AGENDA

Town of Hillsboro Beach Commission Meeting

November 14, 2023
10:00 AM

MAYOR
Honorable Irene Kirdahy

VICE MAYOR
Honorable Barbara B. Baldasarre

COMMISSIONERS
Honorable Jane Reiser
Honorable Vinnie Andreano
Honorable David A. Ravanesi

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

Established 1939

TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile, Hillsboro Beach, Florida 33062

November 14, 2023 | 10:00 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

Please refer to the end of the Agenda for the RULES OF DECORUM (RES 2023-36) adopted by the Town Commisison 9/12/2023

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

I. APPROVAL OF MINUTES

A. October 3, 2023 Regular Commission Meeting Meetings

II. PRESENTATIONS

III. ORDINANCES

A. Ordinance No. 2023-04 Amendment to the Town's Code of Ordinance, "Property Sight Line Maintenance" **(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 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.

B. Ordinance No. 2023-05 "Amendment to the Town's Code of Ordinance, "Conditional Uses Amendment Restaurant Only" **(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 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 OF ACCEPTING CASH OR CREDIT AND PAYMENTS FOR PATRONS AT A HOTEL; PROVIDING FOR AN AMENDMENT TO THE DEFINITION OF "RESTAURANT"; PROVIDING FOR SEVERABIITY: PROVIDING FOR CONFLICTS; PROVIDING FOR AN EFFECTIVE DATE.

IV. DISCUSSION & POSSIBLE ACTION

V. RESOLUTIONS & CONTRACTS

A. Resolution No. 2023-52 A Resolution of the Town Commission of the Town of Hillsboro Beach, Florida Expressing Support of the State of Israel and Denouncing the Terrorist Actions of Hamas.

B. Resolution No. 2023-53 A Resolution of the Town Commission of the Town of Hillsboro Beach, Florida Adopting the 2024 Commission Schedule Meeting Dates.

C. Resolution No. 2023-54 Consideration to Approve and Authorize the Police Department to Use $65,600 in Budgeted Funds to Purchase Two (2) Chevy Blazer Vehicles by Utilizing Florida Sheriff's Association Cooperative Purchasing Program Contract No. FSA23-VEL31.0.

D. Resolution No. 2023-55 Consideration to Approve and Authorize the Appropriate Town Officials to Execute an Agreement Between the Town of Hillsboro Beach, Florida and Broward County Supervisor of Elections Office to Conduct the Town's combined Municipal Election and Presidential Preference Primary Election on Tuesday, March 19, 2024.

E. Resolution No. 2023-56 Consideration to Approve and Authorize the Proper Town Officials to Execute a Renewal Agreement with United Healthcare Inc. for 2024 Employee Health, Vision, and Dental Insurance Benefits.

F. Resolution No. 2023-57 A Resolution of the Town Commission of the Town of Hillsboro Beach, Florida, Amending the General Funds Budget for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023.

G. Resolution No. 2023-58 A Resolution of the Town Commission of the Town of Hillsboro Beach, Florida, Amending the Permit/Planning & Zoning/Code Compliance Fund Budget for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023.

VI. CONSENT

A.

1.	Inframark	Invoice #101933	Sept 2023	$96.87
2.	Inframark	Invoice #103674	Oct 2023	8,797.68
3.	LSF	Invoice #23-0930-26	Sept 2023	$5,562.88
4.	LSF	Invoice #23-1031-26	Oct 2023	$4,573.90
5.	CG&A	Invoice #120296	Sept 2023	$130,203.56
6.	CG&A	Invoice #121169	Oct 2023	$1,258,578.79
7.	GCDE	Invoice# 55341	Oct 2023	$6,050.70
8.	GCDE	Invoice# 55342	Oct 2023	$3,496.45
9.	GCDE	Invoice# 55343	Oct 2023	$900.00
10.	GCDE	Invoice# 55344	Oct 2023	$180.00

VII. BEACH REPORT

VIII. STAFF UPDATES

A. Police Department
Presented by Chief Jay Szesnat

B. Finance Department - Financial Report FY2023 4th Quarter
Presented by Stephen Bloom, Finance Director, Inframark

C. Building Department
Presented by Steve Mitchell, Bldg Official, CG&A

D. Code Compliance
Presented by Bernard Pita, Code Compliance Supv, CG&A

IX. TOWN MANAGER REPORT

A. Update - Shred/Electronic Recycling/HHW event 10/28/2023
Hillsboro Beach Christmas Tree & Menorah Lighting Program - Thu, Nov. 30, 2023

X. TOWN ATTORNEY REPORT

XI. TOWN COMMISSION COMMENTS/REPORTS

XII. PUBLIC COMMENTS

XIII. ADJOURNMENT

RULES OF DECORUM

- The goal of Commission Meetings and Public Hearings 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

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.

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MINUTES
TOWN OF HILLSBORO BEACH
REGULAR COMMISSION MEETING

TUESDAY **OCTOBER 3, 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 Baldasarre
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
Police Chief Jay Szesnat

APPROVAL OF AGENDA

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

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**

Motion made by Commissioner Ravanesi, seconded by Commissioner Reiser, to approve the minutes of September 6, September 12, and September 18, 2023, collectively, as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

II. PRESENTATIONS

A. Police Department Awards Presentation – Sgt. Louis Mastandrea, Officer Russell Gonglewski, and Communications Resource Specialist Ginger Thomas

Police Chief Jay Szesnat read a statement outlining a call on July 4, 2023 and presented the Lifesaving Award to Sgt. Louis Mastandrea, Officer Russell Gonglewski, and Communications Resource Specialist Ginger Thomas for their efforts in saving the life of a resident contemplating suicide.

Mayor Kirdahy thanked the Police Department for all they did and continue to do to protect the residents of Hillsboro Beach.

III. ORDINANCES

A. Ordinance No. 2023-04

Amendment to the Town's Code of Ordinances, "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 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.

Mr. Doody read the Ordinance by title only.

Mr. Serda explained Officer Gonglewski had initiated this item during the officer's inspection of the State Road A1A improvement project, recognizing that certain sight lines were not maintained. Mr. Serda noted the Code requires the sightlines be created during site plan review, but the code does not require the sightlines to be maintained.

Motion made by Commissioner Ravanesi, seconded by Commissioner Reiser, to approve Ordinance 2023-04 on first reading. In a roll call vote, the **motion** passed. (5-0)

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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.

Mr. Doody read the Resolution by title only.

Mr. Serda described the proposed purchase.

Mayor Kirdahy asked staff to outline the source of Forfeiture Funds. Mr. Serda explained the forfeiture program and the Town's participation briefly.

Motion made by Commissioner Andreano, seconded by Commissioner Ravanesi to adopt Resolution 2023-47 as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

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.

Mr. Doody read the Resolution by title only.

Commissioner Ravanesi commented on his understanding of the pressure equalizing module (PEM) data following a presentation made to the Commission, and stated he found it interesting and thought the Town should consider it.

Mayor Kirdahy stated it was an interesting presentation, but her experience with the PEM system was not positive. She noted projects on the east coast had not been successful, but according to the presentation made to the Commission, it has potential for success.

Mayor Kirdahy asked whether they should wait for the possibility of FEMA funding. Mr. Serda stated the project was not likely to receive FEMA funding due to the position of the Florida Department of Environmental Protection (DEP) on the method.

Commissioner Andreano stated he understood the method works in a lab, but it has not been proven by the DEP and has not worked anywhere on the coast.

Commissioner Ravanesi asserted the $29,875 study could potentially save the Town millions in the future.

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Vice Mayor Baldasarre pointed out the Town would also need to pay for installation.

Mr. Serda explained the agreement would include an impartial third party reviewing the data to determine if there is potential for the system to work in Hillsboro Beach.

Vice Mayor Baldasarre asked whether approval from the DEP was likely. Mr. Serda advised that the Town's lobbyist had advised it would be an uphill battle, but they would use their contacts to work toward approval for the permit. He stated the Town has 50 percent funding for mitigation processes, were the permit to be approved.

Commissioner Reiser noted the Town had previously paid to have PEMs removed after they failed. She asked whether there would be harm in leaving the PEMs in if they were not successful. She asserted if there is potential for success, she believes the Town should take a chance and authorize a study.

Commissioner Andreano stated the PEMs cannot be left in, as it would be a hazard.

Commissioner Ravanesi asserted he is frugal and does not want to spend the taxpayers' money inappropriately, but this study could save an assessment in the future. Discussion continued regarding purchase of sand, difficulty in getting approval for installation, and evidence of success in other areas.

Motion made by Commissioner Ravanesi, seconded by Commissioner Reiser, to open public comment on the item. In a roll call vote, the **motion** passed unanimously. (5-0)

Mayor Kirdahy opened a public hearing on the item.

***Manny Hernandez 1021 Hillsboro* Mile**, stated the Town's most important asset is the beach, and they should invest in it. He noted how long sand lasts following renourishment.

John Myers, 1021 Hillsboro Mile, explained he had been studying this project in-depth for over a year. He noted he is a Civil Engineer with 42 years of experience evaluating similar projects. He asserted the previous PEM effort in Hillsboro Beach was a success, but the Town had cancelled the contract after a year and a half. He reviewed data related to beach growth briefly and noted other places where the technology had been utilized. He stated there is no risk, and he is confident they will work. He noted his research was also unbiased and that he was not compensated in any way.

Commissioner Andreano asked how Mr. Myers argued the project was successful when the DEP states it was not. Mr. Myers explained there were political issues which had led to the project being discredited.

Mayor Kirdahy closed the public hearing.

Motion made by Commissioner Ravanesi, seconded by Commissioner Reiser, to adopt Resolution 2023-48 as presented. In a roll call vote, the **motion** passed. (4-1) Commissioner Andreano voted no.

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).

Mr. Doody read the Resolution by title only.

Mr. Serda explained the Public Transportation Agency Safety Plan (PTASP) was a requirement of funding for the shuttle.

Motion made by Commissioner Ravanesi, seconded by Vice Mayor Baldasarre, to adopt Resolution 2023-49 as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

D. Resolution No. 2023-50

CONSIDERATION TO APPROVE AND AUTHORIZE THE APPROPRIATE TOWN OFFICIALS TO EXECUTE THE AMENDMENT TO THE COASTAL PROTECTION ENGINEERING (CPE) COASTAL CONSULTING SERVICE AGREEMENT TO CONDUCT BIOLOGICAL MONITORING, BEACH SURVEYS, PRELIMINARY ENGINEERING, INTERGOVERNMENTAL COORDINATION, AND FUNDING SUPPORT.

Mr. Doody read the Resolution by title only.

Mr. Serda summarized the item briefly.

Motion made by Commissioner Andreano, seconded by Commissioner Ravanesi, to adopt Resolution 2023-50 as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

E. Resolution No. 2023-51

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE TOWN OFFICIALS TO EXECUTE THE SECOND AMENDMENT TO THE REGIONAL INTERLOCAL AGREEMENT BETWEEN BROWARD COUNTY AND THE TOWN OF HILLSBRO BEACH PROVIDING FOR COOPERATIVE PARTICIPATION IN A REGIONAL PUBLIC SAFETY INTRANET; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Mr. Doody read the Resolution by title only.

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Mr. Serda stated the agreement continues the Town's participation in the Regional Emergency 911 agreement. Police Chief Szesnat added that it was a five (5) year extension of the existing agreement.

Motion made by Vice Mayor Baldasarre, seconded by Commissioner Ravanesi, to adopt Resolution 2023-51 as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

VI. CONSENT AGENDA

	Vendor	Invoice Number	Date	Amount	Description
1.	LSF	23-0831-26	August 2023	**$5,871.87**	
2.	Inframark	101236	August 2023	**$8,379.27**	
3.	GCDE	51105	Sept 2023	**$4,791.95**	General Matters
4.	GCDE	51106	Sept 2023	**$75.00**	Development (BH3)
5.	GCDE	51107	Sept 2023	**$211.90**	Adv. R Crusco, et al 4th District
6.	Sweetapple, Broeker, & Varkas	11614	Sept 2023	**$5,682.500**	Hillsboro Mile Property Owner

7. Proclamation Recognizing Red Ribbon Week October 23-31, 2023

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

VIII. BEACH REPORT

Mr. Serda reported on the Florida Resilience Conference in Fort Lauderdale, which he attended with Commissioner Reiser. He noted discussion regarding coordination of dredging efforts, offshore drilling, and beach renourishment. Discussion ensued briefly.

IX. STAFF UPDATES

A. Police Department

Police Chief Szesnat shared his report. He stated contact numbers are a little down due to staffing but will come up. Police Chief Szesnat updated on the Town's traffic safety initiative and stated it would continue to be a focus going into the holiday season.

Mayor Kirdahy commented on the use of motorized scooters and similar small personal transit devices. Police Chief Szesnat clarified that they are allowed on the sidewalk and have the same rights and responsibilities as a bicyclist under State Statute.

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Discussion ensued regarding lobbying for a change to the State law. Mr. Doody stated he would investigate the potential for a remedy within Code.

Mayor Kirdahy stated she is not seeing Police Officers stop and question people seen in driveways, regarding trespassing. Police Chief Szesnat explained there are more vehicles in Town due to the construction, but he would bring the topic up with the officers.

B. Building Department

Steve Mitchell, Building Official, CG&A, presented his report.

Vice Mayor Baldasarre asked whether any of the pending projects would be completed this year. Mr. Mitchell stated a guest house would receive a Certificate of Occupancy and several remodel projects would be completed, but other homes would be in 2024.

Mayor Kirdahy highlighted a potential drainage issue near 935 Hillsboro Mile. Mr. Serda stated he would investigate.

Commissioner Reiser asked when all seawalls have to be raised. Mr. Serda explained the improvement needs to happen at the time of an update to the home or recertification of the seawall. Discussion ensued regarding seawall heights and the impact of rain water.

C. Code Compliance

Bernard Pita, Code Enforcement, CG&A, was not available to present his report.
The staff report was provided in the agenda packet for review.

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, blood drive, and free shredding.

B. Christmas Tree and Menorah Lighting Holiday Ceremony – Thursday, November 30, 2023 at 5:30 p.m.

Mr. Serda stated the Light Up the Mile event was scheduled for November 30 at 5:30 p.m.

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XI. TOWN ATTORNEY REPORT

Mr. Doody had no report.

XIII. TOWN COMMISSION COMMENTS/REPORTS

A. Vice Mayor Barbara Baldasarre

Vice Mayor Baldasarre stated a League of Cities meeting was scheduled for October 5 in the City of Tamarac. She noted the in-person condo forum in September had gone well.

B. Commissioner Jane Reiser

Commissioner Reiser shared that the Florida Resilience Conference in Fort Lauderdale had been informative, and she had met several people. She noted she would also be attending a roundtable to continue the discussion.

C. Commissioner David A. Ravanesi

Commissioner Ravanesi noted the meeting of the Solid Waste Disposal & Recyclable Materials Governing Authority will meet October 11, 2023 at 9:30am in Sunrise, FL.

D. Commissioner Vinnie Andreano

Commissioner Andreano had no report.

E. Mayor Irene Kirdahy

Mayor Kirdahy shared comments from the Broward County Metropolitan Planning Organization (MPO) meeting, including potential impacts on the organization of a government shutdown, projects funded by the MPO, and the Fort Lauderdale Airport.

XIV. PUBLIC PARTICIPATION

Linda Flagsber, commented on boats in the Intracoastal and asked whether permission was needed.

Mr. Serda explained they did not need permission if they are beyond private property.

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XIV. ADJOURNMENT

Motion made by Commissioner Ravanesi, seconded by Vice Mayor Baldasarre, to adjourn the meeting at 10:21 a.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

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 Sight Line Maintenance"** **(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 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, Melissa Budgett, Administrative Assistant**

Agenda Date: **November 14, 2023**

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS:
1. ORD 04 - Property Sight Line Maintenance (2nd Reading)
2. SSC_7509918_Affidavit

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

CODING: Words in ~~struck through~~ type are deletions from existing law; Words in <u>underlined</u> type are additions.

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

CODING: Words in ~~struck through~~ type are deletions from existing law; Words in <u>underlined</u> type are additions.

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.

CODING: Words in ~~struck through~~ type are deletions from existing law; Words in underlined type are additions.

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

CODING: Words in ~~struck through~~ type are deletions from existing law; Words in <u>underlined</u> type are additions.

SUN-SENTINEL

Sold To:
Town Of Hillsboro Beach - CU00114721
1210 Hillsboro Mile
Hillsboro Beach,FL 33062

Bill To:
Town Of Hillsboro Beach - CU00114721
1210 Hillsboro Mile
Hillsboro Beach,FL 33062

Published Daily
Fort Lauderdale, Broward County, Florida
Boca Raton, Palm Beach County, Florida
Miami, Miami-Dade County, Florida

State Of Florida
County Of Orange

Before the undersigned authority personally appeared
Rose Williams, who on oath says that he or she is a duly authorized representative of the SUN- SENTINEL, a DAILY newspaper published in BROWARD/PALM BEACH/MIAMI-DADE County, Florida; that the attached copy of advertisement, being a Legal Notice in:

The matter of 11720-Notice of Public Meeting ,
Was published in said newspaper by print in the issues of, or by publication on the newspaper's website, if authorized on Nov 03, 2023

Affiant further says that the newspaper complies with all legal requirements for publication in Chapter 50, Florida Statutes.

Rose Williams

Signature of Affiant

Sworn to and subscribed before me this: November 04, 2023.

LeAnne Rollins

Signature of Notary Public

LEANNE ROLLINS
Notary Public - State of Florida
Commission # GG 982233
My Comm. Expires Apr 27, 2024
Bonded through National Notary Assn.

Name of Notary, Typed, Printed, or Stamped
Personally Known (X) or Produced Identification ( )

Affidavit Delivery Method: E-Mail
Affidavit Email Address: mbudgett@townofhillsborobeach.com
7509918

TOWN OF HILLSBORO BEACH, FLORIDA
PUBLIC HEARING
TUESDAY, NOVEMBER 14, 2023, AT 9:00 AM

NOTICE IS HEREBY GIVEN that prior to the Town of Hillsboro Beach Commission's consideration of the Second Reading of Ordinance 2023-04 a PUBLIC HEARING will be held on Tuesday, November 14, 2023, at 9:00 a.m. in the Town Hall, located at 1210 Hillsboro Mile, Hillsboro Beach, FL 33062. The Public can attend in person or provide comments via Live Zoom Video Conference.

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.

All interested parties may appear at said meeting in-person at Town Hall or attend virtually via Zoom Video, and be heard with respect to the proposed Ordinance, which may be inspected by the public in the Office of The Town Clerk, Town Hall, 1210 Hillsboro Mile, Hillsboro Beach, FL 33062

JOIN LIVE ZOOM MEETING Tuesday, November 14, 2023, at 9:00 AM (Eastern) Log-in details available on website.

