



AGENDA

Town of Hillsboro Beach Commission Meeting

October 3, 2023
9:00 AM



MAYOR

Honorable Irene Kirdahy

VICE MAYOR

Honorable Barbara B. Baldassarre

COMMISSIONERS

Honorable Jane Reiser

Honorable Vinnie Andreano

Honorable David A. Ravanese

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



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile, Hillsboro Beach, Florida 33062

October 3, 2023 | 9:00 AM

REGULAR TOWN COMMISSION MEETING AGENDA

MAYOR IRENE KIRDAHY
VICE MAYOR BARBARA BALDASARRE
COMMISSIONER JANE REISER
COMMISSIONER VINNIE ANDREANO
COMMISSIONER DAVID A. RAVANESI

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

Rules of Decorum

- The goal of Commission Meetings is to accomplish the public's business in an environment that encourages fair discussion and exchange of ideas.
- Everyone will have three (3) minutes when recognized for public comment, participants should step forward to the podium and state their name & address for the record.
- All comments shall be directed to the commission or board as a body, through its presiding officer. Comments shall not be addressed to a single member of the commission or board, or to Town staff including the attorney, the manager, or the clerk, unless a majority of the members present on the commission or board shall so agree.
- The public comment period is for receipt of public comments, not debate. It is not intended as a time for problem solving but rather for hearing the citizens for their input.
- Anger, rudeness, ridicule, personal attacks, profane language, and lack of respect for others is unacceptable behavior. Demonstrations to support or oppose a speaker or idea, such as clapping, cheering, booing, hissing, or the use of intimidating body language are not permitted.
- If a person refuses to abide by these rules of civility and decorum, a commissioner may request a motion to temporarily recess.
- Continued disruptions by any person may result in the request of the person to depart the meeting.

Resolution No. 2023-36, adopted 9-12-2023

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

I. APPROVAL OF MINUTES

- A. September 6, 2023 First FY24 Budget Public Hearing Minutes
- B. September 12, 2023 Regular Commission Meeting Minutes
- C. September 18, 2023 Second FY24 Budget Public Hearing Minutes

II. PRESENTATIONS

- A. **Police Department Awards Presentation - Sgt Louis Mastandrea, Officer Russell Gonglewski, and Communication Resource Specialist Ginger Thomas**
Presented by Police Chief Jay Szesnant

III. ORDINANCES

- A. **Ordinance No. 2023-04** Amendment to the Town's Code of Ordinance, "Property Site Line Maintenance" **(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 12 ENTITLED "LAND DEVELOPMENT CODE", BY

SPECIFICALLY AMENDING SECTION 12-49 ENTITLED "SITE PLAN REQUIREMENTS" AND SECTION 12-399 ENTITLED "MAINTENANCE OF LANDSCAPED AREAS"; PROVIDING FOR AN AMENDMENT TO REQUIREMENTS ASSOCIATED WITH SITE PLANS; PROVIDING FOR MAINTENANCE OF SIGHT TRIANGLES AT THE INTERSECTION OF DRIVEWAYS AND STATE HIGHWAY A1A; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

IV. DISCUSSION & POSSIBLE ACTION

V. RESOLUTIONS & CONTRACTS

- A. Resolution No. 2023-47** Consideration to Approve and Authorize the Use of \$23,000.00 in Federal Forfeiture Funds for the Purchase of the Glock 45M0S 9MM Pistol Package Piggybacking the Terms and Conditions of Florida Department of Management Contract #46000000-21-STC.
- B. Resolution No. 2023-48** Consideration to Authorize the Appropriate Town Officials to Execute Agreement with Coastal Engineering Firm, Woods Hole Group, to Review Pressure Equalizing Module (PEM) Data.
- C. Resolution No. 2023-49** A Resolution of the Town Commission of the Town of Hillsboro Beach, Florida, Adopting and Authorizing the Appropriate Town Officials to Execute the 2023 Public Transportation Agency Safety Plan (PTASP).
- D. Resolution No. 2023- 50** Consideration to Approve and Authorize the Appropriate Town Officials to Execute Amendment to the Coastal Protection Engineering (CPE) Coastal Consulting Service Agreement to Conduct Biological Monitoring, Beach Surveys, Preliminary Engineering, Intergovernmental Coordination and Funding Support.

VI. CONSENT

- | | | | | | |
|-----------|---|--------------------|-------------|------------|-----------------------------------|
| A. | 1. LSF | Invoice 23-0831-26 | August 2023 | \$5,871.87 | |
| | 2. Inframark | Invoice 101236 | August 2023 | \$8,379.27 | |
| | 3. GCDE | Invoice 51105 | Sept 2023 | \$4,791.95 | (General Matters) |
| | 4. GCDE | Invoice 51106 | Sept 2023 | \$75.00 | (Development - BH3) |
| | 5. GCDE | Invoice 51107 | Sept 2023 | \$211.90 | (adv RCrusco, et al 4th District) |
| | 6. Sweetapple, Broekar & Varkas | Invoice 11614 | Sept 2023 | \$5,682.50 | (Hillsboro Mile Property Owner) |
| | 7. Proclamation Recognizing Red Ribbon Week October 23-31, 2023 | | | | |

VII. BEACH REPORT

VIII. STAFF UPDATES

- A. Police Report**
Presented by Chief Szesnat
- B. Building Department Report**
Presented by Steve Mitchell, Building Official, CG&A
- C. Code Compliance Report**
Presented by Bernard Pita, Code Enforcement Supervisor, CG&A

IX. TOWN MANAGER REPORT

- A. Community Event - Saturday, October 28, 2023 at 9am-12pm**
Household Hazardous Waste Drop-off, Prescription Drug Take Back, Electronics Recycling, FREE Shredding & Blood Drive
- B. Christmas Tree & Menorah Lighting Holiday Ceremony- Thursday, November 30, 2023 at 5:30pm**

X. TOWN ATTORNEY REPORT

XI. TOWN COMMISSION COMMENTS/REPORTS

XII. PUBLIC COMMENTS

XIII. 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 FIRST FY2024 BUDGET PUBLIC HEARING SEPTEMBER 6, 2023

WEDNESDAY

5:01 P.M.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Mayor Irene Kirdahy called the meeting to order at 5:01 p.m. Roll was called with the Commission members and staff present as listed below.

Town Commission:

Mayor Irene Kirdahy
Vice Mayor Barbara B. Baldassarre
Commissioner David A. Ravanese

Commissioner Jane Reiser
Commissioner Vinnie Andreano

Town Staff:

Town Manager William "Mac" Serda, ICMA-CM
Donald J. Doody, Town Attorney, Esq.
Town Clerk Sherry D. Henderson, CMC
Police Chief Jay Szesnat

I. PUBLIC HEARING

A. Resolution No. 2023-34 Consideration to Approve and Adopt the Tentative Millage Rate for General Operations for Fiscal Year 2023-2024

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH ADOPTING A TENTATIVE MILLAGE RATE OF 3.50 FOR GENERAL OPERATING BUDGET PURPOSES FOR FISCAL YEAR 2023-2024; PROVIDING FOR THE ESTABLISHMENT OF AND SETTING FORTH THE DATE, TIME AND PLACE OF THE PUBLIC HEARING TO FORMALLY ADOPT THE FISCAL YEAR 2023-2024 MILLAGE RATE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mr. Serda introduced the presentation. He explained staff had prepared a balanced budget which did not recommend an increase in Millage Rate.

Stephen Bloom, Finance Director, provided a brief overview of the Fiscal Year 2024 budget process and gave a brief *PowerPoint* presentation outlining the proposed Fiscal

Year 2024 Millage Rate. He explained the budget was based on a flat Millage Rate of 3.50 mills. He stated that rate was 7.92 percent higher than the roll back rate of 3.2432 mills. Mr. Bloom stated the total FY23 budget as proposed was unchanged since the budget discussed at the July 25th Budget Workshop. He reviewed high level assumptions, including:

- FY24 budget was developed using the FY23 service levels at a starting point.
- General Fund contingency of \$112,670 is available for individual initiatives, future projects, and retention.
- Total General Fund budget increased \$1,124,061 over FY23.
- Total Water Fund budget increased by \$65,988.
- Staffing plan is to maintain team count but add two existing (2) volunteers to the organization chart.

Continuing, Mr. Bloom briefly reviewed the General Fund and special revenue funds individually. He provided brief analysis of the proposed Millage Rate.

Mayor Kirdahy asked for clarification on the proposed increase to water rates. Mr. Serda stated the proposed 6.9 percent increase was the CPI but was not reflected in the budget. He explained the contingency had dropped by approximately \$100,000 over FY23. Mr. Bloom noted the revenue of a cell tower lease had also been lost.

Mayor Kirdahy highlighted the issues residents are facing with liability insurance, and asked whether the age of the Town Hall building impacted the City's rates. Mr. Serda outlined the issues which had led to an increase in wind storm insurance.

Mayor Kirdahy asked if there was a projected receipt date for the beach nourishment grant funds. Mr. Serda stated the Town is working with the State Department of Environmental Protection on the reimbursement.

Commissioner Reiser inquired as to when health, dental, and life insurance rates are expected to be received. Mr. Serda stated the rates come late in the year and begin in January.

Discussion ensued briefly regarding the Waste Management contract and contributing factors.

Mr. Serda provided a brief overview of the impact of pending new construction on the Town's tax rolls, pointing out that every million dollars in added value equates to approximately \$3,500 in taxes for the Town. Discussion continued regarding TRIM notices.

Mayor Kirdahy opened a public hearing on the item, however there being no one to speak, she closed the public hearing.

Motion made by Commissioner Ravanese, seconded by Commissioner Reiser, to adopt a Tentative Millage Rate of 3.50. In a roll call vote, the **motion** passed unanimously. (5-0)

Mr. Doody read the Resolution by title only. He stated the rate of 3.50 was 7.92 percent higher than the roll back rate of 3.2432 mills.

Motion made by Vice Mayor Baldassarre, seconded by Commissioner Andreano, to adopt Resolution 2023-34. In a roll call vote, the **motion** passed unanimously. (5-0)

Mr. Doody announced September 18, 2023, at 5:01 p.m. as the time and date of the second and final public hearing to set the final FY24 Millage Rate.

B. Resolution No. 2023-35 Consideration to Approve and Adopt the Tentative Budget for Fiscal Year 2023-2024

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, ADOPTING A TENTATIVE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; DETERMINING AND FIXING THE AMOUNTS NECESSARY TO CARRY ON THE GOVERNMENT OF THE TOWN FOR THE ENSUING YEAR; DETERMINING THE AMOUNT OF APPLICABLE FUNDS ON HAND; ESTIMATING RECEIPTS AND EXPENDITURES FOR ALL FUNDS, EXHIBIT "A"; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mr. Bloom continued with a review of the FY 24 budget. He discussed the special revenue funds individually.

Mayor Kirdahy asked about use of law enforcement forfeiture funds. Mr. Serda explained. Discussion continued regarding budgeting and appropriate uses for the funds.

Commissioner Reiser asked for clarification on what was included in the special fund for roads. Mr. Serda reviewed the items covered.

Discussion continued regarding condominiums requesting crosswalks, study costs, and lighting considerations. Vice Mayor Baldassarre requested that information on the process and costs be distributed to the condominium associations.

Mayor Kirdahy opened a public hearing on the item, however there being no one to speak, she closed the public hearing.

Mr. Doody read the Resolution by title only.

Motion made by Commissioner Andreano, seconded by Commissioner Ravanese, to adopt Resolution 2023-35. In a roll call vote, the **motion** passed unanimously. (5-0)

II. ANNOUNCE FINAL BUDGET PUBLIC HEARING

Mr. Doody announced that the second and final FY24 budget public hearing was scheduled for Monday, September 18, 2023, at 5:01 p.m.

Mr. Serda thanked staff for their hard work to balance the budget during difficult times to move the Town forward and acknowledged sacrifices which had been made. He thanked the Commission for their leadership.

III. ADJOURNMENT

Motion made by Vice Mayor Baldassarre, seconded by Commissioner Reiser, to adjourn the meeting at 5:55 p.m. In a roll call vote, the **motion** passed unanimously. (5-0)

ADOPTED THIS _____ DAY OF _____, 2023

By: _____
Irene Kirdahy, Mayor

ATTEST:

Sherry D. Henderson, CMC
Town Clerk



DRAFT

**DRAFT
MINUTES**

**TOWN OF HILLSBORO BEACH
REGULAR COMMISSION MEETING**

TUESDAY

SEPTEMBER 12, 2023

9:00 A.M.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Mayor Irene Kirdahy 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 Irene Kirdahy
Vice Mayor Barbara B. Baldassarre
Commissioner David A. Ravanesi

Commissioner Jane Reiser
Commissioner Vinnie Andreano

Town Staff:

Town Manager William “Mac” Serda, ICMA-CM
Donald J. Doody, Town Attorney, Esq.
Town Clerk Sherry D. Henderson, CMC

APPROVAL OF AGENDA

Motion made by Commissioner Andreano, seconded by Commissioner Ravanesi, to approve the agenda as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

I. APPROVAL OF MINUTES

- A. July 11, 2023 Regular Commission Meeting Minutes**
- B. July 17, 2023 Special Commission Meeting Minutes**
- C. July 19, 2023 Special Commission Meeting Minutes**
- D. July 25, 2023 Special Commission Meeting Minutes**
- E. July 25, 2023 Budget Workshop Minutes**

Motion made by Commissioner Ravanesi, seconded by Commissioner Reiser, to approve the minutes of July 11, July 17, July 19, and July 25, 2023, collectively, as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

II. PRESENTATIONS

A. Presentation by Marty Kiar, Broward County Property Appraiser

Broward County Property Appraiser Marty Kiar gave a presentation regarding the responsibilities and programs of his office, including valuation adjustments, tax saving exemptions, and fraud prevention. He reported on taxable values, stating that taxable values are significantly up throughout Broward County and Hillsboro Beach has seen a 8.55 percent increase over 2022 values, putting the taxable value at \$1.804 billion. He explained that as a result, if the Town adopts a flat Millage Rate for FY2024, the City budget will see an increase of \$494,000 in revenue. He noted the Town's millage rate was among the lowest in Broward County. He reviewed the breakdown of property, market values, and exemptions in the community. In closing, Mr. Kiar discussed the Owner Alert program created to protect homeowners from title fraud.

B. Proclamation Recognizing September as Suicide Prevention Awareness Month

Mayor Kirdahy read a proclamation recognizing September as Suicide Prevention Awareness Month and presented it to Linda Thomas Gonzalez, Co-Chair, Gun Violence Prevention, League of Women Voters Broward County.

Ms. Gonzalez spoke briefly regarding the tragedy of firearm deaths and the League of Women Voters efforts to encourage residents to use gun safety locks.

III. ORDINANCES

A. Ordinance No. 2023-03

Amendment to the Town's Code of Ordinances, Amending Chapter 12 Entitled "Land Development Code," Amending Sec. 12-110 "Conditional Uses." (Second Reading)

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, AMENDING THE TOWN'S CODE OF ORDINANCES BY AMENDING CHAPTER 12 ENTITLED "LAND DEVELOPMENT CODE", BY AMENDING ARTICLE IV ENTITLED "DISTRICTS AND GENERAL REGULATIONS THEREOF", SPECIFICALLY AMENDING SECTION 12- 110 ENTITLED "CONDITIONAL USES"; PROVIDING FOR AN AMENDMENT TO THE CRITERIA FOR CONDITIONAL USES TO DELETE RESTRICTIONS ON FOOD AND BEVERAGE SERVICE AREAS; PROVIDING FOR THE DELETION OF RESTRICTIONS OF ACCEPTING CASH OR CREDIT AND PAYMENTS FOR PATRONS AT A HOTEL ; PROVIDING FOR AN AMENDMENT TO THE DEFINITION OF "RESTAURANT" AND "RESTAURANT BAR"; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

Mr. Doody read the Ordinance by title only.

Jim Hickey, Development Planner, CG&A, explained the ordinance briefly, noting the language would allow for sale of food and alcohol outside, and would lift the restriction on taking cash and credit card payments. He stated a change to the conditional use would also be required if the ordinance were to be approved. Mr. Hickey explained staff had been working with the applicant on the issues of parking and access to the site.

Mr. Serda stated the original traffic study contemplated guests of the hotel only, and if the restaurant is open to outside traffic, an additional traffic study may be necessary.

Mr. Doody clarified that if the motion passes, it is anticipated that additional applications will be filed regarding the development orders in place.

Attorney David Coviello, Shutts & Bowen LLP, provided a PowerPoint presentation. He began by clarifying that amending the Code in this fashion would not allow other properties to have commercial uses and was not opening the door to commercial development. He reviewed items in the Code which would not be changed by the approval and discussed the unique nature of this application. Attorney Coviello referenced Florida law regarding conditions and stated that the hotel is already open to the public. He responded to concerns raised, including access to the beach, crime in the neighborhood, and the potential for the service bar to be open to the public.

Attorney Coviello stated a steering committee had been formed with Hillsboro Ocean Club to address issues and avoid involvement of the Town. He noted changes to the hotel's check-in documents which had come because of these discussions. He reviewed police reports from January through August 2023 and asserted that while these were isolated incidents and not egregious patterns of conduct, the applicant remains committed to addressing any concerns. Continuing, Attorney Coviello asserted that limiting the customer base of a commercial business based upon a residency requirement is potentially an issue of discrimination claims and is a significant concern.

Mayor Kirdahy opened a public hearing on the ordinance.

Joel Rosenstein, 1155 Hillsboro Mile, referenced case law and stated the preference of the owner does not constitute a hardship. He stated the restaurant had not been an issue, but an outdoor bar would be inappropriate, and would create an inconsistency in the zoning. He asserted the Commission needed to consider that it was only one (1) business making the request, and it was not consistent with public interest.

Marilyn Wyckoff, 1155 Hillsboro Mile, stated she was not against the restaurant being opened to the public, but was against an outdoor bar. She suggested creating an app for hotel guests to request drinks rather than having a bar outside.

Sherry Rosenstein, 1155 Hillsboro Mile, shared a video documenting ongoing issues with the hotel and its impact on the neighbors.

Karen Olson, 1160 Hillsboro Mile, stated in the past few weeks, employees of the hotel had been parking in the lot across the street, as well as guests with children and dogs trespassing. She asserted they cannot control their current guests, so the facility should not be further opened to the public.

Mayor Kirdahy closed the public hearing.

Commissioner Andreano stated the issues highlighted had nothing to do with the changes being requested. He asserted he had ideas about how to address the problems, including dense planting between the hotel and its neighbors, but the matter was not on the current agenda. He asked the Police Department to comment on their experience.

Police Chief Jay Szesnat stated officers had responded to multiple complaints regarding noise and trespassing. He noted there had not been any escalated issues.

Commissioner Andreano asserted the big problem seemed to be that the hotel was there, in a residential area. He stated the service bar requested did not appear to be the kind of bar that people would gather at but would allow staff to prepare drinks for guests. He noted availability of parking would limit the number of people visiting the restaurant.

Commissioner Ravanese clarified that in his experience, service bars do not have stools and are specifically for the server and bartender. He stated he had been supportive of this hotel from the beginning, in part because of the exclusivity, and argued opening the restaurant to the public would have an impact on the way of life of the neighboring residents.

Commissioner Reiser argued there had been ongoing annoyances which had not been resolved. She stated the cons far outweigh the pros in terms of people not wanting the restaurant open to the public.

Vice Mayor Baldassarre stated there were pieces of the ordinance which have merit, but she could not support it in its entirety. She noted she could not support opening the restaurant to the public at this time.

Mr. Doody provided additional context, explaining the hotel is in existence because of a conditional use. He stated prior to any change to the hotel, restaurant, or bar, the applicant is seeking to modify the conditions within the Code. He provided a brief scenario as an example. Discussion continued regarding potential amendment to the language of the ordinance.

Motion made by Commissioner Andreano to maintain that all food and beverage be prepared in an enclosed kitchen, and to add language to 4F that allows for beverages to be made in a small bar covered by a cantilever and adjacent to the restaurant. The **motion died** for lack of a second.

Attorney Coviello pointed out that limitations can be crafted at the level of the development order discussion.

Motion made by Commissioner Ravanese, seconded by Commissioner Reiser, to **deny** Ordinance 2023-03 on second reading. In a roll call vote, the **motion** passed. (5-0)

(Clerk's Note: Ordinance No. 2023-03 FAILED)

IV. DISCUSSION & POSSIBLE ACTION

V. RESOLUTIONS & CONTRACTS

A. Resolution No. 2023-36

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, ADOPTING THE RULES OF DECORUM FOR PUBLIC MEETINGS.

Mr. Doody read the Resolution by title only.

Motion made by Commissioner Ravanese, seconded by Commissioner Reiser, to adopt Resolution 2023-36 as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

B. Resolution No. 2023-37

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPOINTING A REPRESENTATIVE AND ALTERNATE TO THE GOVERNING BOARD OF THE SOLID WASTE DISPOSAL AND RECYCLABLE MATERIALS PROCESSING AUTHORITY OF BROWARD COUNTY, FLORIDA.

Mr. Doody read the Resolution by title only.

Mr. Serda provided a brief overview of the Solid Waste Authority and the process which led to its creation. He stated the current issue was to appoint a representative to the governing board of that Authority. He noted Commissioner Ravanese was the current member of the taskforce.

Motion made by Commissioner Ravanese seconded by Commissioner Baldassarre to appoint Commissioner Ravanese as the representative and Commissioner Andreano as the alternate to the Governing Board of the Solid Waste Disposal and Recyclable Materials Processing Authority. In a roll call vote, the **motion** passed unanimously. (5-0)

Motion made by Commissioner Ravanese, seconded by Vice Mayor Baldassarre, to adopt Resolution 2023-37 as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

C. Resolution No. 2023-38

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA APPROVING AND AUTHORIZING THE APPROPRIATE TOWN OFFICIALS TO EXECUTE AN INTERLOCAL AGREEMENT BETWEEN BROWARD COUNTY AND THE TOWN OF HILLSBORO BEACH FOR FILM PERMITTING.

Mr. Doody read the Resolution by title only.

Motion made by Commissioner Reiser, seconded by Commissioner Ravanese, to adopt Resolution 2023-38 as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

D. Resolution No. 2023-39

A RESOLUTION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, ADOPTING AND AUTHORIZING THE APPROPRIATE TOWN OFFICIALS TO EXECUTE THE 2023 TITLE VI NON-DISCRIMINATION PLAN.

Mr. Doody read the Resolution by title only.

Mr. Serda summarized the item briefly. He stated the non-discrimination plan was a requirement for receiving Federal funds for the Town shuttle.

Motion made by Commissioner Ravanese, seconded by Commissioner Andreano, to adopt Resolution 2023-39 as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

E. Resolution No. 2023-40

CONSIDERATION TO APPROVE THE FIFTH AMENDMENT TO THE SERVICE AGREEMENT WITH GOREN CHEROF DOODY & EZROL LAW FIRM FOR LEGAL SERVICES.

Mr. Doody read the Resolution by title only.

Motion made by Vice Mayor Baldassarre, seconded by Commissioner Ravanese, to adopt Resolution 2023-40 as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

F. Resolution No. 2023-41

CONSIDERATION TO APPROVE AND AUTHORIZE THE JOINT FILING OF LOCAL GOVERNMENT FUNDING REQUEST (LGFR) WITH THE CITY OF DEERFIELD BEACH FOR BEACH MANAGEMENT FUNDING ASSISTANCE FOR FISCAL YEAR 2024/2025 WITH THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION.

Mr. Doody read the Resolution by title only.

Motion made by Commissioner Reiser, seconded by Vice Mayor Baldasarre, to adopt Resolution 2023-41 as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

G. Resolution No. 2023-42

CONSIDERATION TO APPROVE AND AUTHORIZE THE USE OF \$3,800 OF FEDERAL FORFEITURE FUNDS FOR SGT. ANDREW KIRCHOFF TO ATTEND COMMAND OFFICER DEVELOPMENT POLICE TRAINING WITH THE SOUTHERN POLICE INSTITUTE (SPI).

Mr. Doody read the Resolution by title only.

Motion made by Commissioner Andreano, seconded by Commissioner Reiser, to adopt Resolution 2023-42 as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

H. Resolution No. 2023-43

CONSIDERATION TO APPROVE AND AUTHORIZE THE USE OF \$17,575.32 FEDERAL FORFEITURE FUNDS FOR THE PURCHASE AND INSTALLATION OF GLASS ENCLOSURE FOR THE BRIEFING AREA LOCATED IN THE POLICE DEPARTMENT.

