assessment and title.	1.40
01/09/2020	RLL	Check status of updated survey and phase one inspection of property.	0.40
01/10/2020	DJD	Review emails and sketch.	0.80
01/13/2020	RLL	Review updated survey on property and request revisions from surveyor.	0.50
	DJD	Address due diligence; initial review of survey.	1.20
01/17/2020	RLL	Review survey with DJD; contact surveyor regarding plat note; contact Broward County for procedure to revise plat note; research and obtain information on the Coastal Construction Control Line; contact title examiner regarding title exception for public use of land below high tide water mark.	2.00
	DJD	Review Survey and Plat.	0.70
01/21/2020	RLL	Review revisions to survey made by surveyor; contact underwriter regarding submerged land exception on title work; review results of Phase I inspection of property.	1.00
	DJD	Review Phase I Environmental Site Assessment.	0.50

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

			HOURS	
01/22/2020	DJD	Address release of code lien filed by County; Telephone conference call with Town Manager continued review of title work.	2.20	
01/23/2020	RLL	Meet with DJD to review survey, plat and title exceptions; contact surveyor regarding portion of land east of survey boundary line and west of ocean's edge; work to find county definition of open space and outdoor recreation area.	1.50	
	DJD	Review survey and Phase I audit.	1.60	
01/24/2020	RLL	Several phone calls and emails with surveyor and title underwriter regarding eastern boundary line of property and its relation to the Erosion Control Line; research statutes on Erosion Control Line; meet with DJD regarding new memorandum to Town regarding the results of the Phase I audit and work to prepare said memorandum; review proposals for tank removal, phase II inspection and asbestos removal; further work on memorandum to Town regarding title matters concerning property.	3.50	
	DJD	Continuing review of survey and title .	2.50	
01/26/2020	DS	Researched and analyzed Florida Statutes, Ch. 161. Reviewed and analyzed case law and secondary sources related to Florida Statutes Ch. 161 regarding the erosion control line. Researched and analyzed Florida Statutes, Ch. 617 regarding involuntary dissolution of a non profit. Searched for case law regarding involuntary dissolution of a non profit.	1.60	
01/27/2020	RLL	Meet with DJD to review memorandums to client regarding title work and regarding phase I environmental report; attend conference call with DJD and seller's counsel regarding administratively dissolved condominium association; further discussion regarding property boundary line and erosion control line; review revised proposals for tank removal and phase II inspection and contact environmental engineer with questions; further work on memorandums to client.	2.20	
	DJD	Telephone conference call with David Hardin; review of Declaration of Condominium; draft Memorandum to Town Commission; review Florida Statutes.	2.80	
		FOR CURRENT SERVICES RENDERED	35.20	6,560.00

RECAPITULATION

<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
D.J. DOODY	20.00	\$225.00	\$4,500.00
DANIELLE SCHWABE	1.60	225.00	360.00
RACHEL L LEACH	13.60	125.00	1,700.00

Color photocopies	2.45
Photocopies	114.45
TOTAL EXPENSES THRU 01/27/2020	116.90

12/27/2019 Simplifile - Recording Fees

70.00

TOWN OF HILLSBORO BEACH

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

Page: 3
01/28/2020
ACCOUNT NO: 1182-1200989
STATEMENT NO: 29600

	70.00
TOTAL ADVANCES THRU 01/27/2020	<u>70.00</u>
TOTAL CURRENT WORK	6,746.90
BALANCE DUE	<u><u>\$6,746.90</u></u>

AMOUNTS PREVIOUSLY BILLED NOT INCLUDED ABOVE



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Goren, Cherof, Doody & Ezrol: Invoice # 29599 Dec 2019-Jan 2020 \$6,110.25 (Deerfield Beach)

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Goren, Cherof, Doody & Ezrol Invoice # 29599 Dec 2019-Jan 2020 (Deerfield Beach)

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

TOWN OF HILLSBORO BEACH
1210 Hillsboro Mile
Hillsboro Beach FL 33062

Attn: Mac Serda, Town Manager

Page: 1
01/28/2020
ACCOUNT NO: 1182-1200986
STATEMENT NO: 29599

Deerfield Beach

			HOURS	
12/27/2019	DJD	Conference with Mayor and Town Manager.	1.00	
01/09/2020	DJD	Review of Deerfield's Memorandum and updated Affidavit in support of Motion for Partial Summary Judgement.	0.40	
01/15/2020	DJD	Meeting with Mayor and Town Manager.	1.50	
01/16/2020	DJD	Address potential pleadings.	1.40	
01/17/2020	DJD	Telephone conference call with Mayor and Town Manager. Telephone conference call with Joe Goldstein; Telephone conference call with Cindy Laquidara; Telephone conference call with Commission Member.	3.60	
01/20/2020	DJD	Participate in telephone conference call with special counsel.	1.20	
01/21/2020	DJD	Attend Shade Session; Telephone conference call with Cindy Laquidara.	2.80	
01/24/2020	DJD	Telephone conference call with Joseph Goldstein.	0.30	
		FOR CURRENT SERVICES RENDERED	12.20	2,745.00

	RECAPITULATION	HOURS	HOURLY RATE	TOTAL
<u>TIMEKEEPER</u>				
D.J. DOODY		12.20	\$225.00	\$2,745.00

Photocopies	52.50
TOTAL EXPENSES THRU 01/27/2020	52.50

11/19/2019	Prestige Reporting Service - Invoice 19-52853	1,352.50
11/19/2019	Prestige Reporting Service - Invoice 19-52852	498.75
11/19/2019	Prestige Reporting Service - Invoice 19-52851	1,461.50
		3,312.75
	TOTAL ADVANCES THRU 01/27/2020	3,312.75

TOWN OF HILLSBORO BEACH

Deerfield Beach

Page: 2
01/28/2020
ACCOUNT NO: 1182-1200986
STATEMENT NO: 29599

TOTAL CURRENT WORK

6,110.25

BALANCE DUE

\$6,110.25

AMOUNTS PREVIOUSLY BILLED NOT INCLUDED ABOVE





TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item: Goren, Cherof, Doody & Ezrol: Invoice # 29600 Dec 2019-Jan 2020 \$6,746.90 (Purchase from Winter Sun Investments, LLC)

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Goren, Cherof, Doody & Ezrol Invoice #29598 Dec 2019- Jan 2020 \$ 6,833.80 (General Matters)

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

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

Attn: Mac Serda, Town Manager

Page: 1
01/28/2020
ACCOUNT NO: 1182-0606490
STATEMENT NO: 29598

General Matters

			HOURS
12/09/2019	SMS	Draft/revise parking agreement.	1.30
12/30/2019	DJD	Prepare Ordinance for rates.	0.70
12/31/2019	DJD	Prepare resolution for fee schedule; prepare for special meeting.	0.60
01/02/2020	DJD	Prepare for and attend Special Meeting of Town Commission; prepare Resolution.	2.50
01/04/2020	DJD	Receipt and review of correspondence from Michael Weiner, Esq.	0.60
01/06/2020	SMS	research on party opposing a variance and definition of aggrieved party	0.80
	DJD	Prepare for Town Commission Meeting; review Agenda; review caselaw; telephone conference with Town Manager and Joe Arenal; review e-mails.	1.90
01/07/2020	DJD	Prepare for and attend Town Commission meeting;	4.70
01/09/2020	SMS	conference call related to Special Assessment for purchase of 2 parcels	0.80
	DJD	Participation in conference call re: special assessment.	0.60
01/10/2020	DJD	Review emails re: 1207 Hillsboro Mile; Review resolution re: special assessment; receipt of email from Chuck Davis.	1.10
01/14/2020	DJD	Review of email from Michael Weiner, Esq.; Telephone conference with Town Manager.	0.40
01/15/2020	DJD	Participate in conference call with finance team; Review Master Assessment Methodology Report ; Review revised schedule and Resolution; Prepare Development Order.	2.40
01/16/2020	DJD	Review suggested revisions to Methodology Report. Telephone conference with Mark Raymond; Telephone conference with Mac Serda; Telephone conference with Mayor Tarrant; Review updated Master Assessment Report; Finalize Development order.	2.60
01/17/2020	DJD	Address issues with special assessments; Participate in telephone conference with Mark Raymond; review letter; Review term sheet from Centennial Bank. Review term sheet from Bank United.	3.10
01/20/2020	DJD	Prepare for the special meeting.	0.60

General Matters

			HOURS	
01/21/2020	DJD	Prepare for and attend Special Meeting of the Town Commission.	1.40	
01/22/2020	DJD	Address issue of Piggybacking Agreement. Telephone conference call with Chief Nagy; address issues with special assessment.	1.10	
01/24/2020	DJD	Telephone conference call with Town Manager; Address draft of final assessment resolution.	0.70	
01/25/2020	DJD	Review of proposed Assessment Resolution.	0.30	
01/27/2020	DJD	Participate in telephone conference re: Special Assessment; prepare Resolutions for Agenda.	1.60	
		FOR CURRENT SERVICES RENDERED	29.80	6,705.00

RECAPITULATION

TIMEKEEPER	HOURS	HOURLY RATE	TOTAL
D.J. DOODY	26.90	\$225.00	\$6,052.50
SEAN M. SWARTZ	2.90	225.00	652.50

Photocopies	128.80
TOTAL EXPENSES THRU 01/27/2020	128.80
TOTAL CURRENT WORK	6,833.80
BALANCE DUE	<u>\$6,833.80</u>



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: PROCLAMATIONS

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: None



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: March 2020 Problem Gambling Awareness Month

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. March 2020 Problem Gambling Awareness Month

Proclamation of the Town of Hillsboro Beach, Florida

PROBLEM GAMBLING AWARENESS MONTH March, 2020

Whereas, the Town of Hillsboro has recognized **March 2020** as **Problem Gambling Awareness Month** to demonstrate its support in addressing problem gambling and the initiative of the Florida Council on Compulsive gambling in bringing awareness to the issues surrounding problem gambling in our community; and

Whereas, problem gambling is a serious public health issue which impacts family, friends, and businesses with significant societal and economic costs, affecting more than one million Floridians of all ages, races, and ethnic backgrounds in all communities; and

Whereas, it is estimated that more than 6 million people nationwide of every age, race ethnicity, and socio-economic status suffer from problem gambling and need treatment; and

Whereas, the issue of problem gambling is a community issue, as 8-10 people are affected for every one problem gambler, and conservative estimated social costs are \$7 Billion annually; and

Whereas, educating the public about how problem gambling affects everyone in the community, including youth, older adults, and families, is essential if we are to be proactive about this problem; and

Whereas, the Florida Council on Compulsive Gambling's 2020 Problem Gambling Awareness Month campaign provides an opportunity for the public, policymakers, educators, businesses, mental health providers, criminal justice professionals, the gaming industry, and others, to make known the adverse effects of problem gambling, as well as available treatment; and

Whereas, any individual, professional, or organization, dedicated to assisting those in need, can participate in raising awareness of problem gambling and available resource by promoting the statewide 24-hour confidential, multilingual HelpLine, 888-ADMIT-IT; and

Whereas, the Town of Hillsboro Beach, can participate in this nationally recognized awareness month through declaration of proclamation of the month of March 2020 as Problem Gambling Awareness Month in the Town of Hillsboro Beach.

Now, Therefore, I, Mayor Deborah L. Tarrant, do hereby proclaim the month of **March 2020** as **Problem Gambling Awareness Month** in the Town of Hillsboro Beach

In Witness Whereof, I have hereunto set my hand on this 4th day of February 2020 and cause the official seal of the Town of Hillsboro Beach, Florida to be affixed.

By:

(seal)

Honorable Deborah L. Tarrant
Mayor

Attested By:

Sherry D. Henderson, CMC
Town Clerk





RECEIVED
JAN 22 2020

January 16, 2020

The Honorable Deborah Tarrant
Office of the Mayor, Town of Hillsboro Beach
1210 Hillsboro Mile
Hillsboro Beach, FL 33062

Dear Mayor Tarrant:

As the statewide advocate and resource/referral center on issues involving problem gambling, and pursuant to our contract with Florida state government, the Florida Council on Compulsive Gambling (FCCG) is seeking your partnership in the **March 2020 Problem Gambling Awareness Month (PGAM) Campaign: "Problem Gambling Keeping You from Your Goals?"** by issuing a proclamation in your city. With many states now legalizing sports betting, alongside the rise in daily fantasy betting, and the ever-changing growth in technology, this year's campaign will focus on the impacts of wagering on sports among citizens of all ages. At this time, the FCCG is seeking your assistance in helping to raise public awareness and is writing to you because "disordered gambling" (defined by the American Psychiatric Association) is having debilitating impacts on Floridians, on families, employers, insurance companies, the criminal justice and judicial systems, communities, and society at-large.

Disordered gambling affects more than 200,000 Floridians daily, which does not include the 8-10 others who are adversely affected by the gambler's activities. In addition, over 700,000 residents are at-risk of developing a gambling addiction. At this time, nearly 90% of Florida adults, ages 18 and older, have participated in some form of gambling and among minors, ages 13-17, nearly 70% admit to betting, despite the legal gambling age of 18. For most, gambling is an occasional pastime and does not create hardships. However, for some it is every bit as devastating as other addictions, such as drugs or alcohol. As sports betting opportunities have increased in recent decades, and the ease in which one can gain access to place wagers on sporting events, it is imperative that we join forces to mitigate the expansion of gambling addiction and its effects. A proclamation by you will help raise awareness about problem gambling, which is treatable for those who seek help and will educate the public about the FCCG's 24-hour confidential and multilingual Problem Gambling HelpLine, 888-ADMIT-IT.

Enclosed please find the 2020 proclamation template to personalize and return to our office to confirm your support. You can email the completed proclamation back to us at pgam@gamblinghelp.org, mail it to our office at the address listed below, or fax it to 407-865-6103. In addition, we ask that you allow us to list you on our webpage, www.problemgamblingawarenessmonth.org, as a PGAM partner and supporter.

We appreciate your support in bringing attention to this public health issue and are enclosing some information that provides additional background on the prevalence of problem gambling in Florida and associated impacts. The FCCG would also be delighted to participate in any joint endeavors by providing speakers and/or other resources.