Sherry D. Henderson, CMC Town Clerk
TOWN OF HILLSBORO BEACH, FLORIDA
11/03/2023 7509918

Order # - 7509918

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

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

TO: Mayor Kirdahy and Town Commission
THROUGH: Mac Serda, Town Manager
FROM: Jim Hickey, Town Planner
DATE: November 14, 2023
SUBJECT: Request of Applicant to Amend Land Development Code to Open the Restaurant to the Public for The Hillsboro Beach Resort at 1159 Hillsboro Mile

The applicant and owners of the Hillsboro Resort, BNH IV HM TRI, LLC and 1159 Hillsboro Mile LLC (Applicant), are requesting to amend the Town's Land Development Code (Code) to allow for the Restaurant to be open to the public and not exclusively for the use of hotel guests and residents of the Town. In order to allow for this change, the applicant is requesting to amend the Code, specifically the requirements set forth in Section 12-110 to:

a. Remove the prohibition of cash/check payments; and
b. Amend the definition of a restaurant.

Background

The Hillsboro Resort received a conditional use to allow for a restaurant and event space on the property. There were four separate development orders approved by the Town Commission on July 6, 2021, September 13, 2022, October 4, 2022, and November 1, 2022. As the Applicant is now requesting an amendment to the Development Orders approved, the request also includes a change to the Code which is the purpose of this request. Previously this year, the Applicant had requested additional changes to Section 12-110 to allow for public use of the restaurant and to allow for the preparation of alcoholic drinks at an outside location. At its September 12, 2023 meeting, the Town Commission denied the proposed Ordinance.

Applicant's Current Request

The Applicant submitted a revised application on October 9, 2023, to amend the text of the Town's Land Development Code and Conditional Use Approval. This amendment requires two readings of an ordinance in order to amend the Code. Once the Code is amended, the Applicant will then request to amend the original Development Order along with the First, Second and Third Amended Development Orders.

Request to Amend Section 12-110 of the Code

The Applicant is requesting an amendment to the Code specifically related to the conditional use regulations set forth in Section 12-110. The proposed changes remove two conditional use criteria which would:

1. Delete the current restriction for the use of cash and credit card payment for use of the restaurant, bar, or event space.
2. Amend the definition of a Restaurant which would allow the Resort to serve food in the restaurant to any guest, not just guests staying at the hotel or attending a special event;

The amended language for the Town Code and drafted by the Applicant is provided below. As previously stated, it is the Town Commission that sets policy direction and therefore, it would be the under the purview of the Town Commission to consider and amend the Code. It should be

noted that these changes as proposed would impact any conditional use requested in the Town in the future, not just impact this one property owner.

Proposed Changes to Chapter 12 of the Town Code

Sec. 12-110 – Conditional Uses

…

(C) Review Criteria

…

(4) An application for a conditional use must also meet all of the following criteria, where appropriate:

…

(a) Conformance with comprehensive plan.
(b) Harmony with adjacent uses (existing or zoned).
(c) Facility levels of service maintained.
(d) Use not hazardous to nearby housing, particularly traffic; see (B) above.
(e) The architectural and site design are compatible with the character of the surrounding area.
(f) All food and beverages served to patrons of a hotel shall be prepared in an enclosed kitchen and/or bar.
~~(g) Cash and credit card payments shall not be accepted. All payment shall be made utilizing a payment system of key cards or charges to a hotel room or a motel room.~~

…

(E)…

(1) Definitions. The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning and shall be approved only as a condition use:

Restaurant shall mean any establishment where facilities are provided for preparing and serving food ~~to guests at a hotel or motel~~. At least 51 percent of total gross revenues must be derived from retail sale on the licensed premises of food and non-alcoholic beverages. Proceeds of catering sales and special event sales shall not be included in the calculation of total gross revenues. Catering sales and special event sales include food or non-alcoholic beverage sales prepared by the licensee on the licensed premises for service by the licensee outside the licensed premises or on the licensed premises. The tables must be of adequate size to accommodate the service of full course meals in accordance with the number of chairs or other seating facilities provided at the table. Sale of alcoholic beverages for off-premise consumption is not permitted. In no instance shall a seating area in a restaurant contain more than 1,000 SF.

Analysis of Application

The request to amend the text of the Town Code will allow for the resort to provide services not only to registered guests and Town residents, but also to the general public. This request would allow the restaurant to operate like other restaurants within a resort hotel. As the Resort is surrounded by higher density residential, it is important to ensure the impact on residents' concerns as well as the Applicant's requests to utilize the Resort property are reviewed together to provide maximum compatibility between these differing uses.

To allow for a fully public restaurant for their guests, the Applicant will still need to amend the development orders for the conditional use approval which cannot be considered until the Town Commission approves the proposed changes to the Code.

Discussion Items and Policy Direction:
If the Town Commission were to consider and approve the first reading of the ordinance, the process to complete the remainder of the Applicant's request can be found below:

Meeting Date	**Action**	**Approval by**
November 14, 2023	Hold first reading of ordinance with proposed changes	Town Commission
December 5, 2023	Approval of ordinance by Local Planning Agency	Zoning Board of Appeals
December 5, 2023	Public hearing and second reading of Ordinance (adoption)	Town Commission
January 9, 2024	Consideration of application to amend Conditions of Approval for the Hillsboro Resort	Zoning Board of Appeals

Staff Recommendation

Staff is recommending the Town Commission consider the first reading of the ordinance to amend the Town's Land Development Code to allow for the public to patronize the restaurant.

Attachments:

Appendix A - History of Approvals by the Town Commission Regarding The Hillsboro Resort

1. Ordinance
2. Revised Letter from David J. Coviello to Mr. Serda regarding fourth amendment to Conditional Use and text amendment requests dated October 9, 2023.

Appendix A
History of Approvals by the Town Commission Regarding The Hillsboro Resort

As the conditional use was approved, and amended on three separate occasions, below is a summary of the conditions of approval for the original development order as well as the three amended development orders. Also included is a summary of the proposed requested amendments to the Town Code as well as the Development Orders.

Seven conditions of approval were set by the Town's Conditional Use Development Order on **July 6, 2021**, for the food and beverage service in the Restaurant and Bar space. The conditions read as follows:

(a) The hours of operation for food and beverage service shall be limited to 7:00am to 10:30pm daily.
(b) Any outdoor music associated with the resort and generated by the resort shall be limited to the times food and alcoholic [beverages] are served onsite. No amplified music shall be allowed in the outside areas of the resort.
(c) No food or drinks shall be prepared outside the resort building at any time.
(d) The Town Commission shall re-evaluate the conditions of approval and ensure compliance with all conditions of approval six (6) months subsequent to the issuance of the Certificated of Occupancy for the hotel and every twelve (12) months thereafter.
(e) Applicant shall work with the Town to establish trash pick-up schedule relative to the restaurant facility.
(f) For any hotel-sponsored event or any special event, the owner must contact the Town staff within three (3) working days of the event to determine if an off-duty officer is required.
(g) The internal space labeled "BOH/Office" on the construction plans approved by the Town for renovation of the hotel shall be used for only office space. The use of the "BOH/Office" space for any other purpose is prohibited unless a new application for a conditional use is filed and subsequently approved by the Town Commission

At the **September 13, 2022** (First Amended Development Order) meeting of the Town Commission, the following addition to the conditions of approval were made by the Commission via the First Amended Development Order:

(a) The hours of operation for food and beverage service shall be limited to 7:00am to 10:30pm daily.
(b) Any outdoor music associated with the resort and generated by the resort shall be limited to the times food and alcoholic [beverages] are served onsite. No amplified music shall be allowed in the outside areas of the resort.
(c) No food or drinks shall be prepared outside the resort building at any time.
(d) The Town Commission shall re-evaluate the conditions of approval and ensure compliance with all conditions of approval six (6) months subsequent to the issuance of the Certificated of Occupancy for the hotel and every twelve (12) months thereafter.
(e) Applicant shall work with the Town to establish trash pick-up relative to the restaurant facility.
(f) For any hotel-sponsored event or any special event, the owner must contact the Town staff within three (3) working days of the event to determine if an off-duty officer is required.
(g) The internal space labeled "BOH/Office" on the construction plans approved by the Town for renovation of the hotel shall be used for only office space. The use of the "BOH/Office" space for any other purpose is prohibited unless a new application for a conditional use is filed and subsequently approved by the Town Commission

FIRST AMENDED D.O. > Effective October 1, 2022, in addition to being open for hotel guests, the Restaurant and Bar shall be opened to Hillsboro Beach residents and their guests. The Hillsboro Beach resident use of the Restaurant and Bar shall be approved for one year and extension of the use by Hillsboro Beach residents shall be reviewed by the Town Commission at its first meeting in September, 2023. Proof of residency will be required in the form of a Florida driver's license, voter's registration, or utility bill. Residents will be issued a membership card by the Property Owner.

At the **October 4, 2022** (Second Amended Development Order) meeting of the Town Commission, the following addition to the conditions of approval were made by the Commission via the Second Amended Development Order:

(a) The hours of operation for food and beverage service at the Restaurant and Bar shall be limited to 7:00am to 10:30pm daily.
(b) Any outdoor music associated with the resort and generated by the resort shall be limited to the times food and alcoholic [beverages] are served onsite. No amplified music shall be allowed in the outside areas of the resort.
(c) No food or drinks shall be prepared outside the resort building at any time.
(d) The Town Commission shall re-evaluate the conditions of approval and ensure compliance with all conditions of approval six (6) months subsequent to the issuance of the Certificated of Occupancy for the hotel and every twelve (12) months thereafter.
(e) Applicant shall work with the Town to establish trash pick-up relative to the restaurant facility.
(f) For any hotel-sponsored event or any special event, the owner must contact the Town staff within three (3) working days of the event to determine if an off-duty officer is required.
~~(g) The internal space labeled "BOH/Office" on the construction plans approved by the Town for renovation of the hotel shall be used for only office space. The use of the "BOH/Office" space for any other purpose is prohibited unless a new application for a conditional use is filed and subsequently approved by the Town Commission~~

FIRST AMENDED D.O. > Effective October 1, 2022, in addition to being open for hotel guests, the Restaurant and Bar shall be opened to Hillsboro Beach residents and their guests. The Hillsboro Beach resident use of the Restaurant and Bar shall be approved for one year and extension of the use by Hillsboro Beach residents shall be reviewed by the Town Commission at its first meeting in September, 2023. Proof of residency will be required in the form of a Florida driver's license, voter's registration, or utility bill. ~~Residents will be issued a membership card by the Property Owner.~~ All Residents shall be required to make reservations in advance of any dining experience at the Restaurant and Bar. Prior to any use of the Hotel Restaurant and Bar, residents shall be issued a membership card by the Property Owner.

SECOND AMENDED D.O. > The internal space labeled "BOH/Office" shall be available but limited to only hotel sponsored events. The hotel sponsored events shall be limited solely to hotel guests and held only between the hours of 8am – 10pm Sunday through Thursday, and 8am – 12am Friday through Sunday.

At the **November 1, 2022** (Third Amended Development Order) meeting of the Town Commission, the following addition to the conditions of approval were made by the Commission via the Second Amended Development Order:

(b) The hours of operation for food and beverage service at the Restaurant and Bar shall be limited to 7:00am to 10:30pm daily.
(c) Any outdoor music associated with the resort and generated by the resort shall be limited to the times food and alcoholic [beverages] are served onsite. No amplified music shall be allowed in the outside areas of the resort.
(d) No food or drinks shall be prepared outside the resort building at any time.
(e) The Town Commission shall re-evaluate the conditions of approval and ensure compliance with all conditions of approval six (6) months subsequent to the issuance of the Certificated of Occupancy for the hotel and every twelve (12) months thereafter.
(f) Applicant shall work with the Town to establish trash pick-up relative to the restaurant facility.
(g) For any hotel-sponsored event or any special event, the owner must contact the Town staff within three (3) working days of the event to determine if an off-duty officer is required.

FIRST AMENDED D.O. > Effective October 1, 2022, in addition to being open for hotel guests, the Restaurant and Bar shall be opened to Hillsboro Beach residents and their guests. The Hillsboro Beach resident use of the Restaurant and Bar shall be approved for one year and extension of the use by Hillsboro Beach residents shall be reviewed by the Town Commission at its first meeting in September, 2023. Proof of residency will be required in the form of a Florida driver's license, voter's registration, or utility bill. All Residents shall be required to make reservations in advance of any dining experience at the Restaurant and Bar. Prior to any use of the Hotel Restaurant and Bar, residents shall be issued a membership card by the Property Owner.

SECOND AMENDED D.O. > The internal space labeled "BOH/Office" shall be available but limited to only hotel sponsored events. The hotel sponsored events shall be limited solely to hotel guests and held only between the hours of 8am – 10pm Sunday through Thursday, and 8am – 12am Friday through Sunday.

THIRD AMENDED D.O. > November 1, 2022

<u>For a period of one (1) year from the date of this Development Order, the Resort may conduct a maximum of twenty-four (24) Special Events per year. For the months of November and December 2022, the Resort shall be allowed a maximum of four (4) Special Events. The Special Events subject to this frequency limitation shall not included Special Events which are business or non-social events (corporate retreats and the like) involve no live or amplified music and are scheduled between the hours of 8am and 4pm.</u>

<u>During all Special Events, the Resort shall hire two (2) off-duty police officers to monitor and if necessary, control, vehicular access at the Resort driveway to mitigate queuing on A1A at the Resort driveway and patrol the building and premises. The Special Events subject to the requirement for off-duty police officers shall not include Special Events which are business or non-social events, between the hours of 8am and 4pm.</u>

<u>The maximum number of attendees ant any Special Event at the Resort shall not exceed 65 attendees.</u>

<u>All Special Events will be conducted within the Special Event Space identified on the second floor of the Resort Site Plan submitted with the May 12, 2022 application for amendment to conditional use.</u>

Special Events may only be conducted during the following times: 8am-10pm Sunday – Thursday and 8am-12am Friday and Saturday.

The Town Manager will be advised of an upcoming Special Event at least 7 calendar days before the scheduled Special Event and may send the Town Fire Marshal and may send a Town Code Enforcement Officer or other Town Officials to perform a site visit during any Special Event and confirm compliance with the conditions of this Conditional Use for Special Events by completing the attached Special Event Checklist and submitting to the Town Manager and the Resort within 3 business days subsequent to any Special Event which the Code Enforcement Office or other Town Official attends. The Special Events subject to the requirement for attendance by a Town Code Enforcement Officer shall not include Special Events which are business or non-social events, involve no live or amplified music and are scheduled between the hours of 8am and 4pm. The costs incurred by the Town for the Town Code Enforcement Officer or the Town official attending any Special Event will be paid by the Resort. In the event a completed and submitted Special Event Checklist reveals failure to comply with these conditions at two (2) Special Events in a calendar year, the Town Manager will place an item on the Town Commission agenda for the Town Commission to consider whether to temporarily or permanently revoke the Conditional Use approval for Special Events or impose additional conditions to address the incidence of non-compliance; the record title owner of the Resort will be provided a minimum of fifteen (15) calendar days' notice prior to the date of any such Town Commission hearing. In the event the Town Commission passes a resolution terminating the Conditional Use approval for Special Events, any Special Events already scheduled to occur during the upcoming eighteen months (18) will be permitted to occur as scheduled. A list of Special Events previously scheduled shall be provided no later than three (3) calendar days subsequent to the date of termination. However, no new Special Events shall be scheduled subsequent to the date of termination. After the first infraction of any condition, a warning will be issued to the record title owner of the Resort.

The Town Commission shall re-evaluate the conditions of approval of this Conditional Use for Special Events at its regularly scheduled meeting during the month of December 2023, and annually thereafter.

The nature of the Special Event shall be identified on the Code Officer's or Town official's checklist.

Any Special Event held at the Resort shall not allow for a cash bar.

ORDINANCE NO. 2023-05

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 OF ACCEPTING CASH OR CREDIT AND PAYMENTS FOR PATRONS AT A HOTEL; PROVIDING FOR AN AMENDMENT TO THE DEFINITION OF "RESTAURANT"; PROVIDING FOR SEVERABIITY: PROVIDING FOR CONFLICTS; 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 Article IV entitled "Districts and General Regulations Thereof", by specifically amending Section 12-110 entitled "Conditional Uses" as follows:

Sec. 12-110. Conditional uses.

The Town Commission of Hillsboro Beach recognizes that while commercial uses are not permitted in the Town, certain commercial uses deemed to be consistent with the residential character of the Town may be approved only as a conditional use authorized by this article.

(A) *Procedure.* Conditional uses shall be subject to approval of the Town Commission and no conditional use shall be approved until after a public quasi-judicial hearing by the Town Commission, at which time all interested parties shall have an opportunity to be heard.

(B) *Site plan.* A site plan shall be submitted. In addition, traffic generation data shall be included.

(C) *Review criteria.* The Town Commission shall not approve a conditional use, unless and until it determines that:

(1) The conditional use is deemed desirable for the public convenience or welfare, and the use is in harmony with the purpose and intent of this Article and will not be detrimental or injurious to the surrounding area;

(2) When granting approval for conditional use, the Town Commission may attach conditions and safeguards as it determines is necessary for the

protection of the surrounding area and to preserve the spirit and intent of this article.

(3) The conditional use shall be an accessory use to a hotel use and not occupy more than 10% of the total square footage of the building exclusive of any parking areas.

(4) An application for a conditional use must also meet all of the following criteria, where appropriate:

(a) Conformance with comprehensive plan.

(b) Harmony with adjacent uses (existing or zoned).

(c) Facility levels of service maintained.

(d) Use not hazardous to nearby housing, particularly traffic; see (B) above.

(e) The architectural and site design are compatible with the character of the surrounding area.

(f) All food and beverages served to patrons of a hotel shall be prepared in an enclosed kitchen and/or bar.

~~(g) Cash and credit card payments shall not be accepted. All payment shall be made utilizing a payment system of key cards or charges to a hotel room or a motel room.~~

(5) All approvals or denials shall be evidenced by a development order. The development order shall state the basis for approval or denial and in the case of approval shall set forth any conditions the Town Commission deems appropriate. The development order shall be recorded in the public records of Broward County by the town at the expense of the applicant.

(D) *Conditional use approval amendments.* A conditional use approval is specific to the density, intensity, site plan and any supplemental conditions approved. Failure to adhere to any of the specifics or conditions of the approval is a zoning violation and subject to code enforcement action and/or revocation of the conditional use approved. Any proposed modification to the use which affects density, intensity, minimum code or conditions approved by the Town Commission will require review and approval by the Town Commission.

(E) All commercial uses not otherwise identified below shall be considered prohibited uses within the Town. The following commercial uses as defined in this section shall be approved only as a conditional use.