Mr. Doody read the Resolution by title only.

Motion made by Commissioner Ravanese, seconded by Commissioner Andreano, to adopt Resolution 2023-43 as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

I. Resolution No. 2023-44

CONSIDERATION TO APPROVE AND AUTHORIZE THE PURCHASE OF TWO (2) MERCURY 225 HORSEPOWER ENGINES FOR \$39,490 FROM MBS OF SOUTH FLORIDA FOR THE POLICE DEPARTMENT'S MARINE BOAT UNIT.

Mr. Doody read the Resolution by title only.

Motion made by Commissioner Reiser, seconded by Commissioner Ravanese, to adopt Resolution 2023-44 as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

VI. CONSENT AGENDA

A. Invoices for Approval

	Vendor	Invoice Number	Date	Amount	Description
1.	LSF	23-0630-26	June 2023	\$6,030.87	
2.	LSF	23-0731-26	July 2023	\$5,924.87	
3.	GCDE	49534	July 2023	\$6,157.20	General Matters
4.	GCDE	49535	July 2023	\$760.70	Development (Related)

5.	GCDE	49536	July 2023	\$200.00	Writ of Garnishment
6.	GCDE	49537	July 2023	\$4,575.00	Adv. Richard Crusco (Write of Cert-Site Plan)
7.	GCDE	49560	July 2023	\$400.00	Development (BH3)
8.	GCDE	49561	July 2023	\$3,236.00	Adv. Richard Crusco, et al (4 th Dist Case #4D231752
9.	GCDE	50764	Aug 2023	\$2,643.90	General Matters
10.	GCDE	50765	Aug 2023	\$938.65	Adv. Richard Crusco (Write of Cert-Site Plan)
11.	GCDE	50766	Aug 2023	\$75.00	Adv. Debra Kushner (Lanzo Co. Inc.)
12.	GCDE	50767	Aug 2023	\$2,501.40	Adv. Richard Crusco, et al (4 th Dist Case #4D231752
13.	GCDE	51050	Sep 2023	\$300.00	Adv. Richard Crusco (Write of Cert-Site Plan)
14.	Sweetapple, Broeker, & Varkas		July/Aug 2023	\$4,810.00	
15.	Inframark	97038	June 2023	\$8,539.27	
16.	Inframark	98452	July 2023	\$8,459.82	
17.	CG&A	118473	July 2023	\$26,485.58	
18.	CG&A	119400	Aug 2023	\$62,538.24	

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

VIII. BEACH REPORT

Mr. Serda provided a brief update. He stated the next year or two would be sent creating a revised and redesigned template for the next beach renourishment. Discussion ensued briefly as to potential changes to the nourishment area which could result from a review of the data.

IX. STAFF UPDATES

A. Police Department

Police Chief Jay Szesnat shared his report. He noted the summer had been busy and hot. He reviewed the ongoing traffic initiative and activity of the marine unit.

Commissioner Ravanese asked about the lighting on the crosswalks. He stated he had received several complaints that people were driving right through.

Mayor Kirdahy followed up on a previous discussion regarding motorized toy vehicles and other modes of transportation, and asked where they were allowed on the road. Police Chief Szesnat stated a brochure was being created as part of the ongoing traffic initiative. Discussion ensued briefly.

Commissioner Reiser referenced the patrol contacts and asked for clarification on how bicycles and pedestrians were classified. Police Chief Szesnat explained.

Vice Mayor Baldassarre asked whether the calls to the hotel were higher in volume than the calls to condominiums. Mr. Serda stated there were more calls if you remove sick calls, especially those regarding stacking of furniture on the beach and noise calls.

Commissioner Andreano noted that the personal notes included in the Police Department Staff report were especially useful. Discussion continued.

B. Building Department

Steve Mitchell, Building Official, CG&A, presented his report. He stated everything in construction or in-progress has been issued permits. He reported on condominium projects briefly, noting Opal Towers is making progress. He discussed the 25-year inspection reports briefly.

C. Code Compliance

Bernard Pita, Code Enforcement, CG&A, presented his reports for June and July. He reviewed open cases and inspections, and noted the top issue was turtle lighting and work without permit.

Vice Mayor Baldassarre asked about landscapers blowing waste into the street. Mr. Pita noted he had been addressing the issue.

Commissioner Ravanese asked about a catch basin overflowing. Mr. Pita stated he was working with the property manager and Florida Department of Transportation (FDOT) to address the issue. Mr. Serda provided additional information.

D. Finance Department
1. FY2022 Audit Report

Stephen Bloom, Finance Director, Inframark, provided a high-level overview of the independent auditors' report for FY2022, prepared by Grau & Associates, including a review of the process followed. Mr. Serda provided additional detail, advising of the importance to lenders of an unqualified finding.

2. FY2023 3rd Quarter Financial Report (June 2023)

Mr. Bloom reviewed the third quarter financial report. He stated revenue was 99.1 percent collected and property taxes were at 97.8 percent. He noted a surplus of \$1.4 million as the year was at 75 percent of budget.

Mayor Kirdahy asked for clarification on the uncollected taxes. Mr. Bloom and Mr. Serda explained, and discussion continued.

Mr. Bloom continued with a review of the Special Revenue Funds, fuel cost analysis, and Workers' Compensation costs. Mr. Serda thanked the Safety Committee for their efforts to bring down the Workers' Compensation costs.

IX. TOWN MANAGER REPORT

A. Community Event – Saturday, October 28, 2023 (9 a.m. to noon)

Mr. Serda shared a flyer for the community event scheduled for October 28. He stated the event would include household hazardous waste drop-off, prescription drug take back, electronics recycling, and free shredding.

B. SECOND and FINAL FY2024 Budget Public Hearing – Monday, September 18, 2023, 5:01 p.m.

Mr. Serda called the Commission's attention to the budget hearing calendar and noted the second and final Budget Public Hearing was scheduled for September 18 at 5:01 p.m.

Mr. Serda noted the lights at Town Hall have been installed and are currently operational, including lights on the Barefoot Postman statue on the lawn and the rebuilt lighthouse on the roof of Town Hall.

C. National Voter Registration Day – September 19, 2023

Town Clerk Sherry D. Henderson highlighted National Voter Registration Day and outlined the process for registering or updating registration in Florida online at www.RegisterToVoteFlorida.gov. She noted upcoming election dates briefly and encouraged everyone to make any updates as needed.

XI. TOWN ATTORNEY REPORT

Mr. Doody expressed his appreciation for the approval of the amendment to his contract, and stated he was honored to serve as a part of the Hillsboro Beach team. He noted the agreement was with his firm, so the Town had 13 attorneys at their disposal. He stated he had provided a memo updating on the Related Development and encouraged Commissioners to reach out with any questions.

Commissioner Reiser thanked Mr. Doody for his efforts to keep the Commission informed.

XIII. TOWN COMMISSION COMMENTS/REPORTS

A. Overview of Honor Flight South Florida for Veterans

Commissioner Reiser shared a brief overview of the Honor Flight South Florida program and a recent extension of the requirements to include military service through May 7, 1975, to include the early Cold War. She asked the Town Manager to place information on the Town website.

B. Vice Mayor Barbara Baldasarre

Vice Mayor Baldasarre reported on the recent Broward League of Cities meeting. She highlighted a class action suit which was discussed. Mr. Doody explained the discussion was regarding a nationwide class action lawsuit against chemical companies for the use of chemicals in fire retardants. He stated some cities in Broward County had joined, and there was ongoing discussion regarding the level of participation. He stated because Hillsboro Beach does not have a Fire Department and would need an environmental report to show damages, participation was not appropriate at this time.

Vice Mayor Baldasarre shared details of the condominium form, scheduled for Thursday, September 14. She thanked everyone who put their USA flags out for Labor Day Holiday and 9/11 Patriot Day.

C. Commissioner Jane Reiser

Commissioner Reiser stated she would be attending the Florida Resilience Conference in Fort Lauderdale from September 27-29.

C. Commissioner David A. Ravanese

Commissioner Ravanese had no report.

D. Commissioner Vinnie Andreano

Commissioner Andreano had no report.

E. Mayor Irene Kirdahy

Mayor Kirdahy stated the Broward County Metropolitan Planning Organization (MPO) will meet the following week, and she had nothing to report.

XIV. PUBLIC PARTICIPATION

Karen Olson, 1160 Hillsboro Mile, commented that many times there are issues with the hotel, residents do not call the Police Department and handle it themselves. She noted that making the call to the Police Department means it is properly documented.

Police Chief Szesnat reiterated the importance of contacting the Police Department, and noted residents should know they do not mind the calls.

XIV. ADJOURNMENT

Motion made by Commissioner Reiser, seconded by Commissioner Andreano, to adjourn the meeting at 12:04 p.m. In a roll call vote, the **motion** passed unanimously. (5-0)

ADOPTED THIS _____ DAY OF _____, 2023

By: _____
Irene Kirdahy, Mayor

ATTEST:

Sherry D. Henderson, CMC Town Clerk



DRAFT

**DRAFT
MINUTES**

**TOWN OF HILLSBORO BEACH
BUDGET PUBLIC HEARING**

MONDAY

SEPTEMBER 18, 2023

5:01 P.M.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Mayor Irene Kirdahy called the meeting to order at 5:01 p.m. Roll was called with the Commission members and staff present as listed below.

Town Commission:

Mayor Irene Kirdahy

Vice Mayor Barbara B. Baldassarre

Commissioner David A. Ravanese

Commissioner Jane Reiser

Commissioner Vinnie Andreano

Town Staff:

Town Manager William "Mac" Serda, ICMA-CM

Donald J. Doody, Town Attorney, Esq.

Town Clerk Sherry D. Henderson, CMC

Police Chief Jay Szesnat

I. PUBLIC HEARING

A. Resolution No. 2023-45 Consideration to Approve and Adopt the Final Millage Rate for General Operations for Fiscal Year 2023-2024

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH ADOPTING A FINAL MILLAGE RATE OF 3.50 FOR THE TOWN'S GENERAL OPERATING FUND FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Mr. Serda provided a brief introduction. He stated no changes had been made since the first FY2023 public budget hearing (Sept 6, 2023)

Stephen Bloom, Finance Director, provided a brief presentation. He stated the previously adopted preliminary rate of 3.50 was 7.92 percent higher than the rolled back rate of 3.2432 mills.

Motion made by Commissioner Ravanese, seconded by Vice Mayor Baldassarre, to adopt a Final Millage Rate of 3.50. In a roll call vote, the **motion** passed unanimously. (5-0)
Mr. Doody read the Resolution by title only.

Mayor Kirdahy opened a public hearing on the item, however there being none to speak, she closed the public hearing.

Motion made by Commissioner Ravanese, seconded by Commissioner Reiser, to adopt Resolution 2023-45. In a roll call vote, the **motion** passed unanimously. (5-0)

B. Resolution No. 2023-46 Consideration to Approve and Adopt the Final Budget for Fiscal Year 2023-2024

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, ADOPTING A FINAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; DETERMINING AND FIXING THE AMOUNTS NECESSARY TO CARRY ON THE GOVERNMENT OF THE TOWN FOR THE ENSUING YEAR; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mr. Doody read the Resolution by title only.

Mayor Kirdahy opened a public hearing on the item, however there being none to speak, she closed the public hearing.

Motion made by Commissioner Andreano, seconded by Commissioner Ravanese, to adopt Resolution 2023-46. In a roll call vote, the **motion** passed unanimously. (5-0)

II. ADJOURNMENT

Motion made by Commissioner Ravanese, seconded by Commissioner Reiser, to adjourn the meeting at 5:07 p.m. In a roll call vote, the **motion** passed unanimously. (5-0)

ADOPTED THIS _____ DAY OF _____, 2023.

By: _____
Irene Kirdahy, Mayor

ATTEST:

Sherry D. Henderson, CMC Town Clerk



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

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

Agenda Item Cover Memo

Agenda Item: Awards Presentation
Submitting Department: Police Department
Agenda Date: October 3, 2023

Life Saving Awards & Certificate of Commendation

BACKGROUND / HISTORY

On Tuesday, July 4th at 9:47PM, we responded to a call referencing a 69 YOA female that made suicidal statements at a condominium building in Town. The complainant received a note from the female indicating her intention to jump from the roof of her building ending her life. Our personnel promptly responded, the female was located on the roof, and she informed Officers she no longer wanted to live.

Hillsboro Beach Police Sergeant Louis Mastandrea, along with Officer Russell Gonglewski assessed the situation and immediately intervened. Both Officers approached the female who had climbed over the railing and was standing at the roof's edge. Sergeant Mastandrea was able to get close enough to grab the female before she could jump, Officer Gonglewski assisted the Sergeant pulling the female over the railing to safety. The female was then transported to a mental health facility for treatment. Communications Resource Specialist Ginger Thomas provided logistical assistance by relaying detailed information in a timely manner, ensuring our units rapid response. We are therefore recommending that these public safety professionals each receive recognition for their outstanding efforts, having placed their lives in jeopardy to save another person!

CURRENT ACTIVITY

Life Saving Awards – Two (2) Certificates
Commendation – One (1) Certificate

FINANCIAL IMPACT

None

RECOMMENDATION

Mayor to present Award Certificates



LIFE SAVING AWARD

Presented to

Sergeant Louis Mastandrea

Hillsboro Beach Police Department

Awarded this 3rd day of October 2023, for your Life Saving actions taken on the 4th day of July 2023. Your prompt professional response to a distraught female who was threatening to jump from the roof of her building, and the immediate action taken by grabbing the female away from the roof's edge, saved this persons life. Your willingness to disregard your own personal safety, coupled with your knowledge and experience prevented this person from an action which would've resulted in her death. We are all most grateful you prevented a tragic loss of life!

Irene Kirdahy, Mayor

Jay Szesnat, Chief of Police



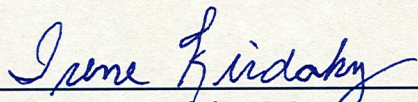
LIFE SAVING AWARD

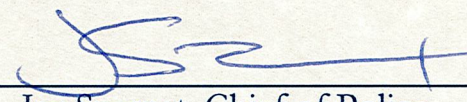
Presented to

Officer Russell Gonglewski

Hillsboro Beach Police Department

Awarded this 3rd day of October 2023, for your Life Saving actions taken on the 4th day of July 2023. Your prompt professional response to a distraught female who was threatening to jump from the roof of her building, and the immediate action taken by grabbing the female away from the roof's edge, saved this person's life. Your willingness to disregard your own personal safety, coupled with your knowledge and experience prevented this person from an action which would've resulted in her death. We are all most grateful you prevented a tragic loss of life!


Irene Kirdahy, Mayor


Jay Szesnat, Chief of Police



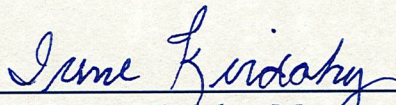
Certificate of Commendation

Presented to

CRS. Virginia Thomas

Hillsboro Beach Police Department

Awarded this 3rd day of October 2023, for your actions taken on the 4th day of July 2023. Your prompt professional response and logistical support, provided valuable assistance to an overall successful team effort, by directing our officers to a distraught female who was threatening to jump from the roof of her building. We are all most grateful that a tragic loss of life was prevented!


Irene Kirdahy, Mayor


Jay Szesnat, Chief of Police



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Ordinance No. 2023-04 Amendment to the Town's Code of Ordinance, "Property Site Line Maintenance" (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 12 ENTITLED "LAND DEVELOPMENT CODE", BY SPECIFICALLY AMENDING SECTION 12-49 ENTITLED "SITE PLAN REQUIREMENTS" AND SECTION 12-399 ENTITLED "MAINTENANCE OF LANDSCAPED AREAS" ; PROVIDING FOR AN AMENDMENT TO REQUIREMENTS ASSOCIATED WITH SITE PLANS; PROVIDING FOR MAINTENANCE OF SIGHT TRIANGLES AT THE INTERSECTION OF DRIVEWAYS AND STATE HIGHWAY A1A; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

Submitting Dept: Town Clerk, Sherry Henderson, Town Clerk

Agenda Date: October 3, 2023

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. ORD 04 - Property Site Line Maintenance (1st Reading)

ORDINANCE NO. 2023-04

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, AMENDING THE TOWN'S CODE OF ORDINANCES BY AMENDING CHAPTER 12 ENTITLED "LAND DEVELOPMENT CODE", BY SPECIFICALLY AMENDING SECTION 12-49 ENTITLED "SITE PLAN REQUIREMENTS" AND SECTION 12-399 ENTITLED "MAINTENANCE OF LANDSCAPED AREAS" ; PROVIDING FOR AN AMENDMENT TO REQUIREMENTS ASSOCIATED WITH SITE PLANS; PROVIDING FOR MAINTENANCE OF SIGHT TRIANGLES AT THE INTERSECTION OF DRIVEWAYS AND STATE HIGHWAY A1A; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission hereby finds it is in the best interest of the Town to amend the Town Code of Ordinances, by amending Chapter 12 entitled "Land Development Code"; and

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

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

Section 2. Chapter 12 entitled "Land Development Code" of the Code of Ordinances is hereby amended by amending Section 12-49 entitled "Site Plan requirements" as follow:

Sec. 12-49. - Site plan requirements.

Development depicted in a site plan shall meet the following requirements:

(A) *Site plan design.*

...

(6) *Sight distance.*

(a) *Cross-visibility requirements at the intersection of driveways and public rights-of-way.* If a driveway intersects a public right-of-way, there shall be no sight obstruction within a triangular area of property on both sides of a driveway formed by the intersection of each side of the driveway and the ultimate right-of-way line with 2 sides of each triangle being 10 feet in length from the point of intersection and the third side being a line connecting the ends of the 2 other sides.

(b) *Cross-visibility requirements at pedestrian crosswalks and other areas of pedestrian concentration.* If a crosswalk intersects a vehicular access aisle, driveway or an ultimate right-of-way, there shall be no sight obstruction within a triangular area of property on both sides of a crosswalk or walkway formed by the intersection of each side of the walkway and the ultimate right-of-way line or aisle with 2 sides of each triangle being 10 feet in length from the point of intersection and the third side of being a line connecting the ends of the 2 sides.

(c) *Sight triangles.*

1. Within the triangular areas described above, it shall not be permissible to install, set out to maintain, or to allow the installation, setting out or maintenance of, either temporarily or permanently, any vehicular parking space, sign, wall, hedge, shrubbery, tree, earth mound, natural growth or other obstruction of any kind which obstructs cross-visibility at a level between 30 inches and 8 feet above the level of the center of the adjacent intersection. Any wall or fence within the sight

triangle must be constructed in such a manner as to provide adequate cross-visibility over or through the structure between ~~30~~ 24 inches and 8 feet in height above the driving surface.

2. The following will be permitted within the triangular area described above:
 - a. Trees having limbs and foliage trimmed in such a manner that no limbs or foliage extend into the area between ~~30~~ 24 inches and 8 feet above the level of the center of the adjacent intersection. Trees must be located so as not to create a traffic hazard. Landscaping except required grass or ground cover shall not be located closer than 5 feet from the edge of any roadway pavement, and 3 feet from the edge of any alley or driveway pavement; and
 - b. Fire hydrants, public utility poles, street markers and traffic control devices.

Section 3. Chapter 12 entitled "Land Development Code" of the Code of Ordinances is hereby amended by amending Section 12-399 entitled "Maintenance of landscaped areas" as follow:

...

Sec. 12-399. - Maintenance of landscaped areas.

- (A) All persons providing landscape maintenance services for hire (including town maintenance operations staff, and institutional landscape workers) shall perform their work in accordance with the recommendations in the Florida-Friendly Best Management Practices for Protection of Water Resources by the Green Industries.
- (B) An owner of land subject to this division shall be responsible for the maintenance of said land and landscaping to present a healthy, sustainable, vigorous, and neat appearance free from refuse and debris. All landscaped areas shall be maintained to ensure that the plant materials are kept in a healthy condition.
- (C) In no case shall grass clippings, vegetative material, and/or vegetative debris either intentionally or accidentally, be washed, swept, or blown off into stormwater drains, ditches, conveyances, water bodies, wetlands, or sidewalks or roadways.
- (D) Yard wastes shall not be disposed of or stored by shorelines, in ditches or swales, or near storm drains. Yard waste/compost sites must be hidden from street view, maintained to prevent odor, and be free of weeds.
- (E) Turfgrass clippings should be left on the lawn to replace nutrients. Shredded yard clippings and leaves should be used for mulch or be composted for use as fertilizer. However, diseased material should not be mulched and should be properly disposed of to avoid spreading disease.
- (F) Composting of yard waste provides many benefits and is strongly encouraged. The resulting materials are excellent soil amendments and conditioners. Other recycled solid waste products are also available and should be used when appropriate.
- (G) A layer of organic mulch 3 inches deep shall be specified on the landscape plans in plant beds and around individual trees in turfgrass areas. Use of byproduct or recycled organic mulch is recommended. Mulch is not required in annual beds. Mulch rings should extend to at least 3 feet around freestanding trees and shrubs. All mulch should be renewed periodically. Mulches should be kept at least 6 inches away from any portion of a building or structure, or the trunks of trees, and at least 3 inches away from the base of shrubs. Plastic sheeting and other impervious materials shall not be used under mulched areas.
- (H) Turfgrass should be mowed frequently enough so that no more than 1/3 of the blade height is removed per mowing.
- (I) An owner is responsible to ensure that landscaping that has been required to be planted pursuant to this division or installed in compliance with the landscape requirements previously in effect, be

maintained in a healthy condition, including but not limited to owners of single-family residences, multifamily residences. If landscaping is found to be in a state of decline, dead or missing, it must be replaced with Florida-friendly plant species that will be at least equivalent in size at maturity. If total replacement is required, species conforming to this division shall be used. If any preserved vegetation dies which is being used to satisfy current landscape code requirements, such vegetation shall be replaced with the same landscape material, as available.

(J) It shall be unlawful to allow a coconut tree between June 1 and November 30 of each year to have coconuts exceeding six (6) inches in diameter.

(K) Maintenance of Sight Triangles at the intersection of driveways and State Highway A1A. All landscaping within the areas referred to as Sight Triangles as defined in section 12-49 of the code, shall be maintained at a level no greater than twenty-four (24) inches in height. No other obstructions shall be permitted in these areas at a height greater than twenty-four (24) inches, except as otherwise provided for in the code.

Section 4. If any section, subsection, sentence, clause or provision of this Ordinance is held invalid, the remainder of this Ordinance shall not be affected by such invalidity.

Section 5. That all ordinances or parts of ordinances and all resolutions or parts of resolutions in conflict with this Ordinance are repealed to the extent of such conflict.

Section 6. It is the intention of the Town Commission of the Town of Hillsboro Beach, that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of Town of Hillsboro Beach, Florida, and the Sections of this ordinance may be renumbered, re-lettered and the word "Ordinance" may be changed to "Section," "Article," or such other word or phrase in order to accomplish such intention.

Section 7. This Ordinance shall be effective fifteen (15) days after its passage and adoption by the Town Commission of the Town of Hillsboro Beach.

Draft

PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, ON
FIRST READING, THIS _____ DAY OF _____, 2023.

PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, ON
SECOND AND FINAL READING, THIS _____ DAY OF _____, 2023.

TOWN OF HILLSBORO BEACH, FLORIDA

Irene Kirdahy, Mayor

ATTEST:

By: _____
Sherry D. Henderson, CMC

APPROVED AS TO FORM:

Donald J. Doody, Town Attorney



1210 Hillsboro Mile
Hillsboro Beach, FL 33062
www.townofhillsborobeach.com

TOWN OF HILLSBORO BEACH

Phone: (954) 427-4011

Agenda Item Cover Memo

Agenda Item: Forfeiture Fund Requests

Submitting Department: Police Department

Agenda Date: October 3, 2023



POLICE WEAPON SYSTEM

BACKGROUND / HISTORY

Currently our sworn personnel are equipped with Glock Model 21 Gen 4 (.45 caliber) pistols. These handguns have been in service for more than a decade and are in need of replacement. We would like to pursue a new weapon system that incorporates the latest technological advancements in accuracy and ammunition. The new Glock 45MOS Gen 5 (9MM caliber) pistols incorporate an improved 9MM ballistic round with greater ammunition capacity than our current pistols. The Glock 45MOS also incorporates a Red Dot Optical sighting system for improved accuracy. The Holsun Red Dot Optical sight is factory installed which will save us the additional cost of a gunsmith having to modify and install the optical system on newly acquired pistols.

