



AGENDA

Town of Hillsboro Beach Commission Meeting

January 7, 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

January 7, 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 3, 2019 Board of Zoning & Appeals Meeting
- B. Minutes of the December 3, 2019 Regular Commission Meeting

II. RESOLUTIONS & CONTRACTS

- A. **RESOLUTION NO. 2020-02** Consideration to Approve and Authorize the award of a 2.2% Cost of Living Adjustment (COLA) to the Chief of Police as recommended by the Town Manager.
- B. **RESOLUTION NO. 2020-03** Consideration to Approve Administrative Fees Relative to the Costs Associated with Plan Review and Fire Inspections.
- C. **RESOLUTION NO. 2020-04** Consideration to Approve and Authorize the Proper Town Officials to Execute an Engagement Letter from Mark E. Raymond Esquire To Serve As Bond Counsel to the Town.
- D. **RESOLUTION NO. 2020-05** Consideration to Approve and Authorize the Proper Town Officials to Execute Financial Advisory Agreement Between the Town and PFM Financial Advisors, LLC to Facilitate Potential Acquisition of Real Property To Support Beach Nourishment Projects.
- E. **RESOLUTION NO. 2020-06** Consideration to Approve and Authorize Proper Town Officials to Execute an Assessment Methodology Agreement between the Town and PFM Financial Advisors, LLC to Facilitate the Potential Acquisition of Real Project to Support Beach Nourishment Projects.

III. CONSENT

A. INVOICES FOR APPROVAL

1. **Ortel, Fernandez, Bryant & Atkinson:** Invoice # 19063 Oct 2019 - \$29,266.25
2. **Ortel, Fernandez, Bryant & Atkinson P.A** Invoice # 18945 Services Rendered Aug 2019 - \$8,510.72
3. **RMA:** Invoice #4446 Services Rendered Oct-Dec 2019 \$3,475.00
4. **Goren, Cherof, Doody & Ezrol** Invoice #29130 Nov-Dec 2019 \$15,276.55 (General Matters)
5. **Goren, Cherof, Doody & Ezrol** Invoice #29131 Nov-Dec 2019 \$3,082.05 (Deerfield Beach)
6. **Goren, Cherof, Doody & Ezrol** Invoice #29132 Dec 2019 \$4,096.83 (Purchase from Winter Sun Investments LLC 1205 and 1206 Hillsboro Mile)
7. **INFRAMARK** Invoice #47301 Nov. 2019 - \$7,345.27
8. **INFRAMARK:** Invoice #47300 Oct 2019 \$7,340.12
9. **INFRAMARK:** Invoice #47437 Dec 2019 \$7,345.52
10. **CG&A:** Invoice #73881 services thru 12/31/2019 \$13,860.06

B. PROCLAMATIONS

1. **National School Choice Week (Jan 26 - Feb 1, 2020)**
2. **Eating Disorders Awareness Week (Feb. 23-29, 2020)**

IV. STAFF UPDATES

- A. Broward County Water & Waste Water (BCWWS) Project**
Presented by Pat MacGregor
- B. Police Department**
Presented by Chief Nagy
- C. Finance Department**
Presented by Stephen Bloom, Inframark
- D. Building Services Department**
Presented by Steve Mitchell
- E. Code Compliance**
Presented by Mario Sotolongo, CG&A

V. TOWN MANAGER REPORT

- A. Hounds of Hillsboro Beach - 2/22/2020**
- B. Town Hall Paint Colors**

VI. TOWN ATTORNEY REPORT

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
BOARD OF ZONING & APPEALS MEETING
DECEMBER 3, 2019 | 9:00 A.M.**

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Mayor Deborah L. Tarrant called the meeting to order at 9:00 a.m. Roll was called with the Commission members and staff present as listed below.

Town Commission:

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

Vice Mayor Irene Kirdahy
Commissioner Vicky Feaman

Town Staff:

Town Manager Mac Serda
DJ Doody, Town Attorney
Town Clerk Sherry D. Henderson, CMC

I. QUASI-JUDICIAL PUBLIC HEARINGS

- A.** Variance Request from Matthew Scott, Esq., from Dunay, Miskel, and Backman, LLP, agent for property located at 965 Hillsboro Mile, Hillsboro Beach, FL 33062

Town Attorney DJ Doody swore in all those presenting testimony at the hearing.

Chris Brown, Principal with Redevelopment Management Association, presented the request for a variance. The property owner is seeking a variance from the Town of Hillsboro Code of Ordinances as it pertains to section 12-124 (B) requiring a yard, to be allowed to encroach four (4) feet into the required setback of 17'2". Mr. Brown noted staff was recommending approval.

Mr. Brown stated the request is related to a house built in 2015 and the discrepancy was found recently with a new survey. He noted correction to meet code would be a hardship, as it would require tearing the house down to move it.

Commission Brown asked how it is determined which survey is correct.

Mr. Brown stated typically the professionalism of the surveyor must be relied upon. He noted RMA did not interview the surveyor regarding this issue prior to making a recommendation. Mr. Doody clarified the issue of the accuracy of the survey was not technically before the

Board, only the decision as to whether a hardship existed.

Mayor Tarrant asked how the error was identified, and Mr. Brown deferred to the applicant.

Attorney Matthew Scott spoke representing the homeowner of the property at 965 Hillsboro Mile. He noted a number of issues with the original survey were identified by a neighbor, who noted a number of features were present on their property. Mr. Scott stated those features were removed, and during the ensuing investigation, the owners found the building does encroach into the required setback.

Mr. Scott provided a brief presentation, noting the owner's request was to adopt the staff report and providing background on the property and applicable code. He stated there was not harm to flood plane elevations or issues to the neighbor.

The Board discussed possible recourse against the surveyor.

Mr. Doody noted recourse would be a private issue.

Mr. Scott stated following the neighbor opposing the variance, the property owner had installed landscaping to increase the buffer between properties. He noted he had reached out to the neighbor's attorney on several occasions seeking to make them more comfortable.

Vice Mayor Kirdahy asked for clarification regarding what was encroaching onto the neighbor's property, noting it appeared pathways and stairs were on that side of the house. She pointed out the neighbor's garage was on the side adjacent to the property in question, not living space.

In response to a question from Commissioner Brown, Mr. Scott noted the neighbors originally made contact through their attorney about a railing and sidewalk.

Mayor Tarrant stated she felt the aerial view showed an impact.

Attorney Michael Weiner spoke on behalf of the property owner at 963 Hillsboro Mile, located to the south of 965. He noted the enhanced setback requirements were put in place for a reason, and stated the applicant is requesting a variance for one-quarter of the setback. Mr. Weiner further stated his client believed the hardship presented was beyond an appropriate level. He argued the variance requirements had not been properly analyzed, stating the mistake of a surveyor did not meet the standards. He called it a self-imposed hardship and said someone should have noticed the error.

At the request of Mayor Tarrant, Mr. Doody read aloud the section of the Ordinance relating to serious impairment.

Mr. Weiner read sections of State law, noting the requirement that the issue be unique to the property. He stated variances are not for violations in consequence to an error and noted that he believed approving this variance would alter the code.

Continuing, Mr. Weiner stated there was no evidence the issue was an error of the surveyor, only that the building was in the wrong place. He noted the surveyor was not present for the hearing to attest to the error. Mr. Weiner distributed copies of the materials he had referred to in his comments.

Commissioner Brown pointed out the property had gone through the Planning and Zoning process prior to construction four (4) years ago and asked who Mr. Weiner was suggesting should have caught the error.

Mr. Weiner stated there are ways to cross-check that setbacks are appropriate and that was not done in this case.

Vice Mayor Kirdahy asked Mr. Doody to clarify that a variance did not set precedent.

Mr. Doody stated he would agree that each case is unique and does not bind the Board to future decisions.

Mayor Tarrant opened a public hearing on the variance.

Al Shore, 1147 Hillsboro Mile, commented that he agreed with Commissioner Brown's question regarding what would satisfy the neighbor. He asked if the issue could be worked out or if the house had to be torn down.

Marcy Oleta, stated she works for the property owner at 963 Hillsboro Mile and was on a task force which found the house at 965 was very close, which led to the investigation. She asked if the variance would follow any future construction on the land.

Mayor Tarrant stated setback requirements would apply.

Mayor Tarrant closed the public hearing.

Mr. Scott asserted Mr. Weiner's comments vastly overstated the law, and noted variances are very common. He noted he was not looking to overturn land use and zoning law, but to address a specific problem which had come up. He stated his client was open to conversations to address concerns, short of tearing down the home.

Mayor Tarrant recommended the item be tabled so that Board members might further investigate the situation, and to encourage the neighbors to communicate.

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to table the variance until the January 7, 2020 meeting. In a roll call vote, the **motion** passed unanimously. (5-0)

II. ADJOURNMENT

Motion made by Commissioner Baldasarre, seconded by Commissioner Brown, to adjourn the meeting. In a roll call vote, the **motion** passed unanimously. (5-0)

The meeting was adjourned at 9:49 a.m.

ADOPTED THIS _____ DAY OF _____, 2020

By: _____
Deborah L. Tarrant, Mayor

ATTEST:

Sherry D. Henderson, CMC Town Clerk



DRAFT

**MINUTES
TOWN OF HILLSBORO BEACH
REGULAR TOWN COMMISSION MEETING
DECEMBER 3, 2019 | 9:00 A.M.**

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Mayor Deborah L. Tarrant called the meeting to order at 9:49 a.m. Roll was called with the Commission members and staff present as listed below.

Town Commission:

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

Vice Mayor Irene Kirdahy
Commissioner Vicky Feaman

Town Staff:

Town Manager Mac Serda
DJ Doody, Town Attorney
Town Clerk Sherry D. Henderson, CMC

APPROVAL OF AGENDA

Mayor Tarrant asked to move items 4H up on the agenda.

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

I. APPROVAL OF MINUTES

A. Minutes of the November 5, 2019 Special Town Commission Meeting

Motion made by Commissioner Brown, seconded by Commissioner Feaman, to approve the minutes of the November 5, 2019 Special Town Commission Meeting minutes as printed. In a roll call vote, the **motion** passed unanimously. (5-0)

II. PROCLAMATION

A. Notice of Election – Town Municipal General Election March 17, 2020

Mayor Tarrant read the Notice of Election Proclamation for the record.

Motion made by Commissioner Brown, seconded by Commissioner Feaman, to accept the Notice of Election. In a roll call vote, the **motion** passed unanimously. (5-0)

IV. RESOLUTIONS AND CONTRACTS

H. Resolution No. 2019-66 Consideration to Approve and Authorize Proper Town Officials to Execute a Purchase and Sale Agreement from Winter Sun Investments, LLC.

Item 4H was addressed out of order.

Town Attorney DJ Doody read Resolution 2019-66 by title only.

Mr. Doody asked that items 4H, 4I, and 4J be handled together, as they were interconnected. He noted they would need to be voted on separately but addressing them together would give the Commissioners the full picture before proceeding.

Continuing, Mr. Doody outlined the three (3) issues. He stated the first issue was a real estate purchase and sale agreement, the result of several weeks of negotiation. He stated the seller had executed the contract at his request prior to the meeting.

Mr. Doody explained the price was negotiated as a result of the two (2) appraisals received by the Town. He explained the dates identified and noted the seller requested a deposit in the amount of \$350,000 to be held in escrow pursuant to the inspection period.

Mr. Doody stated a 120-day review period within the contract would allow the Town to complete an environmental study, examine the title, complete a survey, and take the question of bond issue to the voters.

Continuing, Mr. Doody outlined how another offer on the property would be handled and addressed various fees and conditions. He noted a sticking point for the sellers was the existing code liens on the property, and asked Mario Sotolongo, Code Supervisor with CG&A to address the amounts in question.

Mr. Sotolongo stated open cases total \$194,650.

Mr. Doody explained a requirement of the seller is to forgive and release those liens within 30 days so that the property is not subject to any liens.

In response to a question from Vice Mayor Kirday, Mr. Doody stated the taxes were currently up-to-date, and future taxes would be pro-rated to the close date.

The Commissioners and staff discussed the annual amount of taxes on the property.

Commissioner Brown clarified that if the liens were forgiven and the purchase did not pass the vote, the liens would remain forgiven.

Mr. Doody stated the liens would be forgiven, but the Town would maintain the right to cite for future issues if the sale does not go through.

Mr. Doody explained the third point regarding the purchase would be the need for a general obligation referendum bond. He asked Mark Raymond, bond counsel, to address the details.

Mr. Raymond provided a brief presentation regarding the proposal that the Town seek a general obligation referendum bond for the purchase, detailing the process.

The Commissioners and staff discussed the uniform millage rate which would be used to determine the amount of debt paid each year, different from the way the beach nourishment was handled.

Mayor Tarrant recommended that if the purchase passed, the bond amount Resolution be tabled pending a Workshop Meeting.

The Commissioners and staff discussed bond options.

Logan Holz, real estate agent for the seller, presented an amended purchase price of \$13,900,000 to facilitate the sale.

Mayor Tarrant stated the cost associated with a bond would be low and manageable for most residents. She noted Commissioners could not promote a particular vote but could educate voters. Continuing, Mayor Tarrant noted the Town was in a position to make the purchase, unlike the previous time the property was on the market. She outlined the benefits of moving forward, including giving the Town flexibility to not be dependent on neighbors and individual residents.

Mayor Tarrant stated she saw the decision as a visionary one and felt a Workshop should be held as soon as possible to discuss short-term and long-term uses of the property.

Commissioner Brown asked if growth in the tax base would reduce the amount individual property owners pay toward the bond.

Stephen Bloom, Inframark, explained the way in which total taxable values for the Town are calculated and the translation to annual assessments.

Mayor Tarrant opened a public hearing on the Resolution.

Renee Males, 1155 Hillsboro Mile, discussed the potential for worthwhile uses of the property and said education of voters will be vital.

Al Shore, 1147 Hillsboro Mile, commented on the forgiveness of liens and fines, and suggested they be reinstated if the seller walks away.

David Hart, on behalf of the seller, addressed Mr. Shore's comments. He noted the seller had rejected the idea during negotiation.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Brown, to accept the purchase price of \$13,900,000 for 1205 and 1206 Hillsboro Mile. In a roll call vote, the **motion** passed unanimously. (5-0)

Motion made by Commissioner Feaman, seconded by Commissioner Brown, to adopt Resolution 2019-66. In a roll call vote, the **motion** passed unanimously. (5-0)

I. Resolution No. 2019-67 Consideration to Approve and Authorize Proper Town Officials to Conditionally Waive and Release all Existing Code Violation Fine and/or Liens for Properties Located at 1205 and 1206 Hillsboro Mile, Hillsboro Beach, FL 33062

Item 4I was addressed out of order.

Mr. Doody read Resolution 2019-67 by title only.

Motion made by Commissioner Feaman, seconded by Commissioner Brown, to adopt Resolution 2019-67. In a roll call vote, the **motion** passed unanimously. (5-0)

J. Resolution No. 2019-68 Consideration to Approve and Authorize Calling a Referendum to be Held on March 17, 2020 to Decide Whether a Majority of Electors are in Favor of a General Obligation Bond.

Item 4J was addressed out of order.

Mayor Tarrant asked that the item be tabled until a Special Meeting.

The Commissioners and staff discussed dates and set a Workshop Meeting for December 9, 2019 at 1 p.m. and discussed a possible Special Meeting for December 17, 2019 at 9 a.m.

Motion made by Commissioner Feaman, seconded by Commissioner Brown, to table Resolution 2019-38 until a date to be set after the Workshop Meeting. In a roll call vote, the **motion** passed unanimously. (5-0)

III. ORDINANCES

A. Ordinance No. 2019-10 Procurement Code (First Reading)

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, AMENDING THE TOWN'S CODE OF ORDINANCES BY AMENDING CHAPTER 2 ENTITLED "ADMINISTRATION," BY SPECIFICALLY AMENDING ARTICLE V TITLED "PURCHASING"; PROVIDING FOR AN INCREASE IN PURCHASING THRESHOLDS FOR THE TOWN MANAGER; PROVIDING FOR THE WAIVER OF THE CODE PROCUREMENT; PROVIDING FOR EMERGENCY PROCEDURES; PROVIDING FOR DISPOSAL OF TOWN ASSETS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Commissioner Baldassarre stepped away from the dais.

Mr. Serda explained the Ordinance was discussed at the last Commission meeting. He noted it is meant to modernize the procurement code and take some administrative burden off the Town. He provided a brief outline of the changes.

Mr. Doody read Ordinance 2019-10 by title only and noted it is before the Commission on first reading.

Mayor Tarrant stated the bottom line is the Ordinance in place was ancient and in need of updating due to cost changes. She asked questions about particular line items in the amended Ordinance and made adjustments to wording.

The Commissioners and staff discussed Mayor Tarrant's adjustments.

Mr. Serda noted this was first reading, so changes could be made prior to second reading.

Mayor Tarrant opened a public hearing on the Ordinance, however there being no comments, closed the hearing.

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to amend Ordinance 2019-10. In a roll call vote, the **motion** passed unanimously. (5-0)

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to adopt first reading of Ordinance 2019-10 with amendments. In a roll call vote, the **motion** passed unanimously. (4-0) Commissioner Baldasarre was not present.

B. Ordinance No. 2019-11 2020 General Municipal Election (First Reading)

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, CONFIRMING THE DATE OF THE TOWN'S 2020 GENERAL MUNICIPAL ELECTION, WHICH, PURSUANT TO ORDINANCE 235 AND SECTION 101.75, FLORIDA STATUTES, SHALL COINCIDE WITH THE MARCH 17, 2020 PRESIDENTIAL PREFERENCE PRIMARY; PROVIDING FOR THE QUALIFYING PERIOD FOR THE 2020 MUNICIPAL GENERAL ELECTION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney DJ Doody read Ordinance 2019-11 by title only and noted it is before the Commission on first reading.

Motion made by Commissioner Feaman, seconded by Vice Mayor Kirdahy, to adopt the first reading of Ordinance 2019-11 as printed. In a roll call vote, the **motion** passed unanimously. (4-0) Commissioner Baldasarre was not present during vote.

Commissioner Baldasarre returned to the dais.

IV. RESOLUTIONS AND CONTRACTS

A. Resolution No. 2019-59 Consideration to Approve and Authorize Proper Town Officials to Execute Agreement with Blue Cross Blue Shield for Employee 2020 Health Insurance Benefits.

Graeme Pentland, Benefit Manager, walked the Commissioners through the due diligence completed in seeking competitive pricing on employee health insurance. He noted some issues with access to specialists which had been uncovered at the last moment. Mr. Pentland shared the Town's renewal history in comparison to national averages and shared the positives and negatives of a list of options.

Mr. Serda addressed concern with the issue of teaser rates and changing plans each year and stated he would not want to chase the lower rate, but to monitor Blue Cross Blue Shield and determine what happens next year.

Mr. Pentland presented a summary of the three (3) options and premium changes of each, including two (2) options from United Healthcare and one (1) from Blue Cross Blue Shield, along with out-of-pocket cost variations.