(1) *Definitions.* The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning and shall be approved only as a condition use:

Restaurant shall mean any establishment where facilities are provided for preparing and serving food ~~to guests at a hotel or motel~~. At least 51 percent of total gross revenues must be derived from retail sale on the licensed premises of food and non-alcoholic beverages. Proceeds of

catering sales and special event sales shall not be included in the calculation of total gross revenues. Catering sales and special event sales include food or non-alcoholic beverage sales prepared by the licensee on the licensed premises for service by the licensee outside the licensed premises or on the licensed premises. The tables must be of adequate size to accommodate the service of full course meals in accordance with the number of chairs or other seating facilities provided at the table. Sale of alcoholic beverages for off-premise consumption is not permitted. In no instance shall a seating area in a restaurant contain more than 1,000 SF.

Restaurant bar means a bar operated in connection with a restaurant and by the same management, where the principal business is the serving of meals and where meals are actually and regularly served, having accommodations for service of not more than 50 or more patrons at tables, such space being provided and equipped with adequate and sanitary kitchen and dining room equipment. The restaurant bar must be directly connected with such dining room. The sale of beers, wines, and liquors shall be strictly incidental to the serving of food. No sign of any kind or character shall be displayed on the restaurant or restaurant bar to the outside, denoting that alcoholic beverages are sold therein.

Special event shall include, but not be limited to, weddings, bar mitzvahs, and any other social event conducted above and beyond the normal operation of the restaurant. Events sponsored by a hotel for its registered guests shall not be considered a "special event."

(2) *Conditional uses and use approvals.*

(a) Restaurant, restaurant bars, hotel or motel bars, and any additions to the building or parking for such restaurants or bars, may be permitted only as a conditional use in accordance with this article and subject to the approval of the Town Commission after a public hearing at a regular public meeting. The approval of a conditional use may be subject to any conditions determined by the Town Commission to be in the best interest of the residents of the Town.

(3) *Enforcement.*

(a) The penalty for a violation of this article shall be as provided by F.S. Ch. 162 or;

(b) The Town Attorney, with authorization from the Town Commission, may bring suit on behalf of the Town to enjoin any violation of this article or;

(c) A violation of the conditional use approval may result in the revocation of a conditional use notwithstanding the fact that the conditional use approval runs with the land and the fee simple title to the land has been conveyed to a successor in interest.

Section 3. 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 4. 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 5. 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 6. This Ordinance shall be effective fifteen (15) days after its passage and adoption by the Town Commission of the Town of Hillsboro Beach.

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
Town Clerk

APPROVED AS TO FORM:

_____

Donald J. Doody, Town Attorney

CODING: Words in ~~struck through~~ type are deletions from existing law; Words in underlined type are additions.

DAVID J. COVIELLO
PARTNER
Shutts & Bowen LLP
200 South Biscayne Boulevard
Suite 4100
Miami, FL 33131
DIRECT (305) 415-9437
EMAIL DCoviello@shutts.com

October 9, 2023

VIA EMAIL

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

RE: 1159 Hillsboro Mile – The Hillsboro Beach Resort (the "Resort") - Letter of Intent

Dear Mr. Serda:

This firm represents BNH IV HM TRI LLC and 1159 Hillsboro Mile LLC (collectively, the "Owner"), the owners and operators of the Resort. Consistent with our recent conversation, enclosed is a Development Application (the "Application") proposing certain limited amendments to the Land Development Code (the "Code") and the existing Conditional Use Approval (collectively, the "Amendments"). **Based upon the feedback received from the Town Commission, Town Staff, and Town residents at the September 12, 2023 Town Commission meeting, the Amendments are limited to a singular issue, that is to allow the existing restaurant at the Resort to serve the public with cash and credit card payments accepted. To be clear, the Owner is withdrawing all other proposed amendments to the Code and the Conditional Use Approval, including those related to an outdoor service bar and special events. The Owner has also agreed that, if approved, the right to have the restaurant open to the public with cash and credit card payments will be tied to the Owner, and any future owner of the Resort must appear before the Town Commission for ratification of this right**.

Related to this renewed effort to save the restaurant with this narrowly crafted Application, the Owner is pleased to announce that the food and beverage service at the Resort is now under the management of Garrett Hospitality Group and its founder and CEO, Memphis Garrett. Mr. Garrett has opened close to 40 restaurants throughout his career and has earned acclaim for his dining and cocktail concepts. He is committed to bringing positive change to the Resort. We are confident that this management change coupled with the ability to serve the public will not only

elevate the restaurant experience but also ensure its success and longevity. With that said, below is a summary of the Application.

I. **Code Amendments**:

As stated above, the Amendments are limited to a singular issue (i.e., allowing the existing restaurant at the Resort to serve the public with cash and credit card payments). Below is a redline of the proposed changes to the Code. As you can see, the Amendments are limited in nature.

First, the definition of "Restaurant" is amended in Section 12-110(E)(1) as follows:

Restaurant shall mean any establishment where facilities are provided for preparing and serving food ~~to guests at a hotel or motel~~. At least 51 percent of total gross revenues must be derived from retail sale on the licensed premises of food and non-alcoholic beverages. Proceeds of catering sales and special event sales shall not be included in the calculation of total gross revenues. Catering sales and special event sales include food or non-alcoholic beverage sales prepared by the licensee on the licensed premises for service by the licensee outside the licensed premises or on the licensed premises. The tables must be of adequate size to accommodate the service of full course meals in accordance with the number of chairs or other seating facilities provided at the table. Sale of alcoholic beverages for off-premise consumption is not permitted. In no instance shall a seating area in a restaurant contain more than 1,000 SF.

Second, the prohibition on cash and credit card payments at the restaurant is deleted so that the restaurant may accept payment from patrons from the general public that are not otherwise hotel guests. Section 12-110(C)(4) is amended as follows:

An application for a conditional use must also meet all of the following criteria, where appropriate:

- *(a) Conformance with comprehensive plan.*
- *(b) Harmony with adjacent uses (existing or zoned).*
- *(c) Facility levels of service maintained.*
- *(d) Use not hazardous to nearby housing, particularly traffic; see (B) above.*
- *(e) The architectural and site design are compatible with the character of the surrounding area.*
- *(f) All food and beverages served to patrons of a hotel shall be prepared in an enclosed kitchen and/or bar.*

~~*(g)*~~ ~~*Cash and credit card payments shall not be accepted. All payment shall be made utilizing a payment system of key cards or charges to a hotel room or a motel room.*~~

II. <u>Development Order Amendments</u>:

The corresponding amendments to the Conditional Use Approval are also limited in nature. The only change to the Conditional Use Approval is to remove the restrictions on the restaurant serving the public and the associated membership program requirement, and prohibition on cash and credit card payment. Specifically, condition (b) in that certain Second Amended Development Order for the Resort is proposed to be replaced with the following condition:

> *<u>The Restaurant and Restaurant bar shall be opened to the general public with cash and credit card payments accepted. This condition is tied to the existing Owner of the Resort. In the event that the Resort is sold, the subsequent owner of the Resort shall be required to appear before the Town Commission for ratification of this condition. In the event that the subsequent owner does not obtain approval of the Town Commission for the Restaurant and Restaurant bar to serve the general public with cash and credit card payments accepted, condition (b) of the Second Amended Development Order shall automatically be reinstated.</u>*

III. <u>Conformance with Criteria for Conditional Use</u>:

As indicated below, the Amendments are consistent with the criteria for conditional use in Section 12-110(C) of the Code.

(1) The conditional use is deemed desirable for the public convenience or welfare, and the use is in harmony with the purpose and intent of this Article and will not be detrimental or injurious to the surrounding area;

<u>Response</u>: The Amendments simply allow members of the general public to dine at the restaurant with cash and credit card payment accepted. The capacity and hours of operation of the restaurant shall remain the same. The Amendments will not be detrimental or injurious to the surrounding area.

(2) When granting approval for conditional use, the Town Commission may attach conditions and safeguards as it determines is necessary for the protection of the surrounding area and to preserve the spirit and intent of this article.

<u>Response</u>: Acknowledged.

(3) The conditional use shall be an accessory use to a hotel use and not occupy more than 10% of the total square footage of the building exclusive of any parking areas.

Response: The restaurant, special event space, and alcoholic beverage service is accessory to the hotel, and this Application does not seek to expand those areas beyond 10% of the total square footage of the building exclusive of parking.

(4) An application for a conditional use must also meet all of the following criteria, where appropriate:

(a) Conformance with comprehensive plan.

Response: The conditional uses are existing and will continue to operate in a manner that is consistent with the policies of the Town Comprehensive Plan, which is to preserve and protect the residential character of the Town, while permitting commercial use in areas designated for residential use.

(b) Harmony with adjacent uses (existing or zoned).

Response: The conditional uses are existing. The capacity and hours of operation of the restaurant are not changing with this Application. The Resort will continue to operate in harmony with adjacent uses.

(c) Facility levels of service maintained.

Response: Levels of service will be maintained as the capacity of the restaurant is not changing with this Application.

(d) Use not hazardous to nearby housing, particularly traffic; see (B) above.

Response: As evidenced by a prior traffic analysis prepared by TrafTech, which was submitted to the Town in connection with prior applications, there is sufficient parking and queuing to accommodate the restaurant use at the stated capacity. The capacity and hours of operation of the restaurant are not changing with this Application. The Resort will continue to operate in a manner that is not hazardous to the adjacent residential uses.

(e) The architectural and site design are compatible with the character of the surrounding area.

Response: The architectural and site design are not changing within this Application.

(f) All food and beverages served to patrons of a hotel shall be prepared in an enclosed kitchen and/or bar.

Response: Acknowledged.

(g) Cash and credit card payments shall not be accepted. All payment shall be made utilizing a payment system of key cards or charges to a hotel room or a motel room.

Response: As provided herein, this Application seeks to amend the criteria Section 12-110(C) of the Code to delete subsection (g).

(5) All approvals or denials shall be evidenced by a development order. The development order shall state the basis for approval or denial and in the case of approval shall set forth any conditions the Town Commission deems appropriate. The development order shall be recorded in the public records of Broward County by the town at the expense of the applicant.

Response: Acknowledged.

If you have any questions or require additional information, please do not hesitate to contact me. We look forward to presenting this Application to the Town Commission at its November meeting.

Sincerely,

Shutts & Bowen LLP

David J. Coviello

TOWN OF HILLSBORO BEACH
1210 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
PHONE (954) 427-4011 • FAX (954) 427-4834
www.townofhillsborobeach.com

DEVELOPMENT APPLICATION

Submittal Date: October 9, 2023 Zoning Board Meeting Date: _____

Property Control # 4843-08-00-0290; 4843-08-00-0010 Town Commission Meeting Date: November 14, 2023

PROPERTY OWNER(S)		AUTHORIZED AGENT	
NAME: BNH IV HM TRI LLC and 1159 Hillsboro Mile LLC		NAME: David J. Coviello, Esq.	
ADDRESS: 819 NE 2nd Avenue, Suite 500 Fort Lauderdale, FL 33304		ADDRESS: Shutts & Bowen, LLP 200 South Biscayne Blvd., Suite 4100, Miami, FL 33131	
PHONE: 954-416-3140	CELL: 917-751-2688	PHONE: 305-415-9437	CELL: 786-385-8953
E-MAIL daniel@bh3llc.com	FAX:	E-MAIL dcoviello@shutts.com	FAX: (305) 415-9837

APPLICANT'S CERTIFICATION

(I) David J. Coviello (owner), (architect) or (authorized agent) affirm and certify that I understand and will comply will all provisions and regulations of the Town of Hillsboro Beach Florida. I certify that all drawings and specifications for buildings or structures costing $5,000 or over for commercial buildings or $10,000 for residential building must be drawn or verified by a state registered architect or engineer and his seal of office imprinted thereon. Additionally, I certify that the drawings that the drawings and specifications show full compliance and do fully comply with the Zoning Code. I understand that if any drawings or specifications are not in full compliance, the application will be rejected. If approved by the Town, the aforementioned real property described herein will be considered, in every respect, to be a part of the Town of Hillsboro Beach and will be subjected to all applicable laws, regulations, taxes and police powers of the Town including the Comprehensive Plan and Zoning Code. I further certify that all statements and diagrams submitted herewith are true and accurate to the best of my knowledge and belief. Further, I understand that this Application and attachments become part of the Official Records of the Town of Hillsboro Beach, Florida, and are not returnable.

_____ Signature

David J. Coviello
Print Name

STATE OF FLORIDA, COUNTY OF BROWARD

The foregoing instrument was acknowledged before me on this 9th day of October 2023, by David J. Coviello as Authorized Agent for BNH IV HM TRI LLC and 1159 Hillsboro Mile LLC

Personally know ____ or has produced identification _____. Type of Identification _____

_____ Notary Signature

Elethia Sinclair
Print Notary Name

ELETHIA SINCLAIR
Notary Public - State of Florida
Commission # HH 005672
My Comm. Expires Jun 1, 2024
Bonded through National Notary Assn.

CHECK BELOW WHERE APPLICABLE

	FINAL PLAT - $1,000.00		REZONING - $3,500.00
	LAND USE PLAN AMENDMENT - $3,500.00		SITE PLAN REVIEW - $2,000.00
	PRELIMINARY PLAT - $1,000.00		VARIANCE – $1,050.00

Hillsboro Beach Town Code Sec. 12.1.3d provides for the collection of service charges or fees, consultant review fees, etc. for the administrative processing and review of applications for development permits submitted to the Town for review and approval. The owner, architect or other authorized agents are urged to attend the Zoning Board of Appeals and Town Commission meetings. Each applicant must familiarize himself with the criteria and procedures. **If all required information is not presented with this application by the submittal date, the project will not be placed on the agenda for review and consideration.** PLEASE NOTE: THE FEES LISTED ABOVE ARE **ADMINISTRATIVE FEES ONLY**. YOU WILL BE BILLED BY THE TOWN OF HILLSBORO BEACH FOR ANY AND ALL ADDITIONAL EXPENSES WHICH WILL BE INCURRED BY THE TOWN THROUGH THE SERVICES OF THE TOWN ENGINEER/PLANNER, LEGAL ADVERTISING, REBUTTALS, CONSULTATION AS WELL AS POSTAGE FOR MAILINGS AND COURIER SERVICES RELATED TO YOUR PROJECT.

Items Required for Submittal: Must be submitted **30 days prior** to the Town Commission Meeting date.

1. This application and all applicable fees
2. Narrative letter describing the request
3. Letters from each adjoining property owners (with approvals, if possible) – Variance Application only
4. Approval letter from the Association and minutes (when applicable)
5. Agent's authorization letter (when applicable)
6. 1 electronic copy and 2 signed and sealed – Plans are to be standard architectural size
7. 1 set of plans for the City of Deerfield Fire Inspector / Plans Examiner (when applicable)

Code References: (All sections are available for viewing and printing n the website)

- Chapter 12 – Division 1. General Provisions
- Chapter 12 – Division 2. Development Review Requirements
- Chapter 12 – Division 3. Platting and Subdivision Regulations
- Chapter 12 – Division 4. Site Plan Procedures & Requirements
- Chapter 12 – Division 5. Zoning

GENERAL DATA

Project Location: 1159 Hillsboro Mile District: RM-30

Proposed Zoning: RM-30 (no change)

Existing Comprehensive Plan Designation: Residential

Proposed Comprehensive Plan Designation: Residential (no change)

Existing Land Use: Hotel

Proposed Land Use: Hotel (no change)

Total Site Area: 46,993 Sq. Ft. 1.08 Acres

Flood Zone Category: X/VE

Is site currently serviced by public water? Yes ☑ No ☐

Is site currently serviced by public sewer? Yes ☑ No ☐

Describe briefly the nature of any improvements presently located on the subject property.

72 hotel units and ancillary hotel uses

Describe the type of operation or business proposed; or the proposed construction.

Modify conditions in Conditional Use Approval and corresponding amendments to the Town Code to permit restaurant to be open to public.

Estimated construction cost: N/A

Describe in detail the phasing of the proposed development.

N/A

State the reasons or basis for the Approval request, and explain why this request is consistent with good planning and zoning practice, will not be contrary to the Town's Comprehensive Plan, and will not be detrimental to the promotion of public appearance, comfort, convenience, general welfare, good order, health, morals, prosperity, and safety of the Town. Additionally, all standards set forth in the Town Code of Ordinances must be addressed. (Attach a separate Justification Statement if insufficient space.)

See attached Letter of Intent.

Has any previous Application been filed within the last year in connection with the subject property?

Yes ☑ No ☐ If yes, briefly describe the nature of the Application.

Multiple amendments to the Conditional Use Approval were approved to permit a restaurant with alcoholic beverage service (7/6/21; 9/13/22; 10/4/22 and 11/1/22). An application was filed in June ~~2023, however, the Town Commission denied the application.~~

Has a site plan been previously approved by the Town Commission for this property?

Yes ☑ No ☐ If yes, please note date of previous approval. Building permit no. 1914236-0 for renovation of the existing hotel issued 12/4/2019 and July 8, 2019.

(A) Every general contractor or other person being issued a building permit, shall deposit with the Town Clerk a bond in the amount of $500 per each $100,000 with a minimum of $1,000 for any complete new building or an addition to existing building. The bond shall be in the form of a cashier's check.

(B) By the deposit of the funds the contractor authorizes the Town of Hillsboro Beach, through its proper officials, to expend all or any portion of the bond to effect cleanup, during and after construction, if not satisfactorily performed by the contractor or person. Subsequent to the satisfactory cleanup of the vicinity of the construction, unused funds in whole or in part will be refunded to the contractor or person.

(C) (1) It shall be the duty of the general contractor or other person receiving the permit to see that the premises and adjoining public areas shall be policed at all times during and after construction to prevent debris from being discarded on adjoining properties.

(2) The DRO or the DRO's designate shall certify in writing to the Town Commission his or her determination and recommendation. The building plans and specifications shall be approved by the Town Commission prior to the issuance of a building permit. (1976 Code, CH. 12, Div. 5, Art. XV § 9)

TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: **Resolution No. 2023-52 A Resolution of the Town Commission of the Town of Hillsboro Beach, Florida Expressing Support of the State of Israel and Denouncing the Terrorist Actions of Hamas.**

Submitting Dept: **Town Clerk, Sherry Henderson, Town Clerk**

Agenda Date: **November 14, 2023**

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Resolution

State of Florida
Broward County
Town of Hillsboro Beach

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

RESOLUTION NO. 2023-52

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, IN SUPPORT OF THE STATE OF ISRAEL AND DENOUNCING THE TERRORIST ACTIONS OF HAMAS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the nation of Israel and its people are under attack by Hamas, a Designated Foreign Terrorist Organization by the United States Department of State; and

WHEREAS, President Joe Biden officially stated that the United States unequivocally condemns this appalling assault against Israel by Hamas terrorists from Gaza and that Israel has a right to defend its people; and

WHEREAS, thousands of innocent men, women and children are being brutally attacked and murdered by Hamas terrorists; and

WHEREAS, Israel has officially declared a state of war against Hamas; and

WHEREAS, the Town Commission of the Town of Hillsboro Beach finds it to be in the best interests of the citizens and residents of the Town to express its support for the State of Israel and to denounce the terrorist actions of Hamas.