CURRENT ACTIVITY

The Police Department would like to purchase the Glock 45MOS 9MM pistol package. The price of this purchase is \$17,651.12 dollars. Glock agency pricing from Lou's Police Distributors, Inc. includes a trade-in credit of \$6,405.00 dollars for our existing pistols. Glock is sole sourced. Lou's Police Distributor is the Master Distributor of Glock and allows us to trade in our current firearms. The holster, light and magazine pouch is through Safariland LLC and under the Contract of Defense Products through the Florida Department of Management. Contract 46000000-21-STC.

FINANCIAL IMPACT

Total requested from approved forfeiture funds is \$23,000.00. This amount will allow for the equipment purchase and any unforeseen implementation expenses. The current amount in forfeiture funds is \$632,994.37.

RECOMMENDATION

Commission approval and for the purchase of the Glock 9MM Pistol Package utilizing forfeiture funds.

Adopted by the Hillsboro Beach Mayor and Commission on this _____ day of October, 2023.

RESOLUTION NO. 2023-47

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING THE EXPENDITURE OF \$23,000 IN FEDERAL FORFEITURE FUNDS FOR LAW ENFORCEMENT PURPOSES FOR THE PURCHASE OF THE GLOCK 9MM PISTOL PACKAGE PIGGYBACKING THE TERMS AND CONDITIONS OF FLORIDA DEPARTMENT OF MANAGEMENT CONTRACT #46000000-21-STC; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission deems it to be in the best interests of the Town to approve the expenditure of \$23,000 in Federal Forfeiture Funds for law enforcement purposes for the Purchase of the Glock 9MM Pistol Package piggybacking the terms and conditions of Florida Department of Management Contract #46000000-21-STC.

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 expenditure of \$23,000 in Federal Forfeiture Funds for law enforcement purposes for the Purchase of Glock 9MM Pistol Package piggybacking the terms and conditions of Florida Department of Management Contract #46000000-21-STC.

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
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22

ADOPTED by the Town Commission of the Town of Hillsboro Beach, Florida this ____ day
of _____ 2023.

TOWN OF HILLSBORO BEACH, FLORIDA

Irene Kirdahy, Mayor

ATTEST:

Sherry D. Henderson, CMC
Town Clerk

RESOLUTION NO. 2023-47
RECORD OF TOWN COMMISSION VOTE:

	<u>YES</u>	<u>NO</u>
MAYOR IRENE KIRDAHY	☐	☐
VICE MAYOR BARBARA BALDASARRE	☐	☐
COMMISSIONER JANE REISER	☐	☐
COMMISSIONER VINNE ANDREANO	☐	☐
COMMISSIONER DAVID A. RAVANESI	☐	☐

7815 West 4th Ave
Hialeah, FL 33014
Phone (305) 416-0000 Fax (305) 824-9205
Jeff@louspolice.com



DATE 9/15/2023
Quotation # 0915JZ
Customer ID HBPD

Hillsboro Beach Police Dept.
ATTN Ron O'Neill
1210 Hillsboro Mile Suite B
Hillsboro Beach, FL 33062

Comments or special instructions:

Item Number	Description	QTY	Price per Unit	Extension
PA175S702MOS	Glock 45MOS 9mm Pistol Package, Case, 3 Magazines, Holsun 509T Red Dot Optic, Ameriglo Non-Tritium Tall Sight Set	22	\$ 812.32	\$ 17,871.04
1113812	Safarialand #77-83-13HS Double Magazine Pouch, STX Tactical, Hidden Snap	22	\$ 25.33	\$ 557.26
1328663	Safariland 7360RDS-28327-411 7TS ALS/SLS Mid-Ride Duty Holster, Glock 45MOS Gen 5, 509-T, TLR-7, Plain Black, RH	22	\$ 137.81	\$ 3,031.82
69424	Streamlight TLR-7A Flex Weapon Mounted Light, Black	22	\$ 118.00	\$ 2,596.00
				\$ -
				\$ -
	TRADE-IN CREDIT			\$ -
	Glock Model 21 Gen 4 .45 Cal Pistol, Case, 3 Magazines, Night Sights	21	\$ 305.00	\$ (6,405.00)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL				\$ 17,651.12

www.glock.com	GLOCK, Inc.	USA	
	6000 Highlands Parkway Smyrna, GA 30082 USA Tel. +1 770 432 1202 Fax +1 770 433 8719		

St. Petersburg Police Department
1301 1st Avenue N
St. Petersburg, FL 33705

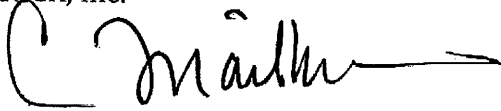
your reference	dated	our reference	Smyrna, GA 23-February-2021
----------------	-------	---------------	--------------------------------

Re: Authorized Agency Sales

Please be advised, Lou's Police Distributors, Inc., located at 7815 W. 4th Avenue, Hialeah, FL 33014, is an authorized GLOCK law enforcement dealer for sales of GLOCK weapon systems, parts and accessories in the State of Florida. Therefore, Lou's Police Distributors can service the procurement needs for GLOCK products of law enforcement agencies in the State of Florida.

Lou's Police Distributors will handle directly all communications regarding pricing, terms and conditions as well as trade ins, if any, of out of commission firearms towards partial payment of new GLOCK pistols.

Sincerely,
GLOCK, Inc.



Chad Mathis
Vice President



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

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

Agenda Item Cover Memo

Agenda Item: Woods Hole Group

Submitting Dept: Town Manager

Agenda Date: October 3, 2023

1. BACKGROUND / HISTORY

Update: In July 2023, the Commission voted not to engage with the engineering firm, Woods Hole Group to study the Pressure Equalizing Modules. The item being resubmitted for your consideration.

In 2008 the Town contracted with EcoShore to install new devices that were designed to mitigate beach erosion. The test pilot occurred from approximately 1239 – 1174 Hillsboro Mile. These devices, called Pressure Equalizing Modules, or PEMs, look like 3” white PVC pipes and were installed vertically along the beach. The PEMs are designed to allow seawater to flow back to the ocean, while trapping the sand in place.



After a period of about 18 months, the experiment with PEMs was categorized as either inconclusive or ineffective, and the Town removed the devices in accordance with the Florida Department of Environmental Protection (FDEP) permit for the next beach nourishment.

2. CURRENT ACTIVITY

Recently, a Town resident reviewed data from the PEM company, EcoShore, as well as reports from FDEP and concluded that the PEM project was a success, and the results were misinterpreted by FDEP and the outside coastal engineer hired by FDEP to evaluate the data. The resident present his findings to the Town’s coastal engineer, CPE, but no analysis was prepared.

It is worth noting that no example along the ocean within the United States exists of a successful installation of PEMS. To determine if the data suggests PEMS were a success in Hillsboro Beach, staff and CPE collaborated to locate a coastal engineer who has the experience of coastal work along the Atlantic and who also has not worked previously on any PEM projects. The question before the Commission is whether the Town should spend \$29,875 to study the PEM project, and if it proves to indicate a benefit, the next step would be to work with FDEP to reverse their position against the PEM technology.

The Town's lobbyist was contacted to inquire about possible state funding for the study, but nothing is available currently.

3. FINANCIAL IMPACT

This contract is 29,875 would be paid for by the Town.

4. RECOMMENDATION

Funds exist in the current fiscal year, should the Commission decide to move forward, but alternatively, the Town could delay pursuit of the analysis until FEMA or FDEP assists with the Town's study.

1 Adopted by the Hillsboro Beach Mayor and Commission on this _____ day of October, 2023.

2
3 **RESOLUTION NO. 2023-48**

4
5 **A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF**
6 **HILLSBORO BEACH, FLORIDA, APPROVING AND AUTHORIZING**
7 **THE APPROPRIATE TOWN OFFICIALS TO EXECUTE A PROPOSAL**
8 **FOR SERVICES WITH WOODS HOLE GROUP; PROVIDING FOR**
9 **CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN**
10 **EFFECTIVE DATE.**

11
12
13 **WHEREAS,** the Town Commission deems it to be in the best interests of the
14 Town to approve and authorize the appropriate Town officials to execute a proposal
15 for services with Woods Hole Group to Evaluate Pressure Equalizing Module (PEM)
16 Data.

17
18 **NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN**
19 **OF HILLSBORO BEACH, FLORIDA THAT:**

20
21 **SECTION 1.** The foregoing "WHEREAS" clause is true and correct and is
22 hereby ratified and confirmed by the Town Commission. All exhibits attached hereto
23 are hereby incorporated herein.

24
25 **SECTION 2.** The Town Commission of the Town of Hillsboro Beach, Florida,
26 hereby approves and authorizes the appropriate Town officials to execute a proposal
27 for services with Woods Hole Group to Evaluate Pressure Equalizing Module (PEM)
28 Data. A copy of the proposal is attached hereto as Exhibit "A".

29
30 **SECTION 3.** The appropriate Town officials are authorized and directed to
31 execute the necessary documents to comply with this Resolution.

32
33 **SECTION 4.** All Resolutions or parts of Resolutions in conflict herewith, be
34 and the same are repealed to the extent of such conflict.

35
36 **SECTION 5.** If any clause, section or other part of this Resolution shall be
37 held by any court of competent jurisdiction to be unconstitutional or invalid, such
38 unconstitutional or invalid part shall be considered eliminated and will in no way
39 affect the validity of the other provisions of this Resolution.

40
41 **SECTION 6.** This Resolution shall become effective immediately upon its
42 passage and adoption.

1 **ADOPTED** by the Town Commission of the Town of Hillsboro Beach, Florida this
2 _____ day of _____ 2023.

3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22

TOWN OF HILLSBORO BEACH, FLORIDA

Irene Kirdahy, Mayor

ATTEST:

Sherry D. Henderson, CMC
Town Clerk

RESOLUTION NO. 2023-48
RECORD OF TOWN COMMISSION VOTE:

	<u>YES</u>	<u>NO</u>
MAYOR IRENE KIRDAHY	☐	☐
VICE MAYOR BARBARA BALDASARRE	☐	☐
COMMISSIONER JANE REISER	☐	☐
COMMISSIONER VINNE ANDREANO	☐	☐
COMMISSIONER DAVID A. RAVANESI	☐	☐

June 26, 2023

Mr. Mac Serda, ICMA-CM
Town Manager, Hillsboro Beach
Office: 954-427-4011
Cell: 305-525-5505

Sent via Email: mserda@townofhillsborobeach.com

RE: PEM Evaluation

Dear Mr. Serda,

Woods Hole Group is pleased to offer this proposal for services to help evaluate the potential utility of Pressure Equalizing Modules (PEM) for managing beach erosion at Hillsboro Beach. A phased approach is proposed to first focus on gathering and reviewing existing information, including an anticipated virtual presentation from a citizen. This Phase 1 will produce a brief technical memorandum with initial observations, and suggestions for additional technical work to advance the assessment if appropriate. Phase 2 then includes a scope of work to perform supplemental independent analysis to further objectively evaluate potential performance and benefits for Hillsboro Beach.

Woods Hole Group (www.woodsholegroup.com) is an international environmental services and products organization originally formed in 1986 as a commercial spin-off from the Woods Hole Oceanographic Institution (WHOI). We are headquartered in Massachusetts, and with USA offices in Delaware, Maryland, and Texas. Woods Hole Group offers a range of Coastal, Ecological, and Oceanographic consulting services, along with products for collecting ocean measurements, ocean forecasting, tracking wildlife with satellite communications, and vessel monitoring systems (VMS) for fisheries management. We have local, national, and international experience, and are part of the global CLS Group. We are committed to meeting our clients' objectives while safeguarding the environmental health of our planet. This requires a fundamental understanding of the laws of Nature and a willingness—and ability—to challenge long-accepted notions of what can and cannot be done. To protect the legacy of humankind in a changing climate, it must be understood more widely that economic growth and responsible environmental policy go together.

Woods Hole Group individuals proposed for this work include the individuals below and resumes can be provided upon request:

- Dr. John Trowbridge, P.E. and Ph.D. – Senior Coastal Engineer
- Ms. Justine Rooney – Environmental Scientist
- Mr. Bob Hamilton – President and Coastal Engineer

Background Research:

When evaluating this opportunity to determine whether we think we can bring value to the Town for this project, we conducted a brief background search on PEM. We found there are technical gaps and inconsistencies in the technical understanding of PEM and believe there is value in evaluating it further. Some specifics of our background review include:

- Turner & Leatherman (1997) stated that in “a qualitative sense, the role of elevated beach groundwater in promoting beach face erosion, and lower beach water table in promoting onshore accretion, is now well established,” but “the effectiveness of the dewatering concept in maintaining beach stability and controlling coastal retreat is yet to be convincingly demonstrated at the prototype scale.”
- Brogger & Jakobsen (2008) reported a three-year field study showing that nourishment and vertical drains stabilized an eroding beach in Malaysia. Burney (2010), sometimes cited in the PEM context, reported only the impact on sea turtles.
- Reedijk et al. (2015) reported a detailed field study of PEM impacts in the Netherlands, including groundwater and sediment grainsize measurements, which demonstrated a significant increase in beach volume and a coarsening of sand in the PEM area.
- Christensen & Gable (2018) reported a three-year application of PEM in Florida, demonstrating stabilization of a rapidly eroding beach.

The fieldwork reported by Brogger & Jakobsen (2008), Reedijk et al. (2015) and Christensen & Gable (2018) indicates that PEM reduces beach erosion and enhances accretion, but the mechanism does not appear established, even qualitatively.

By contrast, the ecoshore.com website states: “On a typical beach, the water does not escape from the beach as fast as the sea sinks during the falling tide. When the waves swash up on the wet beach they can’t sink in, and the sand they contain flows back to sea. With PEMs installed the water drains effectively from the beach, and the waves sink in and deposit their sand. As the sand dries it blows to the back beach and dunes.”

Christensen & Gable (2018) stated: “The tubes penetrate and connect the different strata of the beach, allowing the water to find the easiest way out by gravity during the falling (outgoing) tide, typically via a coarser layer, resulting in improved drainage as illustrated in Fig. 1.... As a result, the time when the beach is saturated and prone to erosion is reduced. With improved drainage ..., more sand is deposited in the swash zone and via aeolian transport moved to the back beach and dunes, resulting in reduced erosion and, more often, accretion.”

These descriptions suggests the necessary ingredients are layers of coarse sediments beneath finer sediments, sediment deposition in the swash zone, a dryer beach, and aeolian transport. But the pathways for water and sediment have not been identified clearly, and a physics-based, quantitative description of the processes and rates does not exist. Scientific investigations of groundwater flow beneath beaches and impacts on sediments are numerous (e.g., Paldor et al., 2022, and references therein). But this literature has not been applied to an evaluation of PEM, indicating there is value in evaluating in more detail.



Scope of Work:

Phase 1: Review and Evaluate Existing Information

Task 1.

- 1.1 Search and review existing information
- 1.2 Hear virtual citizen presentation
- 1.3 Internal reflection meeting to formulate preliminary opinion, questions, and scope forward
- 1.4 Update progress review with Town
- 1.5 Internal regulatory review and call with DEP
- 1.6 Assess data provided/presented by citizen via client
- 1.7 Brief technical memorandum to document findings & possible next steps

Phase 2: Supplemental Independent Technical Evaluation

Task 2. Technical analysis

- 2.1 Analytical calculations/modeling: The purposes of the modeling are to clarify the mechanisms and provide a framework for understanding the rates of water and sediment motion beneath and over a beach equipped with PEM. The model components are: (a) a groundwater module; (b) a hydrodynamic surf and swash zone module; (c) a hydrodynamic sediment transport module; and (d) an aeolian sediment transport module. Component (a) is based on Darcy's law and the continuity equation, and components (b) through (d) are based on concepts and descriptions in the literature (e.g., Paldor et al. 2022) and textbooks (e.g., Dean & Dalrymple, 2002).
- 2.2 Other data assessment: Evaluation of the field measurement programs reported by Brogger & Jakobsen (2008), Reedijk et al. (2015), and Christensen & Gable (2018) using the PEM model formulation above to provide a conceptual framework. Possibly excepting Reedijk et al. (2015), the information provided in the publications is insufficient for a quantitative evaluation. But the model and the information in the publications will enable a qualitative evaluation of the PEM mechanisms and effectiveness.
- 2.3 Qualitative perspective on Hillsboro coastal process complexities - erosion trends, littoral drift, tidal regime, coastal structures, presence of beach nourishment
- 2.4 Consider how PEM might perform compared to BN from performance and cost perspective (assuming estimate of PEM and latest beach nourishment cost available from client or citizen)

Task 3. Documentation

- 3.1 Draft technical memo
- 3.2 Final technical memo

Task 4. Communication / Resource Coordination / Administration

- 4.1 In-house team review
- 4.2 Client progress call
- 4.3 Prepare and present draft report to Town staff (virtual)
- 4.4 Project/Resource management

**Schedule:**

Phase 1 would be completed within two (2) months of client authorization, assuming the virtual citizen presentation is made within month 1. Phase 2 would be completed within three (3) months after Phase 1 and client authorization to proceed with Phase 2.

Budget:

Phase/Task	Cost
Phase 1/Task 1	\$8,055
Phase 2/Task 2	\$12,370
Phase 2/Task 3	\$5,490
Phase 2/Task 4	\$3,960
Phase 2 Total	\$21,820

This proposal assumes the following:

- Phase 1 will proceed first, understanding the scope proposed for Phase 2 may be refined while conducting Phase 1
- Client will decide whether to proceed with Phase 2 after the Phase 1 progress review call and receipt / review of Phase 1 deliverable
- The proposed Phase 2 analytical modeling is not a detailed numerical model that simulates Hillsboro specific complexities. The primary purpose of the PEM model is conceptual, and represents a mathematical solution based on the model might be accomplished for an idealized case. A detailed solution for general cases is beyond the scope of the proposed study, but it could be undertaken during a follow-on project.

This proposal was assembled under the guidelines for a Fixed Price contract. Based on the preceding scope of work (including information provided by the Client representatives), the total charge for our services will be \$8,055 for Phase 1, and \$21,820 for Phase 2 based on scope proposed herein (understanding the need and scope for Phase 2 may change as part of Phase 1). Invoices for services rendered will be submitted monthly. Unless otherwise agreed to in writing, payment is due within 30 days following the date of our invoice. In the event of payments that are significantly or routinely late, WHG retains the right to withhold work products and stop work until payment issues are redressed. In case of refusal to address payment issues, WHG retains the right to use appropriate legal measures to obtain rightful payment.



We look forward to supporting you on this project. If you have any questions and/or requirements for additional information, please do not hesitate to contact me directly at bhamilton@woodsholegroup.com or 508-495-6299.

Sincerely,

Robert P. Hamilton, Jr.
President/Coastal Engineer

Acceptance and Authorization to Proceed:

"I authorize Woods Hole Group, Inc. to proceed with the above scope of work."

Client Name

Date

Woods Hole Group President
Robert P. Hamilton, Jr.

Date

References:

Brogger, C., and P. Jakobsen, 2008. Environmentally friendly coastal protection based on vertical drains. Coastal Engineering 2008, pages 4712-4724.

Burney, C. M., 2010. Hillsboro beach pressure equalizing modules experimental project, sea turtle monitoring report. Nova Southeastern University Oceanographic Center.

Christensen, K., and F. Gable, 2018. Results of a 3-year beach erosion control project in Hillsboro Beach, Florida, utilizing pressure equalizing modules (PEM). Coastal Engineering 2018.

Dean, R. G., and Dalrymple, R. A. 2002. Coastal Processes with Engineering Applications. Cambridge University Press.

Paldor, A., N. Stark, M. Florence, B. Raubenheimer, S. Elgar, R. Housego, R. S. Fredericks, and H. A. Michael, 2022. Coastal topography and hydrogeology control critical groundwater gradients and potential beach surface instability during storm surges. Hydrol. Earth Syst. Sci., 26, 5987-6002.

Reedijk, B., A. van't Zelfde, J.-J. Pieterse, M. van Leeuwen, and J. R. Manaois, 2015. Results from the Dutch Ecobeach pilot project. Maritime Engineering, Volume 168, Issue 3, pages 134-141.

Turner, I. L., and S. P. Leatherman, 1997. Beach dewatering as a "soft" engineering solution to coastal erosion—a history and critical review. Journal of Coastal Research, Volume 13, Issue 4, pages 1050-1063.



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

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

Agenda Item Cover Memo

Agenda Item: Community Shuttle Public Transportation Agency Safety Plan (PTASp)

Submitting Dept: Town Manager

Agenda Date: October 3, 2023

1. BACKGROUND / HISTORY

The Town, as a recipient of Federal transportation funds for the Community Shuttle, is required to develop a Public Transportation Agency Safety Plan per the Code of Federal Regulations (CFR) Part 673 Final Rule. This safety plan documents the Town's efforts to reduce risks to transit, increase awareness of safety issues, focus on continuous improvement, and communicate between the Town and contractors any safety concerns.

This plan requirement is part of the Federal government's regular audit of the County transportation program.

2. CURRENT ACTIVITY

The Federal Transit Authority requires an audit of transportation programs, and to ensure the Town's shuttle system is compliant, and that the Town provides a safe transit system to the ridership, the attached Public Transportation Agency Safety Program has been reviewed and updated.

3. FINANCIAL IMPACT

Other than staff time, printing costs associated with the flyers, brochures and the plan, there is no cost to the Town. However, failing to update the plan may place the Town in noncompliance with the Broward County Transit Division and possibly jeopardize the Town's Shuttle funding. The Town's shuttle is 100% funded through Broward County, using Federal and County transportation funds.

4. RECOMMENDATION

Approval is recommended of the Town's updated Public Transportation Agency Safety Plan.

October 2023



Town of Hillsboro Beach Public Transportation Agency Safety Plan (PTASP)

Prepared by:
Town of Hillsboro Beach

Contents

Introduction 4

 PTASP Rule and Requirements..... 4

 Agency Overview 5

 Agency Coordination..... 11

 Commonly Used Acronyms..... 12

 Definitions of Terms 13

Safety Management System (SMS) Framework 17

 I: Safety Management Policy 19

 II: Safety Risk Management 28

 III: Safety Assurance 33

 IV: Safety Promotion 39

State of Florida Requirements..... 41

Introduction

This document serves as the Town of Hillsboro Beach. Public Transportation Agency Plan (PTASP) for its Broward County Transit (BCT) Community Shuttle Program (CSP) transit system located in Broward County, Florida. It is intended to encompass all current and future operations, services and projects and applies to all activities which involve planning, design, procurement, installation and testing of equipment or facilities, operations, maintenance, support activities, and the environment in which the transit system operates.

PTASP Rule and Requirements

The Town of Hillsboro Beach is committed to comprehensive safety planning. As an operator of a small public transportation system that receives Federal Financial assistance under Title 49 of the United States Code (USC), the Town of Hillsboro Beach is subject to FTA's 49 CFR Part 673 Final Rule and as delineated in Florida Administrative Code Section 14-90.004(1), has adopted the principles and methods of Safety Management Systems (SMS) as the basis for enhancing the safety of its public transportation system.

The plan incorporates the framework and principles of SMS for the Town of Hillsboro Beach CSP operations and all applicable Subcontracted organization(s) to the extent practical and consistent with applicable requirements for each SMS component: I) Safety Management Policy, II) Safety Risk Management, III) Safety Assurance, and IV) Safety Promotion. The PTASP adheres to the fundamentals and framework of SMS and reflects the specific safety objectives, standards, and priorities for BCT's CSP and the Town of Hillsboro Beach including the following required elements:

- ✓ The Safety Plan and subsequent updates will be signed by the Accountable Executive and approved by the Town of Hillsboro Beach
- ✓ The Safety Plan documents the processes and activities related to SMS implementation.
- ✓ The Safety Plan includes performance targets based on the safety performance criteria established under the National Public Transportation Safety Plan (NSP), and the state of good repair standards established in the regulations that implement the National Transit Asset Management System and included in the NSP.
- ✓ The Safety Plan will comply with the minimum performance standards authorized through the National Public Transportation Safety Plan (NSP)
- ✓ The Town of Hillsboro Beach will establish a process and timeline for conducting an annual review and update of the Safety Plan.
- ✓ The Town of Hillsboro Beach and Limousines of South Florida (LSF) will maintain the Safety Plan in accordance with the recordkeeping requirements in subpart D of Part 673.