Mr. Serda outlined the balance created with one (1) of the options and stated the United Healthcare plan was his recommendation.

The Commissioners and staff discussed the financial viability of the options.

Mr. Doody read Resolution 2019-59 by title only.

Motion made by Commissioner Feaman, seconded by Vice Mayor Kirdahy, to change the Resolution to list the vendor for 2020 health insurance benefits to United Healthcare. In a roll call vote, the **motion** passed unanimously. (5-0)

Motion made by Commissioner Feaman, seconded by Vice Mayor Kirdahy, to adopt Resolution 2019-59. In a roll call vote, the **motion** passed unanimously. (5-0)

B. Resolution No. 2019-60 Consideration to Approve and Authorize Proper Town Officials to Execute Agreement with Vendor to Resurface Bocce Courts, amount not to Exceed \$2,000.

Mr. Doody read Resolution 2019-60 by title only.

Mr. Serda requested an amendment, noting two (2) new quotes had been received since the original Resolution was written. He noted Ryan Lauer, LLC was a slightly lower quote, but was also offering a larger amount of product. Mr. Serda recommended Ryan Lauer, LLC be approved as vendor, noting he also saw it as a better opportunity.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Brown, to adopt Resolution 2019-60 with amendment, approving vendor Ryan Lauer, LLC. In a roll call vote, the **motion** passed unanimously. (5-0)

C. Resolution No. 2019-61 Consideration to Approve and Authorize Proper Town Officials to Execute Engagement Letter from Florida League of Cities, Inc. for Preparation of Valuation Report by Governmental Accounting Standards Board Statement No. 75 - GASB 75.

Mr. Doody read Resolution 2019-61 by title only.

Mr. Bloom noted this item was a requirement of the audit due to accounting standards. He outlined what would be audited, including former employees receiving benefits.

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to adopt Resolution 2019-61. In a roll call vote, the **motion** passed unanimously. (5-0)

D. Resolution No. 2019-62 Consideration to Approve Inframark's Base Contract Amount Increase in the Amount of \$85,625 with Retroactive Ratification Date of October 1, 2019.

Mr. Doody read Resolution 2019-62 by title only.

Mr. Bloom explained this Resolution was a follow-up item from the budget discussions held earlier in the year. He explained an analysis was completed back to the beginning of the contract, and an adjustment was being requested.

Mayor Tarrant asked how often the contract was renegotiated. She noted the company had been acquired and she took issue with the request to retroactively increase. She noted she would be voting in favor because of Mr. Bloom.

Mr. Serda stated the increase was the result of discussion regarding renegotiating a contract with company.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to adopt Resolution 2019-62. In a roll call vote, the **motion** passed unanimously. (5-0)

E. Resolution No. 2019-63 Consideration to Authorize Proper Town Officials to Execute an Engagement Letter from Grau & Associates for FY2109 Auditing Services.

Mr. Doody read Resolution 2019-63 by title only.

In response to a question from Commissioner Feaman, Mr. Bloom stated the base rate was the same as the prior year.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to adopt Resolution 2019-63. In a roll call vote, the **motion** passed unanimously. (5-0)

F. Resolution No. 2019-64 Consideration to Authorize the Purchase of one (1) Water Department Utility Pickup Truck and Vehicle Lights.

Mr. Doody read Resolution 2019-64 by title only.

Motion made by Commissioner Feaman, seconded by Commissioner Brown, to adopt Resolution 2019-64. In a roll call vote, the **motion** passed unanimously. (5-0)

G. Resolution No. 2019-65 Consideration to Authorize the Purchase of two (2) Dodge Charger Police Vehicles, Computer Equipment, and Strobe Lights for Both Vehicles.

Mayor Tarrant clarified with Police Chief T. Nagy that only two (2) computers were being purchased, not the four (4) listed in the bid.

In response to a question from Commissioner Baldasarre, Chief Nagy explained the new vehicles would be marked Chargers, replacing two (2) marked SUVs.

Mr. Doody read Resolution 2019-65 by title only.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Brown, to adopt Resolution 2019-65. In a roll call vote, the **motion** passed unanimously. (5-0)

H. Resolution No. 2019-66 Consideration to Approve and Authorize Proper Town Officials to Execute a Purchase and Sale Agreement from Winter Sun Investments, LLC.

Item previously addressed.

I. Resolution No. 2019-65 Consideration to Approve and Authorize Proper Town Officials to Conditionally Waive and Release all Existing Code Violation Fine and/or Liens for Properties Located at 1205 and 1206 Hillsboro Mile, Hillsboro Beach, FL 33062

Item previously addressed.

J. Resolution No. 2019-68 Consideration to Approve and Authorize Calling a Referendum to be Held on March 17, 2020 to Decide Whether a Majority of Electors are in Favor of a General Obligation Bond.

Item previously addressed.

V. CONSENT

A. INVOICES

- 1. RMA:** Invoice #4435 services 10/17/2019 thru 11/16/2019 **\$8,025.00**
- 2. Goren, Cherof, Doody & Ezrol:** Invoice #28704 **\$7,117.90** (General Matters)

3. **Goren, Cherof, Doody & Ezrol:** Invoice #28706 **\$3,946.60** (Deerfield Beach)
4. **Akerman, LLP** Invoice #9507933 Oct 2019 **\$37,141.30**
5. **Calvin, Giordano & Associates** Invoice #72592 Oct 2019 **\$13,586.61**
6. **Limousines of South Florida:** Invoice #19-0930-26 Sept 2019 **\$5,615.88**
7. **Limousines of South Florida:** Invoice #19-1031-26 Oct 2019 **\$6,083.87**
8. **Inframark:** Invoice #46516 Nov 2019 **\$6,807.35**
9. **Coastline Marine:** Invoice #44007 marine unit maintenance **\$1,981.91**

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

VI. STAFF UPDATES

A. Broward County Water & Waste Water (BCWWS) Project

Pat MacGregor, BCWWS provided an update on the wastewater project, along with Fred Tingberg, Chief Operating Officer at Lanzo Construction. He noted the substantial completion date for paving was being pushed back to December 14, due in part to additional issues faced with raising the road in several places.

Mayor Tarrant stated the new road is not inclusive of the shoulders, leading to bicycles riding on the new road rather than in the bike path.

Mr. MacGregor explained the asphalt would be going all the way to the property line and striping would be put back in the same place.

Vice Mayor Kirdahy noted part of the problem was weather.

Mayor Tarrant asked for a copy of the contract with the original paving company she had previously requested.

Mr. MacGregor stated he asked for the contract and it does not exist. He said there was a plan in place, but not a contract.

Vice Mayor Kirdahy expressed concern regarding the depth of sewer cleanouts at 1035 Hillsboro Mile, noting issues at 1043 and 1081.

Mr. MacGregor stated he would make sure someone was paying attention and it was not an issue.

In response to a question from Commissioner Brown, Mr. MacGregor said there would be temporary striping in place until permanent striping was done in two (2) weeks.

Rene Males, 1155 Hillsboro Mile, asked for specifics on a milled area which had not yet been paved.

Mr. MacGregor stated all milled areas were identified for paving.

B. Police Department – October 2019 Activity & Fuel Report

Vice Mayor Kirdahy asked Chief Nagy to confirm that bicycles were only allowed to ride two (2) across, sharing a story regarding riders not following the road.

Police Chief T. Nagy noted the road was particularly rough and there had been bicycle accidents, including broken bones, due to the transition.

Chief Nagy reported the marine unit had been out of service due to warranty and mechanical issues. He noted a part-time officer was retiring, but he has interviewed candidates to hire a replacement.

Mayor Tarrant stated she received complaints of loud music over the weekend on the Intercoastal.

The Commissioners and staff discussed options for addressing loud music complaints and what level of response was currently being implemented.

Mr. Serda stated he would look at the occurrences of noise complaints and the schedule of the marine patrol to make recommendations.

The Commissioners and staff discussed the location and times of the issues.

Chief Nagy noted patrols are being done but have limits. He noted they do work together with Lighthouse Point.

Roberta Meshcaw, 1043 Hillsboro Mile, stated a boat was unnecessary, uniformed police parked on the road hear the boats and can use a megaphone.

Chief Nagy stated officers currently do so, but the response is not always positive when they are not on the water. He said he heard the concerns and would address it with the officers.

Vice Mayor Kirdahy complimented the police on their response to trespassing issues.

In response to a question from Mayor Tarry, Chief Nagy noted the higher trending fuel report was likely heat-related.

C. Finance Department – October 2019

Stephen Bloom, Finance Director, Inframark presented the October financial results. He stated one (1) month into the fiscal year, a deficit exists because no property taxes had been collected. He noted all other revenue is on target.

Mr. Bloom shared spending results, noting all departments were under budget for the month. He pointed out permitting in special revenue, as it was the first month without the collection of the building surcharge. He stated an adjustment to the fee schedule will be presented at a later date.

Continuing, Mr. Bloom noted a surplus in the water fund after the first month of the fiscal year, with a portion available for future operations and maintenance activities. He noted water usage was down slightly over the same month in the prior year.

Mr. Bloom shared a chart tracking fuel costs and usage.

Mr. Doody asked how quickly the deposit required by the real estate contract could be processed, noting he needed it by Dec. 10.

Mr. Bloom stated the deposit was approved and could be processed by the deadline.

Mayor Tarrant thanked Mr. Bloom for the information on the fuel costs and usage chart and noted decreases since it had been tracked.

Mayor Tarrant asked for clarification regarding line items for beach projects and securing easements for FP&L (Florida Power & Light). She noted an improvement to ridership on the community shuttle.

D. Building Services Report – October 2019

Steve Mitchell, Building Official with CG&A, provided an update for October. He noted two (2) significant developments should be emphasized.

Mr. Mitchell stated after 21 months, a generator had been installed at 1200 Hillsboro Mile and a certificate of occupancy was granted. Additionally, he stated permits for the Seabonay Hotel had finally been issued.

Mayor Tarrant clarified the Seabonay permits are to complete internal work.

Mr. Mitchell updated on 1131 and 1121, both expected for completion by the end of the year. He stated 999 had submitted plans for architectural review, and demolition plans were submitted for 925.

Mr. Mitchell addressed the sunset surcharge and stated a direct charge would be submitted for review. He noted this would assist with correcting a prior issue with transparency and ensuring fees were not an undue burden.

Mr. Serda noted research which had been done to support the fees.

Mr. Mitchell stated a comprehensive package of simplified fees would be presented in January.

E. Code Compliance Report - October 2019

Mario Sotolongo, Code Supervisor with CG&A, provided an update on Code Compliance. He stated one (1) case had been opened in October, related to accumulation of debris in a landscaped area. He noted he made personal contact with maintenance staff prior to making a report.

Mr. Sotolongo updated on issues with lighting which had been closed due to the end of the turtle season. He stated progress had been made on a number of issues.

Mayor Tarrant asked for a comment from Chris Brown, RMA, noting she had wanted to address issues brought up during the variance discussion earlier. She asked for clarification regarding how errors are caught so they do not turn into a need for a variance later in time.

Mr. Brown stated he was going to follow up with Joe Arenal to determine what could be addressed. He said he and Mr. Arenal would pull the 2012 permit and determine if any corrections needed to be made to the process.

In response to a question from Mayor Tarrant, Mr. Brown asked Mr. Serda to call a meeting between them and staff to discuss what could be done better. He shared stories regarding how property owners work out issues.

Commissioners and staff discussed surveying issues and options.

Mr. Mitchell noted staff accepts the surveys and does not go out to confirm. He stated surveyors are state licensed and insured, but errors are common.

Mr. Serda stated staff would review the issue.

VII. TOWN MANAGER REPORT

A. Seawall Ordinance

Mr. Serda provided a status update on moving forward with a seawall ordinance. He noted research with other municipalities was completed, with the assistance of Mr. Arenal and Dr. Branyon.

Mr. Serda noted Dr. Jackie Branyon, Moffat & Nichols, was available for questions.

Mayor Tarrant asked for clarification regarding the seawall ordinance and changes which might need to be made. She noted with king tides, her dock is under water, and her neighbor does not have a seawall.

Mr. Doody stated a code violation may still occur if it impacts adjacent properties.

The Commissioners and staff discussed additional examples of issues created by lack of appropriate seawall height.

Mr. Doody explained from a legal standpoint, existing properties have different rules regarding changes to private property. He also pointed out variations in different zones of the Town and noted new construction in certain zones already requires a seawall.

Rene Males, 1155 Hillsboro Mile, provided details on the seawall ordinance, a result of a study by the Marine Advisory Committee. He noted a large amount of pushback was received during that process from residents who did not have a seawall, and the current code was the compromise.

The Commissioners and staff discussed the ordinance as well as enforcement.

Mayor Tarrant noted the Broward County ordinance recommendation has a date included, and the Town's ordinance does not have a time certain included for minimum certain heights.

Mayor Tarrant asked Mario Sotolongo, Code Supervisor, why citations were not written during the king tide.

Mr. Serda stated he did not see it as a violation at the time.

Mr. Sotolongo noted he was not aware that natural events/Acts of God were violations.

Mayor Tarrant asked that Mr. Sotolongo obtain a copy of the seawall ordinance and become proactive in issuing violations. She asked for input regarding sandbags as temporary measures.

Vice Mayor Kirdahy inquired whether water would come up over the new road if the issues are not addressed prior to it being raised.

Dr. Branyon provided background details to consider, including a lack of comprehensive study of elevations of Hillsboro Beach. Additionally, she stated solutions such as one-way valves need to be reviewed. She noted nuisance flooding could be addressed and stated the County ordinance is still being debated and discussed.

Continuing, Dr. Branyon suggested language from the ordinance be adopted as would benefit the Town and addressed citation and correction.

Mr. Males pointed out there are Federal regulations regarding runoff.

Mayor Tarrant asked for a legal opinion on whether there should be proactive seawall inspections when properties change hands, using trees as an example.

Mr. Doody stated conveyance of title typically does not require code compliance, but the threshold for construction could be lowered to trigger seawall compliance earlier. He noted research should be done rather than setting an arbitrary percentage.

The Commissioners and staff discussed the advanced age of some seawalls and compliance regarding design life.

The Commissioners and staff further discussed a legal basis for change, as well as lack of road closures during past flooding and complaints received.

B. Paint Color Options for Town Hall

Mr. Serda distributed paint colors for the Town Hall and asked for a consensus on selection. He noted the recommendation of the designer was the white-on-white, and noted all of the samples showed a removal of the columns.

The Commissioners and staff discussed the color options and feedback that had been collected to date.

A consensus was reached to take the advice of the designer.

C. Holiday Celebration - Thursday, December 5

Mr. Serda reminded the Commissioners of the Light Up Town Hall Holiday Event on December 5, noting the Clerk had a few surprises in mind.

Continuing, Mr. Serda pointed out an issue with a phishing scam and stated some brief training would be provided. Additionally, he stated the auditors had addressed outsourced financials by testing the level of security of vendors.

Mr. Serda stated the decision regarding the purchase of 1205 was made not only for those currently in the Town, but for the future and congratulated the Commissioners on seizing the opportunity.

VII. TOWN ATTORNEY REPORT

Mr. Doody complimented Mayor Tarrant, the Town Manager, and Town Clerk on their efforts in handling the purchase contract and meetings.

VIII. TOWN COMMISSION COMMENTS/REPORTS

A. Commissioner Andrew R. Brown

Commissioner Brown said it had been an interesting year and stated there were challenges, but some positive outcomes.

B. Commissioner Barbara Baldassarre

Commissioner Baldassarre agreed it had been a busy year, dealing with a number of large issues. She said she can't imagine what it was like before the Town had a Town Manager, and noted it was a great Town to be a part of.

C. Commissioner Vicky Feaman

Commissioner Feaman thanked everyone for being the best Commission she had ever been on or seen, with great willingness to give.

D. Vice Mayor Irene Kirdahy

Vice Mayor Kirdahy stated she would be away for the MPO (Broward Metropolitan Planning Organization) meeting, but alternates are not permitted to vote.

E. Mayor Deborah L. Tarrant

None.

IX. PUBLIC COMMENTS

None.

X. ADJOURNMENT

Motion made by Commissioner Feaman, seconded by Commissioner Baldassarre, to adjourn the meeting at 1:08 p.m. In a roll call vote, the **motion** passed unanimously.

ADOPTED THIS _____ DAY OF _____, 2020

By: _____
Deborah L. Tarrant, Mayor

ATTEST:

Sherry D. Henderson, CMC Town Clerk



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: RESOLUTION NO. 2020-02 Consideration to Approve and Authorize the award of a 2.2% Cost of Living Adjustment (COLA) to the Chief of Police as recommended by the Town Manager.

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: January 7, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS:

1. Cover Memo
2. 01 - Chief of Police COLA



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

Phone: (954) 427-4011

www.townofhillsborobeach.com

Agenda Item Cover Memo

Agenda Item: Recommendation for 2.0% COLA for Chief of Police Nagy
Submitting Dept: Administration
Agenda Date: December 2, 2019

1. BACKGROUND/HISTORY

Issue Statement: Based on the Chief Nagy's Professional Services Agreement dated June 7th, 2016, the Chief may receive a COLA equal to the increase provided to other general staff based on the recommendation of the Town Manager.

As approved during the FY 2020 budget process, and in accordance with the PBA's Collective Bargaining Agreement, a 2.2% COLA was budgeted for all police employees.

2. CURRENT ACTIVITY

Per Chief Nagy's Professional Services Agreement, a performance evaluation was conducted by the Town Manager based on a mutually agreed upon set of standards, goals and objectives.

3. FINANCIAL IMPACT

Annual cost to the Town, including benefits, is projected to be approximately \$3,510.

4. RECOMMENDATION

Based on the Chief's tenure with the Town, the ratified PBA contract, and the FY 2020 Adopted Budget, approval of the aforementioned COLA is recommended.

Attachments:
Chief of Police Contract

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

RESOLUTION NO. 2020-02

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING THE AWARD OF A 2.2% COLA TO THE CHIEF OF POLICE AS RECOMMENDED BY THE TOWN MANAGER; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Manager has recommended that the Chief of Police receive a 2.2% COLA based on the Chief's tenure with the Town.

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

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

SECTION 2. The Town Commission of the Town of Hillsboro Beach, Florida hereby approves the award of a 2.2% COLA to the Chief of Police as recommended by the Town Manager.

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

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

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

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

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

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TOWN OF HILLSBORO BEACH, FLORIDA

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Deborah L. Tarrant, Mayor

8

9 **ATTEST:**

10

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12 _____
Sherry D. Henderson, CMC Town Clerk

RESOLUTION NO. 2020-02

RECORD OF TOWN COMMISSION VOTE:

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



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item: RESOLUTION NO. 2020-03 Consideration to Approve Administrative Fees Relative to the Costs Associated with Plan Review and Fire Inspections.

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

Agenda Date: January 7, 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: RESOLUTION NO. 2020-04 Consideration to Approve and Authorize the Proper Town Officials to Execute an Engagement Letter from Mark E. Raymond Esquire To Serve As Bond Counsel to the Town.