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 expresses its support for the State of Israel and Israel's right to exist peacefully and denounces the terrorist actions of Hamas and opposes hate, extremism, and violence.

SECTION 3. The Town Clerk is hereby directed to forward a copy of this Resolution to the Jewish Federation of Broward County, the Broward County Commission, and all Broward County municipalities.

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.

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. 2023-52
RECORD OF TOWN COMMISSION VOTE:

	YES	NO
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: 2024 Commission Meeting Schedule
Submitting Dept: Office of the Town Clerk
Agenda Date: November 14, 2023

1. BACKGROUND/HISTORY

Issue Statement: Staff are proposing adoption of the 2024 Commission Meeting Schedule.

Pursuant to Section 4 of the Town Charter, the Commission of The Town of Hillsboro Beach shall hold no less than one (1) meeting per month with the ability to allow for a one (1) month vacation. Special Meetings can be called by the Town Clerk upon written or electronic email communication request of the mayor or any three (3) Commissioners. Such request shall state the subject or subjects to be considered at each such meeting and no other subject shall be considered. All regular and special meetings of the Commission shall be open to the public. Three (3) members of the Commission shall constitute a quorum for all purposes.

2. CURRENT ACTIVITY

Town Commission adopts the 2024 Commission Meeting Schedule and shall exercise their powers in the manner prescribed by the Town Charter, the Constitution, and applicable laws of the State of Florida, or if not prescribed, then in such manner as prescribed by the duly established ordinances of the Town of Hillsboro Beach, Florida.

3. FINANCIAL IMPACT None

4. RECOMMENDATION

Adoption of the 2024 Hillsboro Beach Commission Meeting Dates, with consideration to provide dates for the January 2024, July 2024, Sept 2024, and Nov 2024 meetings due to holidays and/or conflicts.

- New Year Day Observance Mon, Jan. 1, 2024
  Proposed Meeting Date Tue, Jan 9, 2024
- Independence Day Observance Thu, July 4, 2024
  Proposed Meeting Date Tue, July 9, 2024 (alternate date for consideration: Tue, July 2)
- Labor Day Observance Mon, Sept 2, 2024
  Proposed Meeting Date Tue, Sept 10, 2024 (alternate date for consideration: Tue, Sep 3)
- Presidential Election Tues, Nov 5, 2024
  Proposed Meeting Date Tue, Nov 12, 2024

Attachments: Proposed 2024 Hillsboro Beach Commission Meeting Dates (Exhibit A)

State of Florida
Broward County
Town of Hillsboro Beach

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

RESOLUTION NO. 2023-53

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING THE 2024 TOWN COMMISSION MEETING SCHEDULE; 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 2023 Town Commission Meeting Schedule;

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 2024 Town Commission Meeting Schedule; a copy of the Meeting Schedule 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

_____
Deborah L. Tarrant, Mayor

ATTEST:

_____
Sherry D. Henderson, CMC
Town Clerk

RESOLUTION NO. 2023-53
RECORD OF TOWN COMMISSION VOTE:

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

Exhibit A

TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile • Hillsboro Beach, FL 33062

Phone 954-427-4011 • TownofHillsboroBeach.com

2024 Town Commission Meeting Schedule

Date/Time	Meeting Type
Tue, January 09, 2024, 9:00 am	Regular Meeting
Tue, February 06, 2024, 9:00 am	Regular Meeting
Tue, March 05, 2024, 9:00 am	Regular Meeting
Tue, March 19, 2024 7am- 7pm	Municipal Election & Presidential Preference Primary Election
Tue, March 26, 2024, 9:30 am	Reorganization Meeting
Tue, April 02, 2024, 9:00 am	Regular Meeting
Tue, May 07, 2024 9:00 am	Regular Meeting
Tue, June 04, 2024, 9:00 am	Regular Meeting
Tue, July 09, 2024, 9:00 am	Regular Meeting
Town Commission is on Recess for the Month of August	
TBD	**Budget Workshop**
Tue, September 10, 2024 9:00 am	Regular Meeting
TBD	**First Budget Hearing**
TBD	**Second Budget Hearing**
Tue, October 1, 2024 9:00 am	Regular Meeting
Tue, November 12, 2024 9:00 am	Regular Meeting
Tue, December 03, 2024 9:00 am	Regular Meeting

Holidays	Observed On
New Year's Day	Monday, January 1, 2024
Martin Luther King Jr. Day	Monday, January 15, 2024
President's Day	Monday, February 19, 2024
Good Friday	Friday, March 29, 2024
Memorial Day	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Veteran's Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024
Day After Thanksgiving	Friday, November 29, 2024
Christmas Day	Wednesday, December 25, 2024

Pursuant to Section 4 of the Town Charter, the Commission of The Town of Hillsboro Beach shall hold no less than one (1) meeting per month with the ability to allow for a one (1) month vacation. Special Meetings can be called by the Town Clerk upon written or electronic email communication request of the Mayor or any three (3) Commissioners. All regular and special meetings of the Commission shall be open to the public. Three (3) members of the Commission shall constitute a quorum for all purposes.

Per ordinance No. 2020-04 "Limitation on Hours of Construction" adopted 7-6-2020, No construction activity shall take place in the Town on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day.

Adoption of the 2024 Town Commission Meeting Dates
Resolution No. 2023-___ Adopted: _____

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

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

Agenda Item Cover Memo

Agenda Item: Approval to Purchase Two Police Administrative Vehicles

Submitting Department: Police Department

Agenda Date: November 7th, 2023

NEW VEHICLE PURCHASE

BACKGROUND / HISTORY

Some of the current Fleet for Police Patrol is getting high in mileage and causing a lot of maintenance. On average, Patrol Vehicles accrue about 11,000 to 12,000 miles each month in total. Replacing the two oldest SUV's (Unit 2060 & 2061) with the highest mileage is necessary to ensure the vehicles are available and reliable.

Patrol Use:
3 (SUVs) Units 2060, 2163, 2368
2 (Trucks) Unit 2162, 2267(Purchased through forfeiture fund)

Out of Service
1 (SUV) Unit 2061 will go to auction.

Mileage for our entire fleet is as follows:

- 2060- 122,880 (going to auction)
- 2061- 128,413 (going to auction)
- 2162- 46,834
- 2163- 73,865
- 164- 120,000 (Administrative Vehicle)
- 2166- 17,638 (Administrative Vehicle)
- 2267- 9,066
- 2368- 727

CURRENT ACTIVITY

The Police Department budgeted $70,000 dollars for new vehicles in the 2023-24 fiscal budget. The Police Department requests to purchase two (2) Chevy Blazers for Administrative Use, outfit the current Unit 2166 (Administrative Vehicle) to a Patrol Vehicle, get rid of Patrol Units 2060 & 2061 as they have required a lot of maintenance due to high mileage.
Pricing, terms and conditions are under Florida Sheriff's Association Cooperative Purchasing Program Contract No. FSA23-VEL31.0.

FINANCIAL IMPACT

Total requested from budgeted funds is $65,600 dollars.

RECOMMENDATION

Commission approval for the purchase of 2 Chevy Blazers utilizing Florida Sheriff's Association Cooperative Purchasing Program Contract No. FSA23-VEL31.0 is being requested.

State of Florida
Broward County
Town of Hillsboro Beach

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

RESOLUTION NO. 2023-54

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, AUTHORIZING AND APPROVING THE PURCHASE OF TWO (2) CHEVY BLAZER VEHICLES FOR THE TOWN'S POLICE DEPARTMENT PIGGYBACKING THE TERMS OF THE FLORIDA SHERIFF'S ASSOCIATION COOPERATIVE PURCHASING PROGRAM CONTRACT NO. FSA23-VEL31.0.; 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 authorize and approve the purchase of Two (2) Chevy Blazer Vehicles for the Police Department, piggybacking the terms of the Florida Sheriff's Association Cooperative Purchasing Program Contract No. FSA23-VEL31.0.

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 authorizes and approves the purchase of Two (2) Chevy Blazer Vehicles in the amount of $65,600 from budgeted funds for the Police Department, piggybacking the terms of the Florida Sheriff's Association Cooperative Purchasing Program Contract No. FSA23-VEL31.0.

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. 2023-54
RECORD OF TOWN COMMISSION VOTE:

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

TOWN OF HILLSBORO BEACH

Jay Szesnat, Chief of Police
jszesnat@townofhillsborobeach.com

October 4, 2023

email: MagicPeterfleet@gmail.com

Peter Popiel
Fleet Manager
Stingray Chevrolet
2002 N. Frontage Rd.
Plant City, FL 33563

Dear Mr. Popiel,

Please accept this letter as the Town of Hillsboro Beach's statement of intent to purchase two (2) 2023 Chevrolet Blazer 2LT police utility vehicles, as equipped as per your quote dated September 27, 2023. Pricing, terms, and conditions are under Florida Sheriff's Association Cooperative Purchasing Program Contract No. FSA23-VEL31.0.

The Town of Hillsboro Beach police vehicles are an essential component of our community policing and service-oriented policing effort. The funds within the Police Department Fiscal Year 2023/24 operational budget have been approved by the Mayor and Council.

The Town's Code of Ordinance requires purchases exceeding the Town Manager's threshold must be approved by the Town Council.

We are committed to moving forward with this purchase. A Resolution for the purchase of the vehicles will be placed on the next Town Council Agenda.

Sincerely,

Jim Pugliese
Captain

c; Mac Serda, Town Manager
Donna Rockfeld, Procurement Manager

1210 Hillsboro Mile • Hillsboro Beach, FL 33062 • Phone: 954-427-6600 • Fax: 954-427-7428
www.hillsborobeachpd.org

Stingray CHEVROLET

2002 N. Frontage Rd
Plant City, FL 33563

Page(s) : 1/1

VEHICLE QUOTE

Florida Sheriffs' Assn Bid FSA23-VEL31.0

Attention: Chief Szesnat
Agency: Town of Hillsboro Beach
Phone # : -
Fax # :

Date : 10/4/23

jszesnat@townofhillsborobeach.c
jpugliese@townofhillsborobeach.com

Spec Item: 210

Southern Region

Option Code	Description	Unit Price
1NK26	2024 CHEVROLET BLAZER FWD	$ 33,772.00
	BLAZER 2LT: 2.0 Turbo 4-cylinder w/ 9-speed	
	automatic transmission+ 5-passenger seating+	
	driver 8-way power seat adjust+ dual zone auto	
	climate control+ remote vehicle start+ bluetooth+	
	10.2" diag color toouchscreen Chevy infotainment+	
	heated & power outside mirrors+ 18" aluminum	
	wheels+ ***fwd collision alert+ front pedestrian***	
	braking+ fwd collision alert+ automatic emer-	
	gency braking+ lane keep assist w/ lane	
	departure warning+ HD rear vision camera	
Options:		
1KX	1 additional remote start/keyless entry fobs (total 3 programm	$ 318.00
NTAG	New yellow "CITY" TAG	$ 234.00
DEALER DISCOUNT 2023 in stock MODEL		$ (1,524.00)
HOU	JET BLACK interior color	NC
	Options Total:	$ (972.00)
	Sub-Total Unit Cost:	**$ 32,800.00**
	Extended 2 Unit Grand Total	**$ 65,600.00**

MSRP
$36,195

Comments: ***Following colors/quantities available for immediate delivery: 1 Black; 1 Sterling Gray***

Quoted By "Magic" Peter Popiel
Phone # : (407)221-7600
Office # (813)359-5016
E-mail : MAGICPETERFLEET@GMAIL.COM

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

Phone: (954) 427-4011
townofhillsborobeach.com

Agenda Item Cover Memo

Agenda Item: Authorize Proper Town Officials to Execute Broward County Agreement with Supervisor of Elections Office

Submitting Dept: Town Clerk

Agenda Date: November 14, 2023

1. BACKGROUND/HISTORY

Pursuant to the Town's Charter, Article VIII – *Elections*, the Town shall hold a general election each year.

2. CURRENT ACTIVITY

The Town Clerk serves as the Election Qualifying Officer and the Qualifying Period begins 12 noon Tuesday, January 2, 2024, and ends 12 noon, Tuesday, January 9, 2024.

Broward County Supervisor of Elections Office conducts the municipal election for the Town of Hillsboro Beach. The Supervisor will select, assign, and train poll workers and utilize the Polling Place selected by the Town for the March 19, 2024, Municipal Election.

3. FINANCIAL IMPACT

Broward Supervisor of Elections provided the Town an estimated (rounded) cost of $1,220.00 for the 2024 municipal election with is combined with the Preferred Presidential Primary Election for savings to the Town. The estimate is based on past costs and registered voters. Additional costs will be incurred if extra ballot pages are required.

4. RECOMMENDATION

Staff recommends approval.

Attachments:

- Resolution
- Agreement

State of Florida
Broward County
Town of Hillsboro Beach

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

RESOLUTION NO. 2023-55

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE TOWN OFFICIALS TO EXECUTE AN AGREEMENT BETWEEN THE BROWARD COUNTY SUPERVISOR OF ELECTIONS AND THE TOWN OF HILLSBORO BEACH TO CONDUCT THE TOWN'S MUNICIPAL ELECTION AND PRESIDENTIAL PREFERENCE PRIMARY ELECTION ON TUESDAY, MARCH 19, 2024; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission deems it to be in the best interests of the Town to approve and authorize the appropriate Town officials to execute an Agreement between the Broward County Supervisor of Elections and the Town of Hillsboro Beach to conduct the Town's Municipal Election and Presidential Preference Primary Election on Tuesday, March 19, 2024.

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

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

SECTION 2. The Town Commission of the Town of Hillsboro Beach, Florida, hereby approves and authorizes the appropriate Town officials to execute an Agreement between the Broward County Supervisor of Elections and the Town of Hillsboro Beach to conduct the Town's Municipal Election and Presidential Preference Primary Election on Tuesday, March 19, 2024; a copy of the Agreement is attached hereto as Exhibit “A”.

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

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

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

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

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

TOWN OF HILLSBORO BEACH, FLORIDA

_____
Irene Kirdahy, Mayor

ATTEST:

_____
Sherry D. Henderson, CMC
Town Clerk

RESOLUTION NO. 2023-55
RECORD OF TOWN COMMISSION VOTE:

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

MUNICIPAL ELECTIONS AGREEMENT

This Municipal Elections Agreement is between the Broward County Supervisor of Elections, a Broward County Constitutional Officer ("Supervisor"), and TOWN OF HILLSBORO BEACH, FLORIDA, a municipal corporation ("Municipality") (each a "Party" and collectively referred to as the "Parties").

RECITALS

A. Supervisor has certain duties, functions, and responsibilities provided in the Florida Election Code (Chapters 97 through 106, Florida Statutes), as amended from time to time. Among Supervisor's duties, functions, and responsibilities are the engagement, training, and assigning of Poll Workers (as hereinafter defined), in connection with federal, state, county, and certain municipal and district elections described in Chapter 102, Florida Statutes.

B. Chapter 75-350, Laws of Florida (Special Acts 1975), as amended, provides for a uniform filing and election date for all municipal elections conducted in Broward County, Florida, and other matters affecting elections for all municipalities within Broward County, Florida.

C. Municipality is responsible for all costs associated with conducting any of its elections, including without limitation all "election costs" as defined in Section 97.021(15), Florida Statutes.

D. Supervisor possesses the requisite legal authority, expertise, personnel, and equipment to assist Municipality in selecting and training Poll Workers and conducting municipal election(s) in Broward County, Florida. Municipality desires to delegate to Supervisor the power, duty, and authority to conduct Municipality's election(s) pursuant to the terms, conditions, and provisions of this Agreement.

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

ARTICLE 1. DEFINITIONS

1.1. **Applicable Law** means all applicable federal, state, county, municipal, or other government entity laws, rules, regulations, codes, ordinances, advisory opinions, as amended from time to time, including without limitation, the provisions in Chapter 75-350, Laws of Florida (Special Acts of 1975), as amended, the Americans with Disabilities Act, 42 U.S.C. § 12101, and Section 504 of the Rehabilitation Act of 1973.

1.2. **Broward County Supervisor of Elections** or **Supervisor** means Joe Scott in his official capacity as the Broward County Supervisor of Elections or the then-current duly elected or appointed successor, as applicable.

1.3. **Election Fees** means all fees, costs, charges, and expenses associated with the Municipal Elections and Supervisor's performance of the Election Services, including without limitation "election costs" as defined in Section 97.021(15), Florida Statutes, and amounts paid or due to Poll Workers.

1.4. **Election Services** means the duties, functions, obligations, and work required by Supervisor to conduct the Municipal Elections and any additional services agreed to by the Parties and provided for in a written amendment to this Agreement.

1.5. **Municipal Election(s)** means the Municipality's elections within the scope of Article 2 of this Agreement or within the scope of any amendment to this Agreement.

1.6. **Stand-Alone Election(s)** means a municipal election held when only municipal races are on the ballot and there is no early voting period, or when no other federal or state election is being held.

1.7. **Poll Worker(s)** means trained and paid individuals who are active voters and provide various election related services at precincts or Polling Locations on election day or during early voting periods. Poll Workers include the positions and job descriptions listed and defined on Supervisor's website at: https://www.browardvotes.gov/Poll-Worker-Information/Become-a- Poll-Worker.

1.8. **Polling Location(s)** means a building designated by Supervisor where voters cast their ballots during an election, such as a school or a library.

ARTICLE 2. SCOPE OF ELECTION SERVICES

2.1. Municipal Elections. Municipality hereby engages Supervisor to perform Election Services in connection with the Municipal Elections regularly scheduled to occur on 3/19/2024. If Municipality desires Supervisor to perform Election Services for any special or additional municipal elections other than those regularly scheduled during the Term ("Additional Elections"), the terms, conditions, and services relating to such Additional Elections shall be agreed to by both Parties and set forth in an amendment executed pursuant to the terms of this Agreement.

2.2. Cost Estimates. Supervisor has provided to Municipality, and Municipality acknowledges receipt of, the applicable schedule of Election Fees. A current estimate of the Election Fees associated with the applicable Municipal Elections is attached hereto as Exhibit A ("Cost Estimate"). The Cost Estimate is subject to adjustment based on the actual costs incurred by Supervisor and does not include other necessary costs as provided for in Section 3.8 of this Agreement, if any.