Sincerely,

Jennifer Kruse
Executive Director

Florida Council on Compulsive Gambling, Inc.

P.O. Box 2309 Sanford, FL 32772

Office 407.865.6200 / Fax 407.865.6103

www.GamblingHelp.org

Problem Gambling Awareness Month Site – www.problemgamblingawarenessmonth.org

888-ADMIT-IT (888-236-4848)



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Broward County Water & Waste Water (BCWWS)

Presented by Pat MacGregor

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: None



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item: Police Department

Presented by Chief Nagy

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: None



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: December 2019 Report

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

Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Dec 2019 Report



TOWN OF HILLSBORO BEACH



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



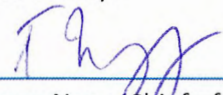
Hillsboro Beach Police DECEMBER 2019 Activity Report



Marine	Dec-19	Prior Month	Dec-18
Total Number of Marine Contacts	40	8	41
Total Number of Boats Removed From Swim Zone	2	0	6
Total Number of Wake/Safety Education Given	40	8	35
Hours of Marine Patrol	75	27	86
Hours of ATV Patrol	8	11	32
Traffic/Pedestrian/Cyclist			
Total Number of Traffic Contacts	73	83	61
Total Number of Trespassers Removed	60	56	12
Total Number of Cyclist Stopped Within the Construction Zone	36	62	51
Hours Conducting Crosswalk Enforcement	17	10	30
Hours Of Bike Patrol	3	0	0
Activity			
Total Number of Sick/Deceased/Injured Calls For Service	16	14	12
CUSHIONS (Call Urgent Sick Hospitalized Individuals On Next Shift)	16	14	12
Total Number of Arrests	0	2	2
Total Number of Crashes	2	3	5
Service Calls	179	170	134

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

Submitted by:


Thomas Nagy, Chief of Police

01/13/2019
Date



TOWN OF HILLSBORO BEACH



Patrol Activity DECEMBER 2019

Thomas D. Nagy, Chief of Police
tnagy@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 Nagy	84		1									6				
Major O'Neill	25			2								6				
Lt. Pugliese	289		2				48	3	1			6				
Sgt. Mastrandrea	941		7				901	36	6			6				
Sgt. Clark	763		9		5		402	30	18	3		6				
Sgt. Gianino	837		8	14	10		513	21	10	9		3	1	23		
Sgt. Kirchoff	889		3			14	889	51	35			18	2			
Ofc. McGrath	791		5	1	2		384	32	25	1		5		4		
Ofc. Kelly	833		9	9	3		430	31	12		7	3	3		27	
Ofc. Steel	549		13				570	25	36			4				
Ofc. Nolan	776		8	14	15	4	516	58	34		1		4	1		
Ofc. Stengel	791				1		515	25	19	2	1		12			
Ofc. Pope	276		1	3			31	9				4		4		
Ofc. Torres	1092		7				820	47		2		8				
Ofc. Landry																
Ofc. Bukata																
Monthly Totals	8936	0	73	43	36	18	6019	368	196	17	9	3	91	4	58	

*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



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

Crash Locations DECEMBER 2019

Location	Injury	No Injury	Fatal	Total
935 Hillsboro Mile		X		1
1051 Hillsboro Mile		X		1
Total		2		2

Crash Causes

	Total
Careless Driving	0
Failed to Yield Right of Way	0
Improper Backing	1
Following Too Closely	0
Disregarded Traffic Signal	0
Exceeded Safe Speed	0
Fail to Maintain Equipment	0
DUI	0
Hit and Run	1
Other	0
Total	2



TOWN OF HILLSBORO BEACH



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

Bias Based Profiling DECEMBER 2019



	Traffic Contacts		Arrests (including traffic)		
	Male	Female	Male	Female	
White	30	16			
Black	7	3			
Asian	1				
Native American					
Other	14	2			
Total	52	21	0	0	73



TOWN OF HILLSBORO BEACH



Investigation Activity DECEMBER 2019

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

Complaint/Info	Active	Pending	Cleared
Currently Working			
Burglary Residence/Grand Theft	XX		XX
Grand Theft	XXXX	X	X
Burglary/Theft	X		
Burglary Conveyance	X		
Fraud ID Theft	XX	X	
Burglary	X		
Fraud	XXXX		
Found Property		XX	
Contrband Recovered			X
Grand Theft/Fraud			X
Burglary Conveyance	XX		
New			
Hit & Run	X		
Criminal Mischief	X		
Theft/Petit	X		

2019 Vehicle Mileage PD

Unit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TM
160	2,840	1,390	2,774	2,786	1,704	459	799	918	2,455	3,072	2,812	2,849	24,858
161	2,277	2,567	2,611	2,759	2,961	3,615	2,544	2,864	987	1,760	1,496	1,189	27,630
162	27	28	226	311	79	406	42	683	364	828	23	153	3,170
163	1,169	2,113	204	1,098	2,120	2,874	3,291	2,876	3,468	2,388	2,834	4,745	29,180
164	2,971	2492	4,317	116	965	3,348	2,729	3,052	3,181	2,905	1,974	2,499	30,549
166	939	287	1,351	2,644	3,051	1,738	863	1,493	1,263	1,628	1,183	1,213	17,653
TOTAL	10,223	8,877	11,483	9,714	10,880	12,440	10,268	11,886	11,718	12,581	10,322	12,648	133,040
GALLONS	899.9	741	858	1,035	996	925	1,134	1,223.9	932.6	1,102.8	824.5	1,062.1	11,735

Specialty Vehicles PD

Marine 1	31	10	17	59	49	68	66	61	0	47	27	56	491
ATV	2.3	1.1	8.9	16.5	13	20.2	28.9	13.9	8.9	5.9	11	7.2	137.8

Water Department

170	744	711	850	484	395	591	433	614	484	389	600	539	6,834
171	3	35	44	95	107	146	40	89	83	120	95	92	949
172	688	479	385	549	488	479	593	475	500	540	492	559	6,227
173	N/A	N/A	165	175	280	190	199	244	280	452	214	118	2,317
TOTAL	1,435	1,225	1,444	1,303	1,270	1,406	1,265	1,422	1,347	1,501	1,401	1,308	16,327
GALLONS	145.9	115.2	141.9	146	134	147	132	212.7	99.5	168	127	82.1	1,651

2019 Gas Usage Police Department

Employee	Department	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total Gallons
1-Nagy	Police	113.8	128.4	80.0	107.4	139.2	71.5	128.3	166.6	116.4	121.9	76.8	111.3	1361.6
13-O'Neill	Police	0.0	0.0	46.7	29.0	0.0	27.1	82.7	0.0	0.0	0.0	32.4	13.7	231.6
3-Pugliese	Police	39.2	8.3	59.1	0.0	0.0	65.2	33.4	80.9	62.7	82.9	68.4	60.6	560.7
4-Mastandrea	Police	102.3	88.9	79.8	104.4	103.2	8.1	1.1	128.4	132.4	143.3	66.5	137.0	1095.4
5-Clark	Police	86.8	109.9	85.5	142.1	128.4	89.5	9.8	115.3	162.7	131.7	131.1	112.1	1304.9
12-Gianino	Police	1.7	13.1	0.0	9.8	101.7	134.7	119.6	17.1	25.8	24.2	1.8	135.8	585.3
11-Kirchoff	Police	115.0	0.0	1.7	67.9	22.0	113.3	149.6	29.6	3.3	2.8	14.3	1.7	521.2
7-McGrath	Police	131.8	137.0	123.5	180.5	6.7	14.8	28.0	161.2	140.2	150.5	126.4	108.3	1308.9
8-Kelly	Police	62.2	27.0	0.0	98.7	120.1	99.4	114.2	64.0	1.6	121.2	15.6	109.4	833.4
9-Steel	Police	97.5	102.0	138.1	136.2	127.9	30.6	1.7	99.7	104.3	135.4	110.8	96.0	1180.2
10-Nolan	Police	7.9	12.0	99.3	57.0	60.7	147.3	160.9	49.0	32.5	39.6	58.1	43.7	768.0
14-Pope	Police	12.9	0.0	0.0	1.3	0.0	0.0	104.4	91.0	0.0	0.0	0.0	11.8	221.4
15-Stengel	Police	29.1	0.0	14.2	0.0	12.0	0.0	0.0	13.2	0.0	0.0	0.0	0.0	68.5
27-Torres	Police	0.0	0.0	55.0	14.1	50.7	30.7	46.6	0.0	23.1	13.4	0.0	0.0	233.6
16-Landry	Police	0.0	0.0	0.0	0.0	0.0	0.0	93.4	0.0	0.0	0.0	0.0	0.0	93.4
18-Beauparlant	Police	99.7	114.2	75.0	86.1	85.4	78.8	60.4	156.8	127.6	124.8	112.2	105.7	1226.7
17-Bukata	Police	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
26-Joseph	Maintenance	0.0	0.0	0.0	0.0	37.9	14.0	0.0	51.1	0.0	11.1	10.1	15.0	139.2
Police Totals	TOTALS	899.9	740.8	857.9	1034.5	995.9	925.0	1134.1	1223.9	932.6	1102.8	824.5	1062.1	11734.0

Gas Usage Water Department

19-Garray	Water Dept	0	18.7	0	19.4	0	21	0	46.8	17.5	47.7	27.6	0	198.7
20-Bullard	Water Dept	85.1	59.5	83.7	85.5	58.1	84.6	83.6	145.5	58.4	73.2	57.5	59.2	933.9
21-Charles	Water Dept	60.8	37	58.2	41.2	76.3	41.3	47.9	20.4	23.6	47.4	41.5	22.9	518.5
22-Knapstein	Water Dept	0	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	0	0
Water Totals		145.9	115.2	141.9	146.1	134.4	146.9	131.5	212.7	99.5	168.3	127	82.1	1651.1

Gas Tank 19 1/2" = 1048 gal

2019 Vehicle Mileage PD

Unit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TM
160	2,840	1,390	2,774	2,786	1,704	459	799	918	2,455	3,072	2,812	2,849	24,858
161	2,277	2,567	2,611	2,759	2,961	3,615	2,544	2,864	987	1,760	1,496	1,189	27,630
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163	1,169	2,113	204	1,098	2,120	2,874	3,291	2,876	3,468	2,388	2,834	4,745	29,180
164	2,971	2492	4,317	116	965	3,348	2,729	3,052	3,181	2,905	1,974	2,499	30,549
166	939	287	1,351	2,644	3,051	1,738	863	1,493	1,263	1,628	1,183	1,213	17,653
TOTAL	10,223	8,877	11,483	9,714	10,880	12,440	10,268	11,886	11,718	12581	10,322	12648	133,040
GALLONS	899.9	741	858	1,035	996	925	1,134	1223.9	932.6	1102.8	824.5	1062.1	11,735

Specialty Vehicles PD

Marine 1	31	10	17	59	49	68	66	61	0	47	27	56	491
ATV	2.3	1.1	8.9	16.5	13	20.2	28.9	13.9	8.9	5.9	11	7.2	137.8

Water Department

170	744	711	850	484	395	591	433	614	484	389	600	539	6,834
171	3	35	44	95	107	146	40	89	83	120	95	92	949
172	688	479	385	549	488	479	593	475	500	540	492	559	6,227
173	N/A	N/A	165	175	280	190	199	244	280	452	214	118	2,317
TOTAL	1,435	1,225	1,444	1,303	1,270	1,406	1,265	1,422	1,347	1,501	1,401	1,308	16,327
GALLONS	145.9	115.2	141.9	146	134	147	132	212.7	99.5	168	127	82.1	1,651



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Finance Department

Presented by Stephen Bloom, Inframark

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: None



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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Agenda Item Cover Memo

Agenda Item: December 2019 Report

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

Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. Slides - Dec 2019
 2. December 2019 Financial Report

Town of Hillsboro Beach

December 2019 Financial Performance

Meeting Date: February 4, 2020



General Fund

Overview

- ▶ Surplus of \$2.8 million through December. (Total funding over/under Expenditures)

Revenue / Other Sources

- ▶ Total funding for December was at 76.3%% of the annual budget (excluding use of fund balance).
- ▶ Revenue from property tax collections – 84.0% through December.

Description	Budget	Actual	% of Budget
Property Taxes	\$ 4,715,939	3,961,606	84.0%
Other Local Taxes	270,000	71,811	26.6%
Intergovernmental Revenue	178,949	42,028	23.5%
Fines & Forfeitures	5,100	561	11.0%
Miscellaneous Revenues	45,000	5,875	13.1%
Interest Income	48,000	19,747	41.1%
Transfer In	133,000	14,814	11.1%
Total Funding	\$ 5,395,988	\$ 4,116,442	76.3%

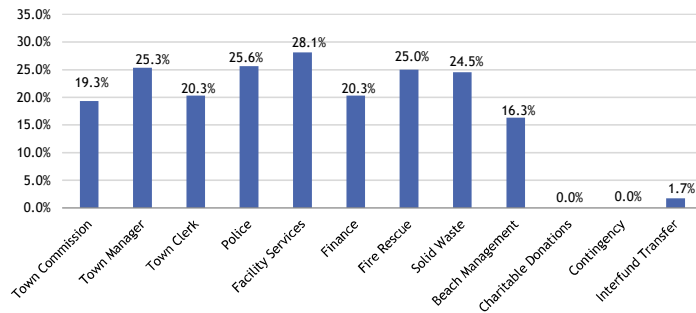


General Fund

Expenditures

- ▶ Total expenditures – Favorable at 22.4% of the annual budget.

General Fund - % of Budget Spent by Department



3

Special Revenue Funds

Fund Highlights

- ▶ Total funding and expenditures for these funds net to zero.
 - Community Bus Fund – Approximately 21.7% of budget or \$17.8 thousand.
 - Marine Law Enforcement Fund – 19.8% of budget or \$6 thousand.
 - Permitting, P&Z, Code Compliance – 29.5% of budget or \$127.8 thousand.
- ▶ \$304 thousand balance in Federal Forfeitures / Asset Sharing Fund (includes interest income).



4

Other Funds

Debt Service Fund – Beach Loan

- ▶ Total assessments collected for December was \$600.2 thousand or 80% of the annual budget.
- ▶ The Final payment on this loan will be made in 2021.