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

Agenda Date: January 7, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: None



TOWN OF HILLSBORO BEACH

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Hillsboro Beach, FL 33062

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Agenda Item Cover Memo

Agenda Item: RESOLUTION NO. 2020-05 Consideration to Approve and Authorize the Proper Town Officials to Execute Financial Advisory Agreement Between the Town and PFM Financial Advisors, LLC to Facilitate Potential Acquisition of Real Property To Support Beach Nourishment Projects.

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

Agenda Date: January 7, 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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www.townofhillsborobeach.com

Agenda Item Cover Memo

Agenda Item: RESOLUTION NO. 2020-06 Consideration to Approve and Authorize Proper Town Officials to Execute an Assessment Methodology Agreement between the Town and PFM Financial Advisors, LLC to Facilitate the Potential Acquisition of Real Project to Support Beach Nourishment Projects.

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

Agenda Date: January 7, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: None



TOWN OF HILLSBORO BEACH

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Hillsboro Beach, FL 33062

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Agenda Item Cover Memo

Agenda Item: Ortel, Fernandez, Bryant & Atkinson: Invoice # 19063 Oct 2019 - \$29,266.25

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: January 7, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Ortel, Fernandez, Bryant & Atkinson Invoice #19063 Oct 2019 - \$29,266.25

Oertel, Fernandez, Bryant & Atkinson P.A.

Post Office Box 1110
Tallahassee, Florida 32302-1110

FID# 59-2009476

Telephone (850) 521-0700 Facsimile (850) 521-0720

October 31, 2019

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

Invoice # 19063
Client # 3940-001

FOR PROFESSIONAL SERVICES RENDERED

Re: Assistance on beach nourishment issues

PROFESSIONAL SERVICES

DATE	LAWYER	DESCRIPTION	HOURS	AMOUNT
Oct-01-19	TJP	Prep for and attend shade session at Town. Follow up meeting with Commissioner. Call with Eric Hockman. Follow up work for Friday meeting to vote on Settlement Agreement.	7.50	\$2,250.00
	TJP	Prep for and attend settlement meeting / shade session	5.00	\$1,500.00
Oct-02-19	TJP	Prep for settlement meeting / shade session	1.50	\$450.00
Oct-03-19	TJP	Prep for settlement meeting / shade session. Calls re same.	6.00	\$1,800.00
Oct-04-19	TJP	Prep for and attend settlement meeting / shade session	6.00	\$1,800.00
Oct-07-19	TJP	Emails re settlement	0.50	\$150.00
Oct-08-19	TJP	Emails re settlement and Motion to Continue.	1.30	\$390.00
Oct-09-19	TJP	Call with Commissioner. Emails re settlement.	2.50	\$750.00
Oct-10-19	TJP	Call with Town. Work on settlement.	1.00	\$300.00
Oct-11-19	TJP	Call with Town. Work on settlement.	4.00	\$1,200.00

Oct-14-19	TJP	Call re settlement status. Work on settlement agreement edits.	3.50	\$1,050.00
Oct-15-19	TJP	Emails, calls and edits re settlement	3.00	\$900.00
Oct-16-19	TJP	Emails re settlement	0.80	\$240.00
Oct-17-19	TJP	Prep for attend call re Deerfield. Emails re same.	2.00	\$600.00
Oct-18-19	TJP	Email to Deerfield re call	0.30	\$90.00
Oct-19-19	TJP	Review emails from Commissioner	0.30	\$90.00
Oct-21-19	TJP	Emails re settlement.	1.50	\$450.00
Oct-22-19	TJP	Work on settlement.	2.50	\$750.00
Oct-23-19	TJP	Call and work on settlement.	1.50	\$450.00
Oct-24-19	TJP	Work on settlement.	2.00	\$600.00
Oct-28-19	TJP	Work on settlement.	6.00	\$1,800.00
Oct-29-19	TJP	Work on settlement.	1.00	\$300.00
Oct-30-19	TJP	Work on settlement. Emails with DEP.	1.00	\$300.00
Oct-31-19	TJP	Work on settlement. Prep for and attend meeting and emails with DEP	4.00	\$1,200.00
		Total Hours	64.70	
		Total Fees		\$19,410.00

SUMMARY OF PROFESSIONAL SERVICES

Lawyer	Hours	Amount
Timothy J. Perry	64.70	\$19,410.00

COSTS ADVANCED

Sep-30-19	Conference Calls - September 13, 2019	27.96
Oct-03-19	Travel - 10/3-4/19 - Ft. Lauderdale - TJP	961.74

Oct-31-19	Conference Calls - October 14, 2019	46.84
	Conference Calls - October 3, 2019	241.44
	Copies - October 2019 - 259 @ 0.25	64.75
	Total Costs Advanced	\$1,342.73
	Current Charges	\$20,752.73
	Interest Due	\$2.80
	Previous Payments	\$6,307.78
	Credit Memos	\$0.00
	Previous Balance	\$8,510.72
	Total Balance Due	\$29,266.25



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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Agenda Item Cover Memo

Agenda Item: Ortel, Fernandez, Bryant & Atkinson P.A Invoice # 18945 Services Rendered Aug 2019 - \$8,510.72

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: January 7, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Ortel, Fernandez, Bryant & Atkinson P.A Invoice # 18945 Services Rendered Aug 2019 - \$8,510.72

Oertel, Fernandez, Bryant & Atkinson P.A.

Post Office Box 1110
Tallahassee, Florida 32302-1110

FID# 59-2009476

Telephone (850) 521-0700 Facsimile (850) 521-0720

August 31, 2019

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

Invoice # 18945
Client # 3940-001

FOR PROFESSIONAL SERVICES RENDERED

Re: Assistance on beach nourishment issues

PROFESSIONAL SERVICES

DATE	LAWYER	DESCRIPTION	HOURS	AMOUNT
Aug-02-19	TJP	Memo re Beach Funding. Call with DEP.	2.00	\$600.00
Aug-12-19	TJP	Call re case. Prep for future shade session.	2.00	\$600.00
Aug-15-19	TJP	Call with Eric Hockman and email	0.40	\$120.00
Aug-16-19	TJP	Status call. Emails re settlement. Research re permits.	2.50	\$750.00
Aug-22-19	TJP	Draft witness list. Emails re Corps case.	2.00	\$600.00
Aug-23-19	TJP	Prep for shade session	4.00	\$1,200.00
Aug-25-19	TJP	Prep for shade session	2.50	\$750.00
Aug-26-19	TJP	Prep for and attend shade session	6.00	\$1,800.00
Aug-27-19	TJP	Emails and follow up work from shade session	1.00	\$300.00
Aug-28-19	TJP	Review emails from experts	0.50	\$150.00
Aug-29-19	TJP	Review email from expert.	0.30	\$90.00

Aug-30-19	TJP	Work on edits to Settlement Agreement	2.50	\$750.00
		Total Hours	25.70	
		Total Fees		\$7,710.00

SUMMARY OF PROFESSIONAL SERVICES

Lawyer	Hours	Amount
Timothy J. Perry	25.70	\$7,710.00

COSTS ADVANCED

Aug-26-19	Travel - 8/26/19 - Ft. Lauderdale - TJP	575.88
Aug-30-19	Copies - August 2019 - 771 @ 0.25	192.75
Aug-31-19	Conference Calls - August 6, 2019	23.34
	Telephone - August 2019	8.75
	Total Costs Advanced	\$800.72

Current Charges

\$8,510.72



December 18, 2019

Ms. Kimberly Longo
Goren Cherof Doody & Ezrol P.A.
3099 East Commercial Blvd., Suite 200
Fort Lauderdale, FL 33308

**SUBJECT PROPERTY: 1205 Hillsboro Mile, Hillsboro Beach, FL
All Condo units of HILLSBORO CASTLE REEF CONDO.
Wallace Surveying Corp. File #14-1509.5**

Dear Ms. Longo:

Please accept this letter as our proposal for the project listed above. We propose to perform the services listed below at the property listed above per your request dated December 17, 2019.

SCOPE OF SERVICES

1. Prepare an updated survey and tie-in on the property listed above. We will recover, verify and/or replace any boundary corner on the perimeter of the property and locate and dimension all improvements located on the property.
2. Title Review - Indicate evidence of easements or servitudes burdening the surveyed property, disclosed in the record documents provided to the surveyor.
3. Any additional work beyond the scope of this agreement needs approval before proceeding. Survey to be completed in 1 mobilization. **Additional mobilization fees will be incurred if client caused delays prevent the work from being completed in 1 trip or if gate access/codes are not authorized or provided.**

SCHEDULE

Weather permitting, we can provide the completed survey within 10 to 12 working days from the date "Authorization to Proceed" is received. Deliverables: Three signed/sealed prints shall be delivered via regular postal service. Any request for overnight delivery will be additional to the stated cost.

CLOSING

If the survey is for a closing please provide the certified parties within 3 days of signing this proposal. Certified parties can be obtained from the title company.

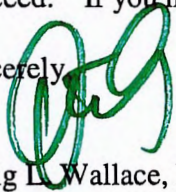
TITLE WORK

If a title review is included in the Scope of Services, please submit copies of the title policy which includes Exhibit A, Schedule A, Schedule BII and copies of any exception documents listed in Schedule BII within 3 days of signing the proposal.

FEE

The fee for the above project is \$ **1,525.00**. Thank you for your interest. To authorize Wallace Surveying Corporation to begin work, please complete and return the enclosed "Authorization to Proceed." If you have questions or need additional information, please contact our office.

Sincerely,



Craig L. Wallace, P.S.M.
President

CLW/tp

AUTHORIZATION TO PROCEED

Client: Goren Cherof Doody & Ezrol P.A.
Project location: 1205 Hillsboro Mile, Hillsboro Beach, FL
Proposal No. 14-1509.5
Proposal Date: December 18, 2019
Quote Amount: \$ 1,525.00

CONDITIONS

Upon client's authorization to proceed with work, Wallace Surveying Corporation agrees to perform all services detailed in the enclosed Letter of Proposal. Wallace Surveying Corporation's liability is limited to work performed/services provided as outlined in the Letter of Proposal.

PAYMENT TERMS

Accounts are due within thirty days from date of invoice. A service charge of 1.5% per month, or an annual percentage rate of 18%, will be charge on all accounts past due 30 days. All costs of collection, including reasonable attorney's fees, will be paid by the client. In addition, we reserve the right to suspend services under this agreement until receipt of payment in full for all amounts due for services rendered and expenses incurred.

REVISIONS

The price shown above is based on information either obtained by us, or provided to us, prior to beginning work. Revisions to the survey not due to our errors including, but not limited to, additional property descriptions, revisions to certification, updated or revised title commitments, and additional work not stated in the scope of work above, will be billed hourly in accordance with the rate schedule shown on the enclosed Terms and Conditions.

AUTHORIZATION TO PROCEED

To authorize Wallace Surveying Corporation to provide services outlined in the Letter of Proposal, please execute and return this Authorization to Proceed.

Thank you for choosing Wallace Surveying Corporation to work with you on this project. Should you have any questions concerning this proposal, please call us.

I do hereby accept this proposal as described above and by signing below I am authorizing Wallace Surveying Corporation to proceed with the work as indicated in the Scope of Services.

Signature

Date

Title

TERMS AND CONDITIONS

Rates:

Survey Crew (2 person).....	\$125.00 per hour
Survey Crew (3 person).....	\$145.00 per hour
Computer Draftsperson.....	\$ 75.00 per hour
Principal.....	\$125.00 per hour
Professional Land Surveyor.....	\$102.50 per hour
Survey Technician.....	\$ 85.00 per hour
Survey Draftsperson.....	\$ 75.00 per hour

All prices herein are cash-discounted prices. Please review the list below to see which payment types are eligible for the discount. Payment methods accepted by Wallace Surveying Corporation are: Money Orders, Certified Checks, Personal Checks (3% cash discount applies). Visa, Mastercard, American Express and Discover Credit cards (cash discount does not apply). Overtime rate is based on working over 8 hours a day. Questions, correspondence, letter writing, research regarding changes to legal description from original surveys to latest title work will be billed per the above rate schedule.

Reimbursable Expenses:

Printing, contract carrier service, overnight charges and travel expenses are not included within our basic fee and will be passed along to you at our cost, plus 10%.

Standard Care:

The standard care for all professional services performed or furnished by Wallace Surveying Corporation under this Agreement will be the skill and care used by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Wallace Surveying Corporation makes not warranties, express or implied, under this Agreement or otherwise, in connection with Wallace Surveying Corporation.

Limitation of Remedies

Liability of remedies of Wallace Surveying Corporation resulting from errors, omissions, or the negligence of Wallace Surveying Corporation, its agents or employees, pursuant to work under this agreement shall not exceed the lesser of the value of surveying services required to correct the deficiency or the basic consulting fee for work covered hereunder or the actual cost of the remedies. This provision is being agreed to as the result of the fees being charged.

_____	_____	INITIAL HERE
Client	Date	

Dispute Resolution

Client and Wallace Surveying Corporation agree that if the dispute arises out of or relates to this contract, the parties will attempt to settle the dispute through good faith negotiations. If direct negotiations do not resolve the dispute, the parties agree to endeavor to settle the dispute by mediation prior to the initiation of any legal action unless delay in initiating legal action would irrevocably prejudice one of the parties. Mediation to take place in Court where project is located and if mediation cannot be agreed upon by parties then it is agreed that the AAA (American Arbitration Association) will appoint a mediator and the parties agree to split the cost of mediator 50-50.

Indemnification

Client and Wallace Surveying Corporation each agree to indemnify and hold the other harmless, and their respective officers, employees, agents and representatives, from and against liability for all claims, losses, damages and expenses, including reasonable attorney's fees, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors or omissions. In the event claims, losses, damages or expenses are caused by the joint or concurrent negligence of Client and Consultant, they shall be borne by each party in the proportion to its negligence.

Force Majeure

Neither party shall be deemed in default of this Agreement to the extent that any delay of failure in the performance of its obligations results from any cause beyond its reasonable control without its negligence.

Termination of Contract

Client may terminate this Agreement with seven days prior written notice to Consultant for convenience or cause. Consultant may terminate this Agreement for cause with seven days prior written notice to Client. Failure of Client to make payments when due shall be cause for suspension of services or, ultimately, termination unless and until Consultant has been paid in full all amounts due for services, expenses and other related charges.

Ownership of Documents

All documents prepared or furnished by Consultant pursuant to this Agreement are instruments of the Consultant's professional service, and Consultant shall retain an ownership and property interest therein. Consultants grants Client a license to use instruments of Consultant's professional service for the purpose of constructing, occupying and maintaining the Project. Reuse or modification of any such documents by Client, without Consultant's written permission, shall be at Client's sole risk, and Client agrees to indemnify and hold Consultant harmless from all claims, damages, and expenses, including attorneys' fees arising out of such reuse by Client or by others acting through Client. Client agrees to allow signage by Wallace Surveying Corporation.

L:\JOBS\14-1509\PROPOSALS\14-1509.5 Proposal- Long Form with title review 12 18 2019.doc



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: RMA: Invoice #4446 Services Rendered Oct-Dec 2019 \$3,475.00

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: January 7, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. RMA Invoice # 4446 Services Rendered Oct -Dec 2019 \$3,475.00

Invoice Date:
December 18, 2019

Services from 11/17/19
to 12/17/2019

Invoice Number: 4446
1 of 6



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	11/17/2019	call re commercial zoning	0.25
general	11/20/2019	call re zoning designation	0.25
general	11/26/2019	call + email KW Design - tree disposition	0.25
general	12/5/2019	coordinate w/ Nicole final inspections	0.25
general	12/13/2019	zoning desingnation call	0.25
Seaboney 1159	11/22/2019	emails + discuss w/ steve mitchell	0.50
1159	12/10/2019	coordinate w/ Steve Mitchell	0.25
1159	12/11/2019	email w/ Charlie	0.25
1159	12/13/2019	review plans provided by Steve + email	1.00
1200	11/19/2019	emails w/ Eric Horch - pool fence	0.50
1200	11/20/2019	review emailed survey - email research	0.50
1189	12/6/2019	call w/ jack Mancini	0.25
1189	12/11/2019	call w/ jack Mancini	0.25
Time - hrs.			4.75

Site Plan / Variance Review

Address	Date and Description	(hours)
965 variance	11/17/2019 email Matt Scott	0.50
	review report based on permit research	
	11/17/2019 information - emALL variance package	1.25
	11/17/2019 coordinate w/ Chris Brown	0.25
	11/18/2019 emails w/ matt Scott	0.25
	12/2/2019 calls w/ Mac + Chris Brown	0.50
	12/3/2019 follow up on variance results	0.50
	12/10/2019 coordinate w/ Mac + Steve	0.25
	12/11/2019 email research + 963 site plans approval	0.75
	12/13/2019 meet w/Mac & Steve	2.00
	12/16/2019 review microfilm 963	0.75
	12/17/2019 review reports	0.50
		7.50

Invoice Date:
December 18, 2019

Services from 11/17/19
to 12/17/2019

Invoice Number: 4446
2 of 6



REINVENTING YOUR CITY

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

1141 letter of consistency	
11/18/2019 emails re letter of consistency	0.50
11/19/2019 call re: letter of consistency	0.25
11/22/2019 coordinate w/ Sherry	0.25
	1.00

995 letter of consistency	
11/18/2019 review revised plans	0.75
11/18/2019 email Necteria	0.25
11/19/2019 revise letter coordinate w/ Necteria + Sherry	0.75
12/6/2019 email Necteria	0.25
12/10/2019 coordinate w/Nectaria	0.25
12/11/2019 coordinate w/Sherry	0.25
	2.50

Total Site Plan / Variance Review	Time - hrs.	11.00
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Permitting

Address	Date and Description	(hours)
901 Permit # 1914214-0		
	11/22/2019 Fire suppression final - coordinate w/ Nicole	0.50
		0.50
923 Permit # 85289 rev 93268		
	11/17/2019 calls w/ James Wentzel	0.25
	12/6/2019 calls w/Jeffrey Morgan	0.50
	12/7/2019 call w/ Jeffrey Morgan	0.25
		1.00

Invoice Date:
December 18, 2019

Services from 11/17/19
to 12/17/2019

Invoice Number: 4446
3 of 6



REINVENTING YOUR CITY

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

923 Permit # 93323		
11/27/2019 review		1.00
		1.00
931 Permit # 87678 rev 89410 / rev 89166		
11/18/2019 call w/ Gas contractor		0.25
11/18/2019 call w/ Architect		0.25
11/18/2019 call w/ Civil Eng		0.25
		0.75
977 Permit # (88809) rev 93366 survey		
11/18/2019 return file	Flat Rate #1	
12/13/2019 pick up	Flat Rate #5	
		0.00
977 Permit # (93097) paver		
11/18/2019 return file	Flat Rate #1	
		0.00
977 Permit # (88809) rev 91014		
11/18/2019 return file	Flat Rate #1	
		0.00
1121 Permit # (84125) rev 89176		
11/18/2019 pick up	Flat Rate #1	
12/8/2019 review		1.00
12/10/2019 drop off	Flat Rate #3	
		1.00
1121 Permit # (84125) rev 93312		
11/18/2019 pick up	Flat Rate #1	
11/18/2019 review		0.75
11/18/2019 drop off	Flat Rate #1	
		0.75