Issuance and Update

The SMS plan will be reviewed and updated, as applicable, annually beginning on the date of issuance. Immediate changes to the Public Transportation Agency Safety Plan (PTASP) SMS procedures deemed paramount to safety mitigation may be authorized by Limousines of South Florida /Fleet Maintenance/General Manager via a signed SMS Immediate Policy Amendment Change Memo that has been reviewed and approved by the Town's designated Chief Safety Officer.

For these immediate changes, the Chief Safety Officer/Subcontractor General Manager (CONTR GM) will be responsible for ensuring communication to all concerned parties through established internal communication venues and the update will be noted on the PTASP Activity Log by the Chief Safety Officer/LSF Operations Manager (CONTR OM).

Scope and Objectives

The SMS has been established consistent with business needs and regulatory impetus. The SMS is designed to reduce safety risks to an acceptable level through a continuous process of hazard identification and safety risk management practices to achieve the following goals:

- Reducing transit safety, employee, and environmental risks by better managing the Town of Hillsboro Beach CSP safety risks and setting goals to eliminate or reduce risks.
- Communication of safety risks to employees and their roles and responsibilities related to risks.
- Increase awareness of safety issues at all levels, thereby providing a better framework/structure for management to play a leadership role in addressing safety concerns.
- Continuous improvement of Limousines of South Florida (LSF) organization SMS and risk controls.
- Compliance with all applicable state and federal regulations.
- Foster a culture of change management so that safety issues are identified, and risks are eliminated or reduced in the planning process and delays or other impediments to business goals are avoided.

The SMS applies specifically to all Contracted Limousines of South Florida (LSF) organizations subject to Florida Department of Transportation and the Federal Transit Administration regulation on SMS and all Town of Hillsboro Beach CSP operations.

Agency Overview

Broward County is in southeast Florida and is bordered by 2 counties: Palm Beach County to the north, and Miami-Dade County to the south. As part of BCT's CSP, the Town of Hillsboro Beach entered an Interlocal Agreement (ILA) on October 3, 2019, to provide transit service to the local community.

BCT's CSP is a collaborative transit service that operates in partnership with Broward County municipalities. The partnership is bound by an ILA in which the County provides funding and propane-fueled buses to the municipalities and the municipalities operate a pre-defined local fixed-route shuttle service with designated bus stops in their communities.

According to the U.S. Census Bureau, the Town of Hillsboro Beach had an estimated residential population of 1,987 in 2022. The Limousines of South Florida provides fixed-schedule service on (1) route. Most routes operate between 9am – 5pm on Monday, Wednesday, and Friday. Routes are designed to complement the County's Fixed-Route system and to provide increased mobility and connectivity options in areas within the community that larger buses are unable to serve. The Town of Hillsboro Beach is responsible for the overall planning of the service, including bus stop locations. Assisted by BCT staff, the Town of Hillsboro Beach determines the major origins and destinations to be served by the route. Modifications to the routes are allowed; however, implementation must coincide with the schedule established by the County for Fixed-Route service. Travel times used for the implementation of bus schedules are calculated by BCT staff. Bus operator training, printed bus schedules, and shuttle/bus stop signs are provided by BCT. The Town of Hillsboro Beach must provide monthly passenger boarding/ridership reports to BCT and maintain performance of a minimum average of 7.1 Passengers Per Revenue Service Hour per route during any rolling twelve (12) month period to remain qualified for the CSP.

The Town of Hillsboro Beach's fixed-route operations and maintenance are subcontracted through a third-party, Limousines of South Florida (LSF).

Funding is paid quarterly in advance to municipalities in advance for operations and maintenance (O&M) at an established O&M rate for the total vehicle hours of the service. Propane-fueled buses equipped with wheelchair securements and bicycle racks are purchased by BCT and leased to municipalities for \$10.00 per bus annually. Should municipalities choose to purchase non-propane-fueled buses, the County will reimburse municipalities on a per-vehicle basis up to the County's current purchase price of a propane-fueled bus less the propane conversion or similar type vehicle from the Florida state contract.

Capital assets that the Town of Hillsboro Beach owns, leases (from BCT), operates, maintains, or has a direct capital responsibility comprises of the following asset categories:

Rolling Stock

One (1) Vehicle for transporting of passengers.

Subcontractor provides non-revenue service vehicles for use in its daily operations

Equipment

Subcontractor provides one (1) Rotary Lift used for vehicle maintenance.

Facilities

Subcontractor provides one (1) Maintenance Facility located at 150 SW 40th Street, Fort Lauderdale, FL 33315.

Transit Agency Information

Transit Agency Name	Limousines of South Florida (LSF)		
Transit Agency Address	150 SW 40 th Street, Fort Lauderdale, FL 33315		
Name and Title of Accountable Executive	Mac Serda, Town Manager		
Name of Chief Safety Officer or SMS Executive	Sherry D. Henderson, Town Clerk		
Mode(s) of Service Covered by this Plan	Fixed-route bus	List All FTA Funding Types (e.g., 5307, 5337, 5339)	5307
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Subcontracted Limousines of South Florida (LSF)		
Does the agency provide transit services on behalf of another transit agency or entity?	Yes X	No 	Description of Arrangement(s) Community Shuttle Program - Interlocal Agreement with Broward County Transit
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service is Provided	Broward County Transit 1 N. University Drive, Suite 3100A Plantation, FL 33324		

Plan Development Approval and Certification of Compliance

The Town of Hillsboro Beach. CSP's Chief Safety Officer/ SMS Executive ensures that the Public Transportation Agency Safety Plan (PTASP) is developed, implemented, and maintained in an appropriate and effective manner. The Subcontract Operator, with oversight of Operations and Fleet Maintenance, assists the Chief Safety Officer in this effort. Any changes in policy, organization, rules, regulations, or operations necessitating plan adjustments are to be accomplished within the established guidelines of this plan and require review and approval by the Accountable Executive and/or Chief Safety Officer. The PTASP will have ongoing updates as necessary, including changes that will be implemented immediately. All updates to the plan will be recorded on the PTASP activity log of this plan.

Name of Entity That Drafted This Plan	Town of Hillsboro Beach	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity that Approved This Plan	Date of Approval
	Town of Hillsboro Beach Commission	
	Relevant Documentation (Title and Location)	
Certification of Compliance	Name of Individual/Entity that Certified This Plan	Date of Certification
	Town of Hillsboro Beach	
	Relevant Documentation (Title and Location)	
	A paper copy of the approved PTASP is maintained on file at Town Hall located at 1210 Hillsboro Mile, Hillsboro Beach, FL 33062	

Plan Review and Modification

The Town of Hillsboro Beach Town Manager and the Town Clerk will review the PTASP annually beginning the date of issuance, then forwarded to the Town Manager for review and approval. At the time of review, Town of Hillsboro Beach will discuss performance targets and any other safety hazards identified previously. The plan will have ongoing updates as necessary including changes that will be implemented immediately. Any updates to the plan will be recorded on the activity log of this plan. This Agency Safety Plan addresses all applicable requirements and standards for Small Transit Agencies as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan.

[illegible]

Safety Objectives and Performance Targets

This section specifies performance targets based on the safety performance measures established under the National Public Transportation Safety Plan (NSP) and the state of good repair standards established in the regulations that implement the National Transit Asset Management System which are included in the NSP.

It is the mission of the Town of Hillsboro Beach to provide safe, reliable public transit services to its community. In order to implement the Town of Hillsboro Beach safety policies, goals, and objectives, this plan requires coordination, integration, communication, and cooperation among all directors, managers, supervisors, departments, and Town of Hillsboro Beach employees.

Safety performance targets, as defined in CFR Part 673.5 are to be compiled after reviewing the previous 5 years of performance data for:

- Fatalities: Total number of reportable fatalities and rate of fatalities per total vehicle revenue miles (VRM), by mode.
- Injuries: Total number of reportable injuries and rate of injuries per total vehicle revenue miles, by mode.
- Safety Events: Total number of reportable events and rate of events per total vehicle revenue miles, by mode.
- System Reliability: Average distance between major mechanical failures, by mode.

The Town of Hillsboro Beach has set the following performance targets for the CSP based on the safety performance criteria established under the National Public Transportation Safety Plan (NSP).

Mode of Transit Service	Fatalities (total)	Fatalities (per 100 thousand VRM)	Injuries (total)	Injuries (per 100 thousand VRM)	Safety Events (total)	Safety Events (per 100 thousand VRM)	System Reliability MDBF (Miles)
Community Shuttle	0	0.0	9	0.568	12	0.946	3,420

A reportable safety event is defined in CFR Part 673.5 as any accident, incident, or occurrence.

Agency Coordination

This section describes the coordination with FDOT and the Broward Metropolitan Planning Organization (MPO) in the selection of State and MPO safety performance targets.

BCT shares the safety performance targets with the Broward Metropolitan Planning Organization (MPO) and the Town of Hillsboro Beach each year prior to the PTASP's annual update. BCT also provides the performance targets to the Florida Department of Transportation (FDOT) Central Office Transit Safety Programs Manager. Town of Hillsboro Beach personnel are available to coordinate with FDOT and the Broward MPO in the selection/coordination of State and MPO safety performance targets upon request.

Targets Transmitted to State	State Entity Name	Transmittal Date
	Florida Department of Transportation District 4	10/28/2022
Targets Transmitted to MPO	MPO Name	Transmittal Date
	Broward MPO	10/28/2022

Commonly Used Acronyms

The following acronyms apply to all related information in this manual.

ADA	Americans with Disabilities Act of 1990
AE	Accountable Executive
ALARP	As Low as Reasonably Practicable
ASP	Agency Safety Plan (also referred to as PTASP in Part 673)
CAP	Corrective Action Plan
CFR	Code of Federal Regulations
CONTR	Subcontractor
CSO	Chief Safety Officer
CSP	Community Shuttle Program
CT	Community Transit
DIR	Director
CONTR FM	Subcontractor Fleet Manager
CONTR GM	Subcontractor General Manager
CONTR OM	Subcontractor Operations Manager
FAC	Florida Administrative Code
FDOT	Florida Department of Transportation
FTA	Federal Transportation Administration
FM	Fleet Manager
GM	General Manager
OM	Operations Manager
NM	Near Miss
POC	Point of Contact
NSP	National Public Transportation Safety Plan
NTD	National Transit Database
NTSB	National Transportation Safety Board
PTASP	Public Transit Agency Safety Plan (Replaces SSPP)
RA	Risk Assessment
SA	Safety Assurance
SMS	Safety Management System
SMT	Site Management Team
SRA	Safety Risk Assessment
SRM	Safety Risk Management
SSP	System Security Plan
SSPP	System Safety Program Plan (Replaced by PTASP)
TASC	Transit Agency Safety Council
TAM	Transit Asset Management

Definitions of Terms

The following definitions apply to all related information in this manual.

Accident – an Event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transit vehicles; an evacuation for life safety reasons; at any time, whatever the cause.

Accountable Executive – a single, identifiable person who has ultimate responsibility for carrying out the agency's Public Transportation Agency Safety Plan (PTASP) and Transit Asset Management Plan (TAMP); and control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP, in accordance with 49 U.S.C. 5329(d), and the agency's TAMP, in accordance with 49 U.S.C. 5326.

Audit – an examination of records and related materials, including, but not limited to, those related to financial accounts.

Broward County Transit – the County's Fixed Route/ADA public transportation system serving unincorporated Broward County and local municipalities within Broward County, Florida.

Chief Safety Officer or SMS Executive – an adequately trained individual who has the responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer.

Community Shuttle Program – a collaborative transit service that operates in partnership with municipalities in Broward County. The partnership is bound by an Interlocal Agreement (ILA) in which Broward County provides funding and buses to the municipalities, and the municipalities operate a pre-defined local fixed-route shuttle service with designated bus stops in their communities.

Community Transit: Transit service provided via BCT's CSP.

Contractor – municipality participating in the Broward County Transit Community Shuttle Program under an Interlocal Agreement (i.e., contract) and is accountable on the terms of the agreement.

Corrective Action Plan – a plan developed by recipient that describes the actions the recipient will take to minimize, mitigate, correct, or eliminate risks and hazards, and the schedule for taking those actions. Either BCT, a State Safety Oversight Agency (FDOT), or FTA may require a transit agency to develop and carry out a corrective action plan.

Equivalent Authority – an entity that carries out duties similar to that of a Board of Directors for a recipient or sub recipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or sub recipient's Public Transportation Agency Safety Plan.

External Service Provider – performs operations, maintenance, safety, or risk management services related to transit service delivery from outside a recipient's immediate organizational structure and work is performed under an inter or intra governmental agreement, statute or regulation, not a contract.

Event – any Accident, Incident, or Occurrence.

Florida Department of Transportation (FDOT) – state agency that administers rules and regulations as outlined in Florida Administrative Code Chapter 14-90

Florida Administrative Code Rule Chapter 14-90 – is the official compilation of the administrative rules and regulations of state agencies that outlines state law regarding bus systems specific to operational, maintenance, and safety rules concerning public transportation.

Hazard – any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of the transit system or damage to the environment.

Hazard Report – a report filed regarding a hazard identified in the workplace.

Incident – an Event that involves any of the following: a personal injury that is not a serious injury, one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of the transit agency.

Investigation – the process of determining the casual and contributing factors of an accident, incident, or hazard for purpose of preventing reoccurrence and mitigating risk to the lowest manageable level practicable.

National Public Transportation Safety Plan – a plan to improve the safety of all public transit systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

Near Miss – a safety event where conditions with potential to generate an accident, incident, or occurrence existed, but where an accident, incident, or occurrence did not occur because the conditions were contained by chance or by existing safety risk mitigations.

Near Miss Report – a report filed from a narrowly avoided collision or other accident.

Occurrence – an event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of the transit agency.

Operator – a public transportation system provider of public transportation as defined under 49 U.S.C. 5302.

Performance Measure – an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the

established targets as prescribed by the National Public Transportation Safety Plan for the following: 1) fatalities; 2) injuries; 3) safety events; and 4) system reliability.

Performance Target – a specific quantifiable safety performance level related to safety management activities established in the National Public Transportation Safety Plan (NSP)

Public Transportation Agency Safety Plan (PTASP) – documented comprehensive agency safety plan as required by 49 U.S.C. 5329 and Part 673.

Recipient – a State or local government authority, or any other operator of public transportation that receives financial assistance under 49 U.S.C. Chapter 53. The Ter, “recipient” includes State Safety Oversight Agencies.

Recordable Injury – injury resulting in lost time at work.

Reporting Manager – an employee’s direct supervisor.

Risk – the composite of predicted severity and likelihood of the potential effect of a hazard

Risk Assessment – a systematic study or examination and determination of a hazard to establish the significance or value of the risk.

Risk Mitigation – a method or methods to eliminate or reduce the effects of hazards to its lowest manageable level practicable.

Root Cause – The exact cause of an incident or accident where had the root cause found not to be present, the accident or incident would not have happened.

Safety Assurance – the processes within the transit agency’s Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation; and to ensure that the transit agency meets or exceeds its safety objectives and activities through the collection, analysis, and assessment of information.

Safety Management Policy – the transit agency’s documented commitment to safety, which defines the agency’s safety objectives and the accountabilities and responsibilities of its employees regarding safety.

Safety Management System – the formal, top-down organization-wide approach to managing safety risk and assuring effectiveness of the agency’s safety risk mitigation. SMS includes effective systematic procedures, practices, and policies for managing risks and hazards.

Safety Performance Target – a performance target related to safety management activities.

Safety Promotion – a combination of training and communication of safety information to support SMS policy and procedure practices throughout the transit agency as applied to the agency’s public transportation system.

Safety Review – an on-site assessment to determine if a bus transit system has adequate safety management controls in place and functioning in accordance with the safety standards provided and incorporated by reference in this rule chapter.

Safety Risk Management – a process within the transit agency’s Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

Serious Injury – an injury which (1) requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received; (2) results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves an internal organ; or (5) involves second or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Small Public Transportation Provider – means a recipient or subrecipient of Federal financial assistance under U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

State of Good Repair – the condition in which a capital asset can operate at a full level of performance.

State Safety Oversight Agency – an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329 and the regulations set forth in 49 CFR part 659 or 49 CFR part 674.

Subcontractor – entity that provides operations and/or maintenance services to a municipality participating in the BCT CSP under a subcontract and is accountable on the terms of the subcontract.

Transit Agency – an operator of a public transportation system

Transit Asset Management (TAM) – the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, costs over their life cycles, for purpose of providing safe, cost effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.

Transit Asset Management Plan (TAM) – a plan developed for Broward County Transit pursuant to 49 CFR part 625 that includes, at minimum, capital asset inventories and condition assessments, decision support tools, and investment prioritization.

Safety Management System (SMS) Framework

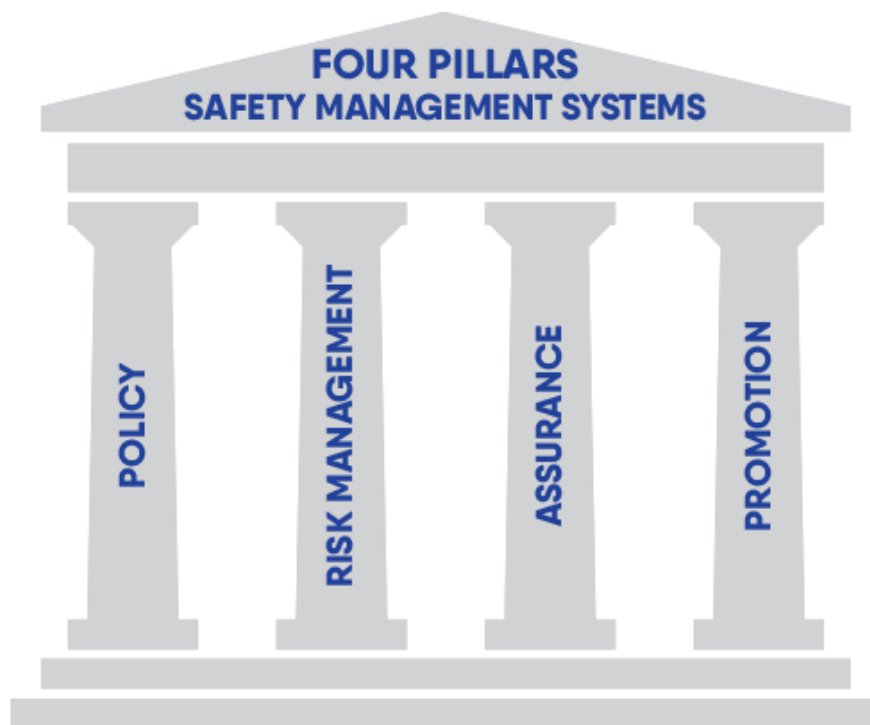
This section outlines the SMS Framework incorporated under the PTASP by the Town of Hillsboro Beach, including:

Safety Policy – Establishes senior management’s commitment to continually improve safety; defines the methods, processes, and organizational structure needed to meet safety goals.

Safety Risk Management – Determines the need for, and adequacy of new or revised risk controls based on the assessment of acceptable risk.

Safety Assurance – Evaluates the continued effectiveness of implemented risk control strategies; supports the identification of new hazards.

Safety Promotion – Includes training, communication, and other actions to create a positive safety culture within all levels of the workforce.



Safety Management Policy

- ❖ *A transit agency must establish its organizational accountabilities and responsibilities and have a written statement of safety management policy that includes the agency's safety objectives.*
- ❖ *The safety management policy must be communicated throughout the agency.*
- ❖ *A transit agency must establish and implement a process that allows employees to report safety conditions to senior management, protections for employees who report safety conditions to senior management, and a description of employee behaviors that may result in disciplinary action.*
- ❖ *The transit agency must establish the necessary authorities, accountabilities, and responsibilities for the management of safety amongst the following individuals within its organization, as they relate to the development and management of the transit agency's Safety Management System (SMS).*
- ❖ *The transit agency must identify an Accountable Executive. The Accountable Executive is accountable for ensuring that the agency's SMS is effectively implemented throughout the agency's public transportation system. The Accountable Executive is accountable for ensuring action is taken, as necessary, to address substandard performance in the agency's SMS. The Accountable Executive may delegate specific responsibilities, but the ultimate accountability for the transit agency's safety performance cannot be delegated and always rests with the Accountable Executive.*
- ❖ *The Accountable Executive must designate a Chief Safety Officer or SMS Executive who has the authority and responsibility for day-to-day implementation and operation of an agency's SMS. The Chief Safety Officer or SMS Executive must hold a direct line of reporting to the Accountable Executive. A transit agency may allow the Accountable Executive to also serve as the Chief Safety Officer or SMS Executive.*
- ❖ *A transit agency must identify those members of its leadership or executive management, other than an Accountable Executive, Chief Safety Officer, or SMS Executive, who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.*
- ❖ *A transit agency may designate key staff, groups of staff, or committees to support the Accountable Executive, Chief Safety Officer, or SMS Executive in developing, implementing, and operating the agency's SMS.*

I: Safety Management Policy

Safety Management Policy Statement

The Town of Hillsboro Beach is committed to providing a safe, comfortable, and accessible transit service as a viable means of mobility to the citizens and visitors of the Town. Safety is the number one (1) priority and is a core value to the Town of Hillsboro Beach. To ensure the highest level of safety performance we are implementing, developing, and improving strategies, management systems, and the processes to ensure that all our activities uphold to the highest level of safety performance. We will develop and embed a safety culture in all our activities that recognizes the importance and value of effective safety management and acknowledge that safety is paramount always. Delegated Executive Management will lead all transit service activities, from project planning through operations and maintenance with a balanced allocation of organizational resources to support this goal. Any outside Subcontractor who is in service to the Town of Hillsboro Beach has the duty to adhere to the Town's Public Transportation Agency Safety Plan (PTASP); to recognize, report and correct hazards; to work in a safe manner; to promote safety awareness; and to actively assist in accident prevention.

All levels of management and all employees are accountable for the delivery of the highest level of safety performance, starting with the Town Manager's Office. The Chief Safety Officer is responsible for ensuring that all employees and Subcontractors will support safety management by ensuring that hazards are identified and reported and that all reasonable steps are taken to perform activities established as part of the Safety Management System (SMS). Each department manager is also responsible for implementing the SMS in their transit area of responsibility and actively support and promote the SMS ensuring staff compliance with all processes and procedures. We will also work to ensure that all frontline transit employees are provided with adequate and appropriate safety information and training and are competent in safety matters.

The Town of Hillsboro Beach will minimize the safety risk associated with transit service to its lowest level practicable and whenever possible, exceed legislative and regulatory requirements and standards. We will foster an open communication system whereby employees at all levels are encouraged to report all safety hazards and concerns without fear of reprisal.

The Town of Hillsboro Beach has established safety performance targets to help measure the overall effectiveness of its processes and ensure the transit system meets the Town's PTASP safety objectives. The Town will evaluate ongoing Town of Hillsboro Beach SMS performance by analyzing key safety performance indicators, reviewing inspections, investigations and corrective action reports, and auditing the processes that support the SMS which will become the basis for revising or developing safety objectives, safety performance targets and plans with the goal of continuous safety improvement.

The Town of Hillsboro Beach will:

- Provide appropriate resources to comply with all federal, state, and local safety-related requirements, rules, and standards for development and implementation of SMS activities within the Public Transportation Agency Safety Plan (PTASP).
- Enhance hazard identification and analysis, and safety risk evaluation activities to include: (1) establish and measure our safety performance against realistic, data-driven safety performance indicators and targets; (2) develop an employee safety reporting program that supports continuous improvement and (4) ensure externally supplied systems and services meet all transit safety performance standards.
- Ensure that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program (unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures).

The SMS Executive Management Team for the Town of Hillsboro Beach CSP transit system hereby adopts the principles and methods of Safety Management Systems (SMS) as the basis for enhancing the safety of public transportation. All rules, regulations, policies, guidance, best practices, and technical assistance administered will, to the extent practical and consistent with legal and other applicable requirements, follow the principles and methods of SMS.

The signatures in this section attest that this plan is understood, accepted and approved; and that the Key SMS Management Team is fully committed to implementing SMS through the Town's Public Transportation Agency Safety Plan (PTASP) and achieving its safety goals and objectives.

(Accountable Executive) – Town Manager Signature

Date

(Chief Safety Officer/SMS Executive) – Town Clerk Signature

Date

(SMS Site Coordinator) – Subcontract General Manager Signature

Date

LSF Regional Manager Signature

Date

Annual Safety Certification and Adoption

Annual Safety Certification and Adoption

Date: 10/3/2023

Name: Town of Hillsboro Beach – Broward County Transit Community Shuttle Program

Address: 1210 Hillsboro Mile

Hillsboro Beach, FL 33062

In accordance with FTA 49 CFR Part 673 Final Rule, the bus system named above hereby adopts and certifies to the following:

1. The adoption and update of an Agency Safety Plan (ASP), formerly called the System Safety Program Plan (SSPP), and a Security Program Plan (SPP), in accordance, and at a minimum, with the established standards set forth in Chapter 14-90, Florida Administrative Code.
2. Compliance with adopted standards of the ASP, formerly called the SSPP, and the SPP.
3. Performance of safety inspections on all buses operated in accordance with Rule 14-90.009.