Capital Projects Fund – (General Fund Improvements)

- ▶ There were no capital expenditures purchased in December.



5

Water Fund

Overview

- ▶ Overall, the water fund had a surplus of \$42.1 thousand.
- ▶ Operations had a surplus of \$44.1 thousand.
- ▶ Debt Service payments were made in November in the amount of \$189.7 thousand.

Revenue/Other Sources

- ▶ Total revenue – 25.4% of the annual budget.
- ▶ Total water service revenue – 26.8% of the annual budget.
- ▶ The water usage billings through December were up by 2.95% compared to last year at this time.

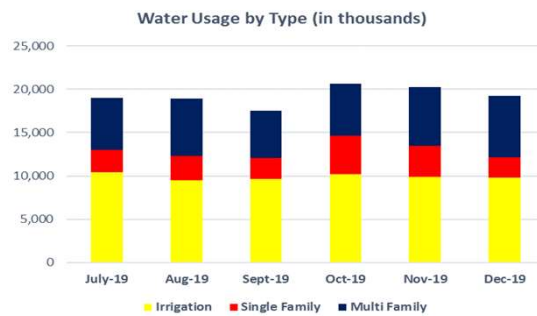


6

Water Fund

Revenue (continued)

- ▶ The chart below compares the water usage for the last 6 months.

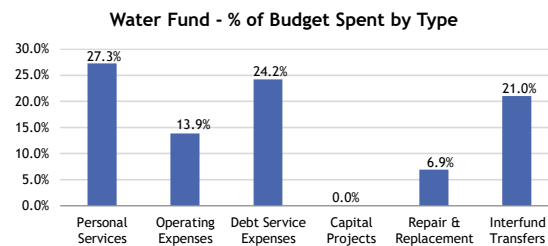


7

Water Fund

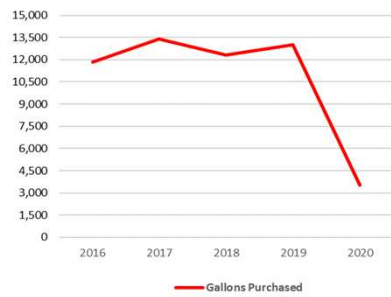
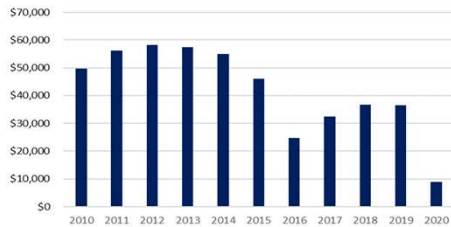
Expenses

- ▶ Total expenses through December was at 17.2% of the annual budget.
 - Debt Service Expenses:
 - Loan payment for Water Main project: was paid on November 14, 2019.
 - Loan payment for Water Plant project is scheduled for March 15, 2020.
 - Capital Purchases: There were no capital purchases as of December.



8

Fuel Costs by Fiscal Year (updated thru December)



Fiscal Year	Fuel Cost	Gallons Purchased	Avg Price / Gallon
2010	\$49,662		
2011	\$56,162		
2012	\$58,320		
2013	\$57,515		
2014	\$54,888		
2015	\$46,030		
2016	\$24,771	11,858	\$2.09
2017	\$32,433	13,405	\$2.42
2018	\$36,733	12,320	\$2.98
2019	\$49,832	12,991	\$3.84
2020	\$9,013	3,521	\$2.56

MEMORANDUM

TO: Mayor Deb Tarrant and Commissioners
FROM: Stephen Bloom, Finance Director
CC: Commissioner Vicky Feaman, Treasurer / Ken Cassel, Project Manager
DATE: January 22, 2020
SUBJECT: December Financial Report

Please find included in this agenda item the December 2019 financial report. At this point in the fiscal year (through December), the revenues and expenditures should be at approximately 25% 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 December was at 67.9% of the annual budget.
 - Ad valorem taxes are 84.3% collected through December.
- Total expenditures through December were at 22.4% of the annual budget.

Special Revenue Funds

Community Bus

- Total funding and expenditures through December were at 21.7% of the annual budget.

Marine Law Enforcement Grant

- Total funding and expenditures through December were at 19.8% of the annual budget.

Permitting, P&Z, Code Compliance

- Total funding and expenditures through December were at 29.5% of the annual budget.

Federal Forfeitures / Asset Sharing

- Total funds received thru December - \$304,011.

Debt Service Fund – (Beach Loan)

- Total revenues (Non-Ad valorem assessments) through December were at 80% of the annual budget.
- The next loan payment will be made on April 1, 2020.

Capital Projects Fund – (General Fund Improvements)

- No activity in December.

MEMORANDUM

Town of Hillsboro Beach

Subject: December Financial Report

Page 2

Water Fund – (Operations)

- Total funding through December was at 24.2% of the annual budget. The water usage billings through December (YTD) were up by 2.95% compared to last year at the same time. For the month of December, the total gallons used was down by 4.9% or (991) thousand gallons compared to last month. The chart below compares the usage for December by category (Single Family, Multi Family, Irrigation) with last month and with the prior year - December 2018. The Change in usage and % change compare current month with prior month.

Usage Comparison in thousands)

Service Type	(Prior Yr) Dec-18	Nov-19	Dec-19	Month-to-Month Change	
				Change in Usage	% Change
Irrigation	9,783	9,913	9,783	-130	-1.3%
Single Family	2,230	3,535	2,373	-1162	-32.9%
Multi Family	6,168	6,787	7,088	301	4.4%
Total	18,181	20,235	19,244	-991	-4.9%

- Total expenses through December were at 21.2% of the annual budget.

Debt Service – (State Revolving Loans)

- Total funding through December was 25% of the annual budget.
- The next loan payment for the water plant will be paid on be March 15, 2020.
- The next loan payment for the water main project will be paid on May 15, 2020.

Capital Projects Fund – (Water Fund Improvements)

- Total funding and expenditures thru December were at .6% of the annual budget.

Town of Hillsboro Beach

Financial Report

December 31, 2019

Prepared by



Town of Hillsboro Beach

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Town of Hillsboro Beach

Financial Statements

(Unaudited)

December 31, 2019



Balance Sheet
December 31, 2019

ACCOUNT DESCRIPTION	GENERAL FUNDS	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECT FUNDS	WATER FUNDS	TOTAL
<u>ASSETS</u>						
Current Assets						
Equity in Pooled Cash	\$ 6,412,558	\$ 24,190	\$ 858,411	\$ 650	\$ 1,934,740	\$ 9,230,549
Accounts Receivable	88,974	3,214	-	-	304,477	396,665
Allow -Doubtful Accounts	(26,072)	-	-	-	(23,995)	(50,067)
Assessments Receivable	-	-	1,500,121	-	-	1,500,121
Due From Other Gov'tl Units	13,250	13,394	-	-	601,792	628,436
Deferred Outflow of Resources	-	-	-	-	91,447	91,447
Fuel	2,651	-	-	-	-	2,651
Money Market Account	-	288,977	-	-	-	288,977
BoA Loan Funding	-	-	367,343	-	-	367,343
Prepaid Items	89,542	-	-	-	6,204	95,746
Deposits	350,000	-	-	-	-	350,000
Total Current Assets	6,930,903	329,775	2,725,875	650	2,914,665	12,901,868
Noncurrent Assets						
Fixed Assets						
Buildings	-	-	-	-	1,994,315	1,994,315
Accum Depr - Buildings	-	-	-	-	(634,608)	(634,608)
Distribution System	-	-	-	-	5,003,316	5,003,316
Plant Improvements	-	-	-	-	608,583	608,583
Infrastructure	-	-	-	-	102,068	102,068
Accum Depr - Infrastructure	-	-	-	-	(1,831,276)	(1,831,276)
Equipment	-	-	-	-	136,718	136,718
Meters	-	-	-	-	412,616	412,616
Vehicles	-	-	-	-	68,019	68,019
Accum Depr - Equip/Furniture	-	-	-	-	(515,221)	(515,221)
Construction Work In Process	-	-	-	-	4,817,729	4,817,729
TOTAL ASSETS	\$ 6,930,903	\$ 329,775	\$ 2,725,875	\$ 650	\$13,076,924	\$23,064,127
<u>LIABILITIES</u>						
Accounts Payable	\$ 142,315	\$ 17,335	\$ -	\$ 650	\$ 18,284	\$ 178,584
Accrued Expenses	52,934	6,444	-	-	3,153	62,531
DBPR/DCA/BRA Surcharges	-	1,986	-	-	-	1,986
Accounts Payable - Other	100	-	-	-	-	100
Notes/Loans Payable - Current	-	-	-	-	665,033	665,033
Notes/Loan Payable - LT (Water Main)	-	-	-	-	5,243,358	5,243,358
Compensated Absences-Current	20,164	-	-	-	-	20,164
Accrued Interest Payable	-	-	-	-	4,198	4,198
Accrued Wages Payable	45,141	-	-	-	8,677	53,818
Accrued Taxes Payable	4,012	-	-	-	652	4,664



Balance Sheet
December 31, 2019

ACCOUNT DESCRIPTION	GENERAL FUNDS	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECT FUNDS	WATER FUNDS	TOTAL
Payroll Deduction - Misc.	3,115	-	-	-	1,297	4,412
ICMA-Retirement Health Savings	334	-	-	-	-	334
Flexible Spending Account	1,881	-	-	-	436	2,317
Deposits	8,125	-	-	-	-	8,125
Deferred Revenue	-	-	1,500,121	-	-	1,500,121
Notes/Loans Payable - LT	-	-	-	-	3,386,407	3,386,407
Compensated Absences-Long-Term	-	-	-	-	64,345	64,345
OPEB Liability	-	-	-	-	26,747	26,747
Deferred Inflow of Resources	-	-	-	-	1,093	1,093
Net Pension Liability	-	-	-	-	276,232	276,232
TOTAL LIABILITIES	278,121	25,765	1,500,121	650	9,699,912	11,504,569

FUND BALANCES / NET ASSETS

Fund Balances

Nonspendable:

Prepaid Items	89,542	-	-	-	-	89,542
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Restricted for:

Debt Service	-	-	1,225,754	-	-	1,225,754
Special Revenue	-	299,818	-	-	-	299,818
Seizures	-	4,192	-	-	-	4,192

Unassigned:

6,563,240	-	-	-	-	-	6,563,240
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Net Assets

Invested in capital assets, net of related debt	-	-	-	-	867,461	867,461
Unrestricted/Unreserved	-	-	-	-	2,509,551	2,509,551

TOTAL FUND BALANCES / NET ASSETS	\$ 6,652,782	\$ 304,010	\$ 1,225,754	\$ -	\$ 3,377,012	\$11,559,558
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TOTAL LIABILITIES & FUND BALANCES / NET ASSETS	\$ 6,930,903	\$ 329,775	\$ 2,725,875	\$ 650	\$13,076,924	\$23,064,127
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**Statement of Revenues, Expenditures and Changes in Fund Balances
General Fund**

For the Period Ending December 31, 2019

(25% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Dec-18	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Property Taxes	\$ 4,715,939	\$ 3,961,606	\$ 754,333	84.0%	\$ 3,750,309	\$ 211,297
Other Local Taxes	270,000	71,811	198,189	26.6%	71,238	572
Intergovernmental Revenues	178,949	42,028	136,921	23.5%	43,286	(1,259)
Fines & Forfeitures	5,100	561	4,539	11.0%	1,349	(788)
Miscellaneous Revenues	45,000	5,875	39,125	13.1%	2,958	2,917
Interest Income	48,000	19,747	28,253	41.1%	27,805	(8,058)
Total Revenues	5,262,988	4,101,626	1,161,362	77.9%	3,896,946	204,680
Other Sources						
Transfer In	133,000	14,814	118,186	11.1%	25,584	(10,770)
Use / (Add't) Fund Balance	664,506	-	-	0.0%	-	-
Total Other Sources	797,506	14,814	118,186	1.9%	25,584	(10,770)
TOTAL FUNDING						
	6,060,494	4,116,440	1,279,548	67.9%	3,922,530	193,910
<u>EXPENDITURES</u>						
Town Commission	42,396	8,174	34,222	19.3%	7,850	(324)
Town Manager	354,967	89,804	265,163	25.3%	55,790	(34,014)
Town Clerk	252,970	51,336	201,634	20.3%	36,460	(14,876)
Police	2,880,753	738,143	2,142,610	25.6%	689,331	(48,812)
Facility Services	211,332	59,347	151,985	28.1%	72,557	13,211
Finance	113,474	23,040	90,434	20.3%	22,354	(685)
Fire Rescue	819,287	204,814	614,473	25.0%	200,779	(4,036)
Solid Waste	273,714	67,053	206,661	24.5%	67,053	-
Beaches	663,000	108,164	554,836	16.3%	125,473	17,309
Charitable Donations	6,560	-	6,560	0.0%	3,572	3,572
Contingency	150,000	-	150,000	0.0%	-	-
TOTAL EXPENSES	5,768,453	1,349,875	\$ 4,418,578	23.4%	1,281,219	(68,656)
Interfund Transfer - Out	292,041	4,936	287,105	1.7%	24,718	19,782
TOTAL EXPENDITURES	6,060,494	1,354,811	\$ 4,705,683	22.4%	1,305,936	(48,874)
Total Funding over (under)						
Expenditures	\$ -	2,761,630			\$ 2,616,594	\$ 145,036
Fund Balance - Beginning		3,890,954				
Fund Balance - Ending		\$ 6,652,584				