Invoice Date:
December 18, 2019

Services from 11/17/19
to 12/17/2019

Invoice Number: 4446
4 of 6



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 87693	
11/18/2019 pick up	Flat Rate #1
11/18/2019 review	0.75
11/18/2019 drop off	Flat Rate #1
	0.75
1121 Permit # (84125) rev 87697	
12/13/2019 pick up	Flat Rate #5
	0.00
1121 Permit # (87693)	
11/18/2019 pick up	Flat Rate #1
11/18/2019 review + research	1.25
11/18/2019 drop off	Flat Rate #1
	1.25
1131 Permit # (89218) sitework	
12/6/2019 pick up	Flat Rate #2
12/8/2019 review	0.75
12/10/2019 final inspection	0.75
12/10/2019 drop off	Flat Rate #3
	1.50
1131 Permit # (89772) driveway - walkway	
11/17/2019 call w/ James Wentzel	0.25
11/27/2019 call w/ James Wentzel	0.25
12/6/2019 pick up file	Flat Rate #2
12/8/2019 review	0.50
12/10/2019 final inspection	0.75
12/10/2019 email GC	0.25
12/12/2019 call GC	0.25
12/12/2019 drop-off	Flat Rate #4
	2.25

Invoice Date:
December 18, 2019

Services from 11/17/19
to 12/17/2019

Invoice Number: 4446
5 of 6



REINVENTING YOUR CITY

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

1160 Permit # (93265)		
12/13/2019 pick up	Flat Rate #5	
12/13/2019 call w/ Nicole		1.00
		1.00
1166 Permit # (93256)		
11/18/2019 pick up	Flat Rate #1	
11/18/2019 review		1.00
11/18/2019 call w/ Mark Minicone		0.25
		1.25
1200 Permit # (84146)		
12/11/2019 generator screening email		0.25
12/13/2019 research emails		0.75
12/13/2019 Meet w/ mac & steve		1.00
12/17/2019 permit - generator & pool variance research		0.75
		2.75
1221 Permit # (89464)		
12/6/2019 pick up	Flat Rate #2	
12/8/2019 review		0.75
12/10/2019 final inspection		1.25
12/10/2019 drop-off file	Flat Rate #3	
		2.00

Invoice Date:
December 18, 2019

Services from 11/17/19
to 12/17/2019

Invoice Number: 4446
6 of 6



REINVENTING YOUR CITY

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

General Planning Hours	4.75
Site Plan / Variance Review Hours	11.00
Permitting Hours	17.75
Total Hours	33.50
Total Hours	33.50
Hourly Rate	100.00
Sub-total Hourly Services	3350.00
Flat Rate Services:	
5 drop off/pick up at \$25 each	125.00
Total Amount Due	\$ 3,475.00



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Goren, Cherof, Doody & Ezrol Invoice #29130 Nov–Dec 2019 \$15,276.55 (General Matters)

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: January 7, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Goren, Cherof, Doody & Ezrol Invoice #29130 Nov–Dec 2019 \$15,276.55 (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

Page: 1
12/27/2019
ACCOUNT NO: 1182-0606490
STATEMENT NO: 29130

Attn: Mac Serda, Town Manager

General Matters

			HOURS
11/01/2019	SMS	Research continuing services contract; draft of memo regarding continuing services with coastal engineer	1.70
11/22/2019	QEM	Review of email re: Hillsboro Beach Nourishment Package; review of documents and transmit to Consulting Engineer.	0.70
	DJD	Address RFP for Beach Renourishment Project; address potential land purchase; review e-mails from Chuck Davis.	1.80
11/25/2019	DJD	Telephone conference call with Logan Holz; exchange of e-mails; revise referendum resolution; telephone conference call with Mark Raymond.	1.20
11/26/2019	DJD	Telephone conference with Counsel for Castle Reef Investments; telephone conference with Town Clerk re: Agenda; initial preparation of Ordinance.	1.40
11/27/2019	RLL	Review purchase and sale agreement on 1205 and 1206 Hillsboro Mile with DJD and attend conference call with seller's attorney.	0.50
	SMS	research on sexual offender ordinance and ability to increase the time limit for person considered resident	1.40
	MDC	Confer with DJD, review Ordinance 235, Statute 175.01 re: municipal elections; prepare ordinance to confirm municipal election and qualifying dates for 2020 election.	0.70
	DJD	Revise Ordinance providing for qualifying period; review sexual predator related caselaw; review Purchase and Sale Agreement; telephone conference call with David Hardin, Esq.; review e-mail from Mayor.	2.40
12/02/2019	DJD	Telephone conference call with Chief Nagy; Telephone conference call with Town Manager; Telephone conference call with Commission Members; Telephone conference call with Matthew Scott; Review revisions to contract. Telephone conference call with David Hardin; Telephone conference call with Michael Weiner, Esq.	4.70
12/03/2019	RLL	Review new seller-signed purchase and sale agreement; organize all code liens against subject property.	0.70
	DJD	Prepare for and attend Town Commission Meeting; review e-mails from Mayor.	5.40
12/04/2019	DJD	Address inquiry from Mayor; initial preparation of responses.	0.70
	JFK	Correspondence to Mac Serda.	0.20
12/05/2019	DJD	Finalize response to Mayor's inquiry.	0.50

General Matters

			HOURS	
12/06/2019	DJD	Telephone conference call with Town Manager; exchange of e-mails.	0.40	
12/09/2019	JGH	Meeting with DJD; prepare for and attend City Commission workshop.	2.30	
	DJD	Review and revise Parking Agreement.	0.40	
12/11/2019	DJD	Address issues associated with bond referendum/special assessment.	0.70	
12/12/2019	DS	Researched and analyzed recent case decisions related to 170.01 F.S. re: "specially benefited property."	1.40	
	DJD	Telephone conference with Town Manager; review caselaw on special assessments.	1.50	
12/13/2019	DJD	Telephone conference call with Mayor, Town Manager, and Stephen Bloom re: financing; telephone conference call with Mario Soto re: Seawall Ordinance.	1.40	
	MDC	Attend conference call with DJD, Town Administrator and Bond Counsel re: finance issues related to potential land purchase.	1.00	
12/16/2019	DJD	Review Agenda; telephone conference call with Mark Raymond; telephone conference call with Town Manager; participate in conference call; review Agenda.	1.60	
12/17/2019	DJD	Prepare for and attend Special Meeting and post meeting follow-up.	3.30	
12/19/2019	SMS	research on scrutinized companies and public records language included within the services agreement with the Town; revise Contract with PFM to include necessary statutory language	0.40	
	DJD	Address inquiry relative to variance application.	0.40	
12/20/2019	DJD	Telephone conference call with Town Manager re: selection committee; review Lanzo warranty language.	0.40	
12/23/2019	DJD	Address inquiry from Charles Cohen re: Damon Galmir; address License Agreement with Dezer.	0.50	
12/26/2019	DJD	Initial preparation of ordinance relative to building fees.	0.50	
		FOR CURRENT SERVICES RENDERED	40.20	8,925.00

RECAPITULATION

TIMEKEEPER	HOURS	HOURLY RATE	TOTAL
D.J. DOODY	29.20	\$225.00	\$6,570.00
MICHAEL D. CIRULLO	1.70	225.00	382.50
JULIE F. KLAHR	0.20	225.00	45.00
SEAN M. SWARTZ	3.50	225.00	787.50
QUENTIN E. MORGAN	0.70	225.00	157.50
DANIELLE SCHWABE	1.40	225.00	315.00
JACOB G. HOROWITZ	2.30	225.00	517.50
RACHEL L LEACH	1.20	125.00	150.00

General Matters

TOTAL EXPENSES THRU 12/26/2019		151.55
10/28/2019	Vance Real Estate Service - Invoice 18557	2,400.00
10/29/2019	Anderson & Carr, Inc. - Appraisal	3,800.00
		<u>6,200.00</u>
TOTAL ADVANCES THRU 12/26/2019		6,200.00
TOTAL CURRENT WORK		15,276.55
BALANCE DUE		<u>\$15,276.55</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 #29131 Nov–Dec 2019 \$3,082.05 (Deerfield Beach)

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: January 7, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Goren, Cherof, Doody & Ezrol Invoice #29131 Nov–Dec 2019 \$3,082.05 (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
12/27/2019
ACCOUNT NO: 1182-1200986
STATEMENT NO: 29131

Deerfield Beach

			HOURS	
11/22/2019	DJD	Participate in telephone conference.	0.60	
11/25/2019	DJD	Address inquiry from Mayor; telephone conference call with Cindy Laquidara.	0.30	
12/06/2019	DJD	Participate in telephone conference.	0.50	
12/11/2019	DJD	Attend status conference; telephone conference with Tim Perry; review e-mail from Cindy Laquidara.	1.40	
12/20/2019	DJD	Participate in telephone conference call.	0.20	
		FOR CURRENT SERVICES RENDERED	3.00	675.00

	RECAPITULATION		
<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
D.J. DOODY	3.00	\$225.00	\$675.00

Photocopies	27.30
TOTAL EXPENSES THRU 12/26/2019	27.30

12/03/2019	Prestige Reporting Service - Invoice 19-52932	1,229.50
12/06/2019	Prestige Reporting Service - Invoice 19-52955	1,150.25
		2,379.75

TOTAL ADVANCES THRU 12/26/2019	2,379.75
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TOTAL CURRENT WORK	3,082.05
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BALANCE DUE	\$3,082.05
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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 #29132 Dec 2019 \$4,096.83 (Purchase from Winter Sun Investments LLC 1205 and 1206 Hillsboro Mile)

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: January 7, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Goren, Cherof, Doody & Ezrol Invoice #29132 Dec 2019 \$4,096.83 (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
12/27/2019
ACCOUNT NO: 1182-1200989
STATEMENT NO: 29132

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

			HOURS
12/04/2019	SMS	Review of outstanding code liens and call with Code Compliance Officer regarding confirmation of outstanding code liens on the property.	0.60
	RLL	Check payment of property taxes on several folio numbers associated with property; work to obtain quote to update existing survey on property; work to obtain quote on environmental phase I inspection of property; work to answer mayor's questions on exceptions found in prior owner's policy.	1.30
	DJD	Address title work, survey and environmental audit; address release of code liens.	1.50
12/05/2019	RLL	Work to prepare releases of code liens against property.	0.80
	DJD	Address release of liens.	1.00
12/06/2019	RLL	Contact code compliance regarding additional code lien found in title search of property; further work on releases of lien; prepare critical dates letter; order title work on property; prepare closing checklist.	2.30
12/09/2019	RLL	Order tax proration statement from County on all folio numbers associated with property; follow up with Wallace Surveying to get quote to update survey.	0.70
	DJD	Address due diligence.	0.70
12/10/2019	RLL	Order tax and lien search on properties; review lengthy tax proration statements from County.	0.60
12/13/2019	DJD	Address due diligence matters.	0.80
12/16/2019	DJD	Address inquiry from Town resident.	0.30
12/17/2019	DJD	Address status of code lien/releases.	1.50
12/18/2019	DJD	Telephone conference call with County Staff and County Attorney Office; review Title Commitment.	1.70
12/19/2019	DJD	Address release of County lien; telephone conference with Chuck Davis; review proposal from PFM; continue review of title.	1.80
12/20/2019	DJD	Address release of County lien; telephone conference call with David Hardin; exchange of e-mails; continue review of title.	1.40

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

			HOURS	
12/23/2019	RLL	Contact surveyor regarding certifications needed and review of title commitment.	0.40	
12/24/2019	RLL	Prepare recording of four releases of lien in the public records.	0.50	
12/26/2019	DJD	Telephone call with County Attorney's office.	0.20	
		FOR CURRENT SERVICES RENDERED	18.10	3,412.50

RECAPITULATION

<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
D.J. DOODY	10.90	\$225.00	\$2,452.50
SEAN M. SWARTZ	0.60	225.00	135.00
RACHEL L LEACH	6.60	125.00	825.00

Photocopies	73.15
TOTAL EXPENSES THRU 12/26/2019	73.15

12/13/2019	Chicago Title Insurance Company - Invoice 8073338	600.00
		600.00
12/06/2019	Federal Express - Invoice 6-877-04580	11.18
		11.18
	TOTAL ADVANCES THRU 12/26/2019	611.18
	TOTAL CURRENT WORK	4,096.83
	BALANCE DUE	<u>\$4,096.83</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: INFRAMARK Invoice #47301 Nov. 2019 - \$7,345.27

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: January 7, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. INFRAMARK Invoice #47301 Dec. 2019 - \$7,345.27



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

Invoice: 47301
Invoice Date: 12/20/2019
Due Date: 1/19/2020
Terms: Net 30
Project ID: HILLSBORO
PO #:

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

Sales Description	Quantity	Units	Rate	Amount
Management Fees for the Month Of: November 2019				
Financial Accounting Service 001-532004-51308-5000	1	Ea	\$7,242.42	\$7,242.42
Postage 001-541010-51307-5000	1	Ea	\$91.75	\$91.75
Storage 001-544025-51307-5000	1	Ea	\$11.10	\$11.10
			Subtotal	\$7,345.27
			Tax (0%)	\$0.00
			Total Due	\$7,345.27

Memo: Replaces invoice no. 46516

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

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



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: INFRAMARK: Invoice #47300 Oct 2019 \$7,340.12

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

Agenda Date: January 7, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Invoice_47300



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

Invoice: 47300
Invoice Date: 12/20/2019
Due Date: 1/19/2020
Terms: Net 30
Project ID: HILLSBORO
PO #:

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

Sales Description	Quantity	Units	Rate	Amount
Management Fees for the Month Of: October 2019				
Financial Accounting Service 001-532004-51308-5000	1	Ea	\$7,242.42	\$7,242.42
Postage 001-541010-51307-5000	1	Ea	\$86.60	\$86.60
Storage 001-544025-51307-5000	1	Ea	\$11.10	\$11.10
			Subtotal	\$7,340.12
			Tax (0%)	\$0.00
			Total Due	\$7,340.12

Memo: Replaces invoice no. 45739

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

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



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: INFRAMARK: Invoice #47437 Dec 2019 \$7,345.52

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

Agenda Date: January 7, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Invoice_47437



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

Invoice: 47437
Invoice Date: 12/26/2019
Due Date: 1/25/2020
Terms: Net 30
Project ID: HILLSBORO
PO #:

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

Sales Description	Quantity	Units	Rate	Amount
Management Fees for the Month Of: December 2019				
Financial Accounting Service 001-532004-51308-5000	1	Ea	\$7,242.42	\$7,242.42
Postage 001-541010-51307-5000	1	Ea	\$92.00	\$92.00
Storage 001-544025-51307-5000	1	Ea	\$11.10	\$11.10
Subtotal				\$7,345.52
Tax (0%)				\$0.00
Total Due				\$7,345.52

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

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



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: CG&A: Invoice #73881 services thru 12/31/2019 \$13,860.06

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

Agenda Date: January 7, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS:

1. SAFEbuilt_179902_HILLSBORO BEACH BUILDING _73881_12-31-2019
2. DECEMBER FINANCE SUMMARY



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

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

Invoice number 73881
Date 12/31/2019

Project **179902 HILLSBORO BEACH BUILDING
CODE**

Billing period through December 31, 2019

CGA PM: Norman Bruhn

emailto: Mac Serda (msersda@townofhillsborobeach.com)

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

Description	Contract Amount	Prior Billed	Current Billed
65-100 BUILDING CODE	0.00	562,312.54	13,860.06
Total	0.00	562,312.54	13,860.06

Invoice total **13,860.06**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
73881	12/31/2019	13,860.06	13,860.06				
	Total	13,860.06	13,860.06	0.00	0.00	0.00	0.00



**The Town of Hillsboro Beach
All Fees Collected**

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

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



TOWN OF HILLSBORO BEACH

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Agenda Item Cover Memo

Agenda Item: PROCLAMATIONS

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

Agenda Date: January 7, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: None



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
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Agenda Item Cover Memo

Agenda Item: National School Choice Week (Jan 26 - Feb 1, 2020)

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

Agenda Date: January 7, 2020

1. BACKGROUND/HISTORY

From: Proclamations Department <proclamations@schoolchoiceweek.com>

Reply-To: Proclamations Department <proclamations@schoolchoiceweek.com>

Date: Monday, October 28, 2019 at 11:09 AM

To: <dtarrant@townofhillsborobeach.com>

Subject: Proclamation Request

Dear Honorable Mayor Tarrant,

We are respectfully requesting that you consider joining city and county leaders across the country in officially recognizing January 26 – February 1, 2020 as School Choice Week in HILLSBORO BEACH.

Issuing a proclamation provides an opportunity to shine a positive spotlight on the K-12 education options available for children and families in HILLSBORO BEACH.

Last year, more than 565 mayors and county leaders, along with 19 governors, the unanimous United States Senate, and the President, issued proclamations recognizing National School Choice Week, which in 2020 will feature more than 50,000 events across America.

National School Choice Week is entirely nonpolitical and nonpartisan, and we do not advocate for or against any legislation. Our goal is simply to raise awareness, among parents, of the public and nonpublic K-12 education options available to their children.



TOWN OF HILLSBORO BEACH

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Hillsboro Beach, FL 33062

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

Please let me know if you will be able to issue this proclamation and help us raise awareness of the importance of opportunity in education. I greatly appreciate your consideration. We have provided both a Word and .PDF proclamation template on our website at:

<https://schoolchoiceweek.com/proclamations/>

Also, for your convenience, we have provided the suggested proclamation language below.

Best,
Andrew

Andrew Campanella
President
National School Choice Week
www.schoolchoiceweek.com

SUGGESTED PROCLAMATION LANGUAGE

HILLSBORO BEACH School Choice Week

WHEREAS all children in HILLSBORO BEACH should have access to the highest-quality education possible; and,

WHEREAS HILLSBORO BEACH recognizes the important role that an effective education plays in preparing all students in HILLSBORO BEACH to be successful adults; and,

WHEREAS quality education is critically important to the economic vitality of HILLSBORO BEACH; and,

WHEREAS HILLSBORO BEACH is home to a multitude of high quality public and nonpublic schools from which parents can choose for their children, in addition to families who educate their children in the home; and

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,



TOWN OF HILLSBORO BEACH

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WHEREAS HILLSBORO BEACH has many high-quality teaching professionals in all types of school settings who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

NOW, THEREFORE, I, Deborah Tarrant do hereby recognize January 26 – February 1, 2020 as HILLSBORO BEACH School Choice Week, and I call this observance to the attention of all of our citizens.

INSTRUCTIONS

- If you issue a proclamation, please send a .pdf copy of the proclamation to Julie Collier at proclamations@schoolchoiceweek.com, so that we may recognize you for participating.
- If you choose to send a hard copy of an issued proclamation, please send it to:
Julie Collier, National School Choice Week, 2140 E Southlake Blvd., Suite L-820 – Southlake, TX 76092.