2.3. Final Invoice. For each Municipal Election, Supervisor will provide Municipality with a final invoice, which includes the actual Election Fees associated with the applicable Municipal Election, within six (6) months after the date of the applicable Municipal Election ("Final Invoice").

2.4. Polling Locations. Except as otherwise provided in Section 3.2 and Applicable Law, Supervisor shall select and designate Polling Locations (including early voting locations) in Supervisor's sole and absolute discretion.

2.5. Poll Workers. Except as otherwise provided by Applicable Law, Supervisor shall select, hire, assign, and train an appropriate number of Poll Workers for the Municipal Elections, as determined by Supervisor in Supervisor's sole and absolute discretion.

2.6. Payment of Poll Workers. Supervisor shall set the pay rate for Poll Workers and pay Poll Workers in accordance with Applicable Law.

2.7. County Voting System. Except as otherwise required by Applicable Law, Supervisor shall use Broward County's current voting equipment and systems in the performance of the Election Services, and Supervisor shall determine, in Supervisor's sole and absolute discretion, the manner in which to use such voting systems and the type and number of such equipment to be used for each applicable Municipal Election.

2.8. Vote by Mail. If the Municipal Elections will be conducted during a federal or state election, Supervisor shall provide vote by mail/absentee ballots to Municipality's residents in the same manner as the federal or state election pursuant to Applicable Law. Vote by mail ballots for any Stand-Alone Election shall be subject to Supervisor's sole and absolute discretion, and Municipality shall pay Supervisor for any fees and costs associated with any such vote by mail operations and materials.

ARTICLE 3. MUNICIPALITIES OBLIGATIONS

3.1. Supervisor's Compensation and Method of Payment. For each applicable Municipal Election, Municipality shall reimburse Supervisor for the Elections Fees incurred and for any other necessary costs as provided for in Section 3.8 herein. Municipality shall timely pay Supervisor all amounts invoiced by Supervisor within thirty (30) days after receipt of Supervisor's Final Invoice. Payment shall be made to Supervisor at the address stated in Section 5.1 and pursuant to the instructions prescribed by Supervisor or Supervisor's authorized designee. Municipality's payment obligation includes all Election Fees incurred by Supervisor, including any other necessary costs as provided for in Section 3.8 herein, which may be in excess of the Cost Estimate attached as Exhibit A or otherwise provided to Municipality by Supervisor.

3.2. Polling Locations. Not less than sixty (60) days prior to the date of the applicable Municipal Election, Municipality may provide in writing to Supervisor proposed Polling Locations for such Municipal Election, which locations shall be subject to final review and approval by Supervisor. Municipality shall provide copies of the rental agreements or other documentation for the utilization of the Polling Locations consistent with the provisions of this section. For Municipal Elections conducted during a federal or state election, the Polling Locations will be determined by Supervisor in Supervisor's sole and absolute discretion.

3.2.1. Use of Polling Locations. For each applicable Municipal Election, Supervisor shall pay the rental costs and fees for the use of Polling Locations and such costs shall be included in the Election Fees set forth in the Cost Estimate and the Final Invoice for reimbursement by Municipality.

3.2.2. Municipality's Additional Responsibilities for Polling Locations. Municipality is responsible for: (a) providing adequate security for the Polling Location(s); (b) fully cooperating with Supervisor to comply with any Applicable Law related to the Polling Location(s), including any standards or guidelines from the Florida Secretary of State's Division of Elections; (c) ensuring compliance with Supervisor's then-existing security standards for Polling Locations; (d) entering into written use, license, or other rental agreements for the use of the sites on the terms and conditions set forth in

any form(s) provided by Supervisor for such purpose or otherwise approved in advance by Supervisor; (e) the repair and maintenance of the Polling Location(s) in good structural and safe condition in compliance with Applicable Law, including without limitation the Americans with Disabilities Act, 42 U.S.C. § 12101, and Section 504 of the Rehabilitation Act; and (f) ensuring that the Polling Locations comply with all other Applicable Laws.

3.2.3. Polling Location Changes. Municipality shall be responsible for and shall pay all costs incurred by Supervisor as a result of Polling Location changes requested by Municipality, including all costs associated with providing written notice to voters.

3.3. Cooperation with Supervisor. Municipality shall promptly provide any and all documents, information, and cooperation reasonably requested by Supervisor in connection with Supervisor's performance of the Election Services and any other applicable duties and obligations under this Agreement.

3.4. No Legal Advice; Municipality's Responsible Person. Municipality shall be responsible for obtaining its own legal advice and determinations of Applicable Law related to the Municipal Elections, including candidate qualifications and eligibility, petitions, referendums, and special elections. Municipality acknowledges and agrees that Supervisor has no obligation to and expressly disclaims the provision of any legal advice, legal opinions, and legal guidance to Municipality in connection with the performance of Supervisor's obligations under this Agreement. Prior to each Municipal Election, Municipality shall identify in writing and provide to Supervisor the contact information for the municipal official(s) who shall act as Supervisor's point of contact for Municipality and who shall also be the municipal official responsible for ensuring the performance and oversight of Municipality's obligations in this Agreement with regard to the Municipal Election ("Municipality's Responsible Person").

3.5. Candidate Qualifications. Subject to Applicable Law, Municipality shall be responsible for and shall conduct any municipal candidate qualifications, determinations of eligibility to run, and collection of any election assessment. Municipality shall accept and process all qualifying papers and fees from such candidates and, at the end of the qualification period, Municipality shall promptly provide Supervisor with a list of all qualified candidates. If Municipality requires Supervisor to verify signatures for candidate qualifying petitions or any other petitions permitted under Applicable Law, Municipality shall pay Supervisor's fees and costs for such verifications and Supervisor shall perform such verifications in the same manner it performs verifications for state candidates, except as provided by Applicable Law.

3.6. Notifications. Municipality shall be responsible for providing and publishing all public notices and any other required notices to candidates, political parties, and political committees, including without limitation recount notices.

3.7. Ballots; Other Election Material; and Translations. Upon conclusion of the qualifying period, Municipality shall furnish immediately to Supervisor all ballot information in English, Spanish, and Creole, including the name of the candidates as they are to appear on the ballot and any pronunciation guides, the name of Municipality, the name of the Municipal Election, the titles of office(s), and any referendum titles, explanations, or questions. Municipality shall be solely

responsible for all translation costs. Further, Municipality agrees to promptly approve layout and ballot proof(s) provided by Supervisor, and Municipality shall be responsible for and shall ensure that all Municipal Election materials, including required notices and ballots, are accurate and legally sufficient.

3.8. Other Necessary Costs. Municipality shall reimburse Supervisor for any additional costs or fees not otherwise expressly provided for in this Agreement incurred as a result of a Municipal Election, including without limitation, costs associated with conducting a recount, attorneys' fees and costs incurred by Supervisor in any matter related to a Municipal Election, and costs caused by any negligence, mistake, or intentional act or omission by Municipality, its employees, officers, commissioners, or agents.

ARTICLE 4. SOVEREIGN IMMUNITY

Except to the extent sovereign immunity may be deemed waived by entering into this Agreement, nothing herein is intended to serve as a waiver of sovereign immunity by either Party nor shall anything included herein be construed as consent by either Party to be sued by a third party in any matter arising out of this Agreement. Each Party is a state agency or political subdivision as defined in Section 768.28, Florida Statutes, and shall be responsible for the acts and omissions of its agents or employees to the extent required by applicable law. This section shall survive the termination of all performance or obligations under this Agreement.

ARTICLE 5. NOTICES AND PUBLIC RECORDS

5.1. In order for a notice to a Party to be effective under this Agreement, notice must be sent via U.S. first-class mail, hand delivery, or commercial overnight delivery, each with a contemporaneous copy via e-mail, to the addresses listed below, and shall be effective upon mailing or hand delivery (provided the contemporaneous email is also sent). Addresses may be changed by the applicable Party giving notice of such change in accordance with this section.

Notices to Supervisor:

Attn: Joe Scott, Supervisor of Elections
115 South Andrews Avenue, Room 102
Fort Lauderdale, Florida 33301
E-mail: jscott@browardvotes.gov

With a copy to:

Broward County Attorney's Office
Attn: Devona A. Reynolds Perez
115 South Andrews Avenue, Suite 423
Fort Lauderdale, Florida 33301
Email addresses: dreynoldsperez@broward.org

Notices to Municipality:

Attn: Sherry D. Henderson (name and title)
1210 Hillsboro Mile
Hillsboro Beacf, Fl 33062
Email address: SHenderson@TownofHillsboroBeach.com

With a copy to: 52y1·fŘ ₩ 522ŘèΣ ! ůů2₦yŜè
Goren, Cherof, Doody & Ezro, P. A.
3099 East Commercial Boulevard, Suite 200
Email address: DDoody@Gorencherof.com

5.2. Public Records. The Parties are public agencies subject to Chapter 119, Florida Statutes, and each Party shall comply with its respective obligations as provided by law. In providing the Election Services, Supervisor does not assume and expressly disclaims any designation or delegation as custodian of Municipality's election records. In the event of an election contest or challenge, Supervisor agrees to cooperate in providing any public records that the Supervisor maintains or otherwise controls.

ARTICLE 6. Disputes; Governing Law, Venue, and Waiver of Jury Trial

6.1. Dispute Resolution; Attorneys' Fees. Should a dispute arise regarding the interpretation of this Agreement or the performance of either Party, the Parties shall complete dispute resolution proceedings pursuant to Chapter 164, Florida Statutes, prior to commencing a legal action. Each Party shall bear its own attorneys' fees and costs, including in Chapter 164 proceedings and at both the trial and appellate levels.

6.2. Law, Jurisdiction, Venue, Waiver of Jury Trial. The terms, provisions, covenants, and conditions of this Agreement shall be construed solely in accordance with the laws of the State of Florida. The Parties agree that the exclusive venue for any lawsuit arising from, related to, or in connection with this Agreement shall be in the state courts of the Seventeenth Judicial Circuit in and for Broward County, Florida. If any claim arising from, related to, or in connection with this Agreement must be litigated in federal court, the Parties agree that the exclusive venue for any such lawsuit shall be in the United States District Court or United States Bankruptcy Court for the Southern District of Florida**. EACH PARTY HEREBY EXPRESSLY WAIVES ANY RIGHTS IT MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT.**

ARTICLE 7. TERM; TERMINATION

7.1. Unless earlier terminated as provided in this Agreement, the term of this Agreement shall be from the date of its full execution (the "Effective Date") until sixty (60) days after the election results has been certified, all vote processing equipment has been returned to Supervisor's warehouse, and an audit, if applicable, has been completed for the last regularly scheduled Municipal Election covered by this Agreement.

7.2. Unless a Municipal Election is scheduled to occur within the next ninety (90) days, this Agreement may also be terminated for convenience upon written notice by either Party, effective on the termination date stated in the written notice provided by the terminating Party, which termination date shall be not less than thirty (30) days after the date of such written notice. If this Agreement is terminated, Supervisor shall be paid for the Election Fees incurred through the effective date of termination and any other necessary costs provided for in Section 3.8. The payment obligations of Municipality under this Agreement shall survive expiration or termination of this Agreement.

ARTICLE 8. MISCELLANEOUS

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

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

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

8.4. Amendments. No modification, amendment, or alteration in the terms and conditions of this Agreement shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

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

8.6. Joint Preparation and Interpretation. This Agreement has been jointly prepared by the Parties and shall not be construed more strictly against either Party. The titles and headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement shall include any other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. Terms such as "herein" refer to this Agreement as a whole and not to any particular sentence, paragraph, or section where they appear, unless the context otherwise

requires. Whenever reference is made to a section or article of this Agreement, such reference is to the section or article as a whole, including all subsections thereof, unless the reference is made to a particular subsection or subparagraph of such section or article. Any reference to "days" means calendar days, unless otherwise expressly stated.

8.7. Priority of Provisions. If there is a conflict or inconsistency between any term, statement, requirement, or provision of any document or exhibit attached hereto or referenced or incorporated herein and any provision of Articles 1 through 8 of this Agreement, the provisions contained in Articles 1 through 8 shall prevail and be given effect.

8.8. Counterparts and Multiple Originals. This Agreement may be executed in multiple originals, and may be executed in counterparts, whether signed physically or electronically, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement. This Agreement shall be binding upon and shall inure to the benefit of the successors and assigns of each of the Parties hereto.

8.9. Independent Contractor. Supervisor is acting as an independent contractor for Municipality in the performance of Election Services under this Agreement. Nothing in this Agreement constitutes or creates a partnership, joint venture, or any other relationship between the Parties. Neither Party nor its agents shall act as officers, employees, or agents of the other Party. Neither Party shall have the right to bind the other Party to any obligation not expressly undertaken by that Party under this Agreement.

8.10. Incorporation by Reference. Any and all Recital clauses above are true and correct and are incorporated in this Agreement by reference. The attached Exhibits are incorporated and made a part of this Agreement.

8.11. Representation of Authority. Each individual executing this Agreement on behalf of a Party hereto hereby represents and warrants that they are, on the date they sign this Agreement, duly authorized by all necessary and appropriate action to execute this Agreement on behalf of such Party and does so with full legal authority.

8.12. Nondiscrimination. No Party may discriminate on the basis of race, color, sex, religion, national origin, disability, age, marital status, political affiliation, sexual orientation, pregnancy, or gender identity and expression in the performance of this Agreement.

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

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement: BROWARD COUNTY SUPERVISOR OF ELECTIONS, JOE SCOTT, and MUNICIPALITY, signing by and through its _____ duly authorized to execute same.

SUPERVISOR

By: _____
Joe Scott, Broward County Supervisor of Elections

_____day of _____, 202_

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

By _____
Devona A. Reynolds Perez (Date)
Assistant County Attorney

MUNICIPAL ELECTIONS AGREEMENT

MUNICIPALITY

TOWN OF HILLSBORO BEACH, FLORIDA

ATTEST:

By:_____

Irene Kirdahay, Mayor

Sherry D. Henderson, CMC, City Clerk

14th day of November, 2024

I HEREBY CERTIFY that I have approved this Agreement as to form and legal sufficiency subject to execution by the parties:

Donald J. Doody, City Attorney

EXHIBIT A - Municipal Election Cost Estimate

Description	**Cost per registered voter in Municipality**
Election Fees for March Elections (if a Presidential Preference Primary) and November General Elections:	
Ballot Materials	$0.70
Each Extra Ballot Page Side	($0.15 x number of registered voters)
Stand-Alone Election	$3.35
Estimate of Municipality's Total Number of Registered Voters: 1,741	**Estimated March Election (if PPP) and November General Election Cost: $1,220 (rounded)** **Estimated cost with extra ballot page(s):** **$1,480 w/ extra 1 page** **$1,740 w/ extra 2 pages**

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

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

Agenda Item Cover Memo

Agenda Item: Employee Benefits

Submitting Dept: Town Manager

Agenda Date: November 1, 2023

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1. BACKGROUND / HISTORY

The Town provides medical, dental, and vision insurance for employees, per the Town's current benefit policy and applicable collective bargaining agreement. Acentria Insurance, the Town's insurance broker for employee benefits, assisted the Town in obtaining quotes from other providers within the Town's, small government sector. This process is done each year to ascertain the value provided by the insurance provider. Unlike larger employers, the Town's costs are not based on past claims, but on prices filed with the state.

2. CURRENT ACTIVITY

As a response ot the Town's request for quotes, two insurance companies responded, and two declined to bid. United Health Care (UHC), the Town's current benefits provider, and Florida Blue quoted the Town's program while Cigna and Humana declined as they reportedly are moving out of the small government sector. United Health also provided an alternate plan as an effort to reduce costs and reduce benefits to the employees.

Looking at only the medical plans, which is the majority of costs, UHC responded with a 6.4% increase ($34,736) and no change in benefits, or a modified plan that would increase out-of-pocket expenses and reduce other medical benefits for an increase of 2.4% ($12,786). Florida Blue responded with a reduction in benefits, and a cost of $33,745 (6.2%).

The dental and vision plans had little differences among the providers, and by bundling medical with vison and dental with UHC, the Town would realize an additional $600 in savings annually.

To ensure minimal disruption among employees and their families, it is recommended to keep the benefit plan unchanged, and remain with UHC.

3. FINANCIAL IMPACT

The increase cost to remain with United Health Care without decreasing employee benefits is $34,925, or 6.2% above FY 2022. The Town budgeted an increase of $85,412 (15%), so the increase is well within budget.

4. RECOMMENDATION

It is recommended to continue with Unite Healthcare and maintain the current benefits structure for the employees.

State of Florida
Broward County
Town of Hillsboro Beach

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

RESOLUTION NO. 2023-56

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER TOWN OFFICIALS TO EXECUTE THE NECESSARY DOCUMENTS TO RENEW EMPLOYEE HEALTH INSURANCE BENEFITS WITH UNITED HEALTHCARE INC. FOR 2024; 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 proper town officials to execute the necessary documents to renew the 2024 employee health insurance benefits with United Healthcare Inc. for health, dental, and vision.

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

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

SECTION 2. The Town Commission of the Town of Hillsboro Beach, Florida hereby approves and authorizes the proper town officials to execute the necessary documents to renew employee health insurance benefits with United Healthcare for 2024.

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. 2023-56
RECORD OF TOWN COMMISSION VOTE:

	YES	**NO**
MAYOR IRENE KIRDAHY	☐	☐
VICE MAYOR BARBARA BALDASARRE	☐	☐
COMMISSIONER JANE REISER	☐	☐
COMMISSIONER VINNE ANDREANO	☐	☐
COMMISSIONER DAVID A. RAVANESI	☐	☐

Employee Benefits Analysis

Prepared for:

Hillsboro Beach FLORIDA

Effective: 01/01/2024

Prepared by:

Acentria Insurance

Robin Riley - Senior Vice President
Robin.Riley@Acentria.com
Production date: 01/01/2024

NOTICE OF IMPORTANT INFORMATION RELATING TO BROKERAGE SERVICES, COMPENSATION AND PRIVACY

Acentria Insurance (Acentria) is committed to following best practices, the highest standards of business ethics and integrity, and complying with the laws and regulations governing its operations. Acentria is required to provide our clients with information about some of our legal obligations. Below are several important items of which you should be aware:

A. Acentria's Role. As the named Broker of Record/Consultant for the insurance policies associated with your Health & Welfare Plan, Acentria will collaborate with you on your overall benefits strategy, market, support and provide ongoing maintenance for each of these insurance policies as well as delivering certain administrative services for your Health & Welfare Plan. In negotiating your policy, obtaining orders and information from insurance carriers, or providing you with a proposal, Acentria is your broker, not the insurance carrier's agent.

B. Proposal. At certain appropriate times, Acentria will provide you with a Proposal. A Proposal contains information received from carriers and is intended for illustrative purposes only and provides only summaries of the programs described. In instances of a discrepancy between Acentria's Proposal and the carrier Plan Documents, the Plan documents will prevail.