Signature: _____

Name: William M. Serda /Director

Title: Town of Hillsboro Beach, Town Manager

Signature: _____

Name: Sherry D. Henderson, CMC

Title: Town of Hillsboro Beach, Chief Safety Officer– Broward County Transit Community Shuttle Program

Safety Management Policy Communication

The Town of Hillsboro Beach recognizes that communication is the essential component to the promotion of its safety objectives, targets, and safety culture and will use a variety of methods to communicate issues important to the operation of the SMS, including:

- Ensuring that all staff are aware of the SMS and their roles/responsibilities.
- Conveying SMS lessons and information
- Explaining why SMS related activities are introduced or changed.
- Conveying SMS activity updates
- Educating personnel on procedures for hazard and near miss reporting
- Promotion of the company's safety objectives, targets, and culture

The PTASP will be made available to all employees and will be maintained and kept in an accessible electronic file and in hard copy format by Key SMS Personnel in locations accessible to all employees under their supervision and management. All employees and Subcontractors will support safety management by ensuring that hazards are identified and reported.

Safety communication will comprise both internal and external communication tools/venues to include face to face meetings and interactions, posting and/or distribution of bulletins, department notices, and memoranda. All posted information can be found at a central location in each department area easily accessible to employees. Other communication methods include posters, signs, brochures, training materials, rule books, and operating procedures.

Authorities, Accountabilities, and Responsibilities

This section describes the role of the following individuals in the development and management of the transit agency's Safety Management System (SMS).

Title	Responsibilities
Accountable Executive	The Town Manager serves as the Town of Hillsboro Beach Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan: • Controls and directs human and capital resources needed to develop and maintain the ASP and SMS. • Designates an adequately trained Chief Safety Officer who is a direct report. • Ensures that CT's SMS is effectively implemented. • Ensures action is taken to address substandard performance in CT's SMS. • Assumes ultimate responsibility for carrying out CT's ASP and SMS.
Chief Safety Officer or	The Accountable Executive designates the Town Clerk as

SMS Executive	the Town of Hillsboro Beach Chief Safety Officer. The Chief Safety Officer has the following authorities, accountabilities, and responsibilities under this plan: • Develops the Town of Hillsboro Beach ASP and SMS policies and procedures. • Ensures and oversees day-to-day implementation and operation of the Town of Hillsboro Beach SMS. • Manages the Town of Hillsboro Beach ESRP. • Chairs the Town of Hillsboro Beach Safety Committee and • Coordinates the activities of the committee; • Establishes and maintains CT's Safety Risk Register and Safety Event Log to monitor and analyze trends in hazards, occurrences, incidents, and accidents; and • Maintains and distributes minutes of committee meetings. • Advises the Accountable Executive on SMS progress and status. • Identifies substandard performance in the Town of Hillsboro Beach SMS and develops action plans for approval by the Accountable Executive. • Ensures the Town of Hillsboro Beach policies are consistent with the Town of Hillsboro Beach safety objectives. • Provides Safety Risk Management (SRM) expertise and support for other Town of Hillsboro Beach personnel who conduct and oversee Safety Assurance activities.
Agency Leadership and Executive Management	Agency Leadership and Executive Management also have authorities and responsibilities for day-to-day SMS implementation and operation of the Town of Hillsboro Beach SMS under this plan. The Town of Hillsboro Beach Agency Leadership and Executive Management include: • Town Manager • Town Clerk • Police Chief • Water Plant Supervisor The Town of Hillsboro Beach Leadership and Executive Management personnel have the following authorities, accountabilities, and responsibilities: • Participate as members of the Town of Hillsboro Beach Safety Committee (operations managers and supervisors will be rotated through the Safety Committee on a one-year term and other positions are permanent members). • Complete training on SMS and the Town of Hillsboro Beach ASP elements.

	• Oversee day-to-day operations of the SMS in their departments. • Modify policies in their departments consistent with implementation of the SMS, as necessary. • Provide subject matter expertise to support implementation of the SMS as requested by the Accountable Executive or the Chief Safety Officer, including SRM activities, investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness.
Key Staff	The Town of Hillsboro Beach uses the Safety Committee, as well as quarterly All-Staff Meetings, to support its SMS and safety programs: • Safety Committee: Any safety hazards reported will be jointly evaluated by the Safety Committee and the Chief Safety Officer during the bimonthly meeting. The Safety Committee members include the Town Manager, Town Clerk, Police Chief and Water Plant Supervisor. Hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting further encouraged. Information discussed in these meetings will be documented. Drivers Meetings: A permanent agenda item in all monthly Drivers' Meetings is dedicated to safety. Safety issues are discussed and documented. • Subcontract has semi-annual driver training refresher that safety is a topic.

Employee Safety Reporting Program

This section describes the process and protections for employees to report safety conditions to senior management. Describes employee behaviors that may result in disciplinary action (and therefore, are excluded from protection). This includes:

- A process that allows employees to report safety conditions to senior management.
- Protections for employees who report safety conditions to safety management.
- A description of employee behaviors that may result in disciplinary action, and therefore are excluded from protection.

One of management's most important responsibilities under SMS is to encourage and motivate others to want to communicate openly, authentically, and without concern for reprisal. The Town of Hillsboro Beach PTASP requires proactive reporting of safety hazards or safety concerns on the part of all employees to maintain a proactive position on risk. All employees are responsible for reporting any adverse safety conditions, events, or acts, any observed or foreseeable hazards, and any safety concerns. Employees may report directly via email, text, verbally, or via written document to the Accountable Executive, Chief Safety Officer/SMS Executive, Agency Leadership or Executive Management, or Key SMS Staff members.

Protected Self-Reporting	Unprotected Self-Reporting
❖ Traffic Signal violations not resulting in an accident, injury, or damage to property. ❖ Failure to report an adverse event immediately, but within 4 hours of occurrence. All information connected to the investigation of the reported event will fall under this protection. ❖ Hours of Service violations. ❖ Reporting a safety concern that investigation reveals is not valid. ❖ Failure to wear proper PPE. ❖ Operating a revenue vehicle without proper equipment and uniform, including carrying the CDL on the employee's person. ❖ Fatigue that presents an unacceptable hazardous condition if duties are continued.	❖ Defined accidents/incidents ❖ Willful violations including but not limited to: ▪ Violations of Drug and Alcohol policies and requirements ▪ Criminal acts ▪ Failure to report criminal acts immediately.

Self-reported violations can be reported as an initial instance without disciplinary action. However, no willful violations will be subject to self-reporting protections. All employees have the option of reporting anonymously at any time. Employees who do not report anonymously will receive feedback from the key SMS staff member in their area as to the disposition of the report. Any person receiving a report of a hazard will immediately notify the key SMS staff member in his or her department. All reports will be documented and investigated in a timely manner.

A second instance of a self-reported violation will be evaluated by the Town of Hillsboro Beach Chief Safety Officer to determine if circumstances warrant disciplinary action. A third instance of the same violation will result in disciplinary action, whether self-reported or not.

All Hazards determined to be unacceptable and undesirable for operations and/or fleet maintenance will be referred to the Chief Safety Officer and Subcontractor General Manager/SMS Executive to ensure it is addressed immediately with mitigation or elimination. The hazard will be tracked by the SMS Manager and the corrective action plan will be monitored through full resolution by the designated SMS Executive and FDOT when appropriate.

Safety Risk Management

- ❖ *A transit agency must develop and implement a Safety Risk Management process for all elements of its public transportation system. The Safety Risk Management process must be comprised of the following activities: safety hazard identification, safety risk assessment, and safety risk mitigation.*
- ❖ *A transit agency must establish methods or processes to identify hazards and consequences of the hazards.*
- ❖ *A transit agency must consider, as a source for hazard identification, data and information provided by an oversight authority and the FTA.*
- ❖ *A transit agency must establish methods or processes to assess the safety risks associated with identified safety hazards.*
- ❖ *A safety risk assessment includes an assessment of the likelihood and severity of the consequences of the hazards, including existing mitigations, and prioritization of the hazards based on the safety risk.*
- ❖ *A transit agency must establish methods or processes to identify mitigations or strategies necessary as a result of the agency's safety risk assessment to reduce the likelihood and severity of the consequences.*

II: Safety Risk Management

The Safety Risk Management process is comprised of the following activities each having specific procedures and accountabilities to ensure that the safety hazard has been mitigated to the level “as low as reasonably practicable”.

- Safety Hazard Identification
- Safety Risk Assessment
- Safety Risk Mitigation
- Documented system Safety Risk Management tracking

Safety Hazard Identification

Identification of hazards is the responsibility of all Town of Hillsboro Beach Community Shuttle Program transit service employees. The continuous identification, monitoring, and elimination of hazards is key to an effective system safety program. Hazard identification methods include but are not limited to the following.

- Observation, inspection, and interaction of all Town of Hillsboro Beach Community Shuttle Program transit employees.
- Reports from drivers, passengers, customer service, etc.
- Evaluation of accidents, incidents, near misses, to include data trends and projections.
- Internal and external safety audits, inspections, observations, defects, findings, violations, and reviews.

Examples of observed hazards may include:

- An uneven sidewalk joint that could cause a trip and fall.
- An extension cord or garden hose laying across a pathway.
- Oil leaked out of a Bus in parking lot.
- Missing fire extinguisher
- Low hanging tree limb along routes
 - Problematic routes due to route design
 - Service door entry steps, safety tread attached.

Every employee is required to report all hazard or unsafe conditions to his/her Supervisor, Department Manager, or other appropriate authority as defined in the PTASP. However, employees may also communicate the identification of a potential hazard directly to the Town’s designated Chief Safety Officer or any Key SMS staff member verbally or in writing or by communicating through other established communication channels within the Employee Safety Reporting Program.

Safety Risk Assessment

This section describes the methods or processes used to assess the safety risks associated with identified safety hazards. The Town of Hillsboro Beach safety risk assessment process provides the ability to assign identified hazards an overall Hazard Rating of High, Serious, Medium, Low, based on a combination of Hazard Severity and Hazard Probability (or likelihood).

Hazard Severity may be rated as Catastrophic, Critical, Marginal, and Negligible.

Severity	Rating	Description
Catastrophic	1	Deaths (not including suicide or death by natural causes); Equipment destroyed.
Critical	2	A large reduction in safety margins: Serious injury, fracture, severe bleeding, paralysis, brain injury; Major equipment damage.
Marginal	3	A reduction in safety margins, injury, bruising, abrasions, bleeding, sprains, (ambulance transport); Sub-system or component failure; Procedural deficiencies
Minor	4	Nuisance, operating limitations, minor incidents, minor injury, bruising, abrasions, (no ambulance transportation)
Negligible	5	Insignificant

Hazard Probability is the likelihood that a hazard may occur in potential occurrences per unit of time, events, items, or activity. The Town of Hillsboro Beach derives qualitative hazard probability from research, analysis, and evaluation of existing safety data from the operating experience from the Town of Hillsboro Beach and/or similar transit agencies. Hazard probability may be rated as Frequent, Occasional, Remote, Improbable, Extremely Improbable.

Frequency	Rating	Probability
Frequent	A	Likely to occur frequently/has occurred frequently to an individual item. Continuously experienced in the fleet inventory.
Occasional	B	Likely to occur/has occurred sometimes in life of an item; will occur several times in fleet/inventory.
Remote	C	Unlikely to occur/has occurred rarely in life of an item; unlikely to occur but possible to occur in fleet/inventory.
Improbable	D	So unlikely, it can be assumed occurrence will not be experienced to an individual item; very unlikely to occur or no known occurrences in fleet/inventory.
Extremely Improbable	E	Almost inconceivable that this hazard will ever occur.

Before implementation of any Corrective Action to mitigate a safety risk/hazard, the Town of Hillsboro Beach will assign each identified hazard an overall Hazard Rating, which reflects the severity and probability for each identified hazard.

Risk Probability		Risk Severity				
		1	2	3	4	5
		Catastrophic	Critical	Marginal	Minor	Negligible
A	Frequent	1A	2A	3A	4A	5A
B	Occasional	1B	2B	3B	4B	5B
C	Remote	1C	2C	3C	4C	5C
D	Improbable	1D	2D	3D	4D	5D
E	Extremely Improbable	1E	2E	3E	4E	5E

Safety Risk Mitigation

This section describes the methods or processes used to identify mitigations or strategies necessary because of the safety risk assessment to reduce the likelihood and severity of hazards.

The Town of Hillsboro Beach acts to eliminate identified safety hazards or to reduce the associated risk. In accordance with the risk acceptance criteria below, the Town eliminates “unacceptable” hazards or reduces their associated risk to an acceptable level. If this is impossible or impractical, alternatives are recommended to the appropriate Town’s transit management decision makers.

The risk assessment and acceptance criteria assist the Town of Hillsboro Beach management in understanding the amount of risk involved by accepting the safety hazard relative to the costs (schedule, dollars, operations, etc.) to reduce the hazard’s risk to an acceptable level. The following table identifies the hazard acceptance criteria:

High	Unacceptable	Corrective Action required
Serious	Undesirable	Corrective Action may be required, decision by management
Medium	Acceptable W/ review	With review and documentation by management
Low	Acceptable	Without review

Corrective Action Plan Procedures

The Town of Hillsboro Beach compares risk assessment criteria to the identified hazards based on their estimated severity and likelihood of occurrence to determine acceptance of the risk or the need for corrective action to further reduce the risk. In accordance with FDOT and BCT requirements, Town of Hillsboro Beach is required to develop corrective action plans for various deficiencies and hazards identified through on-site safety and security review process, accident or hazard investigations, and internal safety or security reviews. Either the FDOT, BCT or the Town of Hillsboro Beach may identify the need for corrective actions. If FDOT or BCT identifies a need for corrective action, it will notify the Town of Hillsboro Beach in writing.

Causes for Initiation of Corrective Action Plan:

- ❖ **On-Site BCT, FDOT, or FTA Safety and Security Reviews** – Upon receipt of the final report for an external regulatory agency safety or security review, the Town of Hillsboro Beach will develop a corrective action plan to correct identified deficiencies and submit the CAP as required.
- ❖ **Accident/Incident/Hazard Investigations** – Regardless of the agency conducting the investigation process, any final report indicating findings and recommendations for addressing deficiencies or unsafe conditions that have met the overall Hazard Rating of High or Serious according to the Town of Hillsboro Beach will be the primary responsibility of the Town and/or the Town's Operations and Maintenance Subcontractor SMS Staff (where applicable) to correct. Upon receipt of the final report, the Subcontractor will have 15 calendar days to develop a corrective action plan or methodology to correct identified deficiencies.
- ❖ **Internal Safety and Security Review** - If the Town of Hillsboro Beach finds areas of non-compliance during internal audits of Town of Hillsboro Beach Agency Safety Plan or Security and Emergency Preparedness Plan, those areas of non-compliance must be remedied by a corrective action plan within 30 calendar days. If BCT or FDOT rejects Town of Hillsboro Beach annual safety or security audit report, the Town will have **15 calendar days** to develop a corrective action plan to correct identified deficiencies.

Corrective Action Plan Required Components:

- ❖ Identified noted Hazard or Deficiency
- ❖ Date Corrective Action Plan was opened.
- ❖ Process, Plan or Mechanism to address and resolve deficiency.
- ❖ Deadline for Implementation of Plan of Action
- ❖ Departments and Persons who will be responsible For Implementation

Safety Assurance

- ❖ *A transit agency must develop and implement a safety assurance process, consistent with this subpart. A small public transportation provider is not required to describe Management of Change and Continuous Improvement.*
- ❖ *A transit agency must establish activities to:*
 - *Monitor its system for compliance with, and sufficiency of, the agency's procedures for operations and maintenance;*
 - *Monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended;*
 - *Conduct investigations of safety events to identify causal factors; and*
 - *Monitor information reported through any internal safety reporting programs.*

III: Safety Assurance

Safety Assurance is accomplished through implementation of safety oversight and risk monitoring activities. Safety performance measures are used to select improvement targets, monitor safety performance, and encourage continuous improvements in service delivery. As the Town of Hillsboro Beach implements its SMS, several activities will be initiated, and tools will be developed to support these safety oversight and risk monitoring activities. Safety assurance includes safety reviews, evaluations, inspections, as well as safety data collection, tracking, and analysis from various resources (including investigations), and development of Key Performance Indicators (KPIs).

Safety Performance Monitoring and Measurement

The Town of Hillsboro Beach has developed and implemented a safety assurance process for the CSP consistent with 49 CFR Part 673 to ensure that the transit system complies with or exceeds the established safety standards set forth in the PTASP (as well as Rule Chapter 14-90, Florida Administrative Code located in the final section of this document). These Safety Performance Monitoring and Measurement processes will allow the Town of Hillsboro Beach to

- Monitor the system for compliance with procedures for operations and maintenance.
- Monitor operations to identify hazards not identified through the Safety Risk Management process (per 49 CFR 673.25)
- Monitor operations to identify safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.
- Conduct investigation of safety events, including identification of causal factors.
- Monitor information reported through internal safety reporting programs.

Results from the above processes are compared against recent performance trends monthly, quarterly, and annually by the Town of Hillsboro Beach and SMS Key Staff, including, Limousines of South Florida (LSF) SMS Key Staff, to determine where action needs to be taken. The Chief Safety Officer will review the performance of individual safety risk mitigations during scheduled Safety Committee/Council meetings, based on the reporting schedule determined. The SMS Manager enters any identified non-compliant or ineffective activities, including mitigations, back into the Safety Risk Management process for re-evaluation with oversight by the Town of Hillsboro Beach and, Limousines of South Florida (LSF) SMS Executives (Chief Safety Officer and, Limousines of South Florida (LSF) General Manager).

These processes will provide the confidence to the Town of Hillsboro Beach leadership that the organization and system is functioning at an acceptable level of safety.

The Town of Hillsboro Beach has established safety objectives, performance targets and performance measures in coordination with Limousines of South Florida (LSF), BCT, FDOT and Broward MPO in compliance with all requirements set forth in FTA's Public Transportation Safety Agency Plan (PTASP) and the National Public Transportation Safety Plan (NSP). The initial focus of Town of Hillsboro Beach performance measure and established safety performance targets is based on existing data delivered to the National Transit database (NTD) for:

- ❖ Fatalities – total number of reportable fatalities and rate per total vehicle revenue miles.
- ❖ Injuries – total number of reportable injuries and rate per total vehicle revenue miles.
- ❖ Safety Events – total number of reportable events (accidents, incidents, and occurrences) as defined in CFR Part 673.5 and rate per total vehicle revenue miles.
- ❖ System Reliability – mean distance between major mechanical failures

The Town of Hillsboro Beach also establishes performance criteria and monitoring for operations and maintenance areas including Rules and Procedure Compliance, Facilities and Equipment, Vehicle Inspections and Preventive Maintenance, Safety Data Collection and Analysis, Internal Safety Audit Processes, Accident and Incident Reporting and Investigation, Internal System Safety Audit and Review, Drug and Alcohol Program and Medical Monitoring, and Employee Safety Reporting and Training. The Town of Hillsboro Beach will maintain 100% compliance with all safety performance requirements through use of the following performance measure activities:

- ❖ Safety audits; informal inspections.
- ❖ Regular safety review of onboard camera footage to assess drivers and specific incidents.
- ❖ Employee safety reporting program.
- ❖ Investigation of safety occurrences.
- ❖ Daily data gathering and monitoring of data related to service delivery.
- ❖ Regular vehicle inspections and preventive maintenance.
- ❖ Adherence to schedules set and acceptable measures.
- ❖ Appropriate corrective action plans (CAPS) for findings and reasonable timeframe for closure of CAPS in coordination with federal, state, and local oversight agencies as necessary

Results from the above processes are compared against recent performance trends quarterly and annually by the Chief Safety Officer to determine where action needs to be taken. The Chief Safety Officer enters any identified non-compliant or ineffective activities, including mitigations, back into the SRM process for reevaluation by the Safety Committee.

The Town of Hillsboro Beach monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The Chief Safety Officer maintains a list of safety risk mitigations in the Safety Risk Register. The mechanism for monitoring safety risk mitigations varies depending on the mitigation. The Chief Safety Officer establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate director, manager, or supervisor. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities. The Chief Safety Officer will endeavor to make use of existing Town of Hillsboro Beach processes and activities before assigning new information collection activities. The Town of Hillsboro Beach Chief Safety Officer and Safety Committee review the performance of individual safety risk mitigations during bimonthly Safety Committee meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the Safety Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The Chief Safety Officer will approve or modify this proposed course of action and oversee its execution. The Town of Hillsboro Beach Chief Safety Officer and Safety Committee also monitor Town of Hillsboro Beach Community Shuttle Program transit system operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accident, incident, and occurrence investigations.
- Monitoring employee safety reporting.
- Reviewing results of internal safety audits and inspections; and
- Analyzing operational and safety data to identify emerging safety concerns.

The Chief Safety Officer works with the Safety Committee and Accountable Executive to carry out and document all monitoring activities.

The Town of Hillsboro Beach maintains documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event (see Town of Hillsboro Beach System Safety Program Plan for specific procedures for conducting safety investigations). These procedures also reflect all traffic safety reporting and investigation requirements established by Florida's Department of Motor Vehicles. The Chief Safety Officer maintains all documentation of the Town of Hillsboro Beach investigation policies, processes, forms, checklists, activities, and results.

As detailed in the Town of Hillsboro Beach procedures, an investigation report is prepared which identifies if:

- The accident was preventable or non-preventable.
- Personnel require discipline or retraining.
- The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event; and
- The accident appears to involve underlying organizational causal factors beyond just individual employee behavior.

System Safety Program Plan (SSPP) establishes and document system safety policies and procedures in compliance with Rule 14-90. Establish a coordinated and documented process to implement the SSPP during the operations of the system in order to achieve system safety goals.

The Town at all times provide Community Shuttle Service in full compliance with Interlocal Agreement between the Town of Hillsboro Beach and Broward County Transit

The Chief Safety Officer and Safety Committee routinely review safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer and Safety Committee ensure that the concerns are investigated or analyzed through the Town of Hillsboro Beach Safety Risk Management process. The Chief Safety Officer and Safety Committee also review internal and external reviews, including audits and assessments, with findings concerning the Town of Hillsboro Beach CSP's safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

Procedures for Reporting Near Miss

The Town of Hillsboro Beach PTASP requires proactive reporting of safety hazards or safety concerns on the part of all employees to maintain a proactive position on risk. Each employee, regardless of his or her position within the organization, is expected to cooperate in all aspects of safety reporting.

When an employee becomes aware of a hazard or near miss, they shall submit a report at the end of the shift using the following reporting forms: 1) Town of Hillsboro Beach Hazard Incident Report Form or 2) Town of Hillsboro Beach Driver's View Form for any system deficiencies, road hazards, passenger concerns, etc. that require the attention of management for resolution.

A full investigation may not be required for all near misses. In this case, the Department Manager/Safety Liaison, will determine the level of investigation appropriate to effectively address the report and will forward the final completed investigation report and other documentation to the SMS Manager who will be responsible for documenting and recording on the hazard event tracking log.

When the contributing or causal factor is not readily determined the SMS Safety Liaison for the respective department will review and conduct the follow-up investigations using same procedures as outlined for other safety events.

Transit Asset Management/State of Good Repair

The Town of Hillsboro Beach also addresses the requirements of 49 CFR Parts 625 and 630, Transit Asset Management (TAM) and State of Good Repair (SGR), through the Broward County Transit's (BCT) *Transit Asset Management Plan*, which includes TAM and SGR performance measures. The TAM Plan allows BCT to predict the impact of its policies and investment justification decisions on the condition of its assets throughout the asset's life cycle and enhances the ability to maintain SGR by proactively investing in an asset before the asset's condition deteriorates to an unacceptable level. The goal of these policies is to allow BCT to determine and predict the cost to improve BCT's fixed route and CSP asset condition(s) at various stages of the asset life cycle while balancing prioritization of capital, operating, and expansion needs. The two foundational criteria of SGR performance measures are Useful Life Benchmark (ULB) and Condition.