[Follow on Twitter](#)[Friend on Facebook](#)

National School Choice Week provides an unprecedented opportunity, every January, to shine a spotlight on the need for effective education options for all children. Independently planned by a diverse coalition of individuals, schools and organizations, NSCW features thousands of special events across the country. The Week is a nonpartisan and nonpolitical public awareness effort.

Our mailing address is:

Proclamations Department
2140 E Southlake Blvd, Suite L-820
Southlake, TX 76092

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).



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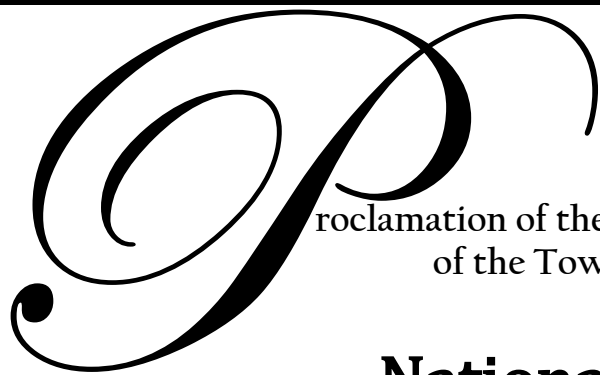
You are subscribed to the National School Choice Week mailing list:
[unsubscribe from this list](#)[update subscription preferences](#)

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Proclamation - National School Choice Week



Proclamation of the Honorable Mayor and Town Commission
of the Town of Hillsboro Beach, Florida recognizing:

National School Choice Week

January 26-February 1, 2020

Whereas, all children in Hillsboro Beach, should have access to the highest-quality education possible; and

Whereas, Hillsboro Beach recognizes the important role that an effective education plays in preparing all students in Hillsboro Beach/ Broward County to be successful adults; and



Whereas, quality education is critically important to the economic vitality of Hillsboro Beach; and

Whereas, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and

Whereas, Hillsboro Beach/ Broward County has many high-quality teaching professionals in all types of school settings who are committed to educating our children; and

Whereas, National School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options.

Now, Therefore, I, Deborah L. Tarrant, Mayor of the Town of Hillsboro Beach do hereby recognize January 26-February 1, 2020 as National School Choice Week, and I call this observance to the attention of all our citizens.

In Witness Whereof, I have hereunto set my hand on this 7th day of January 2020 and cause the official seal of the Town of Hillsboro Beach, Florida to be affixed.

TOWN OF HILLSBORO BEACH, FLORIDA

By:

Attested By:

Honorable Deborah L. Tarrant
Mayor

(seal)

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: Eating Disorders Awareness Week (Feb. 23-29, 2020)

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

Agenda Date: January 7, 2020

1. BACKGROUND/HISTORY

From: Liz Motta [<mailto:lmotta@allianceforeatingdisorders.com>]

Sent: Thursday, December 19, 2019 1:06 PM

To: Liz Motta <lmotta@allianceforeatingdisorders.com>

Subject: The Alliance for Eating Disorders Awareness

Hello!

My name is Liz Motta and I am the Director of Education and Resources at The Alliance for Eating Disorders Awareness (The Alliance). I am also a Licensed Mental Health Counselor in the State of Florida.

The Alliance is a non-profit organization established in 2000 to provide programs and activities aimed at outreach, education, early intervention, and advocacy of all eating disorders. Founded in October 2000, The Alliance has worked tirelessly to educate and raise awareness of eating disorders, promote positive body image free from weight preoccupation and size prejudice, and prevent eating disorders. The Alliance offers educational presentations, cutting-edge information, and referrals for treatment, training, advocacy, support and mentoring services, and low cost treatment services for those who are under-insured or uninsured. Our aim is to share the message that recovery from these eating disorders is possible; and that individuals should not have to suffer or recover alone. In 2019 alone, The Alliance has educated and trained over 8,719 individuals on eating disorders and how to recognize the corresponding signs and symptoms.



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

I am writing to you in reference to Eating Disorders Awareness Week. Eating Disorders Awareness Week will be taking place both nationally and internationally on February 23, 2020 through February 29, 2020. As such, our aim is to bring awareness, education, and intervention to this rapidly growing epidemic. 30 million Americans will struggle with an eating disorder in their lifetime, with over 700,000 in the State of Florida alone, and proper awareness is not only necessary, but truly imperative.

We are humbly asking for your support in recognizing Eating Disorders by proclaiming the week of February 23, 2020 to February 29, 2020 as Eating Disorders Awareness Week. As you have done in the past, your participation this year would be greatly appreciated.

If you have any questions, please feel free to contact me at The Alliance office at 561.841.0900. For more information on The Alliance, please visit our website at www.allianceforeatingdisorders.com.

Attached you will find a sample proclamation that we have prepared for your use.

Thank you so very much for your consideration and everything you do for the eating disorders community.

Thank you,

Liz Motta, LMHC

The Alliance for Eating Disorders Awareness

1649 Forum Place, Ste. 2



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

West Palm Beach, FL 33401

561.841.0900 | 866.662.1235 | (F) 561.653.0043

Pronouns: She/Her ([what's this?](#))

LMotta@allianceforeatingdisorders.com

www.allianceforeatingdisorders.com

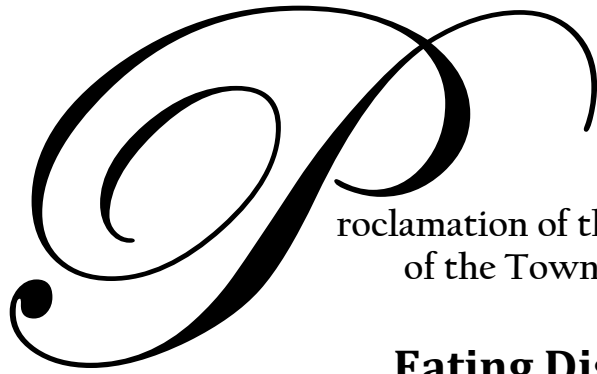
www.findEDhelp.com

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Proclamation - Eating Disorders Awareness Week



Proclamation of the Honorable Mayor and Town Commission
of the Town of Hillsboro Beach, Florida recognizing:

Eating Disorders Awareness Week

February 23-29, 2020

Whereas, eating disorders affect 30 million individuals in the United States during their lifetimes; with more than 700,000 individuals in the State of Florida alone; and

Whereas, eating disorders, including the specific disorders of anorexia nervosa bulimia nervosa, binge eating disorder, avoidant/restrictive food intake disorder, and other specified feeding or eating disorders, are complex, biologically based illnesses, and

Whereas, eating disorders are associated with serious physical health consequences, including irregular heartbeats, heart disease and heart failure, kidney failure, osteoporosis, gastric rupture, tooth decay, obesity, gallbladder disease, diabetes, and death; and

Whereas, at least once every 62 minutes, someone dies due to their struggle with an eating disorder, and anorexia nervosa has one of the highest mortality rates among all psychiatric illnesses; and

Whereas, eating disorders know no boundaries with respect to genders, ages, races, ethnicities, body shapes and weights, sexual orientations, and socioeconomics statuses; and

Whereas, The Alliance for Eating Disorders Awareness, a 501 (c)(3) non-profit organization, is the leading, national eating disorders organization, headquartered in the State of Florida, dedicated to providing programs and activities aimed at outreach, education and early intervention for all eating disorders.

Now, Therefore, I, Mayor Tarrant, do hereby proclaim February 23-29, 2020 as Eating Disorders Awareness Week.

In Witness Whereof, I have hereunto set my hand on this 7th day of January 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





TOWN OF HILLSBORO BEACH

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Hillsboro Beach, FL 33062

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Agenda Item Cover Memo

**Agenda Item: Broward County Water & Waste Water (BCWWS) Project
Presented by Pat MacGregor**

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

Agenda Date: January 7, 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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www.townofhillsborobeach.com

Agenda Item Cover Memo

Agenda Item: Police Department
Presented by Chief Nagy

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

Agenda Date: January 7, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Nov 2019 Police Report



TOWN OF HILLSBORO BEACH



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



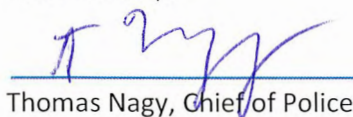
Hillsboro Beach Police NOVEMBER 2019 Activity Report



Marine	Nov-19	Prior Month	Nov-18
Total Number of Marine Contacts	8	13	31
Total Number of Boats Removed From Swim Zone	0	0	6
Total Number of Wake/Safety Education Given	8	16	25
Hours of Marine Patrol	27	47	54
Hours of ATV Patrol	11	6	7
Traffic/Pedestrian/Cyclist			
Total Number of Traffic Contacts	83	67	55
Total Number of Trespassers Removed	56	33	14
Total Number of Cyclist Stopped Within the Construction Zone	62	18	33
Hours Conducting Crosswalk Enforcement	10	21	45
Hours Of Bike Patrol	0	0	0
Activity			
Total Number of Sick/Deceased/Injured Calls For Service	14	11	16
CUSHIONS (Call Urgent Sick Hospitalized Individuals On Next Shift)	14	11	16
Total Number of Arrests	2	3	2
Total Number of Crashes	3	3	1
Service Calls	170	141	128

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

Submitted by:


Thomas Nagy, Chief of Police

12/16/19
Date



TOWN OF HILLSBORO BEACH



Patrol Activity NOVEMBER 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	50		1													
Major O'Neill											3					
Lt. Pugliese	256		2				115	6	3		3	6				
Sgt. Mastrandrea	391		7				427	15	5			2				
Sgt. Clark	1157	1	21		5		633	53	32	4		2				
Sgt. Gianino	763		7		14	3	391	19	14	6		3	3	3		
Sgt. Kirchoff	811		5			24	811	45	27			11	4			
Ofc. McGrath	951		11		11		524	49	46			1				
Ofc. Kelly	513		7		6		222	19	6		1	3				
Ofc. Steel	621		15				710	27	35			2				
Ofc. Nolan	519		6	4	8		510	47	43			3	6		12	
Ofc. Stengel																
Ofc. Pope	90	1					38	19	2			3	10			
Ofc. Torres	1043		1		18		670									
Ofc. Landry				2											8	
Ofc. Bukata				2											5.5	
Monthly Totals	7165	2	83	8	62	27	5051	299	213	10	1	15	46	7	25.5	

*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 NOVEMBER 2019

Location	Injury	No Injury	Fatal	Total
1057 Hillsboro Mile		X		1
997 Hillsboro Mile		X		1
901 Hillsboro Mile	X			1
Total	1	2		3

Crash Causes

	Total
Careless Driving	0
Failed to Yield Right of Way	0
Improper Backing	2
Following Too Closely	0
Disregarded Traffic Signal	0
Exceeded Safe Speed	0
Fail to Maintain Equipment	0
DUI	0
Hit and Run	0
Other	1
Total	3



TOWN OF HILLSBORO BEACH



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

Bias Based Profiling NOVEMBER 2019



	Traffic Contacts		Arrests (including traffic)		
	Male	Female	Male	Female	
White	42	13	1		
Black	9	1			
Asian					
Native American					
Other	8	8		1	
Total	59	22	1	1	83



TOWN OF HILLSBORO BEACH



Investigation Activity NOVEMBER 2019

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

Complaint/Info	Active	Pending	Cleared
Currently Working			
Burglary Residence/Grand Theft	X		XX
Grand Theft	XXXX	X	X
Burglary/Theft	X		
Burglary Conveyance	X		
Fraud ID Theft	XX	X	
Burglary	X		
Fraud	XX		
Found Property		XX	
Contrband Recovered			X
Grand Theft/Fraud			X
Burglary Conveyance	X		
Unlicensed Contractor	X		
New			
Burglary Conveyance	XX		
Burglary Residence	X		
Fraud	X		
Theft/Grand	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		22,009
161	2,277	2,567	2,611	2,759	2,961	3,615	2,544	2,864	987	1,760	1,496		26,441
162	27	28	226	311	79	406	42	683	364	828	23		3,017
163	1,169	2,113	204	1,098	2,120	2,874	3,291	2,876	3,468	2,388	2,834		24,435
164	2,971	2492	4,317	116	965	3,348	2,729	3,052	3,181	2,905	1,974		28,050
166	939	287	1,351	2,644	3,051	1,738	863	1,493	1,263	1,628	1,183		16,440
TOTAL	10,223	8,877	11,483	9,714	10,880	12,440	10,268	11,886	11,718	12581	10,322	0	120,392
GALLONS	899.9	741	858	1,035	996	925	1,134	1223.9	932.6	1102.8	824.5	0	10,672

Specialty Vehicles PD

Marine 1	31	10	17	59	49	68	66	61	0	47	27		435
ATV	2.3	1.1	8.9	16.5	13	20.2	28.9	13.9	8.9	5.9	11		130.6

Water Department

170	744	711	850	484	395	591	433	614	484	389	600		6,295
171	3	35	44	95	107	146	40	89	83	120	95		857
172	688	479	385	549	488	479	593	475	500	540	492		5,668
173	N/A	N/A	165	175	280	190	199	244	280	452	214		2,199
TOTAL	1,435	1,225	1,444	1,303	1,270	1,406	1,265	1,422	1,347	1,501	1,401	0	15,019
GALLONS	145.9	115.2	141.9	146	134	147	132	212.7	99.5	168	127		1,569

Vehicle/Mileage Recap NOVEMBER 2019

Unit	Type	Primary Use	EOM	BOM	CMM	PMM	INC/DEC
160	SUV	Road Patrol	125,375	122,563	2,812	3,072	-260
161	SUV	Road Patrol	105,717	104,221	1,496	1,760	-264
162	Crown Vic.	Training/Decoy	123,122	123,099	23	828	-805
163	SUV	Road Patrol	21,153	18,319	2,834	2,388	446
164	Charger	Chief	56,127	54,153	1,974	2,905	-931
166	Charger	Major	163,024	161,841	1,183	1,628	-445
Police				TOTALS	10,322	12,581	-2,259
170	Pickup Truck	Water Dept	91,310	90,710	600	389	211
171	Pickup Truck	Water Dept	90,802	90,707	95	120	-25
172	Pickup Truck	Water Dept	48,645	48,153	492	540	-48
173	Pickup Truck	Water Dept	2,527	2,313	214	452	-238
Water Dept				Totals	1,401	1,501	-100
			EOMH	BOMH	CMH	PMH	INC/DEC
M1	Boat	Patrol	1112.5	1085.6	27	47	-20
165	ATV	Patrol	464.1	453.1	11	5.9	5.1

Key

EOM= End of Month

BOM= Beginning of Month

CMM= Current Month Mileage

PMM= Previous Month Mileage

INC/DEC= Increase/Decrease

EOMH= End of Month Hours

BOMH= Beginning of Month Hours

CMH= Current Month Hours

PMH= Previous Month Hours

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		1250.3
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		217.9
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		500.1
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		958.4
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		1192.8
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		449.5
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		519.5
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		1200.6
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		724.0
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		1084.2
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		724.3
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		209.6
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		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		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		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		1121.0
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
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		124.2
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	0.0	10671.9

Gas Usage Water Department

19-Garray	Water Dept	0	18.7	0	19.4	0	21		46.8	17.5	47.7	27.6		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		874.7
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		495.6
22-Knapstein	Water Dept	0	0	0	0	0	0	0	0	0	0			
23-Rivera	Water Dept	0	0	0	0	0	0	0	0	0	0			0
Water Totals		145.9	115.2	141.9	146.1	134.4	146.9	131.5	212.7	99.5	168.3	127	0	1569

Gas Tank 35" = 2254 gal



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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www.townofhillsborobeach.com

Agenda Item Cover Memo

Agenda Item: Finance Department

Presented by Stephen Bloom, Inframark

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

Agenda Date: January 7, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. Financial Performance - November 2019 -3
 2. Town of Hillsboro Beach November 2019 Financials

Town of Hillsboro Beach

November 2019 Financial Performance

Meeting Date: January 7, 2020



General Fund

Overview

- ▶ Deficit of \$157.8 thousand for first 2 months. (Total funding over/under Expenditures)

Revenue / Other Sources

- ▶ Total funding for November was at 13.5% of the annual budget (excluding use of fund balance).
- ▶ Revenue from property taxes collections - 13.2% of the annual budget. The majority of the receipts will be received in December.

Description	Budget	Actual	% of Budget
Property Taxes	\$ 4,715,939	624,558	13.2%
Other Local Taxes	270,000	48,361	17.9%
Intergovernmental Revenue	178,949	27,433	15.3%
Fines & Forfeitures	5,100	411	8.1%
Miscellaneous Revenues	45,000	4,736	10.5%
Interest Income	48,000	13,331	27.8%
Transfer In	133,000	12,237	9.2%
Total Funding	\$ 5,395,988	\$ 731,067	13.5%

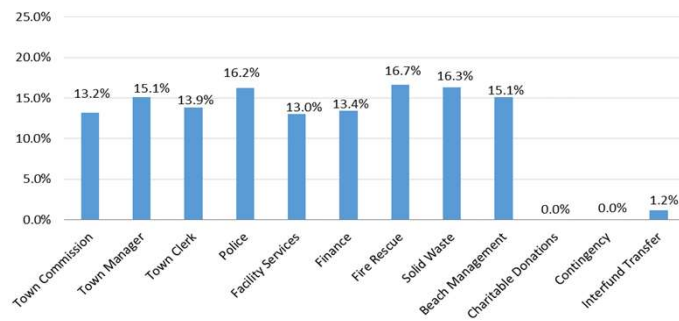


General Fund

Expenditures

- ▶ Total expenditures - 14.7% 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 14.3% of budget or \$11.7 thousand
 - ▢ Marine Law Enforcement Fund – 10.7% of budget or \$3.2 thousand
 - ▢ Permitting, P&Z, Code Compliance – 25.7% of budget or \$111.3 thousand
- ▶ \$303.7 thousand balance in Federal Forfeitures / Asset Sharing Fund (includes interest income).



4

Other Funds

Debt Service Fund – Beach Loan

- ▶ Total assessments collected for November was \$117 thousand or 15.6% 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 November .



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Water Fund

Overview

- ▶ Overall, the water fund had a deficit of \$9.4 thousand.
- ▶ Operations had a surplus of \$55 thousand.
- ▶ Debt Service payments were made in November in the amount of \$189.7 thousand.

Revenue/Other Sources

- ▶ Total revenue – 17.2% of the annual budget
- ▶ Total water service revenue – 18.2% of the annual budget.
- ▶ The water usage billings through November were up by 2.43% compared to last year at this time.