C. General Information. To the best of Acentria's knowledge and efforts, the Proposal is truthful and correct. If discrepancies exist between the Proposal, Acentria's advice regarding a carrier's quote, and the carrier's policy, the policy issued by the carrier will govern. All products are subject to the carrier's underwriting requirements. All benefits payable are subject to the terms and conditions of the policy, including benefit durations, limitations and exclusions. Not all benefits and exclusions are covered in every state. Please consult the policy form and outline of coverage for details.

D. Final Rating. Insurance Carriers often reserve the right to re-rate a policy based upon final enrollments, final enrollment information is typically not available at the time of quoting. Re-rating will commonly occur with small group fully insured medical coverage when changing carriers or offering coverage for the first time.

E. Carrier Information. The information contained in the Proposal is provided by the named carrier(s), not by Acentria. Any errors or omissions in the information provided to Acentria by you or by the carrier are not Acentria's responsibility. If the carrier fails to provide you with any insurance coverage described in its Proposal or otherwise, then Acentria has no responsibility for any resulting damages. Similarly, Acentria assumes no liability for any claims, losses, or damages resulting from the use, inability to use, or the results of use of the carrier's Proposal or the material or information contained therein. Representations of past performance are not a guarantee that similar results will be achieved in the future. Acentria also disclaims liability for any consequential, special, incidental or indirect damages resulting from the carrier's Proposal. Acentria has no liability with respect to carrier supplied information in the Proposal.

F. Websites. The Proposal may provide references to independent websites. This information is provided solely as a convenience to you. Acentria is not responsible for the content of any of these websites

G. Broker Compensation. Acentria is either compensated by fees paid by the Client and/or by the commissions paid directly to Acentria by the Client's insurance carriers as outlined herein. Compensation is based on the services that are to be provided to Client as mutually agreed upon. Any material changes to compensation based on the services provided will be disclosed and mutually agreed upon (in writing) in advance of the change. However, please note that the specific amount of compensation may vary over time (especially in the case when compensation is derived by the commissions paid by the Client's insurance carriers) based on several factors including (but not limited to) the lines of in-force coverage offered, number of participants enrolled, premium cost per member, and the commission rates set by the insurance carriers.

State insurance laws will typically dictate which market segment a groups' medical coverage will be written under. In the Florida small group health insurance market segment, the broker compensation is included in the rates and varies between $40-$22 Per Employee Per Month as determined by the groups location, new or renewal policy status and broker tier status. Large group health insurance commission typically ranges from 3-6 percent of the premium. Group Dental and Vision insurance coverage typically ranges from 5-15 percent of the premium.

In some cases, the compensation payable to Acentria is also detailed in the Form 5500, in either Schedule A or Schedule C, for those clients subject to ERISA Form 5500 reporting requirements, and/or in the policy renewal/declaration page that the insurance carriers will deliver to the Client, as applicable.

Additional information on commission payments and fee schedules for any particular account will be provided upon request (see our contact information below).

H. Other Compensation. Acentria may also be paid indirect/other compensation, including bonuses, overrides, and in some cases reimbursement for travel, meal and event-related expenses related to business activities paid by the carriers, normally calculated at the calendar year end that are contingent on a number of factors including the overall number of employer plans and/or employee participants in plans for which we have placed the insurance, premium retention/persistency and premium growth. Historically, these contingent commissions have ranged between 0-3 percent of the premiums placed on behalf of the carrier. Acentria will never place its own financial interest ahead of its client's interest in determining the best available insurance product or service.

I. Sharing of Proposal. Acentria retains all proprietary rights to material and information we develop. Except for duplicating the information for your in-house professional review, the Proposal material and information may not be reproduced, transmitted, distributed or displayed without the prior written consent of Acentria.

J. Contacting Acentria. Your questions or comments about this Notice may be directed to:

Attn: Director of Commissions and Licensing
4634 Gulfstarr Drive
Destin, FL 32541
ClientNotice@acentria.com

Line of Coverage	Carrier	Lives	Current	Renewal	% Change
Medical PPO	UHC	25	$540,785.28	$575,521.44	6.4%
Dental PPO	UHC	25	$21,559.56	$21,748.44	0.9%
Vision	UHC	26	$3,200.76	$3,200.76	0.0%
Total Annual Premium			**$565,546**	**$600,471**	
Annual $ Change				**$34,925**	
Annual % Change				**6.2%**	

UHC Medical Options	% Change
UHC Choice Plus POS Premier Care Cash DIHS/L27S $553,571	2.4%
UHC Choice Plus POS Balanced Care Cash CV97/L27S $564,363	4.4%

FB Medical Options	% Change
FB BlueOptions Everyday Health 15105 $574,531	6.2%
FB BlueOptions Everyday Health 14103 $592,168	9.5%

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MEDICAL MARKETING LIST

Carrier	Response
Florida Blue	***Quoted***
UHC	***Current - Renewal Quoted***
Truli	***Quoted***

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Medical Plan Plan Name / Network Effective Date:	UHC Balanced w/Care Cash CW-AD / Current / Renewal
Overall Limits	**In-Network**
Deductible - Individual	$2,000
Deductible - Family	$4,000
Ind. Deductible for Family Coverage	Embedded / Non-Embedded
Out-of-Pocket Maximum - Individual	$6,000
Out-of-Pocket Maximum - Family	$12,000
Office Visits	
Physician Office Visit Copay	$25
Specialist Office Visit Copay	$50
Referral Needed for Specialist	Not Required
Preventative Care	No charge
Emergency	
Emergency Room	20% coinsurance
Urgent Care	$50 copay
Lab and Imaging	
Independent Lab Work	20% coinsurance
X-Ray - Free Standing Facility	20% coinsurance
Advanced Imaging - Free Standing Facility	$400 copay
Hospital and Surgical	
Inpatient Hospitalization	20% coinsurance
Outpatient Surgery	20% coinsurance
Hospital Physician Services	20% coinsurance
Out-of-Network Coverage	
Deductible (Individual / Family)	$6,000 / $12,000
Out-of-Network Coinsurance	50%
OOP Maximum (Individual / Family)	$12,000 / $24,000
Prescription Drugs	
Rx Deductible	Deductible does not apply
Retail - 30/31-day supply	
Generic	$10
Preferred Brand	$40
Non-Preferred Brand	$150
Specialty - 30/31-day supply	$300 - $500

Monthly Rates	Lives	Current	Renewal
Employee Only	7	$873.36	$929.46
Employee + Spouse	2	$1,746.72	$1,858.92
Employee + Child(ren)	5	$1,615.72	$1,719.50
Employee + Family	11	$2,489.08	$2,648.96
	25		
Monthly Premium		**$45,065.44**	**$47,960.12**
Annual Premium		**$540,785.28**	**$575,521.44**

Annual $ Change	**$34,736**
Annual % Change	**6.4%**

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Medical Plan Plan Name / Network Effective Date:	UHC Balanced w/Care Cash CW-AD / RX L27S Choice Plus Current / Renewal	UHC Choice Plus POS Premier Care Cash DIHS/L27S Option 1	UHC Choice Plus POS Balanced Care Cash CV97/L27S Option 2
Overall Limits	**In-Network**	**In-Network**	**In-Network**
Deductible - Individual	$2,000	$1,500	$4,000
Deductible - Family	$4,000	$3,000	$8,000
Ind. Deductible for Family Coverage	Embedded / Non-Embedded	Embedded / Non-Embedded	Embedded / Non-Embedded
Out-of-Pocket Maximum - Individual	$6,000	$7,500	$6,000
Out-of-Pocket Maximum - Family	$12,000	$15,000	$12,000
Office Visits			
Physician Office Visit Copay	$25	Virtual: $0; Office: $30	Virtual: $0; Office: $40
Specialist Office Visit Copay	$50	Desig: $30; Non-Desig: $60	$100
Referral Needed for Specialist	Not Required	Not Required	Not Required
Preventative Care	No charge	$0	$0
Emergency			
Emergency Room	20% coinsurance	$500	$500
Urgent Care	$50 copay	$75	$50
Lab and Imaging			
Independent Lab Work	20% coinsurance	Ded then, Lab: Desig: 20%, Non-Desig: 50%	Ded then, Lab: Desig: 20%, Non-Desig: 50%
X-Ray - Free Standing Facility	20% coinsurance	Ded then, X-ray: 20%	Ded then, X-ray: 20%
Advanced Imaging - Free Standing Facility	$400 copay	Desig: $500; Non-Desig: 50% after $500 + Ded	Desig: $400; Non-Desig: 50% after $500 + Ded
Hospital and Surgical			
Inpatient Hospitalization	20% coinsurance	20% after $500 + Ded	20% after Ded
Outpatient Surgery	20% coinsurance	20% after $250 + Ded	20% after Ded
Hospital Physician Services	20% coinsurance	40% after Ded	20% after Ded
Out-of-Network Coverage			
Deductible (Individual / Family)	$6,000 / $12,000	$4,000 / $8,000	$8,000 / $16,000
Out-of-Network Coinsurance	50%	40%	40%
OOP Maximum (Individual / Family)	$12,000 / $24,000	$10,000 / $20,000	$15,000 / $30,000
Prescription Drugs			
Rx Deductible	Deductible does not apply	Deductible does not apply	Deductible does not apply
Retail - 30/31-day supply			
Generic	$10	$10	$10
Preferred Brand	$40	$40	$40
Non-Preferred Brand	$150	$150	$150
Specialty - 30/31-day supply	$300 - $500	$300-$500	$300-$500

Monthly Rates	Lives	Current	Renewal	Choice Plus POS Premier Care Cash DIHS/L27S	Choice Plus POS Balanced Care Cash CV97/L27S
Employee Only	7	$873.36	$929.46	$894.01	$911.44
Employee + Spouse	2	$1,746.72	$1,858.92	$1,788.02	$1,822.88
Employee + Child(ren)	5	$1,615.72	$1,719.50	$1,653.92	$1,686.16
Employee + Family	11	$2,489.08	$2,648.96	$2,547.93	$2,597.60
	25				
Monthly Premium		**$45,065.44**	**$47,960.12**	**$46,131**	**$47,030**
Annual Premium		**$540,785.28**	**$575,521.44**	**$553,571**	**$564,363**

Annual $ Change	**$12,786**	**$23,578**
Annual % Change	**2.4%**	**4.4%**

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Medical Plan Plan Name / Network Effective Date:	UHC Balanced w/Care Cash CW-AD / RX L27S Choice Plus Current / Renewal	Florida Blue BlueOptions Everyday Health 15105 Option 1	Florida Blue BlueOptions Everyday Health 14103 Option 2
Overall Limits	**In-Network**	**In-Network**	**In-Network**
Deductible - Individual	$2,000	$2,500	$2,000
Deductible - Family	$4,000	$5,000	$4,000
Ind. Deductible for Family Coverage	Embedded / Non-Embedded	Embedded / Non-Embedded	Embedded / Non-Embedded
Out-of-Pocket Maximum - Individual	$6,000	$6,700	$4,500
Out-of-Pocket Maximum - Family	$12,000	$13,400	$9,000
Office Visits			
Physician Office Visit Copay	$25	Office: $30; Virtual: $0	Office: $35; Virtual: $0
Specialist Office Visit Copay	$50	$75	$60
Referral Needed for Specialist	Not Required	Not Required	Not Required
Preventative Care	No charge	$0	$0
Emergency			
Emergency Room	20% coinsurance	20% after Ded	20% after Ded
Urgent Care	$50 copay	$80	$65
Lab and Imaging			
Independent Lab Work	20% coinsurance	Lab: $10; Hosp: 20% after Ded	Lab: $50; Hosp: 20% after Ded
X-Ray - Free Standing Facility	20% coinsurance	20% after Ded	20% after Ded
Advanced Imaging - Free Standing Facility	$400 copay	20% after Ded	20% after Ded
Hospital and Surgical			
Inpatient Hospitalization	20% coinsurance	20% after Ded	20% after Ded
Outpatient Surgery	20% coinsurance	ASC: 20%; Hosp: 20% after Ded	20% after Ded
Hospital Physician Services	20% coinsurance	$0	$100
Out-of-Network Coverage			
Deductible (Individual / Family)	$6,000 / $12,000	$5,000 / $10,000	$4,000 / $8,000
Out-of-Network Coinsurance	50%	50%	50%
OOP Maximum (Individual / Family)	$12,000 / $24,000	$13,400 / $26,800	$9,000 / $18,000
Prescription Drugs			
Rx Deductible	Deductible does not apply	Deductible does not apply	Deductible does not apply
Retail - 30/31-day supply			
Generic	$10	$15	$10
Preferred Brand	$40	$100	$30
Non-Preferred Brand	$150	$200	$50
Specialty - 30/31-day supply	$300 - $500	$300	$150

Monthly Rates	Lives	Current	Renewal	BlueOptions Everyday Health 15105	BlueOptions Everyday Health 14103
Employee Only	7	$873.36	$929.46	$927.86	$956.34
Employee + Spouse	2	$1,746.72	$1,858.92	$1,855.72	$1,912.69
Employee + Child(ren)	5	$1,615.72	$1,719.50	$1,716.54	$1,769.24
Employee + Family	11	$2,489.08	$2,648.96	$2,644.40	$2,725.58
	25				
Monthly Premium		**$45,065.44**	**$47,960.12**	**$47,877.56**	**$49,347**
Annual Premium		**$540,785.28**	**$575,521.44**	**$574,530.72**	**$592,168**
Annual $ Change				**$33,745**	**$51,383**
Annual % Change				**6.2%**	**9.5%**

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DENTAL MARKETING LIST

Carrier	Response
UHC	***Current - Renewal Quoted***
Guardian	***Quoted***
Principal	***Quoted***
MetLife	***Quoted***

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Dental PPO Effective Date		UHC Current / Renewal		Principal Option 1		Guardian Option 2		MetLife Option 3	
Calendar Year Maximum		**In-Network**	**Out-of-Network**	**In-Network**	**Out-of-Network**	**In-Network**	**Out-of-Network**	**In-Network**	**Out-of-Network**
Per Member		$1,500	$1,000	$1,500	$1,000	$1,500	$1,000	$2,000	$1,000
Calendar Year Deductible									
Individual		$50	$50	$50	$50	$50	$50	$50	$50
Family		$150	$150	$150	$150	$50	$50	$150	$150
Diagnostic and Preventive									
Oral Exam		100%	70%	100%	70%	100%	100%	100%	70%
Bitewing X-Rays		100%	70%	100%	70%	100%	100%	100%	70%
Full Mouth X-Rays		100%	70%	100%	70%	100%	100%	100%	70%
Teeth Cleaning		100%	70%	100%	70%	100%	100%	100%	70%
Fluoride Treatment		100%	70%	100%	70%	100%	100%	100%	70%
Sealants		100%	70%	100%	70%	100%	100%	80%	50%
Basic Services									
Fillings		80%	50%	80%	50%	80%	50%	80%	50%
Anesthesia		80%	50%	80%	50%	80%	50%	80%	50%
Periodontics (Gum disease)		80%	50%	80%	50%	80%	50%	80%	50%
Endodontics (Root Canal)		80%	50%	80%	50%	80%	50%	80%	50%
Simple & Surgical Extractions		80%	50%	80%	50%	80%	50%	80%	50%
Major Services									
Inlays, Onlays, Crowns		50%	50%	50%	50%	50%	50%	50%	50%
Dental Implants		50%	50%	50%	50%	50%	50%	50%	50%
Prosthodontics (Bridges & Dentures)		50%	50%	50%	50%	50%	50%	50%	50%
Repair & Maintenance of Bridgework & Dentures		50%	50%	50%	50%	50%	50%	50%	50%
Orthodontics									
Benefit Percentage		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Lifetime Maximum		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Out-of-Network Reimbursement		**Negotiated Fee Schedule**	**90th Percentile**					**Negotiated Fee Schedule**	**Schedule Amount**
Rate Guarantee		**1 year**		**1 year**		**1 year**		**1 year**	
Monthly Rates	Lives	**Current**	**Renewal**	**Option 1**		**Option 2**		**Option 3**	
Employee Only	7	$31.90	$32.76	$27.89		$31.90		$29.82	
Employee + Spouse	2	$63.81	$65.53	$55.79		$63.81		$61.57	
Employee + Child(ren)	5	$64.39	$66.13	$56.29		$64.39		$62.13	
Employee + Family	11	$99.26	$101.94	$86.78		$99.26		$99.88	
	25								
Monthly Premium		**$1,765**	**$1,812**	**$1,543**		**$1,765**		**$1,741**	
Annual Premium		**$21,177**	**$21,748**	**$18,514**		**$21,177**		**$20,895**	
Annual $ Change			**$572**	**($2,663)**		**$0**		**($282)**	
Annual % Change			**2.7%**	**-12.6%**		**0.0%**		**-1.3%**	

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VISION MARKETING LIST

Carrier	Response
UHC	***Current - Renewal Quoted***
Principal	***Quoted***
Guardian	***Quoted***
MetLife	***Quoted***

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Vision Effective Date	UHC Current / Renewal		Principal Option 1		Guardian Option 2		MetLife Option 3		MetLife Option 4	
	In-Network Copay	Out-of-Network Plan pays up to:	In-Network Copay	Out-of-Network Plan pays up to:	In-Network Copay	Out-of-Network Plan pays up to:	In-Network Copay	Out-of-Network Plan pays up to:	In-Network Copay	Out-of-Network Plan pays up to:
Exam	$10	$50 max	$10	Up to $45	$10	$50 max	$10	$45 allowance	$10	$45 allowance
Lenses										
Single	$25	Up to $40	$25	Up to $30	$25	$48 max	$25	$30 allowance	$25	$30 allowance
Bifocal	$25	Up to $60	$25	Up to $50	$25	$67 max	$25	$50 allowance	$25	$50 allowance
Trifocal	$25	Up to $80	$25	Up to $65	$25	$86 max	$25	$65 allowance	$25	$65 allowance
Lenticular	$25	Up to $80	$25	Up to $100	$25	$126 max	$25	$100 allowance	$25	$100 allowance
Contact Lenses*										
Medical Necessary	Covered	$210 max (Copay waived)	$25	Up to $210	Covered	$210 max (Copay waived)	Covered in full after eyewear copay	$210 allowance	Covered in full after eyewear copay	$210 allowance
Elective	$105 allowance	Up to $80	$130 allowance for elective contacts	Up to $105	$130 max + 15% off balance (Copay waived)	$105 max (Copay waived)	$130 allowance	$105 allowance	$130 allowance	$105 allowance
Frames	$130 allowance	Up to $45	$130 allowance for a wide selection of frames; 20% off amount over allowance	Up to $70	$130 retail max + 20% off balance	$48 max	$130 allowance $150 allowance on featured frames $70 allowance at Costco, Walmart and Sam's Club + 20% off after allowance	$70 allowance	$130 allowance $150 allowance on featured frames $70 allowance at Costco, Walmart and Sam's Club + 20% off after allowance	$70 allowance
Frequency of Services										
Eye Examination	Calendar Year		Calendar Year		Calendar Year		Calendar Year		Calendar Year	
Lenses	Calendar Year		Calendar Year		Calendar Year		Calendar Year		Calendar Year	
Frames	Other Calendar Year		Other Calendar Year		Other Calendar Year		Other Calendar Year		Other Calendar Year	
Contact Lenses*	Calendar Year		Calendar Year		Calendar Year		Calendar Year		Calendar Year	

** In lieu of eyeglasses*

Rate Guarantees		1 year		1 year	1 year	1 year	1 year
Monthly Rates	Lives	**Current**	**Renewal**	**Option 1**	**Option 2**	**Option 3**	**Option 4**
Employee Only	8	$4.13	$4.13	$4.13	$4.11	$6.18	$7.23
Employee + Spouse	2	$8.68	$8.68	$8.68	$8.65	$12.39	$14.51
Employee + Child(ren)	5	$10.20	$10.20	$10.20	$10.15	$10.49	$12.28
Employee + Family	11	$15.03	$15.03	$15.03	$14.95	$17.29	$20.25
	26						
Monthly Premium		**$267**	**$267**	**$267**	**$265**	**$317**	**$371**
Annual Premium		**$3,201**	**$3,201**	**$3,201**	**$3,185**	**$3,802**	**$4,452**
Annual $ Change			**$0**	**$0**	**($16)**	**$602**	**$1,251**
Annual % Change			**0.0%**	**0.0%**	**-0.5%**	**18.8%**	**39.1%**

This summary is for informational purpose only. It does not amend, extend, or alter the current policy in any way. In the event information in this summary differs from the Plan Document, the Plan Document will prevail.