Safety Promotion

- ❖ *A transit agency must establish and implement a comprehensive safety training program for all agency employees and contractors directly responsible for safety in the agency's public transportation system. The training program must include refresher training, as necessary.*
- ❖ *A transit agency must communicate safety and safety performance information throughout the agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through an employee safety reporting program.*

IV: Safety Promotion

This section outlines the Town of Hillsboro Beach commitment to safety and competencies training, including refresher training for all employees and contractors directly responsible for safety, and safety communication.

Competencies and Training

This section describes the comprehensive safety training program for all agency employees and Subcontractors directly responsible for safety. The Town of Hillsboro Beach CSP's comprehensive safety training program applies to all Town of Hillsboro Beach CSP's employees directly responsible for safety, including:

- Bus vehicle operators,
- Dispatchers,
- Maintenance technicians,
- Managers and supervisors,
- Agency Leadership and Executive Management,
- Chief Safety Officer, and
- Accountable Executive.

The Town of Hillsboro Beach dedicates resources to conduct a comprehensive safety training program, as well as training on SMS roles and responsibilities. The scope of the safety training, including annual refresher training, is appropriate to each employee's individual safety-related job responsibilities and their role in the SMS. Basic training requirements for Town of Hillsboro Beach employees, including frequencies and refresher training, are documented in Town of Hillsboro Beach System Safety Program Plan (SSPP) and the Operator Manual/Handbook. Training records are kept in each employee's file.

Operations safety-related skill training includes the following:

- New-hire bus vehicle operator classroom and hands-on skill training,
- Bus vehicle operator refresher training,
- Bus vehicle operator retraining (recertification or return to work),
- Classroom and on-the-job training for dispatchers,
- Classroom and on-the-job training for operations supervisors and managers, and
- Accident investigation training for operations supervisors and managers.

Vehicle maintenance safety-related skill training includes the following:

- Ongoing vehicle maintenance technician skill training,
- Ongoing skill training for vehicle maintenance supervisors,
- Accident investigation training for vehicle maintenance supervisors,
- Ongoing hazardous material training for vehicle maintenance technicians and supervisors, and
- Training provided by vendors.

Training mechanisms include classroom, written and video communications, field exercises, and drills. There are formal training programs for operators and employees involved in maintenance activities. These include training classes, training manuals, lesson plans, and field observations.

Safety Communication

The Town of Hillsboro Beach Chief Safety Officer coordinate's safety communication activities for the SMS. Town of Hillsboro Beach activities focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673):

❖ **Communicating safety and safety performance information throughout the agency:** The Town of Hillsboro Beach communicates information on safety and safety performance in its Town newsletter and employee Intranet.

❖ **Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency:** As part of new-hire training, the Town of Hillsboro Beach distributes safety policies and procedures, included in the Town of Hillsboro Beach CSP's Employee/Driver Handbook/Manual, to all employees. The Town of Hillsboro Beach provides training on these policies and procedures. The subcontractor provides training and discusses safety policy and procedures during safety talks between supervisors and bus operators and vehicle technicians. For newly emerging issues or safety events at the agency, the Town of Hillsboro Beach Chief Safety Officer issues bulletins or messages to employees that are reinforced by supervisors in one-on-one or group discussions with employees. Insert subcontractor provides training.

❖ **Informing employees of safety actions taken in response to reports submitted through the Employee Safety Reporting Program (ESRP):** The Town of Hillsboro Beach provides targeted communications to inform employees of safety actions taken in response to reports submitted through the ESRP, including handouts and flyers, safety talks, updates to bulletin boards, and one-on-one discussions between employees and supervisors.

State of Florida Requirements

This section includes policies and procedures adopted to meet State of Florida Equipment and Operational Safety Standards for Bus Transit Systems found in Rule Chapter 14-90 of the Florida Administrative Code (F.A.C). In accordance with Rule 14-90, F.A.C., the Town of Hillsboro Beach has adopted safety and security procedures and policies including but not limited to:

- System Safety Program Plan (SSPP)
- System Security Plan (SSP)
- Wireless Communications Policy (WCP)
- Preventative Maintenance Plan
- Operator Training, Testing, and Supervision
- Operator Hours Tracking
- Hazard Identification
- Incident Investigation and Tracking
- Medical Examinations
- Qualification and Selection of CDL Operators
- Safety Data Acquisition and Analysis
- Records Management

These policies and procedures are incorporated by reference as appendices to the ASP.

Adopted by the Hillsboro Beach Mayor and Commission on this _____ day of October, 2023.

RESOLUTION NO. 2023-49

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE TOWN OFFICIALS TO EXECUTE THE TOWN OF HILLSBORO BEACH PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP); AUTHORIZING THE TOWN MANAGER OR TOWN ADMINISTRATOR TO PERFORM UPDATES AND APPROVALS TO THE PTASP ADMINISTRATIVELY USING THE ANNUAL SAFETY CERTIFICATION AND ADOPTION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission deems it to be in the best interests of the Town to approve and authorize the appropriate Town Officials to execute the Town of Hillsboro Beach Public Transportation Agency Safety Plan (PTASP).

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

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

SECTION 2. The Town Commission of the Town of Hillsboro Beach, Florida hereby approves and authorizes approve and authorize the appropriate Town Officials to execute the Town of Hillsboro Beach Public Transportation Agency Safety Plan (PTASP). A copy of the PTASP is attached hereto as Exhibit "A".

SECTION 3. The Town Manager or designee is hereby authorized to perform administrative updates and approval to the PTASP in subsequent years using the Annual Safety Certification and Adoption.

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

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

SECTION 6. 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 7. 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 _____ 2023.

6 TOWN OF HILLSBORO BEACH, FLORIDA

8 _____
9 Irene Kirdahy, Mayor

13 ATTEST:

15 _____
16 Sherry D. Henderson, CMC
17 Town Clerk
18

RESOLUTION NO. 2023-49

RECORD OF TOWN COMMISSION VOTE:

	<u>YES</u>	<u>NO</u>
MAYOR IRENE KIRDAHY	☐	☐
VICE MAYOR BARBARA BALDASARRE	☐	☐
COMMISSIONER JANE REISER	☐	☐
COMMISSIONER VINNE ANDREANO	☐	☐
COMMISSIONER DAVID A. RAVANESI	☐	☐



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

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

Agenda Item Cover Memo

Agenda Item: Authorization to Conduct 2023/2024 Physical Monitoring & 2024 Biological Monitoring of the Settlement Agreement Project Area and Preliminary Engineering, Intergovernmental Coordination and Funding Support for the next Settlement Agreement Construction Project by Coastal Protection Engineering (CPE)

Submitting Dept: Town Manager

Agenda Date: October 10, 2023

1. BACKGROUND / HISTORY

The Town of Hillsboro Beach and the City of Deerfield Beach contracted with Coastal Protection Engineering (CPE) in 2021 to perform coastal consulting services as needed to implement the Settlement Agreement. The Settlement Agreement calls for semi-annual beach conditions surveys, which may be used to document storm impacts if the project area is to be affected by a Tropical Storm or Hurricane that results in a declared disaster. In addition, FDEP Permit No. 0289706-001-JC and Broward County permit DF14-1082 require post-construction biological monitoring and beach surveys to document performance of the recently constructed renourishment project.

2. CURRENT ACTIVITY

Conducting the two proposed beach surveys will provide data that will be used for multiple purposes. The surveys will satisfy the Settlement Agreement's semi-annual survey requirement, permit required post-construction monitoring, and could be used to document pre- or post-storm conditions if the area is affected during the tropical storm season. The proposed surveys will also contribute to an inlet-to-inlet dataset that will be used for regional analyses and support future project design efforts.

The 2010 Biological Monitoring Plan developed for the Hillsboro/Deerfield Beach project requires post-construction biological monitoring adjacent to the project area to monitor for potential secondary impacts to nearshore natural hardbottom. The permit-required tasks described in this proposal include the Post-Construction III Juvenile Sea Turtle Survey and the 6-Month Post-Construction Nearshore Hardbottom Edge Mapping tasks.

In addition to permit required post-construction physical and biological monitoring services, CPE is supporting the Town and City in performing preliminary engineering services including engineering beach design, project planning, agency coordination, intergovernmental coordination, and funding support for the next nourishment event for the Hillsboro-Deerfield Beach Nourishment project tentatively scheduled for Winter 2027/2028.

3. FINANCIAL IMPACT

The fees for this effort are estimated as a Lump Sum \$231,986.15 for the Town of Hillsboro as these costs are being split with the City of Deerfield Beach in accordance with the Settlement Agreement.

The proposed fees are anticipated to be 50% reimbursable by the State through the Beaches Funding Program, pending legislature approval of our joint (with the City of Deerfield Beach) Local Government Funding Requests submitted in summer of 2022 and summer of 2023.

4. RECOMMENDATION

Recommend approval of an amendment to the CPE contract to include the proposed work.

Adopted by the Hillsboro Beach Mayor and Commission on this _____ day of October, 2023.

RESOLUTION NO. 2023-50

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING AND ACCEPTING THE PROPOSAL SUBMITTED BY COASTAL PROTECTION ENGINEERING LLC (CPE) TO AMEND THE CURRENT AGREEMENT TO INCLUDE 2023/2024 PHYSICAL MONITORING, 2024 BIOLOGICAL MONITORING, PRELIMINARY ENGINEERING, INTERGOVERNMENTAL COORDINATION AND FUNDING SUPPORT FOR THE SETTLEMENT AGREEMENT PROJECT AREA FOR THE TOWN OF HILLSBORO BEACH AND THE CITY OF DEERFIELD BEACH; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission deems it to be in the best interests of the Town to approve and accept the Proposal submitted by Coastal Protection Engineering LLC (CPE) to amend the current agreement to provide and conduct 2023/2024 Physical Monitoring, 2024 Biological Monitoring, Preliminary Engineering, Intergovernmental Coordination and Funding Support for the Settlement Agreement Project Area for the Town of Hillsboro Beach and the City of Deerfield Beach.

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

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

SECTION 2. The Town Commission of the Town of Hillsboro Beach, Florida hereby approves and accepts the Proposal submitted by Coastal Protection Engineering LLC (CPE) to amend the current agreement to provide and conduct 2023/2024 Physical Monitoring, 2024 Biological Monitoring, Preliminary Engineering, Intergovernmental Coordination and Funding Support for the Settlement Agreement Project Area for the Town of Hillsboro Beach and the City of Deerfield Beach. A copy of the Proposal is attached hereto as Exhibit "A".

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

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

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

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

ADOPTED by the Town Commission of the Town of Hillsboro Beach, Florida this ____ day of _____ 2023.

TOWN OF HILLSBORO BEACH, FLORIDA

Irene Kirdahy, Mayor

ATTEST:

Sherry D. Henderson, CMC
Town Clerk

RESOLUTION NO. 2023-50
RECORD OF TOWN COMMISSION VOTE:

	<u>YES</u>	<u>NO</u>
MAYOR IRENE KIRDAHY	☐	☐
VICE MAYOR BARBARA BALDASARRE	☐	☐
COMMISSIONER JANE REISER	☐	☐
COMMISSIONER VINNE ANDREANO	☐	☐
COMMISSIONER DAVID A. RAVANESI	☐	☐



COASTAL PROTECTION ENGINEERING

5301 N. FEDERAL HWY, SUITE 335
BOCA RATON, FL 33487
561-565-5100

September 12, 2023

Revised September 22, 2023

Sent Via Email

Patrick Bardes
Coastal & Waterway Coordinator
City of Deerfield Beach
401 SW 4th Street
Deerfield Beach, FL 33441

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

Re: RFQ # 21-15-JW - Proposal to Conduct 2023/2024 Physical Monitoring, 2024 Biological Monitoring, Preliminary Engineering, Intergovernmental Coordination and Funding Support

Dear Mr. Bardes and Mr. Serda:

This proposal is being provided in response to your request for Coastal Protection Engineering LLC (CPE) to conduct professional coastal services for the Settlement Agreement Project Area for the City of Deerfield Beach (Deerfield) and Town of Hillsboro Beach (Hillsboro) under the Contract approved pursuant to RFQ # 21-15-JW. Post-construction physical and biological monitoring will be conducted in compliance with project permits and a preliminary engineering report will be developed in support of the future Settlement Agreement beach renourishment as detailed in the attached Scope of Work (Exhibit A). Monitoring data and accompanying reports will be delivered to Deerfield, Hillsboro and regulatory agencies as required by permit and the related conditions of the Settlement Agreement.

The total cost for these services is to be provided for a Lump Sum fee of \$463,972.30 as detailed in the attached Fee Proposal (Exhibit B) to be invoiced monthly based on percent complete by task. CPE will perform these services in accordance with the Rate Schedule and Terms and Conditions of the governing Contract dated April 6, 2021. We respectfully request that each municipality provide a written Notice to Proceed or corresponding Purchase Order for CPE to commence work in their respective amounts of \$231,986.15 to reflect the equal share of Soft Costs per the Settlement Agreement. Likewise, we will arrange our invoices to each municipality accordingly.

Thank you for the opportunity to continue to serve Deerfield and Hillsboro. If you have any questions, please feel free to contact me directly at 631-896-9137.

Sincerely,

Tara Brenner, P.G., P.E.
Senior Coastal Engineer
Coastal Protection Engineering LLC
Mobile: 631-896-9137
tbrenner@coastalprotectioneng.com

cc: Chad Grecsek, City of Deerfield Beach
Tom Pierro, P.E., D.CE. CPE
Stacy Buck, CPE



Exhibit A – Scope of Services

Task 1: 2023/2024 Physical Monitoring of Settlement Agreement Project Area

This task includes the services to conduct physical monitoring surveys of the Settlement Area Project to satisfy semi-annual beach condition survey requirements of the Settlement Agreement and post-construction survey requirements in Florida Department of Environmental Protection (FDEP) and Broward County (County) permits. All survey work will be conducted by CPE's survey subconsultant Morgan & Eklund, Inc. (M&E) under the direct supervision of a licensed Florida Professional Surveyor and Mapper and will be in accordance with 5J-17 F.A.C. and the March 2014 BBCS Monitoring Standards for Beach Erosion Control Projects, Sections 01000 and 01100.

Fall/Winter 2023 Physical Monitoring Survey

In Fall/Winter 2023, beach profile surveys will be conducted to document beach conditions throughout the project area. Thirty-nine (39) beach profiles from the northern County line to the Hillsboro Inlet will be collected to satisfy post-construction permit requirements for the 2023 beach nourishment project and to satisfy the semi-annual survey requirements of the Settlement Agreement. All profiles will be full profiles extending from the landward side of upland vegetation to approximately 3,000' offshore beyond the depth of closure (approximately -20' NAVD).

Should the beach be impacted by a Tropical Storm or Hurricane that results in a declared disaster during the 2023 storm season, the data may also serve as a post-storm condition survey in support of state and/or federal disaster relief claims.

A beach conditions report consisting of shoreline and volume changes by monitoring reach, plotted beach profiles, ASCII XYZ files, control tabulation, and survey certification will serve as deliverable for this task. The CPE Team is available to present and discuss beach conditions at a Deerfield and Hillsboro Commission meeting at Deerfield or Hillsboro's request.

Spring/Summer 2024 Physical Monitoring Survey

In Spring/Summer 2024, beach profile surveys will be conducted to document beach conditions throughout the project area. FDEP Permit No. 0289706-001-JC and Broward County permit DF14-1082 require post-construction beach surveys for physical monitoring of the beach nourishment project. Thirty-nine (39) beach profiles from the northern County line to the Hillsboro Inlet will be collected to satisfy post-construction permit requirements for the 2023 beach nourishment project and to satisfy the semi-annual survey requirements of the Settlement Agreement. All profiles will be full profiles extending from the landward side of upland vegetation to approximately 3,000' offshore beyond the depth of closure (approximately -20' NAVD).

A physical monitoring report consisting of shoreline and volume changes by profile between the pre-construction, and post-construction monitoring surveys, discussion of project performance, plotted beach profiles, ASCII XYZ files, control tabulation, and survey certification will serve as deliverable. While this data may be used as a pre-storm survey for a declared disaster, storm impact coordination, assessments and reporting are not included. The CPE Team is available to present and discuss the results of the physical monitoring report at a Deerfield and Hillsboro Commission meeting at Deerfield or Hillsboro's request.

RFQ # 21-15-JW - Proposal to Conduct 2023/2024 Physical Monitoring, 2024 Biological Monitoring, Preliminary Engineering, Intergovernmental Coordination and Funding Support



Task 2: Winter 2024 Biological Monitoring

The FDEP permit (0289706-015-JN) specifies that when sand is placed within the authorized template between R-5 and R-12+400, the Biological Monitoring Plan approved on July 29, 2010 shall be implemented. The 2010 Biological Monitoring Plan developed for the Hillsboro/Deerfield Beach project requires pre- and post-construction biological monitoring adjacent to the project area to monitor for potential secondary impacts to nearshore natural hardbottom. The permit-required tasks described in Task 2 include the Post-Construction III Juvenile Sea Turtle Survey and the 6-Month Post-Construction Nearshore Hardbottom Edge Mapping tasks. These will be conducted in winter 2024.

Post-Construction III Juvenile Sea Turtle Survey

Juvenile sea turtle monitoring is designed to estimate the juvenile sea turtle utilization of nearshore hardbottom in the vicinity of the project before and after construction. The monitoring involves towed divers observing the nearshore hardbottom and documenting the presence of juvenile sea turtles. Two shore parallel transects will be established between R-3 and R-15. The nearshore hardbottom in this area is 200 to 300 feet wide. In the areas where the hardbottom is 300 to 600 feet wide, one additional diver tow will be conducted along the centerline of the hardbottom in a north south direction.

The transect lines will be based on the mapped boundaries of the nearshore hardbottom and will be pre-plotted in HYPACK navigation and hydrographic surveying system. Two in-water divers will be towed approximately 8 meters behind the boat, which will be moving at a slow speed. The divers will visually scan the area and report the sea turtle sightings to on-vessel personnel, who will then mark a DGPS location fix for that site. The species of each juvenile sea turtle observed, location, as well as the behavior observed (swimming, resting, or feeding) will be recorded.

All turtle sightings recorded will be plotted onto a recent aerial of the area to create a map. A Post-Construction III report will be provided that compares pre- and post-construction observations. The report will detail any notes regarding species and behavior observed during the surveys.

6-Month Post-Construction Nearshore Hardbottom Edge Mapping

The nearshore hardbottom edge will be mapped by divers from R-1 to R-13. The nearshore hardbottom edge is defined as the western border of exposed hardbottom areas, or the position of the landward most visible border between sand and hardbottom defined by emergent biota, ignoring isolated mobile rubble in the midst of sand. A two-person dive team will follow the nearshore edge while towing a buoy with a survey-grade DGPS, which transmits continuous positions to HYPACK hydrographic survey software on board the survey vessel. The divers will follow the inshore contour of the hardbottom-sand interface.

The position of the 6-Month Post-Construction Hardbottom Edge will be provided as an ESRI file geodatabase. It will also be included in the map deliverables of the Post-Construction III Juvenile Sea Turtle report.

Task 3: Summer 2024 Biological Monitoring

The permit-required tasks described in Task 3 include the Post-Construction IV Juvenile Sea Turtle Survey and the 1-Year Post-Construction Nearshore Hardbottom Edge Mapping tasks. These will be conducted in Summer 2024.

Post-Construction IV Juvenile Sea Turtle Survey

This survey will follow the same protocol as described in the Post-Construction III Juvenile Sea Turtle Survey of Task 2. Similarly, all turtle sightings recorded will be plotted onto a recent aerial of the area to create a map. A Post-Construction IV report will be provided that compares pre- and post-construction observations. The report will detail any notes regarding species and behavior observed during the surveys.

1-Year Post-Construction Biological Monitoring

1-Year Post-Construction Nearshore Hardbottom Edge Mapping

This survey will follow the same protocol as described in the 6-Month Post-Construction Hardbottom Edge mapping task of Task 2. The position of the 1-Year Post-Construction Hardbottom Edge will be provided as an ESRI file geodatabase and will be presented in the 1-Year Post-Construction Biological Monitoring Report.

1-Year Post-Construction Nearshore Hardbottom Transect Monitoring

Ten transects were established during the 2010 baseline survey between R-1 and R-15. These transects will be monitored during the 1-Year Post-Construction biological monitoring event of the 2023 nourishment project. The transects extend east for 150 meters or until 5 meters west of the east edge of the hardbottom, whichever is less. Pins were previously installed every 10 meters. If a pin cannot be found, it will be re-installed during monitoring event when possible.

At each of the 10 nearshore transects, a survey tape will be secured to the pin established at the west end (0 m) of the transect and stretched east to the eastern end of the transect. Biologists will conduct the following assessments at each nearshore transect:

1. Video documentation
2. Interval sediment depth measurements
3. Line-intercept for hardbottom
4. Quadrat assessments

1-Year Post-Construction Biological Monitoring Report

A comprehensive report detailing the findings of the 1-Year Post-Construction Biological Monitoring event will be submitted to the regulatory agencies within 90 days after survey completion. Raw data will be submitted to FDEP within 60 days of survey completion. The report will compare the post-construction conditions to the 2010 baseline conditions and will include the following components:

- A map with recent aerial photography that includes the project template, the baseline and most recent nearshore hardbottom edge, and transect locations
- Data (tabular and graphical) on sedimentation along the transects
- Comparative analysis of hardbottom exposure and sediment depth

- Quantitative data on major benthic biological components (percent cover)
- Statistical evaluation and comparison of the data collected along the transects presenting changes in community composition/abundance between the baseline and post-construction surveys
- Copies of representative photographs and all videos in their original format

Task 4: Preliminary Engineering

Under Task 4, The CPE Team will perform preliminary engineering services for the next beach renourishment of Deerfield and Hillsboro beach currently planned for the 2027/2028 construction season. The goal of this preliminary engineering effort will be to establish a beach design with advanced nourishment considerations to align with the goals of the Settlement Agreement, and document analyses to support permitting under a future phase of work. The initial work under this task will include compilation and review of existing relevant coastal data. Updated physical and biological monitoring datasets collected in Tasks 1 – 3 will also be considered as they become available.

To further the Settlement Agreement's regional sand management goals, CPE will work to synthesize multiple sediment budgets that have been performed by others adjacent to the project area and develop an island-wide (Boca Inlet to Hillsboro Inlet) sediment budget.

Engineering analyses will be performed to establish a beach design to meet the goals of the Settlement Agreement while balancing environmental regulations. These preliminary engineering efforts will integrate with Deerfield's current Beach Management Plan and look at options to improve sand retention within the project areas. Analyses may include sea level rise evaluation, review of historic storm and wave data, SBEACH or similar beach profile analyses, beach and dune elevation and width considerations. Erosion rates will be evaluated as part of the beach design and to establish advanced nourishment placement volumes. The presence of nearshore hardbottom will be considered in these analyses in terms of avoidance and minimization measures.

During the preliminary design process, engineers will also incorporate constructability considerations related to this specific project area based on previously permitted templates and past projects. Concepts such as the use of a feeder beach may be evaluated and the proposed design will account for related beach management activities adjacent to the proposed project. Existing coastal structures, nearshore hardbottom, and varied upland conditions will be considered and incorporated into profile template layouts. Regulatory considerations related to the beach design such as Critically Eroded Area designations or the need to extend the Erosion Control Line will be presented within the preliminary engineering report.

To support future beach renourishment events, an evaluation of existing sand sources will be performed to identify the potential quality and volumes of sand available compared to the anticipated needs of the project. Reviews will include upland sand sources (sand mines), previously permitted offshore borrow areas, Boca Inlet, and the Hillsboro Inlet.

While submittal of permit applications or permit modification requests are not planned as part of this work, the CPE Team will begin agency coordination and discussions to garner preliminary agency input on



the proposed beach design, future permitting or sand searching, and related biological monitoring or mitigation. Coordination related to potential hardbottom mitigation may include discussions with Broward County and the environmental permitting agencies (e.g. FDEP, USACE, NMFS), and development of conceptual mitigation sizing and location figures for use in the preliminary engineering report. These efforts aim to be informative for the planning of future design and permitting efforts; mitigation calculations, negotiations and reef design are not included within this scope.