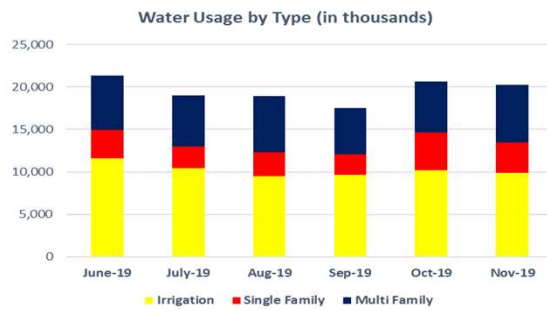


6

Water Fund

Revenue (continued)

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

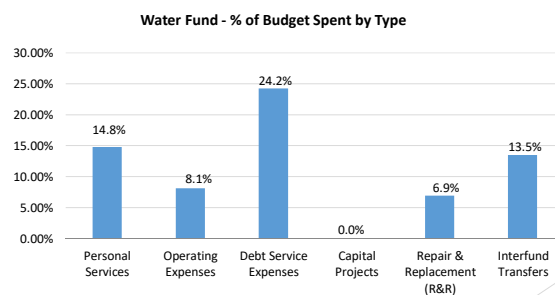


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Water Fund

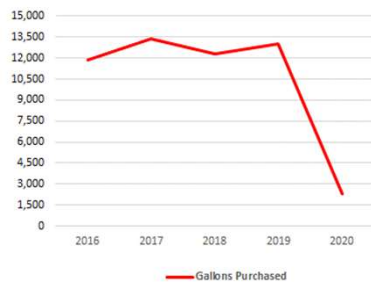
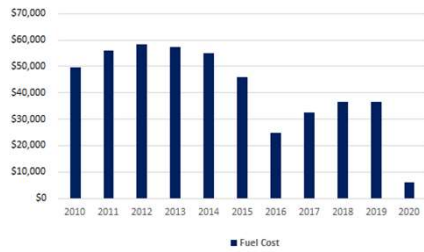
Expenses

- ▶ Total expenses through November was at 12.9% 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 November.



8

Fuel Costs by Fiscal Year (updated thru November)



Fiscal Year	Fuel Cost	Gallons Purchased	Avg Price / Gallon
2010	\$49,662		
2011	\$56,162		
2012	\$58,320		
2013	\$57,515		
2014	\$54,888		
2015	\$46,030		
2016	\$24,771	11,858	\$2.09
2017	\$32,433	13,405	\$2.42
2018	\$36,733	12,320	\$2.98
2019	\$36,586	12,991	\$2.82
2020	\$5,956	2,313	\$2.57

MEMORANDUM

TO: Mayor Deb Tarrant and Commissioners
FROM: Stephen Bloom, Finance Director
CC: Commissioner Vicky Feaman, Treasurer / Ken Cassel, Project Manager
DATE: December 19, 2019
SUBJECT: November Financial Report

Please find included in this agenda item the November 2019 financial report. At this point in the fiscal year (through November), the revenues and expenditures should be at approximately 16.67% 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 November was at 12.1% of the annual budget. The first distribution of the receipts for the property taxes received in November was \$650,717. In December the amount received to date is \$2,954,947.
- Total expenditures through November were at 14.7% of the annual budget.

Special Revenue Funds

Community Bus

- Total funding and expenditures through November were at 14.3% of the annual budget.

Marine Law Enforcement Grant

- Total funding and expenditures through November were at 10.7% of the annual budget.

Permitting, P&Z, Code Compliance

- Total funding and expenditures through November were at 25.7% of the annual budget.

Federal Forfeitures / Asset Sharing

- Total funds received thru November - \$303,743.

Debt Service Fund – (Beach Loan)

- The first distribution of the Non-Ad valorem assessments received in November was \$117,016. In December the amount received to date is \$424,690.
- The next loan payment will be made on April 1, 2020.

Capital Projects Fund – (General Fund Improvements)

- No activity in November.

MEMORANDUM

Town of Hillsboro Beach

Subject: November Financial Report

Page 2

Water Fund – (Operations)

- Total funding through November was at 16.4% of the annual budget. The water usage billings through November (YTD) were up by 2.43% compared to last year at the same time. For the month of November, the total gallons used was down by 2.1% or (430) thousand gallons compared to last month. The chart below compares the usage for November by category (Single Family, Multi Family, Irrigation) with last month and with the prior year - November 2018. The Change in usage and % change compare current month with prior month.

Usage Comparison in thousands)

Service Type	(Prior Yr) Nov-18	Oct-19	Nov-19	Month-to-Month Change	
				Change in Usage	% Change
Irrigation	10,106	10,182	9,913	-269	-2.6%
Single Family	2,341	4,450	3,535	-915	-20.6%
Multi Family	5,994	6,033	6,787	754	12.5%
Total	18,441	20,665	20,235	-430	-2.1%

- Total expenses through November were at 12.7% of the annual budget.

Debt Service – (State Revolving Loans)

- Total funding through November was 16.7% of the annual budget.
- The next loan payment for the water plant will be paid on be March 15, 2020.
- The loan payment for the water main project was paid on November 14, 2019.

Capital Projects Fund – (Water Fund Improvements)

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

Town of Hillsboro Beach

Financial Report

November 30, 2019

Prepared by



Town of Hillsboro Beach

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Debt Service Fund - Beach Loan

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Capital Projects Fund - General Fund Improvements

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Water Fund

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Debt Service Fund - Water Loans

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Capital Projects Fund - Water Fund Improvements

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Town of Hillsboro Beach

Financial Statements

(Unaudited)

November 30, 2019



Balance Sheet
November 30, 2019

ACCOUNT DESCRIPTION	GENERAL FUNDS	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	WATER FUNDS	TOTAL
<u>ASSETS</u>					
Current Assets					
Equity in Pooled Cash	\$ 3,752,624	\$ 34,887	\$ 375,202	\$ 1,893,442	\$ 6,056,155
Accounts Receivable	91,625	88,832	-	286,775	467,232
Allow -Doubtful Accounts	(26,072)	-	-	(23,995)	(50,067)
Assessments Receivable	-	-	2,250,182	-	2,250,182
Due From Other Gov'tl Units	12,900	8,945	-	601,792	623,637
Deferred Outflow of Resources	-	-	-	91,447	91,447
Fuel	5,701	-	-	-	5,701
Money Market Account	-	287,902	-	-	287,902
BoA Loan Funding	-	-	367,372	-	367,372
Prepaid Items	157,288	-	-	6,541	163,829
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	\$ 3,994,066	\$ 420,566	\$ 2,992,756	\$13,018,261	\$20,425,649

LIABILITIES

Accounts Payable	\$ 120,515	\$ 113,842	\$ -	\$ 14,927	\$ 249,284
Accrued Expenses	70,237	167	-	58	70,462
DBPR/DCA/BRA Surcharges	-	2,764	-	-	2,764
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	35,956	-	-	6,178	42,134
Accrued Taxes Payable	2,756	-	-	465	3,221



Balance Sheet
November 30, 2019

ACCOUNT DESCRIPTION	GENERAL FUNDS	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	WATER FUNDS	TOTAL
Payroll Deduction - Misc.	1,558	-	-	796	2,354
ICMA-Retirement Health Savings	334	-	-	-	334
Flexible Spending Account	819	-	-	303	1,122
Deposits	8,125	-	-	-	8,125
Deferred Revenue	-	50	2,250,182	-	2,250,232
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	260,564	116,823	2,250,182	9,690,140	12,317,709

FUND BALANCES / NET ASSETS

Fund Balances

Nonspendable:

Prepaid Items	157,288	-	-	-	157,288
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Restricted for:

Debt Service	-	-	742,574	-	742,574
Special Revenue	-	299,551	-	-	299,551
Seizures	-	4,192	-	-	4,192

Unassigned:

3,576,214	-	-	-	3,576,214
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Net Assets

Invested in capital assets, net of related debt	-	-	-	867,461	867,461
Unrestricted/Unreserved	-	-	-	2,460,660	2,460,660

TOTAL FUND BALANCES / NET ASSETS	\$ 3,733,502	\$ 303,743	\$ 742,574	\$ 3,328,121	\$ 8,107,940
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TOTAL LIABILITIES & FUND BALANCES / NET ASSETS	\$ 3,994,066	\$ 420,566	\$ 2,992,756	\$13,018,261	\$20,425,649
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**Statement of Revenues, Expenditures and Changes in Fund Balances
General Fund**

For the Period Ending November 30, 2019

(16.67% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Nov-18	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Property Taxes	\$ 4,715,939	\$ 624,558	\$ 4,091,381	13.2%	\$ 699,731	\$ (75,173)
Other Local Taxes	270,000	48,361	221,639	17.9%	47,765	597
Intergovernmental Revenues	178,949	27,433	151,516	15.3%	28,174	(741)
Fines & Forfeitures	5,100	411	4,689	8.1%	1,318	(907)
Miscellaneous Revenues	45,000	4,736	40,264	10.5%	2,018	2,718
Interest Income	48,000	13,331	34,669	27.8%	9,207	4,125
Total Revenues	5,262,988	718,830	4,544,158	13.7%	788,213	(69,382)
Other Sources						
Transfer In	133,000	12,237	120,763	9.2%	16,737	(4,499)
Use / (Add't) Fund Balance	664,506	-	-	0.0%	-	-
Total Other Sources	797,506	12,237	120,763	1.5%	16,737	(4,499)
TOTAL FUNDING	6,060,494	731,067	4,664,921	12.1%	804,949	(73,882)
<u>EXPENDITURES</u>						
Town Commission	42,396	5,590	36,806	13.2%	5,266	(324)
Town Manager	354,967	53,684	301,283	15.1%	38,129	(15,555)
Town Clerk	252,970	35,107	217,863	13.9%	24,852	(10,255)
Police	2,880,753	467,041	2,413,712	16.2%	443,380	(23,661)
Facility Services	211,332	27,561	183,771	13.0%	43,632	16,071
Finance	113,474	15,210	98,264	13.4%	13,761	(1,449)
Fire Rescue	819,287	136,543	682,744	16.7%	133,852	(2,690)
Solid Waste	273,714	44,702	229,012	16.3%	44,702	-
Beaches	663,000	100,106	562,894	15.1%	59,219	(40,887)
Charitable Donations	6,560	-	6,560	0.0%	-	-
Contingency	150,000	-	150,000	0.0%	-	-
TOTAL EXPENSES	5,768,453	885,543	\$ 4,882,910	15.4%	806,793	(78,750)
Interfund Transfer - Out	292,041	3,371	288,670	1.2%	21,989	18,618
TOTAL EXPENDITURES	6,060,494	888,914	\$ 5,171,580	14.7%	828,782	(60,132)
Total Funding over (under)						
Expenditures	\$ -	(157,847)			\$ (23,833)	\$ (134,014)
Fund Balance - Beginning		3,891,349				
Fund Balance - Ending		\$ 3,733,502				



General Fund - Revenue
For the Period Ending November 30, 2019

(16.67% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Nov-18	Variance Fav (unfav)
FUNDING						
Revenues						
Property Tax						
Ad Valorem Taxes	\$ 4,891,478	\$ 650,717	\$ 4,240,761	13.3%	\$ 725,925	\$ (75,208)
Ad Valorem Taxes - Prior Years	3,000	-	3,000	0.0%	2,947	(2,947)
Ad Valorem Taxes - Discounts	(178,539)	(26,159)	(152,380)	14.7%	(29,142)	2,983
Total - Property Tax	4,715,939	624,558	4,091,381	13.2%	699,731	(75,173)
Other Local Taxes						
FPL Franchise	230,000	42,000	188,000	18.3%	41,500	500
Local Communications Tax	40,000	6,361	33,639	15.9%	6,265	97
Total - Other Local Taxes	270,000	48,361	221,639	17.9%	47,765	597
Intergovernmental Revenues						
Occupational Licenses	1,700	153	1,547	9.0%	167	(14)
State Revenue Sharing	45,500	7,567	37,933	16.6%	7,504	63
Alcoholic Beverage License	640	-	640	0.0%	-	-
Half-Cent Sales Tax	131,109	19,713	111,396	15.0%	20,503	(790)
Total - Intergov. Revenues	178,949	27,433	151,516	15.3%	28,174	(741)
Fines & Forfeitures						
Judgments and Fines	5,000	411	4,589	8.2%	1,268	(857)
Other Fines and/or Forfeits	100	-	100	0.0%	50	(50)
Total - Fines & Forfeitures	5,100	411	4,689	8.1%	1,318	(907)
Miscellaneous Revenue						
Miscellaneous	10,000	2,736	7,264	27.4%	18	2,718
Police Reimbursement	20,000	-	20,000	0.0%	-	-
Lien Search Fee	15,000	2,000	13,000	13.3%	2,000	-
Total - Misc. Revenue	45,000	4,736	40,264	10.5%	2,018	2,718
Interest Income						
Interest - Investments	75,000	15,052	59,948	20.1%	5,557	9,495
Interest - Tax Collector	3,000	-	3,000	0.0%	-	-
Net Incr (Decr) In FMV-Invest	(30,000)	(1,721)	(28,279)	5.7%	3,649	(5,370)
Total - Interest Income	48,000	13,331	34,669	27.8%	9,207	4,125
Total Revenue	5,262,988	718,830	4,544,158	13.7%	788,213	(69,382)



General Fund - Revenue
For the Period Ending November 30, 2019

(16.67% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Nov-18	Variance Fav (unfav)
Transfer In						
Water Fund	50,000	8,333	41,667	16.7%	8,333	-
Special Rev. - Permits, P&Z	83,000	3,904	79,096	4.7%	8,403	(4,499)
Total - Transfer In	133,000	12,237	120,763	9.2%	16,737	(4,499)
Use / (Add't) Fund Balance	664,506	-	664,506	0.0%	-	-
TOTAL FUNDING	6,060,494	731,067	5,329,427	12.1%	804,949	(73,882)



General Fund - Town Commission
For the Period Ending November 30, 2019

(16.67% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Nov-18	Variance Fav (unfav)
Personal Services						
Mayor/Commission Stipend	\$ 28,800	\$ 4,800	\$ 24,000	16.7%	\$ 4,800	\$ -
FICA	2,203	367	1,836	16.7%	367	-
Total Personal Services	31,003	5,167	25,836	16.7%	5,167	-
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	\$ 5,590	\$ 36,806	13.2%	\$ 5,266	\$ (324)



General Fund - Town Manager
For the Period Ending November 30, 2019

(16.67% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Nov-18	Variance Fav (unfav)
Personal Services						
Salaries	\$ 132,860	\$ 22,986	\$ 109,874	17.3%	\$ 22,500	\$ (486)
Payroll - Vacation	11,856	-	11,856	0.0%	-	-
Car Allowance	6,000	1,000	5,000	16.7%	1,000	-
FICA	11,530	1,844	9,686	16.0%	1,802	(42)
Florida Retirement System	36,772	6,415	30,357	17.4%	-	(6,415)
401 (A) Plan	-	-	-	n/a	2,000	2,000
Health and Life Insurance	15,503	2,579	12,924	16.6%	2,550	(29)
Workers' Comp Insurance	346	33	313	9.6%	32	(1)
Unemployment Compensation	500	-	500	0.0%	-	-
Total Personal Services	215,367	34,858	180,509	16.2%	29,884	(4,973)
Operating Expenses						
Town Attorney	65,000	11,922	53,079	18.3%	7,644	(4,277)
Prof. Services - IT Services	9,100	600	8,500	6.6%	600	-
Contracts - Other Services	62,000	6,200	55,800	10.0%	-	(6,200)
Miscellaneous	1,000	-	1,000	0.0%	-	-
Computer Expense / Supplies	1,000	-	1,000	0.0%	-	-
Training Expenses	1,500	105	1,396	7.0%	-	(105)
Total Operating Expenses	139,600	18,826	120,774	13.5%	8,244	(10,582)
TOTAL TOWN MANAGER	\$ 354,967	\$ 53,684	\$ 301,283	15.1%	\$ 38,129	\$ (15,555)



General Fund - Town Clerk
For the Period Ending November 30, 2019

(16.67% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Nov-18	Variance Fav (unfav)
Personal Services						
Salaries	\$ 114,726	\$ 12,407	\$ 102,319	10.8%	\$ 11,755	\$ (653)
Payroll - Vacation	2,301	-	2,301	0.0%	-	-
FICA	8,953	944	8,009	10.5%	899	(44)
Florida Retirement System	9,912	1,156	8,756	11.7%	1,074	(82)
Health and Life Insurance	28,397	2,526	25,871	8.9%	1,386	(1,141)
Workers' Comp Insurance	299	29	270	9.6%	31	3
Unemployment Compensation	250	-	250	0.0%	-	-
Total Personal Services	164,838	17,062	147,776	10.4%	15,145	(1,917)
Operating Services						
Coding Ordinance	3,000	933	2,067	31.1%	-	(933)
Prof. Services- Digitize records	15,000	-	15,000	0.0%	-	-
Temporary Labor	-	3,064	(3,064)	n/a	2,582	(482)
Contracts - Other Services	4,000	2,424	1,576	60.6%	975	(1,449)
Software Maintenance/Support	7,465	2,948	4,517	39.5%	583	(2,364)
Postage and Freight	2,500	418	2,082	16.7%	174	(244)
Copier	5,600	1,147	4,453	20.5%	872	(275)
Advertising	15,000	508	14,492	3.4%	408	(101)
Office Supplies	5,900	435	5,465	7.4%	441	6
Website Support	4,967	828	4,139	16.7%	-	(828)
Subscriptions and Memberships	5,700	3,373	2,327	59.2%	1,369	(2,004)
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	18,045	70,087	20.5%	9,707	(8,338)
TOTAL TOWN CLERK	\$ 252,970	\$ 35,107	\$ 217,863	13.9%	\$ 24,852	\$ (10,255)



General Fund - Police

For the Period Ending November 30, 2019

(16.67% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Nov-18	Fav (unfav)
Personal Services						
Salaries	\$ 1,537,597	\$ 259,046	\$ 1,278,551	16.8%	\$ 238,905	\$ (20,141)
Paid Holidays	50,187	10,623	39,564	21.2%	16,002	5,379
Overtime	20,000	3,378	16,622	16.9%	3,199	(178)
Overtime - Task Force	20,000	5,655	14,345	28.3%	-	(5,655)
Sick Leave Cash Out	30,000	-	30,000	0.0%	-	-
Incentive	17,270	1,800	15,470	10.4%	2,931	1,131
FICA	130,462	21,670	108,792	16.6%	20,293	(1,377)
Florida Retirement System	361,695	65,510	296,185	18.1%	71,594	6,085
Health and Life Insurance	419,330	62,014	357,316	14.8%	51,140	(10,874)
Workers' Comp Insurance	57,694	5,513	52,181	9.6%	5,921	407
Tuition Reimbursement	2,250	-	2,250	0.0%	-	-
AD&D Insurance	887	112	775	12.6%	140	28
Unemployment Compensation	1,000	-	1,000	0.0%	-	-
Total Personal Services	2,648,372	435,320	2,213,052	16.4%	410,126	(25,194)
Operating Expenses						
Contracts - Other Services	27,650	1,312	26,338	4.7%	4,180	2,867
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	591	3,509	14.4%	804	213
Mobile Phones	7,300	686	6,614	9.4%	388	(298)
Postage	500	-	500	0.0%	-	-
Electricity	8,500	1,461	7,039	17.2%	1,411	(50)
Liability and Property Insurance	26,396	3,360	23,036	12.7%	7,094	3,733
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	3,600	21,400	14.4%	387	(3,212)
Boat Repairs and Maintenance	15,000	3,379	11,621	22.5%	5,805	2,426
ATV Repairs and Maintenance	1,500	-	1,500	0.0%	78	78
Copier	2,700	586	2,114	21.7%	492	(94)
Miscellaneous Services	1,500	20	1,480	1.3%	-	(20)
Internet Service	6,100	747	5,353	12.2%	702	(45)
Physical Examinations	750	-	750	0.0%	260	260
Office Supplies	3,000	109	2,891	3.6%	119	10
Operating Supplies	6,000	899	5,102	15.0%	744	(155)
Fuel & Oil	36,000	5,210	30,790	14.5%	5,088	(122)