General Fund - Revenue
For the Period Ending December 31, 2019

(25% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Dec-18	Variance Fav (unfav)
FUNDING						
Revenues						
Property Tax						
Ad Valorem Taxes	\$ 4,891,478	\$ 4,125,745	\$ 765,733	84.3%	\$ 3,902,805	\$ 222,940
Ad Valorem Taxes - Prior Years	3,000	-	3,000	0.0%	2,947	(2,947)
Ad Valorem Taxes - Discounts	(178,539)	(164,139)	(14,400)	91.9%	(155,443)	(8,697)
Total - Property Tax	4,715,939	3,961,606	754,333	84.0%	3,750,309	211,297
Other Local Taxes						
FPL Franchise	230,000	62,093	167,907	27.0%	61,498	594
Local Communications Tax	40,000	9,718	30,282	24.3%	9,740	(22)
Total - Other Local Taxes	270,000	71,811	198,189	26.6%	71,238	572
Intergovernmental Revenues						
Occupational Licenses	1,700	206	1,495	12.1%	228	(22)
State Revenue Sharing	45,500	11,350	34,150	24.9%	11,257	94
Alcoholic Beverage License	640	-	640	0.0%	-	-
Half-Cent Sales Tax	131,109	30,472	100,637	23.2%	31,294	(822)
Total - Intergov. Revenues	178,949	42,028	136,921	23.5%	43,286	(1,259)
Fines & Forfeitures						
Judgments and Fines	5,000	561	4,439	11.2%	1,299	(738)
Other Fines and/or Forfeits	100	-	100	0.0%	50	(50)
Total - Fines & Forfeitures	5,100	561	4,539	11.0%	1,349	(788)
Miscellaneous Revenue						
Miscellaneous	10,000	2,775	7,225	27.7%	58	2,717
Police Reimbursement	20,000	-	20,000	0.0%	-	-
Lien Search Fee	15,000	3,100	11,900	20.7%	2,900	200
Total - Misc. Revenue	45,000	5,875	39,125	13.1%	2,958	2,917
Interest Income						
Interest - Investments	75,000	21,799	53,201	29.1%	9,997	11,802
Interest - Tax Collector	3,000	-	3,000	0.0%	-	-
Net Incr (Decr) In FMV-Invest	(30,000)	(2,052)	(27,948)	6.8%	17,808	(19,860)
Total - Interest Income	48,000	19,747	28,253	41.1%	27,805	(8,058)
Total Revenue	5,262,988	4,101,626	1,161,362	77.9%	3,896,946	204,680



General Fund - Revenue
For the Period Ending December 31, 2019

(25% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Dec-18	Variance Fav (unfav)
Transfer In						
Water Fund	50,000	12,500	37,500	25.0%	12,500	-
Special Rev. - Permits, P&Z	83,000	2,314	80,686	2.8%	13,084	(10,770)
Total - Transfer In	133,000	14,814	118,186	11.1%	25,584	(10,770)
Use / (Add't) Fund Balance	664,506	-	664,506	0.0%	-	-
TOTAL FUNDING	6,060,494	4,116,440	1,944,054	67.9%	3,922,530	193,910



General Fund - Town Commission
For the Period Ending December 31, 2019

(25% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Dec-18	Variance Fav (unfav)
Personal Services						
Mayor/Commission Stipend	\$ 28,800	\$ 7,200	\$ 21,600	25.0%	\$ 7,200	\$ -
FICA	2,203	551	1,652	25.0%	551	-
Total Personal Services	31,003	7,751	23,252	25.0%	7,751	-
Operating Expenses						
Election Fees	7,893	-	7,893	0.0%	-	-
Mayor/Commission Expense	3,500	423	3,077	12.1%	99	(324)
Total Operating Expenses	11,393	423	10,970	3.7%	99	(324)
TOTAL COMMISSION	\$ 42,396	\$ 8,174	\$ 34,222	19.3%	\$ 7,850	\$ (324)



General Fund - Town Manager
For the Period Ending December 31, 2019

(25% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Dec-18	Variance Fav (unfav)
Personal Services						
Salaries	\$ 132,860	\$ 34,404	\$ 98,456	25.9%	\$ 32,500	\$ (1,904)
Payroll - Vacation	11,856	-	11,856	0.0%	-	-
Car Allowance	6,000	1,500	4,500	25.0%	1,500	-
FICA	11,530	2,483	9,047	21.5%	2,308	(175)
Florida Retirement System	36,772	8,999	27,773	24.5%	-	(8,999)
401 (A) Plan	-	-	-	n/a	3,000	3,000
Health and Life Insurance	15,503	3,869	11,634	25.0%	3,825	(44)
Workers' Comp Insurance	346	50	296	14.3%	48	(2)
Unemployment Compensation	500	-	500	0.0%	-	-
Total Personal Services	215,367	51,305	164,062	23.8%	43,181	(8,123)
Operating Expenses						
Town Attorney	65,000	31,295	33,705	48.1%	11,587	(19,708)
Prof. Services - IT Services	9,100	900	8,200	9.9%	900	-
Contracts - Other Services	2,000	6,200	(4,200)	310.0%	-	(6,200)
Prof. Services - Lobbyist	60,000	-	60,000	0.0%	-	-
Miscellaneous	1,000	-	1,000	0.0%	121	121
Computer Expense / Supplies	1,000	-	1,000	0.0%	-	-
Training Expenses	1,500	105	1,396	7.0%	-	(105)
Total Operating Expenses	139,600	38,499	101,101	27.6%	12,608	(25,891)
TOTAL TOWN MANAGER	\$ 354,967	\$ 89,804	\$ 265,163	25.3%	\$ 55,790	\$ (34,014)



General Fund - Town Clerk
For the Period Ending December 31, 2019

(25% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Dec-18	Variance Fav (unfav)
Personal Services						
Salaries	\$ 114,726	\$ 18,576	\$ 96,150	16.2%	\$ 17,305	\$ (1,271)
Payroll - Vacation	2,301	920	1,381	40.0%	-	(920)
FICA	8,953	1,483	7,470	16.6%	1,323	(160)
Florida Retirement System	9,912	1,631	8,281	16.5%	1,511	(120)
Health and Life Insurance	28,397	3,977	24,420	14.0%	2,078	(1,899)
Workers' Comp Insurance	299	43	256	14.3%	47	4
Unemployment Compensation	250	-	250	0.0%	-	-
Total Personal Services	164,838	26,631	138,207	16.2%	22,265	(4,366)
Operating Services						
Coding Ordinance	3,000	1,026	1,974	34.2%	-	(1,026)
Prof. Services- Digitize records	15,000	-	15,000	0.0%	-	-
Temporary Labor	-	5,041	(5,041)	n/a	5,164	123
Contracts - Other Services	4,000	2,504	1,496	62.6%	1,331	(1,173)
Software Maintenance/Support	7,465	3,501	3,964	46.9%	875	(2,626)
Postage and Freight	2,500	510	1,990	20.4%	254	(256)
Copier	5,600	1,643	3,957	29.3%	1,214	(429)
Advertising	15,000	2,330	12,670	15.5%	408	(1,923)
Office Supplies	5,900	636	5,264	10.8%	758	122
Website Support	4,967	1,242	3,725	25.0%	-	(1,242)
Subscriptions and Memberships	5,700	4,307	1,393	75.6%	1,889	(2,418)
Office Equipment	1,000	-	1,000	0.0%	-	-
Training Expenses	3,500	522	2,978	14.9%	956	434
Resident Mailings	14,500	1,445	13,055	10.0%	1,347	(98)
Total Operating Services	88,132	24,705	63,427	28.0%	14,195	(10,510)
TOTAL TOWN CLERK	\$ 252,970	\$ 51,336	\$ 201,634	20.3%	\$ 36,460	\$ (14,876)



General Fund - Police

For the Period Ending December 31, 2019

(25% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Dec-18	Fav (unfav)
Personal Services						
Salaries	\$ 1,537,597	\$ 389,679	\$ 1,147,918	25.3%	\$ 364,005	\$ (25,674)
Paid Holidays	50,187	17,160	33,027	34.2%	22,337	5,176
Overtime	20,000	6,348	13,652	31.7%	4,352	(1,996)
Overtime - Task Force	20,000	7,909	12,091	39.5%	-	(7,909)
Sick Leave Cash Out	30,000	30,638	(638)	102.1%	28,010	(2,628)
Incentive	17,270	2,963	14,308	17.2%	4,601	1,639
FICA	130,462	35,746	94,716	27.4%	32,690	(3,056)
Florida Retirement System	361,695	94,710	266,985	26.2%	103,963	9,253
Health and Life Insurance	419,330	95,888	323,442	22.9%	75,093	(20,795)
Workers' Comp Insurance	57,694	8,270	49,424	14.3%	8,881	611
Tuition Reimbursement	2,250	-	2,250	0.0%	-	-
AD&D Insurance	887	168	719	18.9%	210	42
Unemployment Compensation	1,000	-	1,000	0.0%	-	-
Total Personal Services	2,648,372	689,479	1,958,893	26.0%	644,143	(45,337)
Operating Expenses						
Contracts - Other Services	27,650	2,338	25,312	8.5%	2,796	458
Town Attorney	20,000	-	20,000	0.0%	-	-
Prof. Services - IT Services	9,000	790	8,210	8.8%	287	(504)
Telephone Services	4,100	885	3,215	21.6%	1,204	320
Mobile Phones	7,300	1,142	6,158	15.6%	760	(382)
Postage	500	-	500	0.0%	9	9
Electricity	8,500	2,108	6,392	24.8%	2,102	(6)
Liability and Property Insurance	26,396	5,041	21,355	19.1%	10,640	5,600
Building Repairs & Maintenance	3,000	318	2,682	10.6%	1,836	1,518
Radio Maintenance	2,100	-	2,100	0.0%	-	-
Auto Repairs and Maintenance	25,000	7,121	17,879	28.5%	3,610	(3,511)
Boat Repairs and Maintenance	15,000	3,938	11,062	26.3%	5,805	1,867
ATV Repairs and Maintenance	1,500	-	1,500	0.0%	78	78
Rental - Vehicles	-	2,135	(2,135)	n/a	-	(2,135)
Copier	2,700	838	1,862	31.0%	646	(191)
Miscellaneous Services	1,500	20	1,480	1.3%	99	79
Internet Service	6,100	945	5,155	15.5%	1,196	250
Physical Examinations	750	-	750	0.0%	260	260
Office Supplies	3,000	109	2,891	3.6%	352	243
Operating Supplies	6,000	899	5,102	15.0%	744	(155)
Fuel & Oil	36,000	8,059	27,941	22.4%	7,428	(631)



General Fund - Police

For the Period Ending December 31, 2019

(25% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Dec-18	Fav (unfav)
Uniforms Supplies	7,000	4,387	2,613	62.7%	1,553	(2,835)
Investigation Division	1,500	63	1,437	4.2%	16	(47)
Subscriptions and Memberships	1,785	845	940	47.3%	881	36
Weapons & Specialty Gear	2,000	-	2,000	0.0%	-	-
Education / Training	14,000	6,684	7,316	47.7%	2,888	(3,796)
Total Operating Expenses	232,381	48,663	183,718	20.9%	45,188	(3,475)
TOTAL POLICE	\$ 2,880,753	\$ 738,143	\$ 2,142,610	25.6%	\$ 689,331	\$ (48,812)



General Fund - Facility Services
For the Period Ending December 31, 2019

(25% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Dec-18	Variance Fav (unfav)
Personal Services						
Salaries	\$ 48,818	\$ 12,893	\$ 35,925	26.4%	\$ 12,150	\$ (742)
Vacation Leave Cash Out	3,755	1,878	1,877	50.0%	2,204	327
Sick Leave Cash Out	1,876	1,690	186	90.1%	1,469	(220)
FICA	4,165	1,259	2,906	30.2%	1,212	(48)
Florida Retirement System	4,612	1,136	3,476	24.6%	1,374	238
Health and Life Insurance	33,417	7,279	26,138	21.8%	6,512	(766)
Workers' Comp Insurance	3,892	558	3,334	14.3%	571	13
Total Personal Services	100,535	26,692	73,843	26.6%	25,493	(1,199)
Operating Expenses						
Telephone Service	5,000	1,841	3,159	36.8%	990	(851)
Utility - Water	6,500	1,667	4,833	25.7%	1,760	93
Electricity	4,000	1,028	2,972	25.7%	1,063	34
Utility - Sewer	900	181	719	20.1%	169	(13)
Internet Service	5,500	824	4,676	15.0%	990	166
Liability and Property Insurance	20,497	4,246	16,251	20.7%	8,523	4,277
Pest Control - Building/Grounds	1,200	288	912	24.0%	273	(15)
R&M - Equipment	10,000	381	9,619	3.8%	13,520	13,139
R&M - Grounds	2,000	-	2,000	0.0%	-	-
Landscape Maintenance	10,000	2,550	7,450	25.5%	5,985	3,435
Town Hall Maint. / Repairs	8,000	1,432	6,568	17.9%	489	(943)
Generator Maint. Contract	5,200	-	5,200	0.0%	-	-
R&M - Bocce Court	1,000	2,488	(1,488)	248.8%	-	(2,488)
Operating Supplies - General	4,000	548	3,452	13.7%	150	(398)
Town Events	25,000	15,178	9,822	60.7%	13,153	(2,025)
A/C Maintenance Contract	2,000	-	2,000	0.0%	-	-
Total Operating Expenses	110,797	32,655	78,142	29.5%	47,064	14,410
TOTAL FACILITY SERVICES	\$ 211,332	\$ 59,347	\$ 151,985	28.1%	\$ 72,557	\$ 13,210



General Fund - Other Departments
For the Period Ending December 31, 2019

(25% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Dec-18	Variance Fav (unfav)
Finance						
Auditing Services	\$ 19,500	\$ -	\$ 19,500	0.0%	\$ -	\$ -
Accounting/Financial Services	87,224	20,651	66,573	23.7%	20,114	(538)
Investment Services	6,000	2,306	3,694	38.4%	2,241	(65)
Bank Fees	750	83	667	11.0%	-	(83)
Total Finance Expense	113,474	23,040	90,434	20.3%	22,354	(685)
Fire Rescue						
Fire Service Agreement	819,287	204,814	614,473	25.0%	200,779	(4,036)
Total Fire Rescue Expense	819,287	204,814	614,473	25.0%	200,779	(4,036)
Solid Waste						
Contracts Services	273,714	67,053	206,661	24.5%	67,053	-
Total Solid Waste Expense	273,714	67,053	206,661	24.5%	67,053	-
Beach Management						
Engineering – Monitoring (2018 Proj.)	49,000	-	49,000	0.0%	-	-
Engineering – FIND Sand Project	5,000	-	5,000	0.0%	-	-
Engineering – Legal Matters	82,000	-	82,000	0.0%	32,221	32,221
Engineering – Other	15,000	-	15,000	0.0%	-	-
Beach Attorney	500,000	107,305	392,695	21.5%	93,252	(14,053)
Beach Salvage (Boat removal)	2,000	859	1,141	42.9%	-	(859)
Buoys	10,000	-	10,000	0.0%	-	-
Total Beach Management Expense	663,000	108,164	554,836	16.3%	125,473	17,309
Charitable Donations						
Lighthouse Preservation Contrib.	2,500	-	2,500	0.0%	-	-
Area Council on Aging Contrib.	4,060	-	4,060	0.0%	3,572	3,572
Total Charitable Donations	6,560	-	6,560	0.0%	3,572	3,572
Contingency	150,000	-	150,000	0.0%	-	-
Total Expense before Transfer Out	2,026,035	403,071	1,622,964		419,231	16,160