During the course of the preliminary engineering efforts, The CPE Team will be available to support Deerfield and Hillsboro with both scheduled and impromptu meetings or presentations that may arise relating to the renourishment program. This may include but not limited to responding to staff and Commission requests, preparation of memorandums, assembling and analyzing existing documents and information, preparing for and/or participating in conference calls, site visits, meetings and/or presentations, planning, and coordination with state, and federal entities as requested up to the limit of effort estimated

A preliminary engineering report including a recommended beach design will be delivered to Deerfield and Hillsboro and serve as the deliverable for Task 4. Development of the preliminary engineering report as described above, is anticipated to take approximately 18 months to complete. CPE will communicate progress to Deerfield and Hillsboro throughout the course of the work.

Task 5: Intergovernmental Coordination & Funding Support

Under Task 5, the CPE Team will support Deerfield and Hillsboro with intergovernmental coordination and funding support. Intergovernmental coordination may include attendance at commission meetings, conference calls, meetings, presentations, review of technical documents prepared by others, miscellaneous coordination, and staff support for implementation of intergovernmental and local agreements. In pursuit of cost sharing opportunities, The CPE Team will be available to support Deerfield or Hillsboro in their funding-related discussions with State, federal, or County project partners.

The CPE Team will draft the FY 2025/2026 Local Government Funding Request for Deerfield and Hillsboro review and submittal to the FDEP Beaches Funding Program in Summer 2024. We will also assist Deerfield and Hillsboro in their coordination with Broward County, FDEP and/or FEMA for potential project cost reimbursement or cost sharing. Professional coastal funding support may include attending conference calls and providing general technical support (i.e., project description, construction details, cost estimates, etc.) at the City or Town's request up to the limit of effort proposed.

Coordination with the City of Boca Raton and the Hillsboro Inlet District, and their consultants, will be continued by the CPE Team to further discussions of regional sand management and other items that may benefit the Settlement Agreement Project area. The CPE Team will work with the Town of Hillsboro Beach's appointed representative to the Hillsboro Inlet District and may attend meetings of the Hillsboro Inlet District or City of Boca Raton and report back to Deerfield and Hillsboro staff on coastal items. Intergovernmental coordination is expected to include discussions related to sediment budgets, management of material accumulated in the sand trap or inlet channels, and regionalization of future projects.



Exhibit B - Fee Proposal

The Scope of Services presented in Exhibit A will be performed for a Lump Sum fixed price as shown in the fee estimate below. The work will be invoiced monthly on a percent-complete basis shared equally (50/50) between the City of Deerfield Beach (Deerfield) and Town of Hillsboro Beach (Hillsboro) as “Soft Costs” defined by the Settlement Agreement. The services will be conducted in accordance with the terms and conditions of the Contract between Coastal Protection Engineering LLC (CPE) and Deerfield and Hillsboro dated April 6, 2021.

Please issue the Purchase Order and/or Notice to Proceed in the name of our licensed contracting entity, Coastal Planning and Engineering LLC, and reference the contract under which we are performing these services. The approved rates, classifications, and fee estimate build up are presented below. Should the project require additional services not included in this proposal, CPE will coordinate with Deerfield and Hillsboro to amend the scope of services with a mutually agreeable revision. Additional services can be provided under a future phase proposal upon request.



COASTAL PROTECTION ENGINEERING
 5301 N. FEDERAL HWY, SUITE 335
 BOCA RATON, FL 33487
 561-565-5100

City of Deerfield Beach and Town of Hillsboro Beach

RFQ #21-15-JW: 2023/2024 Physical Monitoring, 2024 Biological Monitoring and Preliminary Engineering for the Settlement Agreement Project

Fee Proposal – September 12, 2023

Task No.	Description	Task Total	Labor						Materials SCUBA Equipment & Insurance (Diver/Day)	Sub-Consultants			
			Principal Engineer	Project Manager	Senior Marine Biologist	Coastal Engineer	Junior Coastal Engineer	Junior Coastal Scientist		CAD/GIS	Moffat & Nichol, Inc.	CSA	Morgan & Eklund, Inc.
			(Hours)	(Hours)	(Hours)	(Hours)	(Hours)	(Hours)		(Hours)	(Direct Costs)	(Direct Costs)	(Direct Costs)
1	2023/2024 Physical Monitoring	\$112,376.60	4	8		32				\$44,090.00		\$52,296.00	
2	Winter 2024 Biological Monitoring	\$33,544.30		2	68			36	4	6		\$17,033.00	
3	Summer 2024 Biological Monitoring	\$81,917.40		4	184			124	8	14		\$36,314.00	
4	Preliminary Engineering	\$191,190.00	176	240	148	276	120	66	48		\$24,280.00		
5	Intergovernmental Coordination & Funding Support	\$44,944.00	56	48	20	48	4	4	8		\$11,000.00		
		Total =	236	302	420	356	124	230	68	20	\$79,370.00	\$53,347.00	\$52,296.00
		Rate =	\$256.00	\$166.00	\$152.00	\$125.00	\$100.00	\$95.00	\$90.00	\$60	1.1	1.1	1.1
		Cost =	\$60,416.00	\$50,132.00	\$63,840.00	\$44,500.00	\$12,400.00	\$21,850.00	\$6,120.00	\$1,200.00	\$87,307.00	\$58,681.70	\$57,525.60
Total Labor Cost =		\$259,258.00											
Total Materials Cost =		\$1,200.00											
Total Sub-Consultants Costs =		\$203,514.30											
Total Project Costs =		\$463,972.30											
Coastal Protection Engineering LLC													



COASTAL PROTECTION ENGINEERING

5301 N. FEDERAL HWY, SUITE 335

BOCA RATON, FL 33487

561-565-5100

Rate Schedule for RFQ 21-15-JW **Coastal Protection Engineering LLC** **March 2021**

I. Labor Rates

Labor Classification

Principal Engineer	\$256.00
Principal Coastal Scientist	\$256.00
Program Manager	\$180.00
Project Manager	\$166.00
Senior Coastal Engineer	\$166.00
Senior Marine Geologist	\$166.00
Senior Coastal Scientist	\$163.00
Senior Marine Biologist	\$152.00
Coastal Engineer	\$125.00
Coastal Modeler	\$110.00
Junior Coastal Engineer	\$100.00
Junior Coastal Scientist	\$95.00
CAD / GIS Operator	\$90.00
Engineering Intern / Technician	\$72.00

II. Reimbursable Costs*

Cost Classification

Mileage	\$0.575 / mile
SCUBA Diving	\$60 / diver / day
Equipment	Per Purchase Order
Direct Costs	Per Purchase Order
Sub-Consultants	10% of Cost

**Subject to terms and conditions of Contract and applicable Work Authorization and the following specific exclusions:*

- 1. Travel costs within Broward County to project sites and client offices.*
- 2. Incidental costs for set-up and hosting of conference call or virtual meetings.*
- 3. Miscellaneous contract administration costs such as task order development and negotiations.*



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item:	1. LSF	Invoice 23-0831-26	August 2023	\$5,871.87	
	2. Inframark	Invoice 101236	August 2023	\$8,379.27	
	3. GCDE	Invoice 51105	Sept 2023	\$4,791.95	(General Matters)
	4. GCDE	Invoice 51106	Sept 2023	\$75.00	(Development - BH3)
	5. GCDE	Invoice 51107	Sept 2023	\$211.90	(adv RCrusco, et al 4th District)
	6. Sweetapple, Broekar & Varkas	Invoice 11614	Sept 2023	\$5,682.50	(Hillsboro Mile Property Owner)
	7. Proclamation Recognizing Red Ribbon Week	October 23-31, 2023			

Submitting Dept: Town Clerk, Melissa Budgett, Administrative Assistant

Agenda Date: October 3, 2023

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. LSF August 2023
 2. Inframark Aug 2023
 3. GCDE invoices (Sept 2023)
 4. RRW Proclamation + Request
 5. Sweetapple, Broeker & Varkas



A TRANSPORTATION AMERICA COMPANY

TO: TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile

Hillsboro Beach, FL 33062

Mac Serda

Invoice Date: 08/31/2023
Date Invoice Submitted: 09/05/2023
Invoice #: 23-0831-26
Account: 32-TOWNH

INVOICE

Transportation Services Provided

For the month of

Aug-2023

SHUTTLE BUS

3 days a week 9:00am to 5:50pm

114.79

Service Hrs @ \$53.00/Hr.

\$ 5,977.87

Mon - Wed - Fri

13

Svc Days @ 8.83 Svc Hrs/Day

Downtime: 2.00 Hrs

(\$ 106.00)

Total Amount due this Invoice

\$ 5,871.87

For Billing Inquiries Please Call Ernaliz Lopez or Suyin Fernandez @ 954-463-0845 Ext 2126 or 2127.

Remittance Instructions:

Limousines of South Florida, Inc.

2000 North State Road 7

Lauderdale Lakes, FL 33313

Thank you for the Opportunity to Service your Transportation Needs

Service Disruption Log
For the Month of August, 2023

HILLSBORO BEACH Trolley Routes								
No.	TYPE OF SERVICE DISRUPTION Collision Accident CA; Roadcall RC; Passenger Injury PI; Driver not Available DNA; Vehicle Not Available VNA; Other Incident OI Details of Service Interruption	BUS #	DAY	DATE	TIME OUT	TIME IN	TOTAL	TOTAL
							TIME LOST (in minutes)	TIME LOST (in decimal hours)
1	Missed, No Bus Available - Mechanical Beyond Our Control / REPLACED 2017	2017	Friday	08/04/23	9:00 AM	11:00 AM	2:00	2.00
Total Time Lost							2:00	2.00



2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE

INVOICE#

#101236

DATE

9/7/2023

CUSTOMER ID

C1312

NET TERMS

Net 30

PO#**DUE DATE**

10/7/2023

BILL TO

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

Services provided for the Month of: September 2023

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Accounting Services for the Month of: September 2023					
Financial Accounting Service 001-532004-51308-5000	1	Ea	8,368.17		8,368.17
Storage 001-544025-51307-5000	1	Ea	11.10		11.10
Subtotal					8,379.27

Subtotal	\$8,379.27
-----------------	------------

Tax	\$0.00
------------	--------

Total Due	\$8,379.27
------------------	------------

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:

Account Name: INFRAMARK, LLC

ACH - Bank Routing Number: 111000614 / Account Number: 912593196

Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.

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
10/01/2023
ACCOUNT NO: 1182-0606490
STATEMENT NO: 51105

General Matters

			HOURS	
09/01/2023	DJD	Preparation of Resolutions for agenda items	0.80	
09/05/2023	DJD	Review agenda items	0.70	
09/06/2023	DJD	Preparation of agenda items; attend special meeting re: budget	2.30	
09/10/2023	DJD	Exchange of emails; initial review of Town Commission Agenda.	1.30	
09/11/2023	DJD	Prepare for Town Commission Meeting.	1.60	
09/12/2023	DJD	Prepare and attend Town Commission Meeting.	4.20	
09/13/2023	DJD	Post Commission follow-up	0.80	
09/18/2023	SMS	Research on CCNA procedure.	0.50	
	DJD	Prepare for and attend Special Meeting re: Budget; telephone call with Jim Hickey	0.70	
09/19/2023	SMS	Research on CCNA statute.	0.30	
09/21/2023	SMS	Call to discuss procurement and discussion.	0.40	
	DJD	Review emails re: permitted uses in RM-16	0.60	
09/22/2023	DJD	Review PTASP; transmittal of email; prepare resolutions	1.20	
09/25/2023	DJD	Review Code provisions relative to proposed development and use	0.70	
09/26/2023	DJD	Agenda preparation; telephone call with Town Manager; initial review of professional continuing services agreement	1.60	
		FOR CURRENT SERVICES RENDERED	17.70	4,765.00

RECAPITULATION				
TIMEKEEPER		HOURS	HOURLY RATE	TOTAL
D.J. Doody		16.50	\$266.97	\$4,405.00
Sean M. Swartz		1.20	300.00	360.00

Color photocopies	9.80
Photocopies	17.15
TOTAL OUT-OF-POCKET EXPENSES	26.95

TOTAL CURRENT WORK

4,791.95

BALANCE DUE

\$4,791.95

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: Sherry Henderson

Page: 1
10/01/2023
ACCOUNT NO: 1182-1200998
STATEMENT NO: 51106

Development (BH3)

			HOURS	
08/01/2023	DJD	Address agenda item	0.30	
		FOR CURRENT SERVICES RENDERED	0.30	75.00

TIMEKEEPER		RECAPITULATION		TOTAL
		HOURS	HOURLY RATE	
D.J. Doody		0.30	\$250.00	\$75.00

TOTAL CURRENT WORK 75.00

BALANCE DUE \$75.00

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

TOWN OF HILLSBORO BEACH
Town Clerk
Town of Hillsboro Beach
1210 Hillsboro Mile
Hillsboro Beach FL 33062
E: Sherry D. Henderson, CMC TOWN CLERK

Attn: Mac Serda, Town Manager

Page: 1
10/01/2023
ACCOUNT NO: 1182-1201002
STATEMENT NO: **51107**

adv. Richard Crusco, et al (4th District Case#4D231752)

Billing category: (10-Litigation)

			HOURS	
09/05/2023	DJD	Review pleadings	0.50	
09/07/2023	DJD	Telephone conference with Robert Sweetapple, Esq.	0.30	
		FOR CURRENT SERVICES RENDERED	0.80	200.00

	RECAPITULATION	HOURS	HOURLY RATE	TOTAL
<u>TIMEKEEPER</u>				
D.J. Doody		0.80	\$250.00	\$200.00

Color photocopies	3.85
Photocopies	8.05
TOTAL OUT-OF-POCKET EXPENSES	11.90
TOTAL CURRENT WORK	211.90

BALANCE DUE	<u>\$211.90</u>
--------------------	------------------------

AMOUNTS PREVIOUSLY BILLED NOT INCLUDED ABOVE



PROCLAMATION

TOWN OF HILLSBORO BEACH

Honorable Mayor and Town Commission of the Town of Hillsboro Beach, Florida

Recognizing Red Ribbon Week October 23-31, 2023

Whereas, communities across America have been plagued by the numerous problems associated with illicit drug use and those that traffic them in; and

Whereas, there is hope in winning the war on drugs, and that hope lies in education and drug demand reduction, coupled with the hard work and determination of organizations such as the Young Marines of the Marine Corps League to foster a healthy, drug-free lifestyle; and

Whereas, governments and community leaders know that citizen support is one of the most effective tools in the effort to reduce the use of illicit drugs in our communities; and

Whereas, the red ribbon has been chosen as a symbol commemorating the work of Enrique "Kiki" Camarena, a Drug Enforcement Administration agent who was murdered in the line of duty, and represents the belief that one person can make a difference; and

Whereas, the Red Ribbon Campaign was established by Congress in 1988 to encourage a drugfree lifestyle and involvement in drug prevention and reduction efforts; and

Whereas, October 23-31 has been designated National Red Ribbon Week, which encourages Americans to wear a red ribbon to show their support for a drug-free environment.

Now Therefore, Be It Resolved, I, Irene Kirdahy, do hereby proclaim October 23-31, 2023, as RED RIBBON WEEK in Town of Hillsboro Beach, Florida.

In Witness Whereof, I have hereunto set my hand on this 3rd day of October 2023, and have caused the Official Seal of the great Town of Hillsboro Beach, Florida be affixed.

BY:

(Seal)

Attested BY:

Irene Kirdahay
Mayor

Sherry D. Henderson
Town Clerk



PFC Bruce W. Carter MOH Young Marines

Training Location: Metropolitan Police Training Institute, Doral, FL 33178

Mailing Address: 1000 West McNab Road, Suite 149, Pompano Beach, FL 33069

RECEIVED

AUG 24 2023

August 21, 2023

Mayor Deborah Tarrant
Town of Hillsboro Beach
1210 Hillsboro Mile,
Hillsboro Beach, FL 33062

Dear Mayor Deborah Tarrant:

Red Ribbon Week will take place during the week of 23 to 31 October 2023 and the PFC Bruce W. Carter MOH Young Marines are looking for your support in issuing a proclamation as we will be actively participating in this nationally recognized illicit drug awareness event. You can assist us in publicizing and promoting this week by issuing a proclamation that boldly declares our support and commitment in the fight against illegal drugs and those that promote their use.

The mission of the Young Marines program is to develop good citizenship and promote a healthy, drug-free lifestyle in our youth. Drug awareness and education are vital and key elements in the Young Marine's fight against illicit drug use and trafficking in our communities. To win this war on drugs, we must reduce the demand for illicit drugs and one of the best ways to accomplish this mission is through education and awareness. Red Ribbon Week is an excellent opportunity to promote illicit drug Awareness and we hope that you will join with us in this campaign. Young Marines will actively and aggressively participate in the Red Ribbon Week campaign. Having our Mayor's support in this Young Marines project will greatly assist us in getting our antidrug message out. In addition to showing your support with your proclamation, your participation by wearing a red ribbon is even more important. Enclosed you will find red ribbons for you and some of your staff. Please wear your ribbon, show your support, and let's work together to rid our communities of illicit drug use and those that traffic and profit from them. The Young Marines program is having a positive impact in our youth and our communities; we are developing responsible citizenship in our youth.

You will find a sample proclamation in word document form attached for your use.

If it is possible we would also like to receive the proclamation at a future Town Council meeting for possible photo opportunities to help us when completing our after action reports.

Should you have questions, feel free to call me at (954) 815-9850.

The Point of Contact and mailing address is as follows:

POC: Adjutant, Melissa Saur
Address: 1000 West McNab Road, Suite 149, Pompano Beach, FL 33069
EMAIL: PFCBruceWCarter@youngmarines.org

Sincerely yours,

Melissa Saur
1000 West McNab Road,
Suite 149,
Pompano Beach, FL 33069

Town Clerk
RECEIVED
AUG 24 2023
S. Saur

Mayor Deborah Tarrant
Town of Hillsboro Beach
1210 Hillsboro Mile,
Hillsboro Beach, FL 33062

3306281420 0022



**LIVING
DRUG
FREE**

REMEMBERING
ENRIQUE
CAMARENA



**LIVING
DRUG
FREE**

REMEMBERING
ENRIQUE
CAMARENA

Sweetapple, Broeker & Varkas

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

Account Statement

Prepared for Town of Hillsboro Beach

Re: Hillsboro Mile Property Owner

Previous Balance	\$4,810.00
Current Charges	\$872.50
New Balance	\$5,682.50
Adjustments	\$0.00
Payments	\$0.00
Now Due	\$5,682.50

Sweetapple, Broeker & Varkas

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

INVOICE

Town of Hillsboro Beach

Invoice Date: September 28, 2023
Invoice Number: 11614
Invoice Amount: \$872.50

Matter: Hillsboro Mile Property Owner

Attorney's Fees

7/21/2023	Phone call with attorney; prepare Appeal Notice of Joinder	C.H.	.70	\$122.50
7/24/2023	Review Hillsborough email; call with attorney re same	C.H.	.20	\$35.00
8/11/2023	Conf w. RAS; Emails w. counsel	C.M.	.20	\$90.00
8/30/2023	Review filings.	R.S.	.30	\$150.00
8/31/2023	finalize and file Notice of Joinder - Site Plan	C.M.	.20	\$90.00
8/31/2023	finalize and file Notice of Adoption - ariance case	C.M.	.20	\$90.00
8/31/2023	Conf w. RAS	C.M.	.10	\$45.00
9/7/2023	Prep and Conference DJ.	R.S.	.20	\$100.00
9/7/2023	Review and conference Katie and DJ Re suggestion of mootness upon permit issuance.	R.S.	.30	\$150.00
SUBTOTAL:			2.40	\$872.50

Costs

SUBTOTAL:				\$0.00
-----------	--	--	--	--------

Matter Ledgers

8/7/2023	Balance before last invoice			\$0.00
8/7/2023	Invoice 11586			\$4,810.00
9/28/2023	Invoice 11614			\$872.50
SUBTOTAL:				\$5,682.50

TOTAL \$872.50
PREVIOUS BALANCE DUE \$4,810.00

CURRENT BALANCE DUE AND OWING \$5,682.50

Attorney's Fees Table

Attorney Name	Billing Units	Attorney Rate	Total
Cassandra Hahn-Kroening	0.90	\$175.00	\$157.50
Cynthia Miller	0.70	\$450.00	\$315.00
Robert Sweetapple	0.80	\$500.00	\$400.00



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Police Report

Presented by Chief Szesnat

Submitting Dept: Town Clerk, Sherry Henderson, Town Clerk

Agenda Date: October 3, 2023

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Aug 2023 Monthly PD Report



Hillsboro Beach Police Monthly Report

To: Town Manager, Mac Serda
 From: Police Chief, Jay Szesnat
 Subject: August 2023 Monthly Report

Patrol Snapshot:

Activity	Current Month	July 2023	Aug 2022
Contacts			
Motor Vehicle	149	161	172
Crosswalk	115	102	196
Marine Unit	95	114	111
Beach Unit	84	235	0
Cyclists	88	104	254
Arrests	1	2	0
Service			
Alarms	8	12	9
Assist Other Agency	8	4	7
Dogs on Beach/Animal	2	6	3
Vessel	6	19	3
Noise	3	3	4
Open Doors	1	3	2
Police Assists	94	130	181
Domestic/Disturbances	1	1	3
Sick/Injured	18	16	16
Crash	0	1	1
Trespassing	2	3	1
Security Checks	6741	6251	6532
Total Calls	222	266	296

Investigations Snapshot:

Aug 2022 (new)	Actively Working	Inactivated/Cleared
Grand Theft (#232145)	Burglary Convey (#230118)	Burglary (#231173)
Burglary Convey (#231897)	Burglary Convey (#231874)	Grand Theft (#223183)
	Elderly Exploit (#231504)	
	Burglary (#231769)	

Personnel News:

August Notable Events:

On August 5th HBPD received a call from the North Regional Communications Center in reference to a vessel that hit the jetty at the Hillsboro Inlet. The report advised subjects were thrown from the boat into the water and they may have sustained injuries. HBPD Units responded along with Broward County Sheriff's Office Aviation, Marine and Fire Rescue units. All subjects were accounted for and no serious injuries were sustained. Florida Fish and Wildlife Commission arrived to conduct the investigation into the crash.

On August 12th HBPD received a CAD alert advising of an armed robbery (carjacking) in the area of our northern town limits (actual location Avalon Resort). Our units responded and assisted the Broward Sheriff's Office with a search of the immediate area and also throughout our Town. BSO broadcast a BOLO to surrounding jurisdictions however the vehicle and suspect were not located. Assistance rendered.

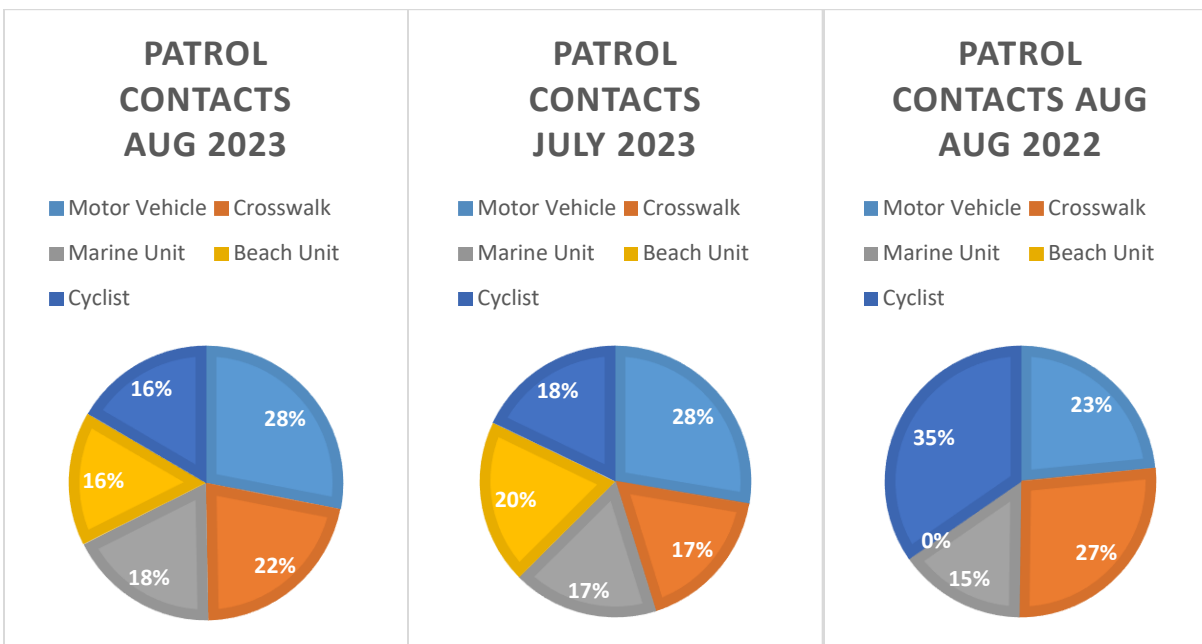
On August 21st an HBPD Officer on patrol performed a traffic stop in the 1100 block of Hillsboro Mile. A driver's license check revealed an active warrant for the driver with a confirmation on extradition. The subject was taken into custody, processed at our PD, and transported to the Broward Sheriff's Office Main Jail. The arrestee's medical history required the officer to obtain a clearance from Broward General prior to booking.