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

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

Agenda Item: Resolution to Approve FY2023 Budget Amendment
Submitting Dept.: Finance
Agenda Date: November 6, 2023

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1. BACKGROUND/HISTORY

The annual budget is how the Town ensures that its expenditures are consistent with the levels approved by Commission. When circumstances change, budget amendments are necessary to document the fiscal viability and ensure Commission approval of any additional expenditures.

Budget amendments must be adopted no later than 60 days after fiscal year end.

2. CURRENT ACTIVITY

Below is a recap of the recommended changes to the original adopted budget:

- General Funds – Budget increased to match increased activity.
- Permit/P&Z / Code Compliance Fund – Budget increased to match increased activity.

3. FINANCIAL IMPACT

No Financial Impact

4. RECOMENDATION

Staff recommends the Commission approve the proposed budget amendments.

Attachments:
1) Budget Amendment Details (by Fund)
2) Budget Amendment Resolution

RESOLUTION NO. 2023-57

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING THE TOWN STAFF'S RECOMMENDATION TO AMEND THE GENERAL FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission deems it to be in the best interest of the Town to approve the amendment to the Budget for Fiscal Year 2023.

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 hereby approves Town Staff's recommendation to amend the General Fund Budget for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023. A copy of the proposed budget amendment for FY 2023 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

BUDGET AMENDMENT
General Fund (Summary)
For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Original Annual Budget	Budget Incr. / (Decr.)	Amended Budget	Sep-23 Year to Date Actual	Amount Remaining	% of Annual Budget
FUNDING						
Revenues						
Property Taxes	$ 5,638,903	$ -	$ 5,638,903	$ 5,605,531	$ 33,372	99.4%
Other Local Taxes	309,289	82,000	391,289	389,769	1,520	99.6%
Intergovernmental Revenues	184,036	52,000	236,036	236,371	(335)	100.1%
FEMA Grants	4,049,845	-	4,049,845	10,406	4,039,439	0.3%
County Transportation Grant	81,900	-	81,900	67,100	14,800	81.9%
Marine Law Enforcement Grant	37,280	-	37,280	35,834	1,446	96.1%
Fines & Forfeitures	2,050	-	2,050	1,760	290	85.8%
Miscellaneous Revenues	73,000	-	73,000	121,748	(48,748)	166.8%
Interest Income	30,100	155,000	185,100	184,314	786	99.6%
Total Revenues	**10,406,403**	**289,000**	**10,695,403**	**6,652,832**	**4,042,571**	**62.2%**
Other Sources						
Transfer In	300,000	-	300,000	586,666	(286,666)	195.6%
Loan Proceeds	565,625	-	565,625	3,926,088	(3,360,463)	694.1%
Total Other Sources	**865,625**	**-**	**865,625**	**4,512,753**	**(3,647,128)**	**521.3%**
TOTAL FUNDING	**11,272,028**	**289,000**	**11,561,028**	**11,165,585**	**395,443**	**96.6%**
EXPENDITURES						
Town Commission	61,210	4,700	65,910	61,305	4,605	93.0%
Town Manager	330,629	50,000	380,629	368,670	11,959	96.9%
Town Clerk	300,211	-	300,211	250,800	49,411	83.5%
Police	3,568,009	180,600	3,748,609	3,574,828	173,781	95.4%
Facility Services	336,953	1,400	338,353	258,379	79,974	76.4%
Finance	130,758	-	130,758	129,333	1,425	98.9%
Fire Rescue	977,451	-	977,451	946,291	31,160	96.8%
Solid Waste	356,597	37,300	393,897	393,897	-	100.0%
Transportation	116,189	-	116,189	66,993	49,196	57.7%
Beaches	4,686,470	15,000	4,701,470	4,352,939	348,531	92.6%
Charitable Donations	6,481	-	6,481	5,881	600	90.7%
Contingency	116,070	-	116,070	-	116,070	0.0%
TOTAL EXPENSES	**10,987,028**	**289,000**	**11,276,028**	**10,409,315**	**$ 866,713**	**92.3%**

BUDGET AMENDMENT
General Fund (Summary)
For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Original Annual Budget	Budget Incr. / (Decr.)	Amended Budget	Sep-23 Year to Date Actual	Amount Remaining	% of Annual Budget
Interfund Transfer - Out	285,000	-	285,000	587,787	(302,787)	206.2%
TOTAL EXPENDITURES	**11,272,028**	**289,000**	**11,561,028**	**10,997,102**	**$ 563,926**	**95.1%**
Total Funding over (under) Expenditures	$ -	$ (0)	$ (0)	168,483		
Fund Balance - Beginning				3,406,853		
Fund Balance - Ending				**$ 3,575,336**		

BUDGET AMENDMENT
General Fund - Revenue
For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Original Annual Budget	Budget Incr. / (Decr.)	Amended Budget	Sep-23 Year to Date Actual	Amount Remaining	% of Annual Budget
FUNDING						
Property Tax						
Ad Valorem Taxes	$ 5,849,406	$ -	$ 5,849,406	$ 5,731,001	$ 118,405	98.0%
Ad Valorem Taxes - Prior Years	3,000	-	3,000	(8,878)	11,878	-295.9%
Ad Valorem Taxes - Discounts	(213,503)	-	(213,503)	(116,591)	(96,912)	54.6%
Total - Property Tax	**5,638,903**	**-**	**5,638,903**	**5,605,531**	**33,372**	**99.4%**
Other Local Taxes						
FPL Franchise	250,000	72,000	322,000	321,057	943	99.7%
Local Communications Tax	25,000	10,000	35,000	34,148	852	97.6%
Total - Other Local Taxes	**275,000**	**82,000**	**357,000**	**355,205**	**1,795**	**99.5%**
Intergovernmental Revenues						
Occupational Licenses	1,900	-	1,900	2,572	(672)	135.4%
FDLE - JAG grant	-	-	-	561	(561)	n/a
State Revenue Sharing	46,500	20,000	66,500	65,632	868	98.7%
Alcoholic Beverage License	636	-	636	1,273	(637)	200.1%
Half-Cent Sales Tax	135,000	32,000	167,000	166,333	667	99.6%
Total - Intergov. Revenues	**184,036**	**52,000**	**236,036**	**236,371**	**(335)**	**100.1%**
Fines & Forfeitures						
Judgments and Fines	2,000	-	2,000	1,760	240	88.0%
Other Fines and/or Forfeits	50	-	50	-	50	0.0%
Total - Fines & Forfeitures	**2,050**	**-**	**2,050**	**1,760**	**290**	**85.8%**
Miscellaneous Revenue						
Miscellaneous	3,000	-	3,000	4,670	(1,670)	155.7%
Police Reimbursement	50,000	-	50,000	59,791	(9,791)	119.6%
Insurance Reimbursements	-	-	-	28,913	(28,913)	n/a
Lien Search Fee	20,000	-	20,000	15,800	4,200	79.0%
Sale of Surplus Equipment	-	-	-	12,575	(12,575)	n/a
Total - Misc. Revenue	**73,000**	**-**	**73,000**	**121,748**	**(48,748)**	**166.8%**

BUDGET AMENDMENT
General Fund - Revenue
For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Original Annual Budget	Budget Incr. / (Decr.)	Amended Budget	Sep-23 Year to Date Actual	Amount Remaining	% of Annual Budget
Interest Income						
Interest - Investments	35,000	84,000	119,000	118,980	20	100.0%
Interest - Tax Collector	100	9,000	9,100	8,899	201	97.8%
Net Incr (Decr) In FMV-Invest	(5,000)	62,000	57,000	56,435	565	99.0%
Total - Interest Income	**30,100**	**155,000**	**185,100**	**184,314**	**786**	**99.6%**
Total Revenue	**6,203,089**	**289,000**	**6,492,089**	**6,504,929**	**(12,840)**	**100.2%**
Transfer In						
Water Fund	50,000	-	50,000	50,000	-	100.0%
Total - Transfer In	**50,000**	**-**	**50,000**	**50,000**	**-**	**100.0%**
Use / (Add't) Fund Balance	**-**	**-**	**-**	**-**	**-**	**n/a**
TOTAL FUNDING	**$ 6,253,089**	**$ 289,000**	**$ 6,542,089**	**$ 6,554,929**	**$ (12,840)**	**100.2%**

BUDGET AMENDMENT
General Fund - Town Commission
For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Original Annual Budget	Budget Incr. / (Decr.)	Amended Budget	Sep-23 Year to Date Actual	Amount Remaining	% of Annual Budget
Personal Services						
Mayor/Commission Stipend	$ 40,000	$ 1,500	$ 41,500	$ 41,458	$ 42	99.9%
FICA	3,060	200	3,260	3,171	89	97.3%
Total Personal Services	**43,060**	**1,700**	**44,760**	**44,630**	**130**	**99.7%**
Operating Expenses						
Election Fees	3,900	-	3,900	5,383	(1,483)	138.0%
Annual Conf. - League of Cities	4,750	-	4,750	5,000	(250)	105.3%
Conferences/Seminars	6,000	-	6,000	600	5,400	10.0%
Mayor/Commission Expense	3,500	3,000	6,500	5,692	808	87.6%
Total Operating Expenses	**18,150**	**3,000**	**21,150**	**16,675**	**4,475**	**78.8%**
TOTAL COMMISSION	**$ 61,210**	**$ 4,700**	**$ 65,910**	**$ 61,305**	**$ 4,605**	**93.0%**

BUDGET AMENDMENT
General Fund - Town Manager
For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Original Annual Budget	Budget Incr. / (Decr.)	Amended Budget	Sep-23 Year to Date Actual	Amount Remaining	% of Annual Budget
Personal Services						
Salaries	$ 143,699	$ -	$ 143,699	$ 150,996	$ (7,297)	105.1%
Car Allowance	4,200	-	4,200	4,200	-	100.0%
FICA	11,315	-	11,315	11,835	(520)	104.6%
Florida Retirement System	45,366	-	45,366	48,950	(3,584)	107.9%
Health and Life Insurance	27,893	-	27,893	21,737	6,156	77.9%
Workers' Comp Insurance	231	-	231	187	44	80.8%
Total Personal Services	**232,704**	**-**	**232,704**	**237,904**	**(5,200)**	**102.2%**
Operating Expenses						
Town Attorney	83,325	-	83,325	60,928	22,397	73.1%
Prof. Services - IT Services	9,100	-	9,100	19,359	(10,259)	212.7%
Prof. Services - Lobbyist	-	50,000	50,000	47,367	2,633	94.7%
Miscellaneous	1,000	-	1,000	879	121	87.9%
Computer Expense / Supplies	1,000	-	1,000	25	975	2.5%
Training Expenses	3,500	-	3,500	2,207	1,293	63.1%
Total Operating Expenses	**97,925**	**50,000**	**147,925**	**130,765**	**17,160**	**88.4%**
TOTAL TOWN MANAGER	**$ 330,629**	**$ 50,000**	**$ 380,629**	**$ 368,670**	**$ 11,959**	**96.9%**

BUDGET AMENDMENT
General Fund - Town Clerk
For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Original Annual Budget	Budget Incr. / (Decr.)	Amended Budget	Sep-23 Year to Date Actual	Amount Remaining	% of Annual Budget
Personal Services						
Salaries	$ 133,609	$ -	$ 133,609	$ 95,114	$ 38,496	71.2%
FICA	10,222	-	10,222	7,251	2,971	70.9%
Florida Retirement System	15,913	-	15,913	11,592	4,321	72.8%
Health and Life Insurance	29,272	-	29,272	18,537	10,735	63.3%
Workers' Comp Insurance	215	-	215	171	44	79.3%
Unemployment Compensation	250	-	250	-	250	0.0%
Total Personal Services	**189,481**	**-**	**189,481**	**132,663**	**56,818**	**70.0%**
Operating Services						
Coding Ordinance	3,000	-	3,000	2,196	804	73.2%
Prof. Services- Digitize records	15,000	-	15,000	2,432	12,568	16.2%
Contracts - Minutes Preparation	4,250	-	4,250	2,813	1,438	66.2%
Temporary Labor	6,500	-	6,500	42,968	(36,468)	661.0%
Contracts - Other Services	7,000	-	7,000	3,849	3,151	55.0%
Software Maintenance/Support	25,313	-	25,313	13,694	11,619	54.1%
Postage and Freight	2,500	-	2,500	2,282	218	91.3%
Copier	6,100	-	6,100	3,758	2,342	61.6%
Advertising	10,000	-	10,000	5,631	4,369	56.3%
Office Supplies	5,900	-	5,900	7,058	(1,158)	119.6%
Website Support	4,967	-	4,967	6,727	(1,760)	135.4%
Subscriptions and Memberships	5,700	-	5,700	4,199	1,501	73.7%
Office Equipment	1,000	-	1,000	-	1,000	0.0%
Training Expenses	3,500	-	3,500	5,297	(1,797)	151.3%
Resident Mailings	10,000	-	10,000	15,234	(5,234)	152.3%
Total Operating Services	**110,730**	**-**	**110,730**	**118,137**	**(7,407)**	**106.7%**
TOTAL TOWN CLERK	**$ 300,211**	**$ -**	**$ 300,211**	**$ 250,800**	**$ 49,411**	**83.5%**

BUDGET AMENDMENT
General Fund - Police
For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Original Annual Budget	Budget Incr. / (Decr.)	Amended Budget	Sep-23 Year to Date Actual	Amount Remaining	% of Annual Budget
Personal Services						
Salaries	$ 1,735,806	$ 45,000	$ 1,780,806	$ 1,777,524	$ 3,282	99.8%
Paid Holidays	53,992	-	53,992	48,889	5,103	90.5%
Payroll-Other	-	7,500	7,500	7,500	-	100.0%
Car Allowance	-	30,600	30,600	30,600	-	100.0%
Longevity Pay	-	7,000	7,000	7,000	-	100.0%
Overtime	20,000	35,000	55,000	52,816	2,184	96.0%
Overtime - Task Force	35,000	-	35,000	19,841	15,159	56.7%
Overtime - Special Duty	-	32,000	32,000	31,356	644	98.0%
Sick Leave Cash Out	31,000	-	31,000	23,444	7,556	75.6%
Incentive	17,680	1,000	18,680	18,535	145	99.2%
FICA	144,851	9,500	154,351	154,296	55	100.0%
Florida Retirement System	479,233	12,000	491,233	490,979	254	99.9%
Health and Life Insurance	484,931	-	484,931	471,829	13,102	97.3%
Workers' Comp Insurance	50,075	-	50,075	39,959	10,116	79.8%
Tuition Reimbursement	2,250	-	2,250	734	1,516	32.6%
AD&D Insurance	776	-	776	747	29	96.3%
Unemployment Compensation	1,000	-	1,000	-	1,000	0.0%
Total Personal Services	**3,056,594**	**179,600**	**3,236,194**	**3,176,049**	**60,145**	**98.1%**
Operating Expenses						
Contracts - Other Services	27,870	-	27,870	26,023	1,847	93.4%
Town Attorney	10,000	-	10,000	75	9,925	0.8%
Prof. Services - IT Services	7,000	-	7,000	10,405	(3,405)	148.6%
Telephone Services	4,100	-	4,100	3,424	676	83.5%
Mobile Phones	4,140	-	4,140	5,337	(1,197)	128.9%
Postage	1,000	-	1,000	41	959	4.1%
Electricity	11,500	-	11,500	14,249	(2,749)	123.9%
Liability and Property Insurance	24,511	-	24,511	22,454	2,057	91.6%
Building Repairs & Maintenance	10,000	-	10,000	9,812	188	98.1%
Radio Maintenance	2,100	-	2,100	559	1,541	26.6%
Auto Repairs and Maintenance	25,000	-	25,000	16,878	8,122	67.5%
Boat Repairs and Maintenance	50,000	-	50,000	24,050	25,950	48.1%
ATV Repairs and Maintenance	1,500	-	1,500	1,046	454	69.7%
Rental - Vehicles	15,000	-	15,000	8,415	6,585	56.1%
Vehicles - GPS	1,364	-	1,364	1,123	241	82.3%
Copier	4,000	-	4,000	2,738	1,262	68.5%
Miscellaneous Services	5,000	-	5,000	2,302	2,698	46.0%
Internet Service	6,550	-	6,550	7,781	(1,231)	118.8%