General Fund - Other Departments
For the Period Ending December 31, 2019

(25% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Dec-18	Variance Fav (unfav)
Transfer Out						
To Transportation Fund	17,041	4,936	12,105	29.0%	6,177	1,241
To General Fund CIP	275,000	650	274,350	0.2%	18,541	17,891
Total Transfer Out	292,041	5,586	286,455	1.9%	\$ 24,718	\$ 19,132
TOTAL OTHER DEPARTMENTS	\$ 2,318,076	\$ 408,657	\$ 1,909,419	17.6%	\$ 443,949	\$ 35,291
TOTAL GENERAL FUND EXPENDITURES	\$ 6,060,494	\$ 1,354,811	\$ 4,705,683	22.4%	\$ 1,305,936	\$ (48,875)



Notes to the Financial Statements - General Fund December 31, 2019

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 25% through December. Below is an analysis of revenues and expenditures that have significant variances compared to the budget.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
Revenues				
Interest - Investments	75,000	21,799	29.1%	Interest on BankUnited Money Market and investments
Ad Valorem Taxes	4,891,478	4,125,745	84.3%	Collections were at 80.6% at this time last year
FPL Franchise	230,000	62,093	27.0%	Accrued revenue from FPL
Other Miscellaneous Revenues	10,000	2,775	27.7%	Copies of records and records requests, vehicle reimbursement
Expenditures				
<u>Town Manager</u>				
Town Attorney	65,000	31,295	48.1%	Includes general matters, meeting attendance, purchase of 1205/1206 HM
Contracts-Other Services	2,000	6,200	310.0%	Property appraiser fees for 1205 & 1206 Hillsboro Mile
<u>Town Clerk</u>				
Payroll - Vacation	2,301	920	40.0%	Paid out annually in December
Coding Ordinance	3,000	1,026	34.2%	Code of Ordinance supplemental pages
Temporary Labor	-	5,041	0.0%	Temporary Administrative Assistant
Contracts - Other Services	4,000	2,504	62.6%	Special meeting minutes and videography, Infinisource
Software Maintenance/Support	7,465	3,501	46.9%	DCR software maintenance, Laserfiche support, Ubiquiti AC Pro, repairs
Copier	5,600	1,643	29.3%	Copier lease, copies, storage fees
Subscriptions and Memberships	5,700	4,307	75.6%	Annual memberships for ICMA, Municode, BLOC, FLOC, KnowBe4 Security, FSBPA, Civic Clerk Agenda Mgmt, Sun-Sentinel newspaper, BCMCA, ICMA, municode, CivicClerk Agenda Mgmt
<u>Police</u>				
Payroll-Holidays	50,187	17,160	34.2%	Paid for holidays
Payroll-Overtime	20,000	6,348	31.7%	Staffing during vacations and sick time
Payroll-Overtime Task Force	20,000	7,909	39.5%	DEA overtime
Sick Leave	30,000	30,638	102.1%	Paid out annually in December
Florida Retirement System	361,695	94,710	26.2%	FRS based upon salaries, overtime plus holidays
Auto Repairs and Maintenance	25,000	7,121	28.5%	Oil changes, brakes, tire rotations, new tires, wiper blades
Boat Repairs and Maintenance	15,000	3,938	26.3%	Boat and motor service and repairs, backplate and drive pulley on boat lift
Copier	2,700	838	31.0%	Monthly copy charge-which includes copies of records requests
Uniforms Supplies	7,000	4,387	62.7%	Trousers, polos, badges, embroidery, bulletproof vests/carriers, marine unit shirts
Subscriptions and Memberships	1,785	845	47.3%	Annual memberships for FLPCA, BCCPA
Education / Training	14,000	6,684	47.7%	Power Standards software, FL Law Enforcement handbook, FLPCA Chief Executive training, PowerDMS software, conferences, hotels, FLMLUR



**Notes to the Financial Statements - General Fund
December 31, 2019**

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
Expenditures (continued)				
<u>Facility Services</u>				
Payroll-Salaries	48,818	12,893	26.4%	Maintenance worker's salary includes overtime for Holiday event
Vacation Leave Cash Out	3,755	1,878	50.0%	Paid out annually in December
Sick Leave Cash Out	1,876	1,690	90.1%	Paid out annually in December
Telephone Service	5,000	1,841	36.8%	Monthly phone service from AT&T increased more than expected
R&M - Bocce Court	1,000	2,488	248.8%	Repaired bocce court water fountain
Town Events	25,000	15,178	60.7%	Shredding event, Holiday lighting event
<u>Finance</u>				
Investment Services	6,000	2,306	38.4%	Monthly and quarterly investment fees
<u>Beach Management</u>				
Beach Attorney	500,000	107,305	21.5%	Deerfield Beach issue
Beach Salvage (Boat Removal)	2,000	859	42.9%	Beach buoy removal



Statement of Revenues, Expenditures and Changes in Fund Balances
Special Revenue Fund - Transportation (Community Bus)
For the Period Ending December 31, 2019

(25% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Dec-18	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Local Option Gas Tax	35,971	7,946	28,025	22.1%	6,910	1,037
County Transportation Grant	28,888	4,901	23,987	17.0%	5,166	(265)
Total Revenues	64,859	12,847	52,012	19.8%	12,075	772
<u>Other Sources</u>						
Transfer In	17,041	4,936	12,105	29.0%	6,177	(1,240)
Total Other Sources	17,041	4,936	12,105	29.0%	6,177	(1,240)
TOTAL FUNDING	81,900	17,784	64,116	21.7%	18,252	(468)
<u>EXPENDITURES</u>						
Contractual Services	81,900	17,784	64,116	21.7%	18,252	468
TOTAL EXPENDITURES	81,900	17,784	\$ 64,116	21.7%	18,252	468
Total Funding over (under)						
Expenditures	\$ -	-			\$ -	\$ -
Fund Balance - Beginning			-			
Fund Balance - Ending		\$ -	-			



Statement of Revenues, Expenditures and Changes in Fund Balances
Special Revenue Fund - Marine Law Enforcement Grant
For the Period Ending December 31, 2019

(25% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Dec-18	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Marine Law Enforcement Grant	30,336	5,994	24,342	19.8%	6,831	(837)
Total Revenues	30,336	5,994	24,342	19.8%	6,831	(837)
TOTAL FUNDING	30,336	5,994	24,342	19.8%	6,831	(837)
<u>EXPENDITURES</u>						
Police Wages	30,336	5,994	24,342	19.8%	6,831	837
TOTAL EXPENDITURES	30,336	5,994	\$ 24,342	19.8%	6,831	837
Total Funding over (under)						
Expenditures	<u>\$ -</u>	<u>-</u>			<u>\$ -</u>	<u>\$ -</u>
Fund Balance - Beginning			-			
Fund Balance - Ending		<u>\$ -</u>				



Statement of Revenues, Expenditures and Changes in Fund Balances
Special Revenue Fund - Permitting, P&Z, Code Compliance
For the Period Ending December 31, 2019

(25% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Dec-18	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Building Permit Fees	300,000	126,797	173,203	42.3%	50,870	75,926
Building Admin Fees	123,000	-	123,000	0.0%	16,597	(16,597)
Planning & Zoning Fees	10,000	1,050	8,950	10.5%	2,135	(1,085)
Total Revenues	433,000	127,847	305,153	29.5%	69,603	58,244
TOTAL FUNDING	433,000	127,847	305,153	29.5%	69,603	58,244
<u>EXPENDITURES</u>						
Building, P&Z, and Code Compliance						
ProfServ-Building Permits - RMA	30,000	9,875	20,125	32.9%	5,225	(4,650)
ProfServ-General Admin - RMA	15,000	2,350	12,650	15.7%	3,025	675
ProfServ-Site Planning - RMA	10,000	3,050	6,950	30.5%	-	(3,050)
ProfServ-Building Permits - CGA	255,000	107,640	147,360	42.2%	43,117	(64,523)
ProfServ-Engineering - Other	10,000	-	10,000	0.0%	3,742	3,742
Code Compliance	30,000	1,765	28,235	5.9%	1,410	(355)
Credit Card Processing Fees	-	853	(853)	n/a	-	(853)
Total Building, P&Z, and Code	350,000	125,533	224,467	35.9%	56,519	(69,014)
Transfer to General Fund	83,000	2,314	80,686	2.8%	13,084	10,770
TOTAL EXPENDITURES	433,000	127,847	\$ 305,153	29.5%	69,603	(58,244)
Total Funding over (under)						
Expenditures	\$ -	-			\$ -	\$ -
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 December 31, 2019

(25% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Dec-18	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Federal Forfeitures	-	807	(807)	n/a	21,920	(21,112)
Interest Income	-	876	(876)	n/a	-	876
Total Revenues	-	1,683	(1,683)	n/a	21,920	(20,236)
TOTAL FUNDING	-	1,683	(1,683)	n/a	21,920	(20,236)
<u>EXPENDITURES</u>						
TOTAL EXPENDITURES	-	-	\$ -	n/a	-	-
Total Funding over (under)						
Expenditures	\$ -	1,683			\$ 21,920	\$ (20,236)
Fund Balance - Beginning		302,327				
Fund Balance - Ending		\$ 304,011				



Statement of Revenues, Expenditures and Changes in Fund Balances
Debt Service Fund - (Beach Loan)
For the Period Ending December 31, 2019

(25% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Dec-18	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Special Assents- Tax Collector	\$ 750,523	\$ 600,197	\$ 150,326	80.0%	\$ 589,948	\$ 10,248
Total Revenues	750,523	600,197	150,326	80.0%	589,948	10,248
TOTAL FUNDING	750,523	600,197	150,326	80.0%	589,948	10,248
<u>EXPENDITURES</u>						
Debt Service Expenses						
Principal Debt Retirement	655,740	-	655,740	0.0%	-	-
Interest Expense	40,214	-	40,214	0.0%	-	-
Debt Service Contingency	54,569	-	54,569	0.0%	-	-
Total Debt Service Expense	750,523	-	750,523	0.0%	-	-
TOTAL EXPENDITURES	750,523	-	\$ 750,523	0.0%	-	-
Total Funding over (under)						
Expenditures	\$ -	600,197			589,948	\$ 10,248
Fund Balance - Beginning		625,558				
Fund Balance - Ending		\$ 1,225,754				



Statement of Revenues, Expenditures and Changes in Fund Balances
Capital Projects Fund - (General Fund Improvements)
For the Period Ending December 31, 2019

(25% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Dec-18	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
FEMA reimbursement	\$ 4,631,156	\$ -	\$ 4,631,156	0.0%	\$ -	\$ -
Total Revenues	4,631,156	-	4,631,156	0.0%	-	-
Other Sources						
Transfer From General Fund	355,000	-	355,000	0.0%	18,541	(18,541)
Loan Proceeds	500,000	-	500,000	0.0%	-	-
Total Other Sources	855,000	-	855,000	0.0%	18,541	(18,541)
TOTAL FUNDING	5,486,156	-	5,486,156	0.0%	18,541	(18,541)
<u>EXPENDITURES</u>						
Beach Projects						
Engineering – FY20 Project	223,111	-	223,111	0.0%	-	-
Construction – FY20 Project	4,408,045	-	4,408,045	0.0%	-	-
Total Beach Project Expense	4,631,156	-	4,631,156	0.0%	-	-
Miscellaneous						
Buoy Relocation	130,000	-	130,000	0.0%	-	-
FPL Utility Design	80,000	-	80,000	0.0%	18,541	18,541
Police Cars / Equipment	70,000	-	70,000	0.0%	-	-
Comm. Chambers Upgrade	500,000	-	500,000	0.0%	-	-
Comm. Chambers - Monitors	5,000	-	5,000	0.0%	-	-
Roof - Emerg. Generator Bldg	5,000	-	5,000	0.0%	-	-
Roof - Police Building	65,000	-	65,000	0.0%	-	-
Total Misc. Expense	855,000	-	855,000	0.0%	18,541	18,541
TOTAL EXPENDITURES	5,486,156	-	5,486,156	0.0%	18,541	18,541
Total Funding over (under)						
Expenditures	\$ -	-			\$ -	\$ (37,082)
Fund Balance - Beginning		-				
Fund Balance - Ending	\$ -	-				