General Fund - Police

For the Period Ending November 30, 2019

(16.67% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Nov-18	Fav (unfav)
Uniforms Supplies	7,000	1,165	5,835	16.6%	1,247	82
Investigation Division	1,500	45	1,455	3.0%	16	(29)
Subscriptions and Memberships	1,785	845	940	47.3%	863	17
Weapons & Specialty Gear	2,000	-	2,000	0.0%	-	-
Education / Training	14,000	5,181	8,819	37.0%	1,455	(3,726)
Total Operating Expenses	232,381	31,721	200,660	13.7%	33,254	1,533
TOTAL POLICE	\$ 2,880,753	\$ 467,041	\$ 2,413,712	16.2%	\$ 443,380	\$ (23,661)



General Fund - Facility Services
For the Period Ending November 30, 2019

(16.67% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Nov-18	Fav (unfav)
Personal Services						
Salaries	\$ 48,818	\$ 8,621	\$ 40,197	17.7%	\$ 8,266	\$ (356)
Vacation Leave Cash Out	3,755	-	3,755	0.0%	-	-
Sick Leave Cash Out	1,876	-	1,876	0.0%	-	-
FICA	4,165	660	3,505	15.8%	633	(26)
Florida Retirement System	4,612	806	3,806	17.5%	756	(51)
Health and Life Insurance	33,417	4,852	28,565	14.5%	4,341	(511)
Workers' Comp Insurance	3,892	372	3,520	9.6%	381	9
Total Personal Services	100,535	15,311	85,224	15.2%	14,377	(935)
Operating Expenses						
Telephone Service	5,000	1,227	3,773	24.5%	551	(676)
Utility - Water	6,500	1,138	5,362	17.5%	1,134	(4)
Electricity	4,000	729	3,271	18.2%	749	19
Utility - Sewer	900	128	772	14.2%	155	27
Internet Service	5,500	626	4,874	11.4%	597	(28)
Liability and Property Insurance	20,497	2,831	17,666	13.8%	5,682	2,851
Pest Control - Building/Grounds	1,200	192	1,008	16.0%	182	(10)
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	-	10,000	0.0%	5,985	5,985
Town Hall Maint. / Repairs	8,000	1,347	6,654	16.8%	489	(857)
Generator Maint. Contract	5,200	-	5,200	0.0%	-	-
R&M - Bocce Court	1,000	490	510	49.0%	-	(490)
Operating Supplies - General	4,000	403	3,598	10.1%	150	(253)
Town Events	25,000	2,758	22,242	11.0%	-	(2,758)
A/C Maintenance Contract	2,000	-	2,000	0.0%	-	-
Total Operating Expenses	110,797	12,250	98,547	11.1%	29,255	17,006
TOTAL FACILITY SERVICES	\$ 211,332	\$ 27,561	\$ 183,771	13.0%	\$ 43,632	\$ 16,071



General Fund - Other Departments
For the Period Ending November 30, 2019

(16.67% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Nov-18	Variance Fav (unfav)
Finance						
Auditing Services	\$ 19,500	\$ -	\$ 19,500	0.0%	\$ -	\$ -
Accounting/Financial Services	87,224	13,409	73,815	15.4%	13,409	-
Investment Services	6,000	1,747	4,253	29.1%	352	(1,394)
Bank Fees	750	55	695	7.3%	-	(55)
Total Finance Expense	113,474	15,210	98,264	13.4%	13,761	(1,449)
Fire Rescue						
Fire Service Agreement	819,287	136,543	682,744	16.7%	133,852	(2,690)
Total Fire Rescue Expense	819,287	136,543	682,744	16.7%	133,852	(2,690)
Solid Waste						
Contracts Services	273,714	44,702	229,012	16.3%	44,702	-
Total Solid Waste Expense	273,714	44,702	229,012	16.3%	44,702	-
Beach Management						
Engineering – Monitoring (2015 Proj.)	-	-	-	n/a	-	-
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%	19,656	19,656
Engineering – Other	15,000	-	15,000	0.0%	-	-
Beach Attorney	500,000	99,247	400,753	19.8%	39,562	(59,685)
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	100,106	562,894	15.1%	59,219	(40,887)
Charitable Donations						
Lighthouse Preservation Contrib.	2,500	-	2,500	0.0%	-	-
Area Council on Aging Contrib.	4,060	-	4,060	0.0%	-	-
Total Charitable Donations	6,560	-	6,560	0.0%	-	-
Contingency	150,000	-	150,000	0.0%	-	-
Total Expense before Transfer Out	2,026,035	296,561	1,729,474		251,535	(45,026)



General Fund - Other Departments
For the Period Ending November 30, 2019

(16.67% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Nov-18	Variance Fav (unfav)
Transfer Out						
To Transportation Fund	17,041	3,371	13,670	19.8%	3,448	77
To General Fund CIP	275,000	-	275,000	0.0%	18,541	18,541
Total Transfer Out	292,041	3,371	288,670	1.2%	\$ 21,989	\$ 18,618
TOTAL OTHER DEPARTMENTS	\$ 2,318,076	\$ 299,932	\$ 2,018,144	12.9%	\$ 273,524	\$ (26,408)
TOTAL GENERAL FUND EXPENDITURES	\$ 6,060,494	\$ 888,914	\$ 5,171,580	14.7%	\$ 828,782	\$ (60,132)



Notes to the Financial Statements - General Fund November 30, 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 16.67% through November. 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	15,052	20.1%	Interest on BankUnited Money Market and investments
Ad Valorem Taxes	4,891,478	650,717	13.3%	Collections were at 15% at this time last year
FPL Franchise	230,000	42,000	18.3%	Accrued revenue from FPL
Other Miscellaneous Revenues	10,000	2,736	27.4%	Copies of records and records requests, vehicle reimbursement
Expenditures				
<u>Town Manager</u>				
Payroll-Salaries	132,860	22,986	17.3%	Town manager's salary-3 pay periods in October
Florida Retirement System	36,772	6,415	17.4%	FRS based upon salary-3 pay periods in October
Town Attorney	65,000	11,922	18.3%	Includes general matters, meeting attendance
<u>Town Clerk</u>				
Coding Ordinance	3,000	933	31.1%	Code of Ordinance supplemental pages
Temporary Labor	-	3,064	0.0%	Temporary Administrative Assistant
Contracts - Other Services	4,000	2,424	60.6%	Special meeting minutes and videography
Software Maintenance/Support	7,465	2,948	39.5%	DCR software maintenance
Subscriptions and Memberships	5,700	3,373	59.2%	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-Salaries	1,537,597	259,046	16.8%	Police officer's salaries-3 pay periods in October
Payroll-Holidays	50,187	10,623	21.2%	Paid for holidays - Thanksgiving in November
Payroll-Overtime	20,000	3,378	16.9%	Staffing during vacations and sick time
Payroll-Overtime Task Force	20,000	5,655	28.3%	DEA overtime
Florida Retirement System	361,695	65,510	18.1%	FRS based upon salary-3 pay periods in October
Electricity	8,500	1,461	17.2%	Monthly electric charges from FPL-hotter than normal temperatures in October
Boat Repairs and Maintenance	15,000	3,379	22.5%	Boat and motor service and repairs, backplate and drive pulley on boat lift
Copier	2,700	586	21.7%	Monthly copy charge-which includes copies of records requests
Subscriptions and Memberships	1,785	845	47.3%	Annual memberships for FLPCA, BCCPA
Education / Training	14,000	5,181	37.0%	Power Standards software, FL Law Enforcement handbook, FLPCA Chief Executive training, PowerDMS software, conferences, hotels, FLMLUR
<u>Facility Services</u>				
Payroll-Salaries	48,818	8,621	17.7%	Maintenance worker's salary includes 3 pay periods in October
Florida Retirement System	4,612	806	17.5%	FRS based upon salary-3 pay periods in October
Telephone Service	5,000	1,227	24.5%	Monthly phone service from AT&T increased more than expected
Utility - Water	6,500	1,138	17.5%	Monthly water charges including irrigation and car washing
Electricity	4,000	729	18.2%	Monthly electric charges from FPL-hotter than normal temperatures in October
Town Hall Maint. / Repairs	8,000	1,347	16.8%	Install speakers in Town Hall Chambers, installed 2 gfci receptacles for trees
R&M - Bocce Court	1,000	490	49.0%	Repaired bocce court water fountain



**Notes to the Financial Statements - General Fund
November 30, 2019**

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
Expenditures (continued)				
<u>Finance</u>				
Investment Services	6,000	1,747	29.1%	Monthly and quarterly investment fees
<u>Beach Management</u>				
Beach Attorney	500,000	99,247	19.8%	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 November 30, 2019

(16.67% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Nov-18	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Local Option Gas Tax	35,971	5,017	30,954	13.9%	5,277	(259)
County Transportation Grant	28,888	3,311	25,577	11.5%	3,444	(132)
Total Revenues	64,859	8,329	56,530	12.8%	8,720	(392)
<u>Other Sources</u>						
Transfer In	17,041	3,371	13,670	19.8%	3,448	(77)
Total Other Sources	17,041	3,371	13,670	19.8%	3,448	(77)
TOTAL FUNDING	81,900	11,700	70,200	14.3%	12,168	(469)
<u>EXPENDITURES</u>						
Contractual Services	81,900	11,700	70,200	14.3%	12,168	468
TOTAL EXPENDITURES	81,900	11,700	\$ 70,200	14.3%	12,168	468
Total Funding over (under)						
Expenditures	\$ -	-			\$ -	\$ (1)
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 November 30, 2019

(16.67% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Nov-18	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Marine Law Enforcement Grant	30,336	3,234	27,102	10.7%	4,232	(998)
Total Revenues	30,336	3,234	27,102	10.7%	4,232	(998)
TOTAL FUNDING	30,336	3,234	27,102	10.7%	4,232	(998)
<u>EXPENDITURES</u>						
Police Wages	30,336	3,234	27,102	10.7%	4,232	998
TOTAL EXPENDITURES	30,336	3,234	\$ 27,102	10.7%	4,232	998
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 November 30, 2019

(16.67% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Nov-18	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Building Permit Fees	300,000	110,297	189,703	36.8%	40,520	69,777
Building Admin Fees	123,000	-	123,000	0.0%	13,138	(13,138)
Planning & Zoning Fees	10,000	1,050	8,950	10.5%	135	915
Total Revenues	433,000	111,347	321,653	25.7%	53,793	57,553
TOTAL FUNDING	433,000	111,347	321,653	25.7%	53,793	57,553
<u>EXPENDITURES</u>						
Building, P&Z, and Code Compliance						
ProfServ-Building Permits - RMA	30,000	8,100	21,900	27.0%	3,925	(4,175)
ProfServ-General Admin - RMA	15,000	1,750	13,250	11.7%	2,525	775
ProfServ-Site Planning - RMA	10,000	1,950	8,050	19.5%	-	(1,950)
ProfServ-Building Permits - CGA	255,000	93,780	161,220	36.8%	34,417	(59,363)
ProfServ-Engineering - Other	10,000	-	10,000	0.0%	3,458	3,458
Code Compliance	30,000	1,405	28,595	4.7%	930	(475)
Credit Card Processing Fees	-	458	(458)	n/a	-	(458)
Total Building, P&Z, and Code	350,000	107,443	242,557	30.7%	45,254	(62,189)
Transfer to General Fund	83,000	3,904	79,096	4.7%	8,403	4,499
TOTAL EXPENDITURES	433,000	111,347	\$ 321,653	25.7%	53,658	(57,689)
Total Funding over (under)						
Expenditures	\$ -	-			\$ 136	\$ (136)
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 November 30, 2019

(16.67% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Nov-18	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Interest Income	-	608	(608)	n/a	-	608
Total Revenues	-	1,416	(1,416)	n/a	21,920	(20,504)
TOTAL FUNDING	-	1,416	(1,416)	n/a	21,920	(20,504)
<u>EXPENDITURES</u>						
TOTAL EXPENDITURES	-	-	\$ -	n/a	-	-
Total Funding over (under)						
Expenditures	\$ -	1,416			\$ 21,920	\$ (20,504)
Fund Balance - Beginning		302,327				
Fund Balance - Ending		\$ 303,743				



Statement of Revenues, Expenditures and Changes in Fund Balances
Debt Service Fund - (Beach Loan)
For the Period Ending November 30, 2019

(16.67% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Nov-18	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Special Assents- Tax Collector	\$ 750,523	\$ 117,016	\$ 633,507	15.6%	\$ 133,145	\$ (16,128)
Total Revenues	750,523	117,016	633,507	15.6%	133,145	(16,128)
TOTAL FUNDING						
	750,523	117,016	633,507	15.6%	133,145	(16,128)
<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	\$ -	117,016			133,145	\$ (16,128)
Fund Balance - Beginning		625,558				
Fund Balance - Ending		\$ 742,574				



**Statement of Revenues, Expenditures and Changes in Fund Balances
Capital Projects Fund - (General Fund Improvements)**

For the Period Ending November 30, 2019

(16.67% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Nov-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 November 30, 2019

(16.67% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Nov-18	Variance Fav (unfav)
<u>FUNDING</u>						
Revenue						
Water Service Revenue	\$ 1,282,000	\$ 233,576	\$ 1,048,424	18.2%	\$ 229,746	\$ 3,830
Water Surcharge	346,700	57,855	288,845	16.7%	57,784	71
Other Miscellaneous Revenue	132,721	10,900	121,821	8.2%	5,331	5,569
Total Revenue	1,761,421	302,331	1,459,090	17.2%	292,861	9,470
Other Sources						
Transfer In	512,496	71,839	440,657	14.0%	81,424	(9,585)
Loan Proceeds	590,000	-	590,000	0.0%	1,006,845	(1,006,845)
Use (Add to) Net Assets	73,204	-	73,204	0.0%	-	-
Total Other Sources	1,175,700	71,839	1,103,861	6.1%	1,088,268	(1,016,430)
TOTAL FUNDING	2,937,121	374,170	2,562,951	12.7%	1,381,130	(1,006,960)
EXPENSES						
Personal Services	518,776	76,529	442,247	14.8%	74,267	(2,262)
Operating Expenses	406,653	32,676	373,977	8.0%	48,453	15,777
Debt Service Expenses	783,290	189,665	593,625	24.2%	-	(189,665)
Capital Projects	633,500	-	633,500	0.0%	1,006,845	1,006,845
Repair & Renewal	65,000	4,506	60,494	6.9%	14,091	9,585
Transfer Out	562,496	80,172	482,324	14.3%	89,757	9,585
TOTAL EXPENSES	2,969,715	383,548	2,586,167	12.9%	1,233,413	849,865
Total Funding over (under)						
Expenses	<u>\$ (32,594)</u>	<u>\$ (9,379)</u>			<u>\$ 147,717</u>	<u>\$ (1,856,825)</u>
Net Assets - Beginning		3,337,501				
Net Assets - Ending		\$ 3,328,122				



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

For the Period Ending November 30, 2019

(16.67% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Nov-18	Variance Fav (unfav)
<u>FUNDING</u>						
Revenue						
Water Service						
Water-Base Rate	\$ 472,000	\$ 78,678	\$ 393,322	16.7%	\$ 78,486	\$ 192
Water-Usage	810,000	154,898	655,102	19.1%	151,260	3,638
Total Water Service Revenue	1,282,000	233,576	1,048,424	18.2%	229,746	3,830
Other Revenue						
Miscellaneous Revenues	5,500	1,009	4,491	18.3%	580	429
Sprint Spectrum Cell Tower	63,149	-	63,149	0.0%	-	-
T-Mobile Cell Tower	33,072	5,300	27,772	16.0%	-	5,300
Hillsboro Inlet	6,000	1,000	5,000	16.7%	1,000	-
Interest	30,000	4,233	25,767	14.1%	2,389	1,845
Net Incr (Decr) In FMV-Invest	(5,000)	(643)	(4,358)	12.9%	1,362	(2,005)
Total Other Revenue	132,721	10,900	121,821	8.2%	5,331	5,569
Use (Add to) Net Assets	73,204	-	73,204	0.0%	-	-
TOTAL FUNDING	1,487,925	244,476	1,243,449	16.4%	235,077	9,399

EXPENSES

Personal Services

Salaries	333,415	54,431	278,984	16.3%	49,555	(4,876)
Payroll - Vacation	15,187	-	15,187	0.0%	-	-
Overtime	25,000	2,302	22,698	9.2%	5,928	3,626
Sick Leave Cash Out	8,065	-	8,065	0.0%	-	-
FICA	28,036	4,260	23,776	15.2%	4,192	(68)
Florida Retirement System	32,327	5,317	27,010	16.4%	5,235	(82)
Health and Life Insurance	50,623	7,770	42,853	15.3%	6,852	(919)
Workers' Comp Insurance	25,623	2,449	23,174	9.6%	2,505	57
Unemployment Compensation	500	-	500	0.0%	-	-
Total Personal Services	518,776	76,529	442,247	14.8%	74,267	(2,262)



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

For the Period Ending November 30, 2019

(16.67% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Nov-18	Variance Fav (unfav)
Operating Expenses						
Auditing Services	16,500	-	16,500	0.0%	-	-
Contracts - Other Services	750	-	750	0.0%	-	-
Postage and Freight	1,000	-	1,000	0.0%	-	-
Telephone Service	7,200	1,072	6,128	14.9%	1,169	96
Electricity	53,000	8,850	44,150	16.7%	8,087	(763)
Liability and Property Insurance	52,653	6,866	45,787	13.0%	14,850	7,984
Maint - Distribution System	5,000	326	4,674	6.5%	1,034	709
Maint - Bldgs / Grounds	15,000	1,183	13,817	7.9%	1,825	642
Maint - SCADA System	10,000	-	10,000	0.0%	-	-
Repair & Maint - Equipment	32,000	3,941	28,059	12.3%	1,757	(2,184)
Tools and Equipment	1,000	-	1,000	0.0%	55	55
Advertising	1,000	-	1,000	0.0%	-	-
Bank Fees	200	-	200	0.0%	-	-
Licenses & Permits	5,400	371	5,029	6.9%	52	(319)
Office Supplies	1,500	-	1,500	0.0%	409	409
Computer Expense	6,000	83	5,917	1.4%	73	(11)
Uniform Supplies	5,500	1,279	4,221	23.3%	870	(409)
Fuel and Oil	5,600	746	4,854	13.3%	1,009	263
Sand Change	8,000	-	8,000	0.0%	3,875	3,875
Chemicals - Water Treatment	85,000	7,471	77,529	8.8%	12,380	4,908
Lab Test Analysis & Supplies	12,500	488	12,012	3.9%	1,008	520
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	32,676	373,977	8.0%	48,453	15,777
Total Exp. Before Transfer Out	925,429	109,205	816,224	11.8%	122,720	13,515
Transfer Out						
General Fund	50,000	8,333	41,667	16.7%	8,333	-
Water Debt Service Fund	403,996	67,333	336,663	16.7%	67,333	-
Water CIP Fund	108,500	4,506	103,994	4.2%	14,091	9,585
Total Transfer Out	562,496	80,172	482,324	14.3%	89,757	9,585
TOTAL EXPENSES	1,487,925	189,377	1,298,548	12.7%	212,477	23,100



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

For the Period Ending November 30, 2019

(16.67% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Nov-18	Variance Fav (unfav)
Total Funding over (under)						
Expenses	\$	-	55,099		\$ 22,600	\$ 32,499
Net Assets - Beginning		2,237,345				
Net Assets - Ending		<u>\$ 2,292,444</u>				



Notes to the Financial Statements - Water Fund November 30, 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 16.67% through November. 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	154,898	19.1%	Monthly charges for Water Usage-increased usage at new residence
Miscellaneous Revenues	5,500	1,009	18.3%	Monthly revenue from late charges
Expenses				
<u>Operating</u>				
Payroll - Salaries	333,415	54,431	16.3%	Includes 3 pay periods in October
Florida Retirement System	32,327	5,317	16.4%	FRS based upon salary-3 pay periods in October
Electricity	53,000	8,850	16.7%	Monthly electric charges from FPL-hotter than normal temperatures in October
Repair & Maint - Equipment	32,000	3,941	12.3%	Solenoid replacement-beach tank, diagnose VFD failures in Lime Panel
Uniform Supplies	5,500	1,279	23.3%	Monthly uniform service and safety equipment.