On August 23rd a resident came to HBPD Headquarters to report the theft (porch pirate) of her iPhone after it had been delivered to her front door. Initial indications are that the suspect may have been following the delivery service with his vehicle. The grand theft occurred only moments after the item was delivered according to the front door video surveillance footage. The case is classified as an active investigation.

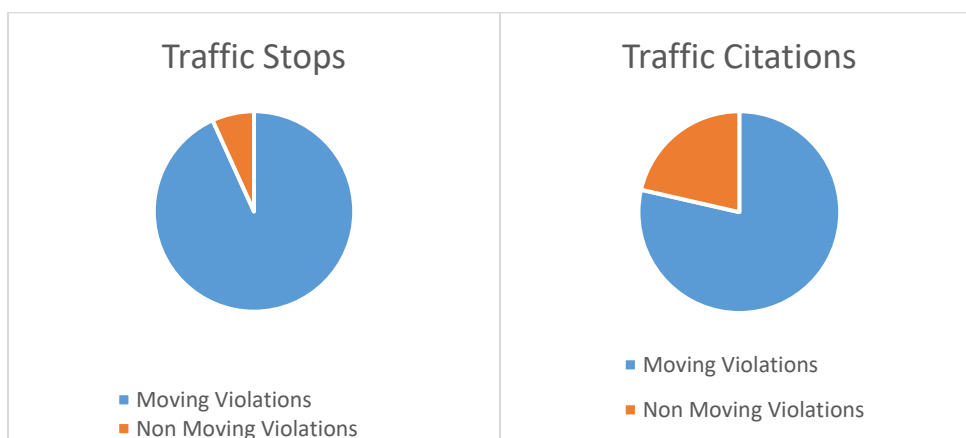
On August 27th HBPD received a call from an individual at 901 Hillsboro Mile reporting several juveniles had broken into the Hillsboro Lighthouse. Our units responded to the area and observed several subjects fleeing on boats which had been anchored near the jetty. Indications on scene were that the subjects forced open the Lighthouse Door and climbed the stairs leaving trash at various locations. The United States Coast Guard Investigative Service was notified and is investigating this incident.

Patrol Services:

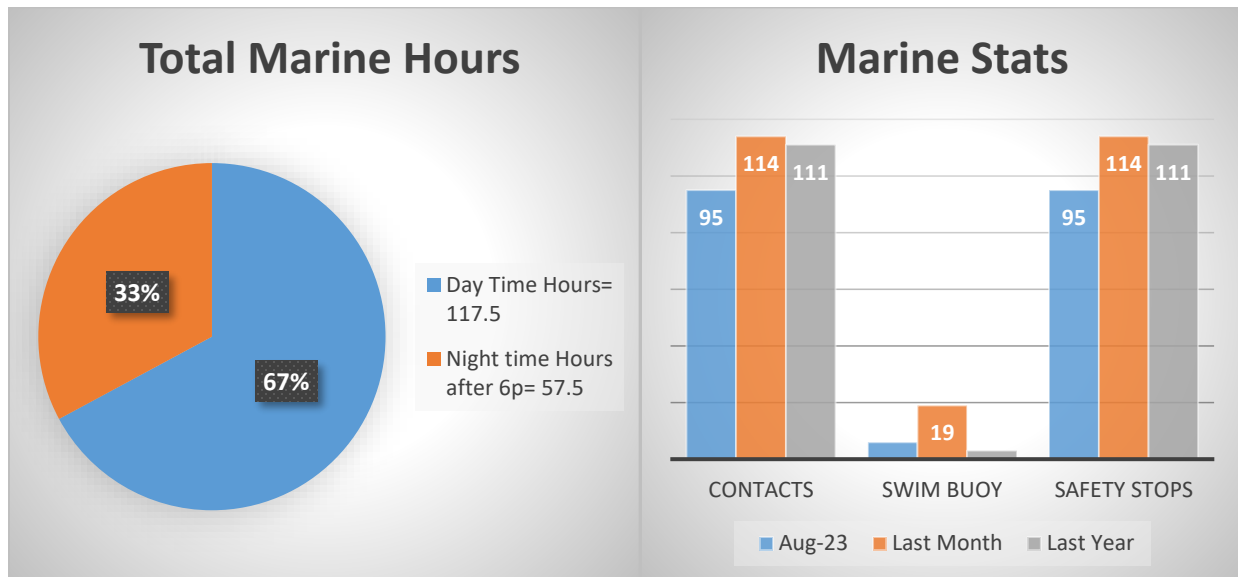
Contacts:



Traffic:



Marine/Beach Patrol:



Training:

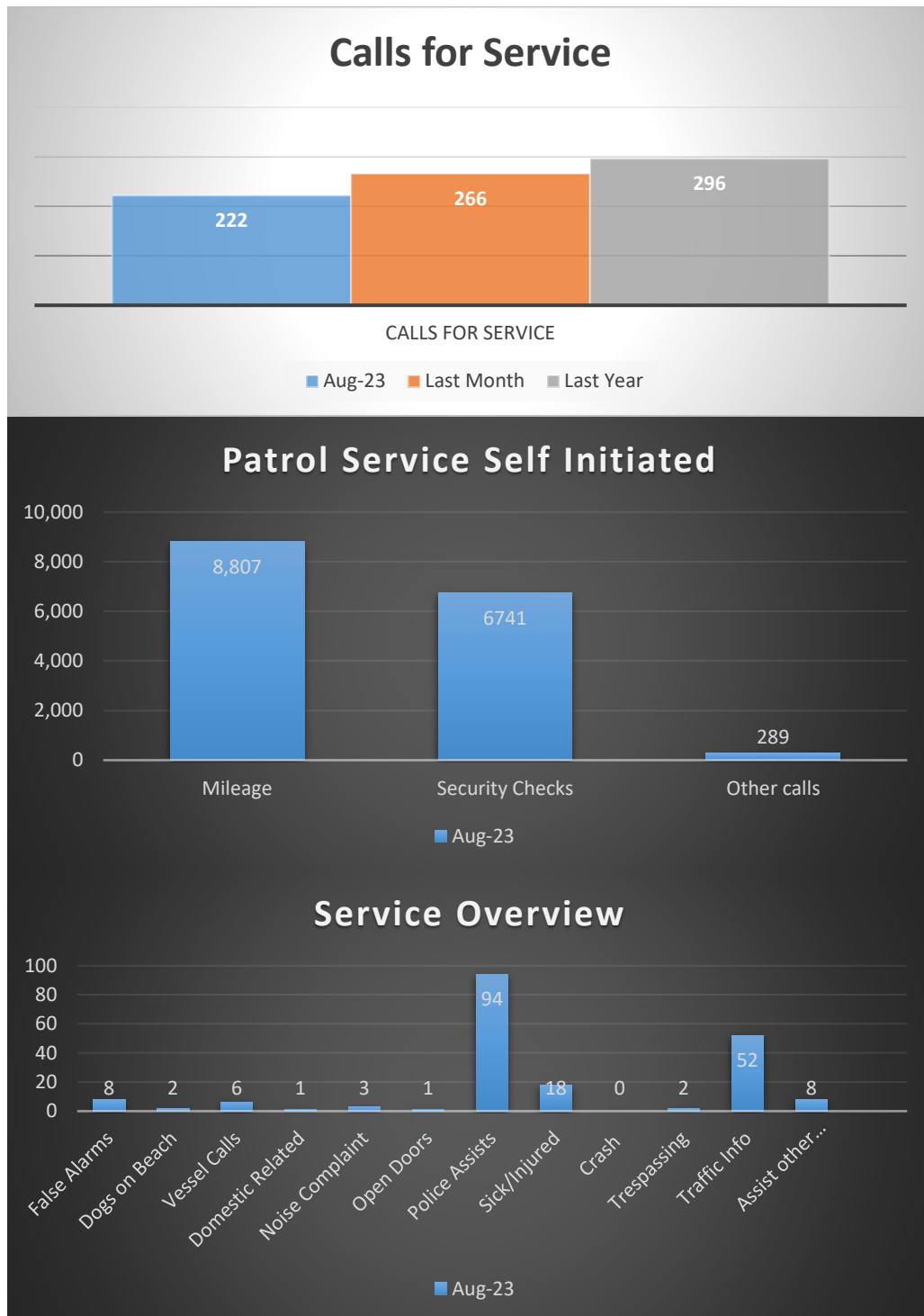
Police Law Institute (Online): New Florida Laws 2023 - Part 2 of 3

Power DMS Topics: Active Assailant & Rapid Response

Hillsboro Beach PD: Traffic Safety Initiative

Letters:

Overall Calls for Service:





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 Department Report

Presented by Steve Mitchell, Building Official, CG&A

Submitting Dept: Town Clerk, Sherry Henderson, Town Clerk

Agenda Date: October 3, 2023

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS:

1. Bldg Dept Report Memo
2. AUG 2023 CommissionReport



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

Phone: (954) 427-4011
Fax: (954) 427-4834

TO: Mayor Irene Kirdahy and Commission

FROM: Steve Mitchell, Building Official

DATE: September 19, 2023

SUBJECT: August 2023 - Building Department Report

Currently the plan review workload is divided between upcoming condo kitchen and bath renovations, and review of the new multi-family project. Inspection loads on the new single-family homes are increasing as the projects move to a more inspection-intensive phase of work.

Administratively, with covid-era enforcement restrictions lifted, we are actively tracking and notifying contractors and property owners with expired or abandoned permits. Response to notification has been good, and non-responsive properties will be referred to Code Enforcement for possible action against the property.

Respectfully Submitted,

Steven Mitchell

Building Official | Chief Electrical Inspector
Building Code Services | Town of Hillsboro Beach

Calvin, Giordano & Associates, Inc.



1210 Hillsboro Mile | Hillsboro Beach FL 33062
Office: 954.427.4011 | Fax: 954.427.4834 | Cell: 954.592.5057
Fort Lauderdale | Miami-Dade | West Palm Beach | Clearwater/Tampa | Estero | Port St. Lucie

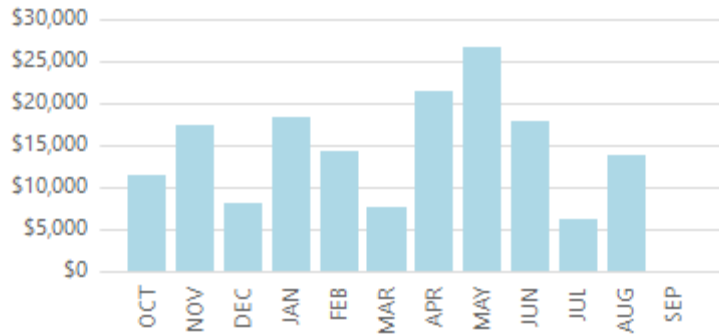


**Town of Hillsboro Beach
Building Department
Summary Report**

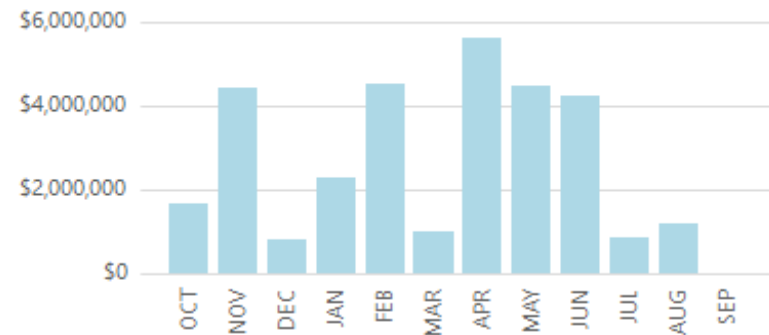
**Start Date: 8/1/2023
End Date: 8/31/2023**

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Construction Value	\$1,673,036	\$4,444,172	\$812,472	\$2,273,788	\$4,549,296	\$1,000,895	\$5,619,120	\$4,486,144	\$4,227,870	\$844,392
Building Permit Fees	\$47,224	\$93,429	\$31,897	\$113,906	\$79,655	\$39,925	\$138,623	\$158,527	\$116,146	\$31,277
Fire & Zoning	\$4,200	\$3,450	\$3,300	\$1,200	\$2,400	\$1,650	\$600	\$3,000	\$450	\$1,350
Total Revenue	\$51,424	\$96,879	\$35,197	\$115,106	\$82,055	\$41,575	\$139,223	\$161,527	\$116,596	\$32,627
CGA Expense	\$40,141	\$79,415	\$27,112	\$96,820	\$67,706	\$33,936	\$117,830	\$134,748	\$98,724	\$26,586
Town Revenue	\$11,284	\$17,464	\$8,085	\$18,286	\$14,348	\$7,639	\$21,394	\$26,779	\$17,872	\$6,042
	Aug	Sep	YTD							
	\$1,181,624	\$0	\$31,112,809							
	\$73,104	\$0	\$923,712							
	\$2,850	\$0	\$24,450							
	\$75,954	\$0	\$948,162							
	\$62,138	\$0	\$785,155							
	\$13,816	\$0	\$163,007							

Net Revenue



Construction Value





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

**Start Date: 8/1/2023
End Date: 8/31/2023**

	Permit Fees	Town Revenue	Fire Fees	Zoning Fees	Admin Fees	CGA Revenue	BORA	DBPR	DCA
MTD	\$73,103.81	\$10,965.57	\$2,250.00	\$600.00	\$400.00	\$62,138.24	\$1,255.76	\$669.96	\$967.62
YTD	\$923,712.16	\$138,556.82	\$9,600.00	\$14,850.00	\$3,375.00	785,155.34	\$17,308.16	\$9,288.37	\$13,571.68



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

**Start Date: 8/1/2023
End Date: 8/31/2023**

Permit Type	# Issued	Building Permit Fees
COMMERCIAL ALTERATION	1	6,251.00
COMMERCIAL AWNING/CANOPY/ CANVAS/ALUMINUM ROOF	1	861.77
COMMERCIAL BUILDING NEW	1	190.00
COMMERCIAL CONCRETE RESTORATION	4	30,692.02
COMMERCIAL IRRIGATION SYSTEM/SPRINKLERS	1	95.00
COMMERCIAL STRUCTURAL MISCELLANEOUS	2	1,212.50
RESIDENTIAL A/C CHANGE OUT	6	1,621.12
RESIDENTIAL ALTERATION	20	28,402.46
RESIDENTIAL DOCK	1	95.00
RESIDENTIAL LOW VOLTAGE	2	250.00
RESIDENTIAL SERVICE CHANGE/REPAIR	2	250.00
RESIDENTIAL STRUCTURAL MISCELLANEOUS	1	95.00
RESIDENTIAL WATER HEATER	1	125.00
RESIDENTIAL WINDOWS/DOORS/SHUTTERS	8	2,772.94
SINGLE FAMILY RESIDENCE	1	190.00
	52	\$73,103.81



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

**Start Date: 8/1/2023
End Date: 8/31/2023**

	Folio #	Permit #	Date Issued	Job Address	Job Sub Division	Construction Value
COMMERCIAL ALTERATION	484329080010	23357635-0	8/3/2023	901 HILLSBORO MILE (16)BATHROOMS REMODEL		\$0.00
	Grand Total					\$0.00
RESIDENTIAL ALTERATION	484308BC1560	23357656-0	8/4/2023	1238 HILLSBORO MILE, UNIT 102	PORT DE MER CONDO	\$6,000.00
	484317AJ0380	23357846-0	8/11/2023	1069 HILLSBORO MILE, UNIT 508	OCEAN HILLSBORO CONDO	\$40,500.00
	484308PP0030	23358109-0	8/17/2023	1212 HILLSBORO MILE, UNIT 3	PALM HILL OCEAN CLUB	\$361,810.00
	484308AH2010	23358179-0	8/21/2023	1147 HILLSBORO MILE, UNIT 801 (GUEST BATHROOM)	OPAL TOWERS CONDO	\$9,900.00
	484317AJ0490	23358184-0	8/21/2023	1069 HILLSBORO MILE, UNIT 703	OCEAN HILLSBORO CONDO	\$13,755.00
	484308BD0510	23358318-0	8/23/2023	1150 HILLSBORO MILE, UNIT 506 (MASTER BATHROOM)	OPAL TOWERS WEST CONDO	\$27,864.00
	484317AH0460	23358321-0	8/23/2023	1063 HILLSBORO MILE, UNIT 510	OCEAN GRANDE BEACH & MARINA CONDO	\$115,000.00
	484308BC0220	23358408-0	8/24/2023	1237 HILLSBORO MILE, UNIT 307 (INTERIOR RENOVATION)	PORT DE MER CONDO	\$48,500.00
	484308AP0690	23358554-0	8/28/2023	1198 HILLSBORO MILE, UNIT 136 (KITCHEN REMODEL)	HILLSBORO IMPERIAL APTS CONDO	\$12,400.00
	484308AH1130	23358583-0	8/28/2023	1147 HILLSBORO MILE, UNIT 110	OPAL TOWERS CONDO	\$3,000.00
	484308BC0240	23358587-0	8/28/2023	1237 HILLSBORO MILE, UNIT 309	PORT DE MER CONDO	\$28,100.00
	Grand Total					\$666,829.00



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

**Start Date: 8/1/2023
End Date: 8/31/2023**

Discipline	Total # of Inspections	Plan Review	Permits Applied
Building	104	51	24
Electrical	31	28	18
Plumbing	47	27	10
Mechanical	22	22	16
Fire	1	6	5
Zoning	0	11	7
Totals	205	145	80



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

**Start Date: 8/1/2023
End Date: 8/31/2023**

	Number of Reviews	Average Days In Review	Most Days In Review
Completed Reviews	147	5.39	23.05



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Code Compliance Report

Presented by Bernard Pita, Code Enforcement Supervisor, CG&A

Submitting Dept: Town Clerk, Sherry Henderson, Town Clerk

Agenda Date: October 3, 2023

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. August 2023 Code Compliance Summary
 2. August 2023 Code Case Action Summary
 3. Code Cases Report August 2023



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

Code Compliance Summary Report

From 8/1/2023 To 8/31/2023 Corridor (All Corridors)

Case Totals for Period

Cases Open at Start of Period	60
Cases Opened During Period	1
Cases Opened as result of Complaint	1
Cases Closed During Period	29
Cases Closed due to compliance	27
Cases Open at End of Period	32
Inspections	1
Reinspections	34
Total	35
Special Magistrate Cases During Period	6

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/N/A	60	1	1	29	27	32
Total	60	1	1	29	27	32



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

Code Compliance Summary Report

From 8/1/2023

To 8/31/2023

Corridor (All Corridors)

Inspections by Officer

Officer	Inspections	Reinspections	Total
B. Pita/N/A	1	34	35
Total	1	34	35

Summary of Cases Opened by Incident Type

Incident Type	Number
Zoning Violation	1
Total	1

Revenue Summary

	Period Start	During Period	Period End
Total Fines Assessed	\$1,097,650.00	\$56,200.00	\$1,153,850.00
Total Payments	\$0.00	\$0.00	\$0.00
Balance	\$1,097,650.00		\$1,153,850.00



Case Action Report*

From 8/1/2023

To 8/31/2023

Corridor (All Corridors)

<u>Date Issue</u>	<u>Incident Type</u>	<u>Site Address</u>	<u>Status</u>	<u>Documents Issued</u>		
7/6/2023	Building Permit Required	1198 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 132	Open	<u>Date Issue</u>	<u>Type</u>	<u>Officer Assigned</u>
				7/7/2023	Complaint	B. Pita
				8/1/2023	Notice of Violation	B. Pita
				8/1/2023	Notice of Hearing	M. Martinez
				9/11/2023	Affidavit of Non-Compliance	

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

TOWN OF HILLSBORO BEACH

All Open Code Cases as of 09/15/2023

	Incident Type	Owner	Site Address
1	Artificial Lighting Regulations	115 HILLSBORO MILE TR LAMBERT,JAMES R TRSTEE	1115 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
2	Artificial Lighting Regulations	1121 SUNSHINE ESTATE TR %AMY SCHOEFFEL,NORTHERN TRUST CO	1121 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
3	Artificial Lighting Regulations	MACMILLAN,PATRICIA A	1125 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
4	Artificial Lighting Regulations	FEROLITO,JOHN M	1135 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
5	Artificial Lighting Regulations	KATZ,HAROLD & PEGGY	1141 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
6	Artificial Lighting Regulations	COMMON AREA OPAL TOWERS CONDO	1149 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
7	Artificial Lighting Regulations	COMMON AREA HILLSBORO COURTYARDS	1153 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
8	Artificial Lighting Regulations	COMMON AREA HILLSBORO OCEAN CLUB CONDO	1155 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
9	Artificial Lighting Regulations	1159 HILLSBORO MILE LLC BNH IV HM TRI LLC	1159 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
10	Artificial Lighting Regulations	COMMON AREA HILLSBORO COLONNADE CONDO	1161 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
11	Artificial Lighting Regulations	COMMON AREA OVERLOOK CONDO	1167 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
12	Artificial Lighting Regulations	COMMON AREA HILLSBORO SQUARE CONDO	1173 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
13	Artificial Lighting Regulations	COMMON AREA VIRGINIA KAYE CO-OP	1187 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
14	Artificial Lighting Regulations	COMMON AREA HILLSBORO IMPERIAL APTS CONDO	1199 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
15	Artificial Lighting Regulations	COMMON AREA 1200 HILLSBORO MILE CONDO BLDG EAST	1200 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
16	Artificial Lighting Regulations	COMMON AREA SHORELAND CO-OP	1202 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
17	Artificial Lighting Regulations	COMMON AREA - PALM HILL OCEAN CLUB	1212 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
18	Artificial Lighting Regulations	COMMON AREA - SEA CLUB Inc Co-op	1221 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
19	Artificial Lighting Regulations	COMMON AREA - ROYAL FLAMINGO VILLAS	1225 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
20	Building Permit Required	FRIELICH,ROBERT S & FRIELICH,LYDA A	1167 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 306
21	Building Permit Required	RODRIGUEZ, EMILIO ENRIQUE	1198 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 132
22	Nuisance	COMMON AREA / RAINBOW OCEAN SHORES APTS CO-OP	1231 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 #Property Manager
23	Nuisance	WINTER SUN INVESTMENTS LLC	1205 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 101
24	Building Permit Required	BAKER,CHRISTIAN	1194 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 31
25	Building Permit Required	HADDAD, RANIA GHAELEB YOUSEF, PETRO, YACIOUB FAWZI SALIM	1050 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 601W #3206 SORRENTO CRES *BURLINGTON ON CA L7M 0N4
26	Building Permit Required	SELA,LUAN	1050 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 707W
27	Sign Violation	WINTER SUN INVESTMENTS LLC	1205 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 101
28	Landscape Violation	WINTER SUN INVESTMENTS LLC	1206 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
29	Property Maintenance	WINTER SUN INVESTMENTS LLC	1205 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 101
30	Nuisance	MILLIONAIRE PORTFOLIO GROUP LLC	1150 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 812



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Community Event - Saturday, October 28, 2023 at 9am-12pm
Household Hazardous Waste Drop-off, Prescription Drug Take Back, Electronics
Recycling, FREE Shredding & Blood Drive

Submitting Dept: Town Clerk, Sherry Henderson, Town Clerk

Agenda Date: October 3, 2023

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Shred, HHW, Electronic Recycle Event (Oct 2023)



Town of Hillsboro Beach



FREE EVENT

**Shredding, Electronic Recycling,
Household Hazardous Waste Drop-off,
Prescription Drug Take-Back & Blood Drive**

Saturday, October 28, 2023

9:00 am - 12:00 pm



FREE
**HOUSEHOLD HAZARDOUS
WASTE DROP-OFF EVENT**



A Holiday Family Event

CHRISTMAS TREE & MENORAH LIGHTING *Ceremony*

* **Thursday, November 30, 2023**

5:30 pm - 7:30 pm



TOWN OF HILLSBORO BEACH PRESENTS
AN EVENING OF CAROLERS & HOLIDAY CHEER!

*It's the Most Wonderful
Time of the Year*

HILLSBORO BEACH TOWN HALL

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