**Statement of Revenues, Expenditures and Changes in Fund Balances
Water Fund (Summary)**

For the Period Ending December 31, 2019

(25% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Dec-18	Variance Fav (unfav)
<u>FUNDING</u>						
Revenue						
Water Service Revenue	\$ 1,282,000	\$ 343,040	\$ 938,960	26.8%	\$ 336,336	\$ 6,704
Water Surcharge	346,700	86,782	259,918	25.0%	86,676	106
Other Miscellaneous Revenue	132,721	16,766	115,955	12.6%	13,299	3,467
Total Revenue	1,761,421	446,588	1,314,833	25.4%	436,311	10,277
Other Sources						
Transfer In	512,496	105,505	406,991	20.6%	208,253	(102,748)
Loan Proceeds	590,000	-	590,000	0.0%	1,552,289	(1,552,289)
Use (Add to) Net Assets	73,204	-	73,204	0.0%	-	-
Total Other Sources	1,175,700	105,505	1,070,195	9.0%	1,760,541	(1,655,037)
TOTAL FUNDING	2,937,121	552,093	2,385,028	18.8%	2,196,852	(1,644,759)
EXPENSES						
Personal Services	518,776	141,391	377,385	27.3%	115,168	(26,223)
Operating Expenses	406,653	56,355	350,298	13.9%	73,061	16,706
Debt Service Expenses	783,290	189,665	593,625	24.2%	-	(189,665)
Capital Projects	633,500	-	633,500	0.0%	1,589,933	1,589,933
Repair & Renewal	65,000	4,506	60,494	6.9%	69,611	65,105
Transfer Out	562,496	118,005	444,491	21.0%	220,753	102,748
TOTAL EXPENSES	2,969,715	509,923	2,459,792	17.2%	2,068,525	1,558,602
Total Funding over (under)						
Expenses	<u>\$ (32,594)</u>	<u>\$ 42,170</u>			<u>\$ 128,327</u>	<u>\$ (3,203,362)</u>
Net Assets - Beginning		3,337,415				
Net Assets - Ending		\$ 3,379,585				



Statement of Revenues, Expenses and Changes in Net Assets
Water Fund - (Operations)
For the Period Ending December 31, 2019

(25% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Dec-18	Variance Fav (unfav)
FUNDING						
Revenue						
Water Service						
Water-Base Rate	\$ 472,000	\$ 118,017	\$ 353,983	25.0%	\$ 117,729	\$ 288
Water-Usage	810,000	225,023	584,977	27.8%	218,607	6,416
Total Water Service Revenue	1,282,000	343,040	938,960	26.8%	336,336	6,704
Other Revenue						
Miscellaneous Revenues	5,500	1,571	3,929	28.6%	1,104	467
Sprint Spectrum Cell Tower	63,149	-	63,149	0.0%	-	-
T-Mobile Cell Tower	33,072	7,950	25,122	24.0%	-	7,950
Hillsboro Inlet	6,000	1,500	4,500	25.0%	1,500	-
Interest	30,000	6,511	23,489	21.7%	4,046	2,464
Net Incr (Decr) In FMV-Invest	(5,000)	(766)	(4,234)	15.3%	6,648	(7,414)
Total Other Revenue	132,721	16,766	115,955	12.6%	13,299	3,467
Use (Add to) Net Assets						
Use (Add to) Net Assets	73,204	-	73,204	0.0%	-	-
TOTAL FUNDING	1,487,925	359,806	1,128,119	24.2%	349,635	10,171
EXPENSES						
Personal Services						
Salaries	333,415	85,735	247,680	25.7%	79,491	(6,244)
Payroll - Vacation	15,187	14,798	389	97.4%	-	(14,798)
Overtime	25,000	5,577	19,423	22.3%	8,349	2,772
Sick Leave Cash Out	8,065	3,397	4,668	42.1%	-	(3,397)
FICA	28,036	8,257	19,779	29.5%	6,639	(1,618)
Florida Retirement System	32,327	7,702	24,625	23.8%	7,662	(40)
Health and Life Insurance	50,623	12,253	38,370	24.2%	9,268	(2,984)
Workers' Comp Insurance	25,623	3,673	21,950	14.3%	3,758	85
Unemployment Compensation	500	-	500	0.0%	-	-
Total Personal Services	518,776	141,391	377,385	27.3%	115,168	(26,223)



Statement of Revenues, Expenses and Changes in Net Assets
Water Fund - (Operations)

For the Period Ending December 31, 2019

(25% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Dec-18	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	7,200	1,741	5,459	24.2%	1,724	(17)
Electricity	53,000	12,938	40,062	24.4%	12,493	(445)
Liability and Property Insurance	52,653	10,298	42,355	19.6%	22,275	11,977
Maint - Distribution System	5,000	1,761	3,239	35.2%	267	(1,494)
Maint - Bldgs / Grounds	15,000	1,183	13,817	7.9%	2,423	1,240
Maint - SCADA System	10,000	-	10,000	0.0%	-	-
Repair & Maint - Equipment	32,000	6,110	25,890	19.1%	4,207	(1,903)
Tools and Equipment	1,000	325	675	32.5%	123	(202)
Advertising	1,000	-	1,000	0.0%	-	-
Bank Fees	200	-	200	0.0%	-	-
Licenses & Permits	5,400	1,061	4,339	19.6%	52	(1,009)
Office Supplies	1,500	-	1,500	0.0%	493	493
Computer Expense	6,000	83	5,917	1.4%	144	60
Uniform Supplies	5,500	1,897	3,603	34.5%	1,254	(642)
Fuel and Oil	5,600	954	4,646	17.0%	1,339	385
Sand Change	8,000	104	7,897	1.3%	3,875	3,771
Chemicals - Water Treatment	85,000	16,913	68,087	19.9%	20,961	4,048
Lab Test Analysis & Supplies	12,500	988	11,512	7.9%	1,431	443
Subscriptions and Memberships	350	-	350	0.0%	-	-
Water Conservation Program	3,000	-	3,000	0.0%	-	-
Security Assessment	20,000	-	20,000	0.0%	-	-
Operational Assessment	50,000	-	50,000	0.0%	-	-
Water Sufficiency Assessment	8,500	-	8,500	0.0%	-	-
Total Operating Expenses	406,653	56,355	350,298	13.9%	73,061	16,706
Total Exp. Before Transfer Out	925,429	197,747	727,682	21.4%	188,229	(9,518)
Transfer Out						
General Fund	50,000	12,500	37,500	25.0%	12,500	-
Water Debt Service Fund	403,996	100,999	302,997	25.0%	100,999	-
Water CIP Fund	108,500	4,506	103,994	4.2%	107,254	102,748
Total Transfer Out	562,496	118,005	444,491	21.0%	220,753	102,748
TOTAL EXPENSES	1,487,925	315,752	1,172,173	21.2%	408,982	93,230



Statement of Revenues, Expenses and Changes in Net Assets
Water Fund - (Operations)
For the Period Ending December 31, 2019

(25% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Dec-18	Variance Fav (unfav)
Total Funding over (under)						
Expenses	\$ -	44,054			\$ (59,347)	\$ 103,401
Net Assets - Beginning		2,237,260				
Net Assets - Ending		<u>\$ 2,281,314</u>				



Notes to the Financial Statements - Water Fund December 31, 2019

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 25% through December. Below is an analysis of revenues and expenses that have significant variances compared to the budget.

Variance Analysis

Account Name	Amended Budget	YTD Actual	% of Budget	Explanation
Revenues				
Water-Usage	810,000	225,023	27.8%	Monthly charges for Water Usage-increased usage at new residence
Miscellaneous Revenues	5,500	1,571	28.6%	Monthly revenue from late charges
Expenses				
<u>Operating</u>				
Payroll - Vacation	15,187	14,798	97.4%	Paid out annually in December
Maint - Distribution System	5,000	1,761	35.2%	Locate service, marking paint, 2 meters for 1207 HM
Tools and Equipment	1,000	325	32.5%	Water truck logo decal
Uniform Supplies	5,500	1,897	34.5%	Monthly uniform service, safety equipment, rain coats



Statement of Revenues, Expenses and Changes in Net Assets
Water Debt Service Fund - (State Revolving Loans)
For the Period Ending December 31, 2019

(25% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Dec-18	Variance Fav (unfav)
FUNDING						
Revenues						
Water Surcharge	\$ 346,700	\$ 86,782	\$ 259,918	25.0%	\$ 86,676	\$ 106
Total Revenues	346,700	86,782	259,918	25.0%	86,676	106
Other Sources						
Operating Transfers-In	403,996	100,999	302,997	25.0%	100,999	-
Total Other Sources	403,996	100,999	302,997	25.0%	100,999	-
TOTAL FUNDING	750,696	187,781	562,915	25.0%	187,675	106
EXPENSES						
Debt Service Expenses						
<i>State Revolving Loan - Water Plant</i>						
Principal Debt Retirement	316,288	-	316,288	0.0%	-	-
Interest Expense	87,708	-	87,708	0.0%	-	-
<i>State Revolving Loan - Water Main Project</i>						
Principal Debt Retirement	308,269	158,178	150,091	51.3%	-	(158,178)
Interest Expense	71,025	31,487	39,538	44.3%	-	(31,487)
Total Debt Services Expenses	783,290	189,665	593,625	24.2%	-	(189,665)
TOTAL EXPENSES	783,290	189,665	593,625	24.2%	-	(189,665)
Total Funding over (under)						
Expenses	\$ (32,594)	(1,884)			\$ 187,675	\$ (189,559)
Net Assets - Beginning		839,429				
Net Assets - Ending		\$ 837,545				



Statement of Revenues, Expenses and Changes in Net Assets
Capital Projects Fund - (Water Fund Improvements)
For the Period Ending December 31, 2019

(25% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Dec-18	Variance Fav (unfav)
FUNDING						
Revenues						
Other Sources						
Interfund Transfer - In	\$ 108,500	\$ 4,506	\$ 103,994	4.2%	\$ 107,254	\$ (102,748)
Loan Proceeds	590,000	-	590,000	0.0%	1,552,289	(1,552,289)
Total Other Sources	698,500	4,506	693,994	0.6%	1,659,543	(1,655,037)
TOTAL FUNDING	698,500	4,506	693,994	0.6%	1,659,543	(1,655,037)
EXPENSES						
Distribution Project (Water Main)						
Construction	-	-	-	n/a	1,552,007	1,552,007
Engineering Fees	-	-	-	n/a	37,926	37,926
Total Distribution Project	-	-	-	n/a	1,589,933	1,589,933
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	4,506	60,494	6.9%	52,710	48,204
Meters & Supplies	-	-	-	n/a	16,900	16,900
Truck	25,000	-	25,000	0.0%	-	-
Water Tower Rehab	90,000	-	90,000	0.0%	-	-
Beach Tank Repainting	8,500	-	8,500	0.0%	-	-
Roof - Pump House	10,000	-	10,000	0.0%	-	-
Perimeter Fence	30,000	-	30,000	0.0%	-	-
Total Other Expenses	228,500	4,506	223,994	2.0%	69,611	65,105
TOTAL EXPENSES	698,500	4,506	693,994	0.6%	1,659,543	1,655,037
Total Funding over (under)						
Expenses	\$ -	-	-		\$ -	\$ -
Net Assets - Beginning						
		260,726				
Net Assets - Ending		\$ 260,726				

Town of Hillsboro Beach

Supporting Schedules

December 31, 2019



**Cash and Investment Balances
December 31, 2019**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>MATURITY</u>	<u>BALANCE</u>	<u>NOTES</u>
BEACH ASSESSMENT FUND					
Beach Renourishment Proceeds	Bank of America	0.00%	N/A	\$367,343	This account is required for the Beach Loan and is used to pay principal & interest payments.
			Subtotal	\$367,343	
CLEARING FUND					
Commercial Analysis Checking Account	BankUnited	0.00%	N/A	\$2,729,481	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	1.50%	N/A	\$1,554,219	Account for excess cash from General & Water Funds.
Money Market Account	BankUnited	1.50%	N/A	\$410,589	(1) Account for reserve for SRL Loan.
Money Market Account	BankUnited	1.50%	N/A	\$288,977	(2) Account for Federal forfeitures/Asset sharing.
State Board Account	Florida Prime	1.83%	N/A	\$1,172,455	Account for excess cash from the General Fund.
Investment Account	BB & T	2.19%	N/A	\$3,343,862	See Investment Report for further details.
			Subtotal	\$9,499,583	
			Total	\$9,866,927	

Footnotes:

(1) Restricted funds for State Revolving Loan.

(2) Restricted funds for Federal forfeiture/Asset sharing.