Statement of Revenues, Expenses and Changes in Net Assets
Water Debt Service Fund - (State Revolving Loans)
For the Period Ending November 30, 2019

(16.67% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Nov-18	Variance Fav (unfav)
FUNDING						
Revenues						
Water Surcharge	\$ 346,700	\$ 57,855	\$ 288,845	16.7%	\$ 57,784	\$ 71
Total Revenues	346,700	57,855	288,845	16.7%	57,784	71
Other Sources						
Operating Transfers-In	403,996	67,333	336,663	16.7%	67,333	-
Total Other Sources	403,996	67,333	336,663	16.7%	67,333	-
TOTAL FUNDING	750,696	125,187	625,509	16.7%	125,117	71
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)	(64,478)			\$ 125,117	\$ (189,594)
Net Assets - Beginning		839,429				
Net Assets - Ending		\$ 774,951				



Statement of Revenues, Expenses and Changes in Net Assets
Capital Projects Fund - (Water Fund Improvements)
For the Period Ending November 30, 2019

(16.67% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Nov-18	Variance Fav (unfav)
FUNDING						
Revenues						
Other Sources						
Interfund Transfer - In	\$ 108,500	\$ 4,506	\$ 103,994	4.2%	\$ 14,091	\$ (9,585)
Loan Proceeds	590,000	-	590,000	0.0%	1,006,845	(1,006,845)
Total Other Sources	698,500	4,506	693,994	0.6%	1,020,936	(1,016,430)
TOTAL FUNDING	698,500	4,506	693,994	0.6%	1,020,936	(1,016,430)
EXPENSES						
Distribution Project (Water Main)						
Construction	-	-	-	n/a	986,269	986,269
Total Distribution Project	-	-	-	n/a	1,006,845	1,006,845
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%	14,091	9,585
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%	14,091	9,585
TOTAL EXPENSES	698,500	4,506	693,994	0.6%	1,020,936	1,016,430
Total Funding over (under)						
Expenses	\$ -	-			\$ -	\$ -
Net Assets - Beginning						
		260,726				
Net Assets - Ending						
	\$	260,726				

Town of Hillsboro Beach

Supporting Schedules

November 30, 2019



**Cash and Investment Balances
November 30, 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	\$367,372	This account is required for the Beach Loan and is used to pay principal & interest payments.
			Subtotal	\$367,372	
CLEARING FUND					
Commercial Analysis Checking Account	BankUnited	0.00%	N/A	\$713,202	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	1.34%	N/A	\$54,091	Account for excess cash from General & Water Funds.
Money Market Account	BankUnited	1.34%	N/A	\$410,078	(1) Account for reserve for SRL Loan.
Money Market Account	BankUnited	1.34%	N/A	\$287,902	(2) Account for Federal forfeitures/Asset sharing.
State Board Account	Florida Prime	2.04%	N/A	\$2,018,120	Account for excess cash from the General Fund.
Investment Account	BB & T	2.13%	N/A	\$3,339,463	See Investment Report for further details.
			Subtotal	\$6,822,855	
			Total	\$7,190,227	

Footnotes:

(1) Restricted funds for State Revolving Loan.

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



Investment Portfolio

Trades Settled as of 11/30/19

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			411,187	411,187	-	411,187	-	6,946	1.69%
		Subtotal			411,187	411,187	-	411,187	-	6,946	1.69%
11/03/17	037833CS7	APPLE INC	AA+	05/01/20	30,000	29,956	(44)	29,999	258	540	1.80%
09/27/19	037833DL1	APPLE INC	AA+	09/11/22	50,000	49,928	(72)	49,848	47	850	1.81%
11/09/17	166764AG5	CHEVRON CORP	AA	06/24/20	50,000	50,272	272	50,726	455	1,214	1.92%
10/30/19	166764BN9	CHEVRON CORP	AA	03/03/22	50,000	50,712	712	50,016	201	1,249	1.86%
12/26/17	166764BP4	CHEVRON CORP	AA	03/03/20	50,000	49,884	(117)	50,140	312	996	1.84%
11/09/17	191216BT6	COCA-COLA CO	A+	10/27/20	50,000	49,939	(61)	50,035	31	938	1.79%
06/14/16	3130A8FC2	FED HOME LOAN BANK	AA+	06/14/21	100,000	100,000	-	99,684	-	1,620	1.85%
11/03/15	313381BR5	FED HOME LOAN BANK	AA+	12/09/22	100,000	98,196	(1,804)	100,671	896	1,875	1.67%
08/30/16	3134GABC7	FED HOME LOAN MTG CORP	AA+	08/27/21	150,000	150,000	-	149,778	-	1,950	1.30%
10/28/16	3134GAQY3	FED HOME LOAN MTG CORP	AA+	10/28/21	100,000	99,900	(100)	99,804	-	1,050	1.05%
08/28/19	3134GT3Y7	FED HOME LOAN MTGE CORP		08/22/24	100,000	100,000	-	99,800	39	2,000	2.00%
08/27/19	3134GT4N0	FED HOME LOAN MTGE CORP		09/04/24	110,000	110,000	-	109,843		2,200	2.00%
08/20/19	3134GTY49	FED HOME LOAN MTGE CORP		08/08/24	100,000	100,000	-	99,849	72	2,000	2.00%
07/02/19	3134GTYB3	FED HOME LOAN MTGE CORP	AA+	06/27/24	100,000	100,000	-	100,009	38	2,250	2.25%
10/02/19	3134GUET3	FED HOME LOAN MTGE CORP		09/30/24	150,000	150,000	-	149,088		3,000	2.01%
10/16/19	3134GUHL7	FED HOME LOAN MTGE CORP		10/10/24	150,000	150,000	-	149,805		3,000	2.00%
10/16/19	3134GUKJ8	FED HOME LOAN MTGE CORP		10/30/24	150,000	150,000	-	149,858		3,075	2.05%
11/19/19	3134GURN2	FED HOME LOAN MTGE CORP		11/27/24	125,000	125,000	-	124,795	-	2,500	2.00%
11/02/15	34074GDH4	FL HURRICANE CATASTROPHE FD	AA	07/01/20	200,000	201,167	1,167	201,360	2,496	5,990	1.81%
07/16/18	341271AB0	FL ST BRD OF ADMIN FIN CORP RE	AA	07/01/21	200,000	197,798	(2,202)	202,408		5,276	1.86%
12/31/18	54289SBG1	LONGBOAT KEY FL SPL ASSMNT RE	AA+	08/01/24	125,000	123,948	(1,053)	127,645	-	5,000	3.18%
08/09/18	59333HCL8	MIAMI-DADE CNTY FL PROF SPORT	AA	10/01/22	75,000	75,000	-	77,514	-	2,517	2.13%
01/18/19	68389XBB0	ORACLE CORP	A+	05/15/22	60,000	59,060	(940)	60,817	283	1,500	1.94%
05/16/18	68389XBK0	ORACLE CORP	A+	09/15/21	50,000	48,217	(1,783)	50,015	166	950	1.90%
10/07/16	696543PU5	PALM BEACH CNTY FL PUBLIC IMPT	AAA	12/01/19	50,000	50,157	157	50,000	-	1,027	2.05%
05/16/18	717081DX8	PFIZER INC	AA-	06/03/21	50,000	48,534	(1,466)	50,111	447	975	1.84%
05/11/18	78013XKG2	ROYAL BANK OF CANADA	AA-	04/30/21	50,000	49,954	(46)	50,879	67	1,600	1.97%
10/17/19	89114QBT4	TORONTO DOMINION BANK	AA-	09/11/20	50,000	49,988	(13)	49,997	103	925	1.89%
06/21/17	89233P4C7	TOYOTA MOTOR CREDIT CORP	AA-	06/17/20	30,000	30,751	751	30,420	15	1,350	1.90%
12/20/18	89236TCF0	TOYOTA MOTOR CREDIT CORP	AA-	03/12/20	50,000	49,449	(552)	50,037	293	1,075	1.88%
01/16/19	89236TCQ6	TOYOTA MOTOR CREDIT CORP	AA-	07/13/22	60,000	59,351	(649)	61,360	23	1,680	1.94%
05/09/18	912828K58	US TREASURY NOTE		04/30/20	175,000	171,117	(3,883)	174,802	65	2,406	1.66%
		Subtotal			2,940,000	2,928,276	(11,724)	2,951,109	6,308	64,577	2.19%
		Total			3,351,187	3,339,463	(11,724)	3,362,296	6,308	71,523	2.13%



Ridership Summary

November 30, 2019

Daily Passengers:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				71	
77		84		73	
	75	60		71	
66		66		57	
63		52			

Total Monthly Passengers:

815

Daily Revenue Miles:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				109.0	
110.0		110.0		109.0	
	110.0	110.0		109.0	
110.0		109.0		111.0	
110.0		110.0			

Total Monthly Revenue Miles:

1317.0

Total Scheduled Revenue Miles

1306.1

Total Vehicle Hours

116.0

Total Revenue Hours

106.0

Service Days

12

Missed Service in Minutes

0

Passengers per revenue hour

7.7

Total Monthly Vehicle Miles:

1,599.0



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: Building Permits, Sherry D. Henderson, Town Clerk

Agenda Date: January 7, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. NOVEMBER MEMO
 2. NOVEMBER COMMISSION 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: December 17, 2019

SUBJECT: November 2019 Building Department Report

Seabonay interior plans were approved and issued in November, leaving only some minor site issues to be reconciled. The project's completion is now in the hands of the contractor. Work continues to move forward on our larger single-family projects with completion imminent for a least one, and two others finishing in Spring/Summer 2020. Two additional large single-family homes should be starting soon, and a couple of the smaller stalled projects may be coming back to life. A number of dock and seawall jobs are in various stages of construction and kitchen/bath remodels are continuing at a steady pace. Plan review times were reduced to less than 3 days for November and about 10% were completed on the day they were submitted.

Respectfully Submitted,

Steven Mitchell

Building Official | Chief Electrical Inspector

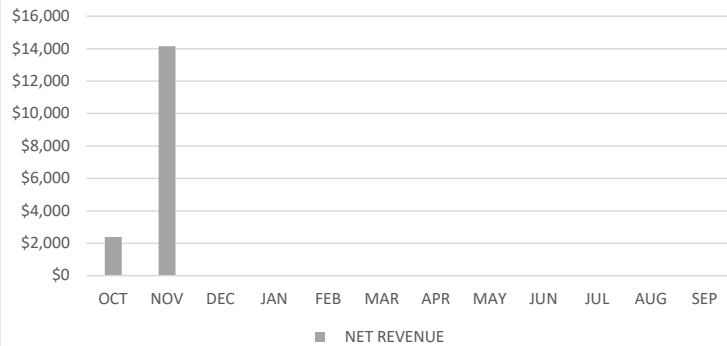


The Town of Hillsboro Beach Building Department Summary Report

Start Date: 11/1/2019
End Date: 11/30/2019

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	YTD
CONSTRUCTION VALUE	\$332,313	\$209,865											\$542,178
BUILDING PERMIT FEES	\$15,984	\$94,345											\$110,329
TOWN SURCHARGE	\$0	\$0											\$0
TOTAL REVENUE	\$15,984	\$94,345											\$110,329
CGA EXPENSE	\$13,587	\$80,193											\$93,780
NET REVENUE	\$2,398	\$14,152											\$16,549

NET REVENUE



CONSTRUCTION VALUE





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

**Start Date: 11/1/2019
End Date: 11/30/2019**

	Permit Fees	Town Revenue	CGA Revenue	BORA	DBPR	DCA
MTD	\$94,345.08	\$14,151.76	\$80,193.32	\$1,274.16	\$707.56	\$491.56
YTD	\$110,329.33	\$16,549.40	\$93,779.93	\$1,518.89	\$888.97	\$646.24



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

**Start Date: 11/1/2019
End Date: 11/30/2019**

Permit Type	# Issued	# Units	Value
Residential			
RESIDENTIAL WINDOWS/DOORS/SHUTTERS	5		37,523.00
RESIDENTIAL STRUCTURAL MISCELLANEOUS	1		45,000.00
RESIDENTIAL ALTERATION	1		25,500.00
RESIDENTIAL A/C CHANGE OUT	9		42,189.00
Subtotal	16		150,212.00
Commercial			
SIGN	2		4,360.00
COMMERCIAL STRUCTURAL MISCELLANEOUS	1		21,000.00
COMMERCIAL FIRE SUPPRESSION SYSTEM	1		1,800.00
COMMERCIAL FIRE SPRINKLERS	1		1,700.00
COMMERCIAL FENCE	1		8,000.00
COMMERCIAL BACKFLOW	1		2,320.00
COMMERCIAL ALTERATION	1		20,472.75
Subtotal	8		59,652.75
	24		\$209,864.75



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

**Start Date: 11/1/2019
End Date: 11/30/2019**

	Folio #	Permit #	Date Issued	Job Address	Job Sub Division	Job Value
COMMERCIAL ALTERATION	484308000250	1914224-0	11/18/2019	1167 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	8-48-43 N 1 OF S 1735 OF GOV LOT 4 LESS RD & LES	\$20,472.75
	Grand Total					\$20,472.75
RESIDENTIAL ALTERATION	484317AD0240	1914212-0	11/1/2019	1021 HILLSBORO MILE(UNIT 304)	LANDMARK AT HILLSBORO CONDO	\$25,500.00
	Grand Total					\$25,500.00



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

**Start Date: 11/1/2019
End Date: 11/30/2019**

Discipline	Total # of Inspections	Plan Review	Permits Applied	Value of Construction	Permit Revenue
Building	90	42	25	\$161,855.75	\$52,256.38
Electrical	35	14	11	\$0.00	\$20,838.43
Plumbing	44	14	15	\$2,320.00	\$9,084.70
Mechanical	37	19	14	\$43,989.00	\$12,089.57
Fire	7	8	3	\$1,700.00	\$76.00
Zoning	0	16	2	\$0.00	\$0.00
Totals	213	113	95	\$209,864.75	\$94,345.08



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

**Start Date: 11/1/2019
End Date: 11/30/2019**

	Number of Reviews	Average Days In Review	Most Days In Review
Total Reviews	109	2.37	14*

*The longest duration plan reviews took fourteen days. Both files were sub-permit reviews on custom fireplaces for a single-family home, currently under construction. No delays in construction were related to these review times.



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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Agenda Item Cover Memo

Agenda Item: Code Compliance

Presented by Mario Sotolongo, CG&A

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

Agenda Date: January 7, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. Code Compliance Summary Report November 2019
 2. Case Action Report November 2019



Code Compliance Summary Report

From 11/1/2019 To 11/30/2019 Corridor (All)

Case Totals for Period

Cases Open at Start of Period	13
Cases Opened During Period	2
Cases Opened as result of Complaint	2
Cases Closed During Period	3
Cases Closed prior to Hearing	1
Cases Open at End of Period	12

Inspections	2
Re-Inspections	6
Total	8

Special Magistrate Cases During Period 0

Case Summary by Officer

Officer	Open at Start	Opened During Period	Opened as result of Complaint	Closed During Period	Closed due to compliance	Open at End of Period
B. Pita	3	0	0	1	0	2
J. Sanzone	1	0	0	0	0	1
M. Sotolongo	9	2	2	2	1	9
Total	13	2	2	3	1	12



Code Compliance Summary Report

From 11/1/2019 To 11/30/2019 Corridor (All)

Inspections by Officer

Officer	Inspections	Re-Inspections	Total
M. Sotolongo/N/A	2	5	7
T. Boyd-Reynolds/1	0	1	1
Total	2	6	8

Summary of Cases Opened by Incident Type

Incident Type	Number
Building Permit Required	1
Property Maintenance	1
Total	2

Revenue Summary

	Period Start	During Period	Period End
Total Fines Assessed	\$207,025.00	\$15,750.00	\$222,775.00
Total Payments	\$0.00	\$0.00	\$0.00
Balance	\$207,025.00		\$222,775.00



Case Action Report*

From 11/1/2019 To 11/30/2019 Corridor (All)

Date Issue	Incident Type	Site Address	Status	Documents Issued		
11/5/2019	Property Maintenance - Trees removed w/o permits. - Dock in disrepair. - Sections of dock replaced w/o permits.	951 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	<u>Date Issue</u>	<u>Type</u>	<u>Officer Assigned</u>
				11/5/2019	Complaint	M. Sotolongo
				11/5/2019	Complaint Notice of Violation	M. Sotolongo
				12/20/2019	Notice of Hearing	A. Ernst
11/5/2019	Building Permit Required - Interior remodel w/o permits.	1161 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 504	Open	<u>Date Issue</u>	<u>Type</u>	<u>Officer Assigned</u>
				11/5/2019	Complaint	M. Sotolongo
				11/5/2019	Notice of Violation	M. Sotolongo
				12/20/2019	Notice of Hearing	A. Ernst

*Cases included in this report are those where the owner was first cited within the date range and corridor specified



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Agenda Item Cover Memo

Agenda Item: Hounds of Hillsboro Beach - 2/22/2020

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

Agenda Date: January 7, 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: Town Hall Paint Colors

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

Agenda Date: January 7, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: None