Investment Portfolio

Trades Settled as of 12/31/19

Posting Date	CUSIP #	Description	Rating	Maturity Date	Par Value	Total Cost	Premium / Discount	Market Value	Accrued Interest	Annual Income	Yield to Maturity
	SA0000560	BB&T TRUST DEPOSIT RIS			163,820	163,820	-	163,820	-	2,519	1.54%
		Subtotal			163,820	163,820	-	163,820	-	2,519	1.54%
11/03/17	037833CS7	APPLE INC	AA+	05/01/20	30,000	29,956	(44)	29,973	258	540	2.05%
09/27/19	037833DL1	APPLE INC	AA+	09/11/22	50,000	49,928	(72)	49,965	47	850	1.73%
11/09/17	166764AG5	CHEVRON CORP	AA	06/24/20	50,000	50,137	137	50,108	455	1,214	1.97%
10/30/19	166764BN9	CHEVRON CORP	AA	03/03/22	50,000	50,712	712	50,838	201	1,249	1.78%
12/26/17	166764BP4	CHEVRON CORP	AA	03/03/20	50,000	49,884	(117)	50,001	312	996	1.95%
11/09/17	191216BT6	COCA-COLA CO	A+	10/27/20	50,000	49,939	(61)	50,018	31	938	1.82%
06/14/16	3130A8FC2	FED HOME LOAN BANK	AA+	06/14/21	100,000	100,000	-	99,764	-	1,620	1.80%
11/03/15	313381BR5	FED HOME LOAN BANK	AA+	12/09/22	100,000	98,196	(1,804)	100,686	896	1,875	1.64%
08/30/16	3134GABC7	FED HOME LOAN MTG CORP	AA+	08/27/21	150,000	150,000	-	149,883	-	1,950	1.30%
10/28/16	3134GAQY3	FED HOME LOAN MTG CORP	AA+	10/28/21	100,000	99,900	(100)	99,855	-	1,050	1.05%
08/28/19	3134GT3Y7	FED HOME LOAN MTGE CORP		08/22/24	100,000	100,000	-	99,724	39	2,000	2.01%
08/27/19	3134GT4N0	FED HOME LOAN MTGE CORP		09/04/24	110,000	110,000	-	109,755		2,200	2.00%
08/20/19	3134GTY49	FED HOME LOAN MTGE CORP		08/08/24	100,000	100,000	-	99,773	72	2,000	2.00%
10/02/19	3134GUET3	FED HOME LOAN MTGE CORP		09/30/24	150,000	150,000	-	148,914	-	3,000	2.01%
10/16/19	3134GUHL7	FED HOME LOAN MTGE CORP		10/10/24	150,000	150,000	-	149,676	-	3,000	2.00%
10/16/19	3134GUKJ8	FED HOME LOAN MTGE CORP		10/30/24	150,000	150,000	-	149,721	-	3,075	2.05%
11/19/19	3134GURN2	FED HOME LOAN MTGE CORP		11/27/24	125,000	125,000	-	124,646	-	2,500	2.01%
12/06/19	3134GUUX6	FED HOME LOAN MTGE CORP		12/16/24	200,000	200,000	-	199,958		3,750	1.88%
11/02/15	34074GDH4	FL HURRICANE CATASTROPHE FD	AA	07/01/20	200,000	201,167	1,167	201,284	2,496	5,990	1.69%
07/16/18	341271AB0	FL ST BRD OF ADMIN FIN CORP	AA	07/01/21	200,000	197,798	(2,202)	202,412	-	5,276	1.82%
12/03/19	428414AB2	HIALEAH FLA SPL OBLIG TXBL	AA	12/01/20	200,000	202,432	2,432	201,900	68	6,114	2.00%
12/31/18	54289SBG1	LONGBOAT KEY FL SPL ASSMNT	AA+	08/01/24	125,000	123,948	(1,053)	127,448	-	5,000	3.22%
08/09/18	59333HCL8	MIAMI-DADE CNTY FL PROF SPORT	AA	10/01/22	75,000	75,000	-	77,491	-	2,517	2.10%
01/18/19	68389XBB0	ORACLE CORP	A+	05/15/22	60,000	59,060	(940)	60,788	283	1,500	1.94%
05/16/18	68389XBK0	ORACLE CORP	A+	09/15/21	50,000	48,217	(1,783)	50,105	166	950	1.79%
05/16/18	717081DX8	PFIZER INC	AA-	06/03/21	50,000	48,534	(1,466)	50,233	447	975	1.63%
05/11/18	78013XKG2	ROYAL BANK OF CANADA	AA-	04/30/21	50,000	49,954	(46)	50,893	67	1,600	1.84%
10/17/19	89114QBT4	TORONTO DOMINION BANK	AA-	09/11/20	50,000	49,988	(13)	49,995	103	925	1.85%
06/21/17	89233P4C7	TOYOTA MOTOR CREDIT CORP	AA-	06/17/20	30,000	30,378	378	30,352	15	1,350	1.95%
12/20/18	89236TCF0	TOYOTA MOTOR CREDIT CORP	AA-	03/12/20	50,000	49,449	(552)	50,013	293	1,075	1.94%
01/16/19	89236TCQ6	TOYOTA MOTOR CREDIT CORP	AA-	07/13/22	60,000	59,351	(649)	61,415	23	1,680	1.86%
05/09/18	912828K58	US TREASURY NOTE		04/30/20	175,000	171,117	(3,883)	174,836	65	2,406	1.65%
		Subtotal			3,190,000	3,180,042	(9,958)	3,202,420	6,338	71,164	2.22%
		Total			3,353,820	3,343,862	(9,958)	3,366,239	6,338	73,682	2.19%



Ridership Summary

December 31, 2019

Daily Passengers:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
53		67		88	
60		72		73	
73		84		69	
64			65	76	
83					

Total Monthly Passengers:

927

Daily Revenue Miles:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
109.0		110.0		108.0	
108.0		109.0		108.0	
108.0		106.0		109.0	
110.0			108.0	108.0	
109.0					

Total Monthly Revenue Miles:

1410.0

Total Scheduled Revenue Miles

1414.9

Total Vehicle Hours

125.7

Total Revenue Hours

114.8

Service Days

13

Missed Service in Minutes

0

Passengers per revenue hour

8.1

Total Monthly Vehicle Miles:

1,715.5



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

**Agenda Item: Building Services Department
Presented by Steve Mitchell**

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: None



TOWN OF HILLSBORO BEACH

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Agenda Item Cover Memo

Agenda Item: December 2019 Report

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

Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. December 2019 Report



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: January 14, 2020

SUBJECT: December 2019 Building Department Report

As December ended the Seabonay project was beginning to receive inspections on the interior remodel portion of the project. The contractors now seem to understand our expectations, and the job appears to be heading in a positive direction.

The Town's largest single-family residence was moving rapidly toward completion in December and another single-family home in the 1100 block should be finished in the very near future. Demolition was completed on New Year's Eve on the house at 925 HM and the replacement for that home is expected to be submitted for site plan approval and building permits early this year.

Another single-family home is in the review process, with reports of an additional project to be submitted by Spring.

Common area improvements and concrete restoration projects are in the works at several multi-family complexes, and kitchen/bath remodels are ongoing throughout the condo community while improvements to docks and seawalls are in progress at multiple sites.

Plan review average time for December was 3.08 days, with 23% of plans being reviewed the same or next day.

Respectfully Submitted,

Steven Mitchell

Building Official | Chief Electrical Inspector



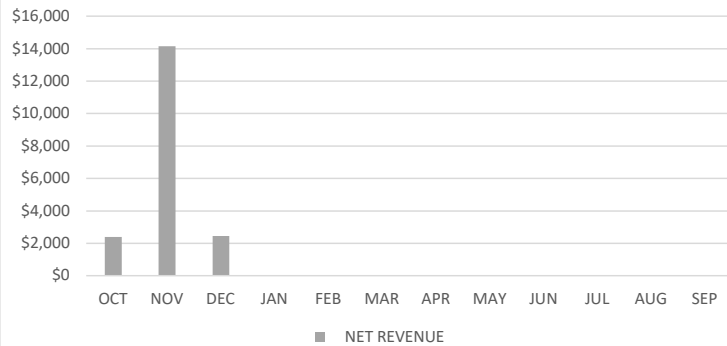
The Town of Hillsboro Beach Building Department Summary Report

Start Date: 12/1/2019

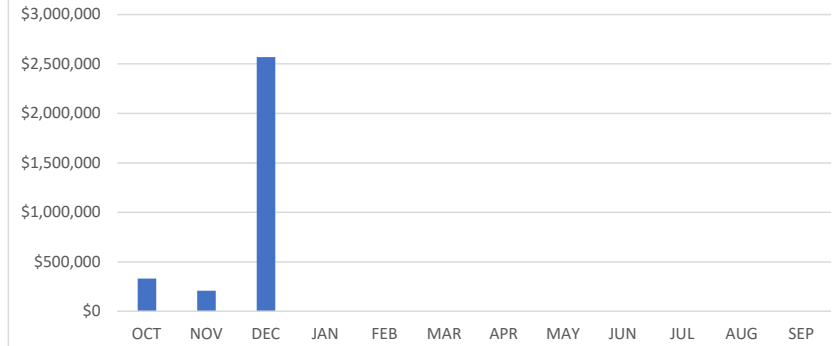
End Date: 12/31/2019

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	YTD
CONSTRUCTION VALUE	\$332,313	\$209,865	\$2,570,468										\$3,112,646
BUILDING PERMIT FEES	\$15,984	\$94,345	\$16,306										\$126,635
TOWN SURCHARGE	\$0	\$0	\$0										\$0
TOTAL REVENUE	\$15,984	\$94,345	\$16,306										\$126,635
CGA EXPENSE	\$13,587	\$80,193	\$13,860										\$107,640
NET REVENUE	\$2,398	\$14,152	\$2,446										\$18,995

NET REVENUE



CONSTRUCTION VALUE





**The Town of Hillsboro Beach
Building Department
Finance Report**

**Start Date: 12/1/2019
End Date: 12/31/2019**

	Permit Fees	Town Revenue	CGA Revenue	BORA	DBPR	DCA
MTD	\$16,305.95	\$2,445.89	\$13,860.06	\$309.72	\$191.67	\$150.80
YTD	\$126,685.28	\$19,002.79	107,682.49	\$1,828.61	\$1,080.64	\$797.04



**The Town of Hillsboro Beach
Building Department
Permit Report**

**Start Date: 12/1/2019
End Date: 12/31/2019**

Permit Type	# Issued	# Units	Value
Residential			
RESIDENTIAL WINDOWS/DOORS/SHUTTERS	7		84,414.00
RESIDENTIAL WATER HEATER	2		1,900.00
RESIDENTIAL STRUCTURAL MISCELLANEOUS	1		1,200.00
RESIDENTIAL SERVICE CHANGE/REPAIR	3		3,900.00
RESIDENTIAL PLUMBING MISCELLANEOUS	2		47,400.00
RESIDENTIAL HURRICANE SHUTTERS	1		3,850.00
RESIDENTIAL GAS TANK	1		9,192.00
RESIDENTIAL FIREPLACE	2		26,500.00
RESIDENTIAL ELECTRICAL MISCELLANEOUS	1		3,950.00
RESIDENTIAL DEMOLITION	1		37,500.00
RESIDENTIAL ALTERATION	4		102,350.00
RESIDENTIAL A/C CHANGE OUT	3		14,178.00
Subtotal	28		336,334.00
Commercial			
COMMERCIAL SEAWALL	1		67,740.00
COMMERCIAL PLUMBING MISCELLANEOUS	1		13,000.00
COMMERCIAL LOW VOLTAGE	1		5,000.00
COMMERCIAL HOOD SYSTEM	1		18,000.00
COMMERCIAL GENERATOR	1		40,000.00
COMMERCIAL FIRE SUPPRESSION SYSTEM	1		2,500.00
COMMERCIAL FIRE SPRINKLERS	1		99,385.00
COMMERCIAL FIRE ALARM	2		140,500.00
COMMERCIAL ELECTRICAL MISCELLANEOUS	1		2,500.00
COMMERCIAL DOCK	1		59,200.00

Commercial	COMMERCIAL BACKFLOW	1	400.00
	COMMERCIAL ALTERATION	1	1,774,975.00
	COMMERCIAL A/C CHANGE OUT	1	10,934.00
	Subtotal	14	2,234,134.00
		42	\$2,570,468.00



**The Town of Hillsboro Beach
Building Department
Issued Permits Report**

**Start Date: 12/1/2019
End Date: 12/31/2019**

	Folio #	Permit #	Date Issued	Job Address	Job Sub Division	Job Value
COMMERCIAL ALTERATION	484308120010	1914236-0	12/4/2019	1159 HILLSBORO MILE SEABONAY (INTERIOR ALTERATION)	SEA BONAY BEACH RESORT	\$1,774,975.00
	Grand Total					\$1,774,975.00
RESIDENTIAL ALTERATION	484308NP0180	1914243-0	12/6/2019	1203 HILLSBORO MILE(UNIT 9B)	SHORELAND CO-OP	\$75,000.00
	484308CJ0300	1914258-0	12/17/2019	1161 HILLSBORO MILE(UNIT 504)	HILLSBORO COLONNADE	\$2,300.00
	484308BC1950	1914260-0	12/18/2019	1238 HILLSBORO MILE(UNIT 411)	PORT DE MER CONDO	\$12,050.00
	484308CM0260	1914262-0	12/19/2019	1169 HILLSBORO MILE(UNIT 315)	HILLSBORO WINDSOR CONDO	\$13,000.00
	Grand Total					\$102,350.00



**The Town of Hillsboro Beach
Building Department
Activity Report**

**Start Date: 12/1/2019
End Date: 12/31/2019**

Discipline	Total # of Inspections	Plan Review	Permits Applied	Value of Construction	Permit Revenue
Building	76	43	22	\$2,157,729.00	\$10,547.50
Electrical	46	23	10	\$195,850.00	\$1,749.43
Plumbing	49	29	13	\$71,892.00	\$2,933.04
Mechanical	13	19	10	\$45,612.00	\$1,075.98
Fire	8	1	2	\$99,385.00	\$0.00
Zoning	0	6	8	\$0.00	\$0.00
Totals	192	122	87	\$2,570,468.00	\$16,305.95



**The Town of Hillsboro Beach
Building Department
Plan Review Times Report**

**Start Date: 12/1/2019
End Date: 12/31/2019**

	Number of Reviews	Average Days In Review	Most Days In Review
Total Reviews	137	3.08	14

* Five plans exceeded the 10 day mark, mostly due to holiday scheduling or delayed information.



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Code Compliance

Presented by Mario Sotolongo, CG&A

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: None



TOWN OF HILLSBORO BEACH

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Agenda Item Cover Memo

Agenda Item: December 2019 Report

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

Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Code Compliance Summary December 2019



Code Compliance Summary Report

From 12/1/2019 To 12/31/2019 Corridor (All Corridors)

Case Totals for Period

Cases Open at Start of Period	12
Cases Opened During Period	0
Cases Opened as result of Complaint	0
Cases Closed During Period	4
Cases Closed Prior to a Hearing	2
Cases Open at End of Period	8
Inspections	0
Re-Inspections	6
Total	6
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 a Hearing	Open at End of Period
B. Pita	2	0	0	1	0	1
J. Sanzone	1	0	0	1	0	0
M. Sotolongo	9	0	0	2	2	7
Total	12	0	0	4	2	8



Code Compliance Summary Report

From 12/1/2019 To 12/31/2019 Corridor (All Corridors)

Inspections by Officer

Officer	Inspections	Re- Inspections	Total
M. Sotolongo/N/A	0	6	6
Total	0	6	6

Summary of Cases Opened by Incident Type

Incident Type	Number
	0
Total	0

Revenue Summary

	Period Start	During Period	Period End
Total Fines Assessed	\$5,175.00	\$0.00	\$5,175.00
Total Payments	\$0.00	\$0.00	\$0.00
Balance	\$5,175.00		\$5,175.00



Case Action Report*

From 12/1/2019

To 12/31/2019

Corridor (All Corridors)

<u>Date Issue</u>	<u>Incident Type</u>	<u>Site Address</u>	<u>Status</u>	<u>Documents Issued</u>
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*Cases included in this report are those where the owner was first cited within the date range and corridor specified



TOWN OF HILLSBORO BEACH

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Agenda Item Cover Memo

Agenda Item: Community Shuttle Update

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

Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Ltr to Property Managers (re Community Shuttle Service)



OFFICE OF THE TOWN MANAGER

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

January 24, 2020

Dear Property Manager,

Our agreement with Broward County now requires the Town to establish pre-determined shuttle stops and no longer allows passenger to “hail” or request the Town Shuttle to stop from the side of the road (Hillsboro Mile). I am reaching out to determine if your building is interested in having the shuttle stop at your property, perhaps your parking area or lobby. By providing a shuttle stop at your location, you will allow a convenient access point for your residents to load and unload from the Town’s free shuttle.

Please call or email me directly if you would like to participate in the Town’s shuttle program by creating a stop for your building. I am available to address any questions or concerns you may have. It is my plan to identify the new stops by February 7, 2020, so kindly contact me with any questions or interest by January 31, 2010.

Should you choose to allow the shuttle to stop at your condo, please be aware that the location can move to different areas within your condominium if it becomes necessary to do so. For instance, the stop may first be located at the lobby entrance, but then later moved to an onsite loading area within your parking lot. Also, you may cancel the shuttle stop at anytime with a six week notice to allow time for the shuttle schedule to be adjusted and to notify the riders of the change in shuttle route.

I hope you will consider joining us in offering shuttle services to your building.

Thank you,

Mac Serda
Town Manager
mserda@townofhillsborobeach.com
ofc: 954-427-4011



www.TownofHillsboroBeach.com



TOWN OF HILLSBORO BEACH

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Hillsboro Beach, FL 33062

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Agenda Item Cover Memo

Agenda Item: Hounds of Hillsboro Beach - 9am Sat, Feb 22, 2020

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

Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. 2020 Hounds of Hillsboro Beach Flyer (revised)

HOUNDS OF HILLSBORO BEACH

TOWN HALL

1210 Hillsboro Mile
Hillsboro Beach, FL 33062



SATURDAY
FEB. 22, 2020
9:00 A.M.



 Join Us For A Town Photo with
your "Hound"

 Fashion Show: Show your
Hound on our K9 Stage

 DJ, Snacks, Giveaways

 Please Bring unopened Pet
Food or Pet Supply for
Donation to our Pet Rescue

 Rescue Dogs will be available
for Adoption



954-427-4011
TownofHillsborobeach.com



TOWN OF HILLSBORO BEACH

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Agenda Item Cover Memo

Agenda Item: Memo No. 2020-001 Title Search & Easement

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

Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Memo No. 2020-001 Title Search & Easement

INTER-OFFICE CORRESPONDENCE

MEMORANDUM NO. 2020-001

TO: Deborah Tarrant, Mayor
Irene Kirdahy, Vice Mayor
Vicky Feaman, Treasurer/Commissioner
Barbara Baldasarre, Commissioner
Andrew R. Brown, Commissioner

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

FROM: Donald J. Doody, Town Attorney *DJD*

DATE: January 28, 2020

RE: Town of Hillsboro Beach (“Town”) / Purchase from Winter Sun Investments, LLC (“WSI”) – 1205 and 1206 Hillsboro Mile, Hillsboro Beach, Florida (“Property”)

As a result of our review of the title information received on the Property and in addition to the standard exceptions from title coverage, this memorandum is intended to inform you of the following matters that appeared in the title search and affect the two (2) parcels:

1. The terms, provisions, restrictive covenants, conditions, reservations, rights, duties and easements contained in the Declaration of Condominium of HILLSBORO CASTLE REEF CONDOMINIUM, including all amendments and modifications recorded December 31, 1984 in Official Records Book 12230, Page 944, of the Public Records of Broward County, Florida. The Town will need to terminate the condominium association subsequent to closing.
2. A Perpetual Easement (20.31 feet X 101.53 feet) for a public road and utility purposes incidental thereto granted to Broward County by instrument recorded July 1, 1985 in Official Records Book 12648, Page 747, of the Public Records of Broward County, Florida. The easement is located on the eastern 20.31 feet of Parcel A and the western 20.31 feet of Parcel B.
3. A Perpetual Easement granted to Florida Power & Light Company by instrument recorded July 3, 1985 in Official Records Book 12654, Page 924 of the Public Records of Broward County, Florida. The easement is to locate or relocate utility poles and anchor lines in the event State Road A-1-A is constructed within the right-of-way easement areas described on the Plat.

4. Grant of Easement Agreement to MediaOne of Greater Florida, Inc., (now known as "AT&T Broadband") recorded December 17, 2001 in Official Records Book 32501, Page 809, and Agreement for Grant of Easement with AT&T Broadband recorded May 29, 2003 in Official Records Book 35266, Page 758, both of the Public Records of Broward County, Florida. The easement is for the delivery of cable television and broadband communications service to the Property. The initial term of the easement was for a period of five (5) years ending on October 19, 2005. Thereafter, the terms of the easement provides for an automatic removal for consecutive terms of one (1) year each, unless written notice of termination is given by one party to the other at least ninety (90) days prior to the expiration of the initial or renewal term then in effect. The easement shall continue for six (6) months after termination for the purpose of removing the facilities i.e. lines, cables, fiber optics, conduits, etc. The Town should consider terminating this easement subsequent to closing.
5. Mean High Water line survey and proposed Erosion Control Line recorded June 11, 1998 in Miscellaneous Map Book 8, Page 38, as affected by Resolution of Board of Trustees of the Internal Improvement Fund of the State of Florida recorded June 11, 1998 in Official Records Book 28378, Page 534 of the Public Records of Broward County, Florida which approved and adopted the erosion control line.
6. The following plat notes are contained on the Ocean Reef Condominium Plat recorded in Plat Book 124, Page 19:
 - a. Plat Note #4 shows the access to State Road A-1-A from Parcel A (1206) is restricted to one (1) forty (40) foot opening, the centerline of which is located approximately forty (40) feet South of the North property line.
 - b. Plat Note #5 shows that access to State Road A-1-A from Parcel B (1205) is restricted to one (1) forty (40) foot opening, the centerline of which is located approximately forty (40) feet South of the North property line.
 - c. Plat Note #6 provides a portion of Parcel A (1206) lying West of the dashed line (as shown on the Plat) within Parcel A (1206), as shown on the plat, is reserved for Open Space and Outdoor Recreation for the benefit of the owners and their guests. This is an area on the western approximate 63 feet of Parcel A (1206).
 - d. Plat Note #7 provides a portion of Parcel B (1205) lying East of the Coastal Construction Control Line, as shown on the plat, is reserved for Open Space and Outdoor Recreation for the benefit of the owners and their guests.

Should you have any questions regarding the foregoing, please do not hesitate to contact us.



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item: Memo No. 2020-002 Phase I Environmental Site Assessment

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

Agenda Date: February 4, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Memo No. 2020-002 Phase I Environmental Site Assessment

INTER-OFFICE CORRESPONDENCE

MEMORANDUM NO. 2020-002

TO: Deborah Tarrant, Mayor
Irene Kirdahy, Vice Mayor
Vicky Feaman, Treasurer/Commissioner
Barbara Baldassarre, Commissioner
Andrew R. Brown, Commissioner

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

FROM: Donald J. Doody, Town Attorney *DJD*

DATE: January 28, 2020

RE: Town of Hillsboro Beach (“Town”) / Purchase from Winter Sun Investments, LLC (“WSI”) – 1205 and 1206 Hillsboro Mile, Hillsboro Beach, Florida (“Property”)

As you are aware, the Town is presently in the midst of a one hundred twenty (120) day Due Diligence Period that expires on April 2, 2020. As a part of the due diligence inspection, we have ordered and received a Phase I Environmental Site Assessment from EnviroDesign Associates, Inc. dated January 21, 2020 (“Phase I”). A copy of the Executive Summary from the Phase I is attached to this memorandum. This memorandum is intended to advise you of three (3) issues as identified in the Phase I.

I. Underground Storage Tank

Section 5.3 of the Phase I indicates the presence of an Underground Storage Tank (“UST”). The tank is located on the 1205 Hillsboro Mile parcel in a concrete planter approximately ten (10) feet west of the condominium’s southwest building corner. The UST has a capacity of approximately 500 gallons and contained diesel for the condominium’s emergency backup generator. The UST is presently out-of-service and the Phase I recommends that it be properly closed and removed from the Site using a duly licensed contractor in order to avoid environmental conditions. Soil and groundwater sampling should be collected for petroleum parameters in the tank area during and after tank removal activities with the results of the sampling to be documented in a Tank Closure Assessment Report. The Phase I also recommends a Phase II Environmental Site Assessment on the Property (“Phase II”). We have been advised that the cost of the Phase II will be \$6,950.00 and take approximately three weeks from signed proposal. We have also been advised that the cost to remove the UST is estimated to be \$14,500.00 and would take approximately six weeks from signed proposal.

II. Asbestos

Section 5.5 of the Phase I indicates the presence of Category I non-friable asbestos in back glue adhesive “mastic” behind the mirrors throughout the bathrooms, living rooms, bar areas and lobbies of all three floors of the condominium building. Under the Florida Department of Environmental Protection (“FDEP”) regulations, Category I non-friable asbestos-containing materials may be left in place during demolition under wet conditions. However, OSHA regulations require that disposal of asbestos-containing materials and debris is to be disposed of in leak-tight and labeled containers or plastic bags. All materials must be disposed of in a Class I landfill and manifest as Category I Non-Friable Asbestos containing material. We have a proposal from EnviroDesign Associates, Inc. for \$9,250.00 to remove and properly dispose of the Category I Non-Friable Asbestos containing material from the Property.

III. Potential Hazard

Section 8.0 of the Phase I indicates that a 6,000 gallon unleaded UST was formerly located between the pump building and the water holding tank approximately 30 feet north of the northern property boundary of the 1206 Hillsboro Mile Site. This UST was installed at the Town of Hillsboro Police Department facility in 1980 for the fueling of police cars and was removed in 1995. As no storage tank closure documentation is available on-line in FDEP or Broward County Environmental Protection Department records, the Phase I recommends installing soil borings and collecting groundwater samples along the northern property boundary of 1206 Hillsboro Mile parcel adjacent to the current and historical UST systems for laboratory analyses of petroleum parameters. This activity would be included in the Phase II inspection.

The Town Commission should consider and provide direction relative to the recommendations presented by EnviroDesign Associates, Inc.

DJD:rl

1.0 EXECUTIVE SUMMARY

On December 17, 2019, William Serda of the Town of Hillsboro Beach (Client) authorized EnviroDesign Associates, Inc. (EDA) to conduct a Phase I Environmental Site Assessment (ESA) on the residential property "Ocean Reef Condominium" (Site) located at 1205 & 1206 Hillsboro Mile, in Hillsboro Beach, Broward County, Florida 33062 (Broward County Property ID# 4843-08-CB-0010 & 4843-08-10-0010). The purpose of this investigation is to identify the potential for "Recognized Environmental Conditions" (as defined by ASTM and Section 2.2 of this report) being present on the Site by means of the scope of work listed below. Work was completed in general accordance with the scope and limitations of ASTM E1527-13.

EDA conducted project research in accordance with industry accepted methods, which included a physical inspection of the property by an Environmental Professional, the examination of the historical background and operating history of the Site, a review of reasonably ascertainable environmental, historical and physical setting record sources, and interviews with present owners, operators and local government officials. The findings of this investigation are summarized below and detailed in the report.

Summary of Recognized Environmental Conditions (REC) and Business Environmental Risks (BER)			
Area of Investigation	REC Identified	Report Section	Comments
Current Property (Site) Uses	NO	3.3/5.2	
Current Adjoining Property Uses	NO	3.5/5.2	
User-Provided Information	NO	4.0	
Hazardous Materials Storage and Disposal	NO	5.3	
Petroleum Products Storage and Disposal	NO	5.3	
Storage Tanks, Sumps, pools, ponds,	YES	5.3	See REC.
Stained soils/stressed vegetation,	NO	5.3	
Interior/Exterior Observations	NO	5.3	
Asbestos-Containing Material	BER	5.5	See BER.
Lead-Based Paint	NO	5.6	
Mold	NO	5.7	
Interviews	NO	6.0	
Environmental Record Sources	YES	7.3	See REC.
Historical Property (Site) Uses	NO	7.5	
Historical Adjoining Property Uses	NO	7.6	

Recognized Environmental Conditions:

On-Site Property Uses

The historical Phase II investigation provided by the property owner does not indicate whether any residual fuel remains in the on-site UST or associated fuel lines. As such, it is still possible that a discharge could have occurred since this historical Phase II ESA. The on-site UST constitutes a Recognized Environmental Condition. The UST is presently out-of-service and should be properly closed and removed from the Site using a duly licensed contractor. Soil and



groundwater sampling should be collected for petroleum parameters in the tank area during and after tank removal activities with the results of said activities documented in a Tank Closure Assessment Report. EDA is happy to provide a cost estimate for tank removal, sampling, and reporting at the client's request.

Historical Adjacent Property Uses

A 6,000-gallon unleaded UST was installed at the north-adjacent Town of Hillsboro Police Department facility in 1980 and was removed in 1995. No storage tank closure documentation is available on-line in FDEP or Broward County Environmental Protection Department records. This data gap constitutes a Recognized Environmental Condition. This historical installation was formerly located between the pump building and the water holding tank, approximately 30-feet north of the northern property boundary of the 1206 Hillsboro Mile Site. It should be noted that no discharges have been reported to regulatory agencies for the current and historical tank installations. In an abundance of caution, EDA recommends installing soil borings and collecting groundwater samples along the northern property boundary of 1206 Hillsboro Mile parcel adjacent to the current and historical UST systems for laboratory analyses of petroleum parameters.

Business Environmental Risk:

Category I Non-Friable Asbestos was detected in back glue adhesive "mastic" behind the mirrors throughout the bathrooms, living rooms, bar areas and lobbies of all three floors of the condominium building. The affected area comprises approximately 950ft². Under the FDEP regulations, Category I non-friable asbestos-containing materials may be left in place during demolition under wet conditions. However, OSHA regulations require that disposal of asbestos-containing materials and debris is disposed of in a leak-tight and labeled container. The container may be plastic bags so long as the holding is leak-tight. All materials must be disposed of in a Class I landfill and manifest as Category I Non-Friable Asbestos containing material. Please refer to ARS Asbestos Survey (#20200141) in Appendix IV, for all Asbestos recommendations.