BUDGET AMENDMENT
General Fund - Police
For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Original Annual Budget	Budget Incr. / (Decr.)	Amended Budget	Sep-23 Year to Date Actual	Amount Remaining	% of Annual Budget
Physical Examinations	2,500	-	2,500	231	2,269	9.3%
Office Supplies	3,000	-	3,000	980	2,020	32.7%
Operating Supplies	10,000	-	10,000	9,417	583	94.2%
Fuel & Oil	50,000	-	50,000	48,655	1,345	97.3%
Uniforms Supplies	15,000	1,000	16,000	16,242	(242)	101.5%
Investigation Division	5,000	-	5,000	5,636	(636)	112.7%
Subscriptions and Memberships	3,000	-	3,000	6,948	(3,948)	231.6%
Protective PPE	2,500	-	2,500	240	2,260	9.6%
Protective PPE (Facilities)	2,500	-	2,500	1,099	1,401	44.0%
Education / Training	20,000	-	20,000	16,961	3,039	84.8%
Total Operating Expenses	**324,135**	**1,000**	**325,135**	**263,122**	**62,013**	**80.9%**
TOTAL POLICE	**$ 3,380,729**	**$ 180,600**	**$ 3,561,329**	**$ 3,439,171**	**$ 122,158**	**96.6%**

BUDGET AMENDMENT
General Fund - Facility Services
For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Original Annual Budget	Budget Incr. / (Decr.)	Amended Budget	Sep-23 Year to Date Actual	Amount Remaining	% of Annual Budget
Personal Services						
Salaries	$ 52,790	-	$ 52,790	$ 57,173	$ (4,383)	108.3%
Vacation Leave Cash Out	3,755	-	3,755	-	3,755	0.0%
Sick Leave Cash Out	2,000	-	2,000	1,624	376	81.2%
FICA	4,480	-	4,480	4,446	34	99.2%
Florida Retirement System	10,889	-	10,889	11,378	(489)	104.5%
Health and Life Insurance	24,414	-	24,414	23,584	830	96.6%
Workers' Comp Insurance	1,912	-	1,912	1,536	376	80.3%
Total Personal Services	**100,240**	**-**	**100,240**	**99,741**	**499**	**99.5%**
Operating Expenses						
Telephone Service	4,500	-	4,500	3,424	1,076	76.1%
Utility - Water	7,050	-	7,050	6,400	650	90.8%
Electricity	5,000	-	5,000	6,258	(1,258)	125.2%
Utility - Sewer	900	-	900	730	170	81.1%
Internet Service	5,500	-	5,500	6,100	(600)	110.9%
Liability and Property Insurance	22,363	-	22,363	21,816	547	97.6%
Pest Control - Building/Grounds	1,200	-	1,200	1,267	(67)	105.6%
R&M - Equipment	10,000	-	10,000	5,765	4,235	57.7%
R&M - Grounds	5,000	-	5,000	4,968	32	99.4%
Landscape Maintenance	10,000	-	10,000	4,192	5,808	41.9%
Town Hall Maint. / Repairs	20,000	-	20,000	14,776	5,224	73.9%
Generator Maint. Contract	5,200	-	5,200	5,370	(170)	103.3%
R&M - Bocce Court	7,500	1,400	8,900	8,893	7	99.9%
Operating Supplies - General	3,500	-	3,500	2,896	604	82.7%
Town Events	25,000	-	25,000	23,635	1,365	94.5%
A/C Maintenance Contract	4,000	-	4,000	-	4,000	0.0%
Total Operating Expenses	**136,713**	**1,400**	**138,113**	**116,492**	**21,621**	**84.3%**
TOTAL FACILITY SERVICES	**$ 236,953**	**$ 1,400**	**$ 238,353**	**$ 216,233**	**$ 22,120**	**90.7%**

BUDGET AMENDMENT
General Fund - Other Departments
For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Original Annual Budget	Budget Incr. / (Decr.)	Amended Budget	Sep-23 Year to Date Actual	Amount Remaining	% of Amended Budget
Finance						
Auditing Services	$ 20,000	$ -	$ 20,000	$ 19,632	$ 369	98.2%
Accounting/Financial Services	100,418	-	100,418	100,418	-	100.0%
Investment Services	10,340	-	10,340	9,284	1,056	89.8%
Total Finance Expense	**130,758**	**-**	**130,758**	**129,333**	**1,425**	**98.9%**
Fire Rescue						
Fire Service Agreement	936,333	-	936,333	905,173	31,160	96.7%
Fire Service Agreement - Capital	41,118	-	41,118	41,118	-	100.0%
Total Fire Rescue Expense	**977,451**	**-**	**977,451**	**946,291**	**31,160**	**96.8%**
Solid Waste						
Contracts Services	356,597	37,300	393,897	393,897	-	100.0%
Total Solid Waste Expense	**356,597**	**37,300**	**393,897**	**393,897**	**-**	**100.0%**
Beach Management						
Engineering – Deerfield Joint Project	55,000	-	55,000	1,057	53,943	1.9%
Engineering – Legal Matters	10,000	-	10,000	-	10,000	0.0%
Beach Attorney	-	7,000	7,000	7,033	(33)	100.5%
Beach Salvage (Boat removal)	1,000	1,000	2,000	2,000	-	100.0%
Buoys	5,000	7,000	12,000	11,660	340	97.2%
Total Beach Management Expense	**71,000**	**15,000**	**86,000**	**21,749**	**64,251**	**25.3%**
Charitable Donations						
Lighthouse Preservation Contrib.	2,500	-	2,500	1,900	600	76.0%
Area Council on Aging Contrib.	3,981	-	3,981	3,981	-	100.0%
Total Charitable Donations	**6,481**	**-**	**6,481**	**5,881**	**600**	**90.7%**
Contingency	**116,070**	**-**	**116,070**	**-**	**116,070**	**0.0%**
Total Expense before Transfer Out	**1,658,357**	**52,300**	**1,710,657**	**1,497,152**	**213,506**	**87.5%**

BUDGET AMENDMENT
General Fund - Other Departments
For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Original Annual Budget	Budget Incr. / (Decr.)	Amended Budget	Sep-23 Year to Date Actual	Amount Remaining	% of Amended Budget
Transfer Out						
To P&Z and Code Enf. Fund	35,000	-	35,000	51,121	(16,121)	146.1%
To General Fund CIP	250,000	-	250,000	536,666	(286,666)	214.7%
Total Transfer Out	**285,000**	**-**	**285,000**	**587,787**	**(302,787)**	**206.2%**
TOTAL OTHER DEPARTMENTS	**$ 1,943,357**	**$ 52,300**	**$ 1,995,657**	**$ 2,084,939**	**$ (89,281)**	**104.5%**
TOTAL GENERAL FUND EXPENDITURES	**$ 6,253,089**	**$ 289,000**	**$ 6,542,089**	**$ 6,421,116**	**$ 120,973**	**98.2%**

BUDGET AMENDMENT

Special Revenue Fund - Transportation (Community Bus)

For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Original Annual Budget	Budget Incr. / (Decr.)	Amended Budget	Sep-23 Year to Date Actual	Amount Remaining	% of Annual Budget
FUNDING						
Revenues						
Local Option Gas Tax	34,289	-	34,289	34,564	(275)	100.8%
County Transportation Grant	81,900	-	81,900	67,100	14,800	81.9%
Total Revenues	**116,189**	**-**	**116,189**	**101,663**	**14,526**	**87.5%**
Total Other Sources	**-**	**-**	**-**	**-**	**-**	**n/a**
TOTAL FUNDING	**116,189**	**-**	**116,189**	**101,663**	**14,526**	**87.5%**
EXPENDITURES						
Contractual Services	81,900	-	81,900	66,993	14,907	81.8%
Roadways - R&M	10,000	-	10,000	-	10,000	0.0%
Reserves - Future Use	24,289	-	24,289	-	24,289	0.0%
TOTAL EXPENDITURES	**116,189**	**-**	**116,189**	**66,993**	**49,196**	**57.7%**
Total Funding over (under) Expenditures	$ -	$ -	$ -	34,671		
Fund Balance - Beginning				84,548		
Fund Balance - Ending				**$ 119,219**		

BUDGET AMENDMENT

Special Revenue Fund - Marine Law Enforcement Grant

For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Original Annual Budget	Budget Incr. / (Decr.)	Amended Budget	Sep-23 Year to Date Actual	Amount Remaining	% of Annual Budget
FUNDING						
Revenues						
Marine Law Enforcement Grant	37,280	-	37,280	35,834	1,446	96.1%
Total Revenues	**37,280**	**-**	**37,280**	**35,834**	**1,446**	**96.1%**
TOTAL FUNDING	**37,280**	**-**	**37,280**	**35,834**	**1,446**	**96.1%**
EXPENDITURES						
Police Wages	37,280	-	37,280	35,834	1,446	96.1%
TOTAL EXPENDITURES	**37,280**	**-**	**37,280**	**35,834**	**$ 1,446**	**96.1%**
Total Funding over (under) Expenditures	$ -	$ -	$ -	-		
Fund Balance - Beginning				-		
Fund Balance - Ending				**$ -**		

BUDGET AMENDMENT
Capital Projects Fund - (General Fund Improvements)
For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Original Annual Budget	Budget Incr. / (Decr.)	Amended Budget	Sep-23 Year to Date Actual	Amount Remaining	% of Annual Budget
FUNDING						
FEMA reimbursement	$ 4,049,845	$ -	$ 4,049,845	$ 10,406	$ 4,039,439	0.3%
Total Revenues	**4,049,845**	**-**	**4,049,845**	**10,406**	**4,039,439**	**0.3%**
Other Sources						
Transfer From General Fund	250,000	-	250,000	536,666	(286,666)	214.7%
Loan Proceeds	565,625	-	565,625	3,926,088	(3,360,463)	694.1%
Total Other Sources	**815,625**	**-**	**815,625**	**4,462,753**	**(3,647,128)**	**547.2%**
TOTAL FUNDING	**4,865,470**	**-**	**4,865,470**	**4,473,159**	**392,311**	**91.9%**
EXPENDITURES						
Beach Projects						
Engineering – FY20 Project	75,000	-	75,000	42,433	32,568	56.6%
Engineering – FY22 Project	225,000	-	225,000	142,754	82,246	63.4%
Engineering – Qtrly Monitoring	10,000	-	10,000	-	10,000	0.0%
Construction – FY20 Project	4,300,000	-	4,300,000	4,146,003	153,997	96.4%
Total Beach Project Expense	**4,610,000**	**-**	**4,610,000**	**4,331,189**	**278,811**	**94.0%**
Miscellaneous						
Beach Tilling / Scarp Removal	5,470	-	5,470	-	5,470	0.0%
Underground Utility Project	50,000	-	50,000	8,250	41,750	16.5%
Police Cars / Equipment	100,000	-	100,000	60,333	39,667	60.3%
Comm. Chambers Upgrade	50,000	-	50,000	33,897	16,103	67.8%
Boat Engines	50,000	-	50,000	39,490	10,510	79.0%
Total Misc. Expense	**255,470**	**-**	**255,470**	**141,970**	**113,500**	**55.6%**
TOTAL EXPENDITURES	**4,865,470**	**-**	**4,865,470**	**4,473,159**	**392,311**	**91.9%**
Total Funding over (under) Expenditures	$ -	$ -	$ -	-		
Fund Balance - Beginning				-		
Fund Balance - Ending				**$ -**		

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

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

Agenda Item Cover Memo

Agenda Item: Resolution to Approve FY2023 Budget Amendment
Submitting Dept.: Finance
Agenda Date: November 6, 2023

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1. BACKGROUND/HISTORY

The annual budget is how the Town ensures that its expenditures are consistent with the levels approved by Commission. When circumstances change, budget amendments are necessary to document the fiscal viability and ensure Commission approval of any additional expenditures.

Budget amendments must be adopted no later than 60 days after fiscal year end.

2. CURRENT ACTIVITY

Below is a recap of the recommended changes to the original adopted budget:

- General Funds – Budget increased to match increased activity.
- Permit/P&Z / Code Compliance Fund – Budget increased to match increased activity.

3. FINANCIAL IMPACT

No Financial Impact

4. RECOMENDATION

Staff recommends the Commission approve the proposed budget amendments.

Attachments:
1) Budget Amendment Details (by Fund)
2) Budget Amendment Resolution

RESOLUTION NO. 2023-58

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING THE TOWN STAFF'S RECOMMENDATION TO AMEND THE PERMIT/PLANNING & ZONING/CODE COMPLIANCE FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission deems it to be in the best interest of the Town to approve the amendment to the Budget for Fiscal Year 2023.

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 hereby approves Town Staff's recommendation to amend the Permit/Planning & Zoning/Code Compliance Fund Budget for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023. A copy of the proposed budget amendment for FY 2023 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

BUDGET AMENDMENT

Special Revenue Fund - Permitting, P&Z, Code Compliance

For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Original Annual Budget	Budget Incr. / (Decr.)	Amended Budget	Sep-23 Year to Date Actual	Amount Remaining	% of Annual Budget
FUNDING						
Revenues						
Building Permit Fees	600,000	383,500	983,500	1,092,194	(108,694)	111.1%
Building Admin Fees	5,000	-	5,000	3,850	1,150	77.0%
Planning & Zoning Fees	35,000	-	35,000	17,400	17,600	49.7%
Fire Fees	15,000	-	15,000	10,050	4,950	67.0%
Total Revenues	**655,000**	**383,500**	**1,038,500**	**1,123,494**	**(84,994)**	**108.2%**
Other Sources						
Transfer In	35,000	-	35,000	51,121	(16,121)	146.1%
Use / (Add't) Fund Balance	50,000	-	50,000	-	50,000	0.0%
Total Other Sources	**85,000**	**-**	**85,000**	**51,121**	**33,879**	**60.1%**
TOTAL FUNDING	**740,000**	**383,500**	**1,123,500**	**1,174,615**	**(51,115)**	**104.5%**
EXPENDITURES						
Building, P&Z, and Code Compliance						
ProfServ-Building Permits - CGA	565,000	350,000	915,000	789,338	125,662	86.3%
ProfServ-Engineering - Other	-	-	-	3,290	(3,290)	n/a
ProfServ-General Admin - CGA	30,000	30,000	60,000	59,483	518	99.1%
ProfServ-Site Planning - CGA	25,000	-	25,000	-	25,000	0.0%
ProfServ-Digitize Records	15,000	-	15,000	-	15,000	0.0%
Flood Insurance Program (CRS)	5,000	-	5,000	3,500	1,500	70.0%
Code Compliance	25,000	-	25,000	17,029	7,971	68.1%
Temporary Labor	6,000	-	6,000	-	6,000	0.0%
Credit Card Processing Fees	19,000	3,500	22,500	22,498	2	100.0%
Building Room	50,000	-	50,000	-	50,000	0.0%
Total Building, P&Z, and Code	**740,000**	**383,500**	**1,123,500**	**895,138**	**228,362**	**79.7%**
Transfer to General Fund	-	-	-	-	-	n/a
TOTAL EXPENDITURES	**740,000**	**383,500**	**1,123,500**	**895,138**	**$ 228,362**	**79.7%**
Total Funding over (under) Expenditures	$ -	$ -	$ -	279,478		
Fund Balance - Beginning				163,132		
Fund Balance - Ending				**$ 442,610**		

INFRAMARK

INVOICE

2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE#	DATE
#101933	9/28/2023
CUSTOMER ID	**NET TERMS**
C1312	Net 30
PO#	**DUE DATE**
	10/28/2023

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
Variable Charges for the Month of: September 2023					
Postage 001-541010-51307-5000	1	Ea	96.87		96.87
Subtotal					**96.87**

Subtotal	$96.87
Tax	$0.00
Total Due	$96.87

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.

INFRAMARK

INVOICE

2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE#	DATE
#103674	10/31/2023
CUSTOMER ID	**NET TERMS**
C1312	Net 30
PO#	**DUE DATE**
	11/30/2023

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

Services provided for the Month of: October 2023

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Accounting Services for the Month of: October 2023					
Financial Accounting Service 001-532004-51308-5000	1	Ea	8,786.58		8,786.58
Storage 001-544025-51307-5000	1	Ea	11.10		11.10
Subtotal					**8,797.68**

Subtotal	$8,797.68
Tax	$0.00
Total Due	$8,797.68

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.

LSF SHUTTLE
A TRANSPORTATION AMERICA COMPANY

Invoice Date:	9/30/2023
Date Invoice Submitted:	10/04/2023
Invoice #:	23-0930-26
Account:	32-TOWNH

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

INVOICE

Transportation Services Provided
For the month of
Sep-2023

SHUTTLE BUS		3 days a week 9:00am to 5:50pm	
	114.79	Service Hrs @ $53.00/Hr.	$ 6,083.87
Mon - Wed - Fri	13	Svc Days @ 8.83 Svc Hrs/Day	
		Downtime: 9.83 Hrs	(520.99)

Total Amount due this Invoice **$ 5,562.88**

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

LSF SHUTTLE
A TRANSPORTATION AMERICA COMPANY

Service Disruption Log

For the Month of September, 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 TIME LOST (in minutes)	TOTAL TIME LOST (in decimal hours)
1	Running Behind Schedule / REPLACED 2017	2017	Friday	09/08/23	9:00 AM	10:00 AM	1:00	1.00
2	Missed, No Operator / REPLACED 2017	2017	Friday	09/29/23	9:00 AM	5:50 PM	8:50	8.83
						Total Time Lost	9:50	9.83

LSF SHUTTLE
A TRANSPORTATION AMERICA COMPANY

Invoice Date:	10/31/2023
Date Invoice Submitted:	11/07/2023
Invoice #:	23-1031-26
Account:	32-TOWNH

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

INVOICE

Transportation Services Provided
For the month of
Oct-2023

SHUTTLE BUS		3 days a week 9:00am to 5:50pm	
	114.79	Service Hrs @ $53.00/Hr.	$ 6,083.87
Mon - Wed - Fri	13	Svc Days @ 8.83 Svc Hrs/Day	
		Downtime: 28.49 Hrs	(1509.97)

Total Amount due this Invoice **$ 4,573.90**

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 Rd 7
Lauderdale Lakes, FL 33313

Thank you for the Opportunity to Service your Transportation Needs

Hillsboro Beach

MUNICIPAL TROLLEY OPERATIONS SERVICES

LSF SHUTTLE
A TRANSPORTATION AMERICA COMPANY

Service Disruption Log

For the Month of October, 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 TIME LOST (in minutes)	TOTAL TIME LOST (in decimal hours)
1	Running Behind Schedule / REPLACED 2017	2017	Monday	10/02/23	9:00 AM	10:00 AM	1:00	1.00
2	Missed, No Operator / REPLACED 2017	2017	Wednesday	10/04/23	9:00 AM	5:50 PM	8:50	8.83
3	Missed, No Operator / REPLACED 2017	2017	Friday	10/06/23	9:00 AM	5:50 PM	8:50	8.83
4	Missed, No Operator / REPLACED 2017	2017	Wednesday	10/11/23	9:00 AM	5:50 PM	8:50	8.83
5	Running Behind Schedule / REPLACED 2017	2017	Friday	10/13/23	9:00 AM	10:00 AM	1:00	1.00
						Total Time Lost	28:30	28.49

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

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

Invoice number 120296
Date 09/30/2023

Project **179902 HILLSBORO BEACH BUILDING CODE**

Billing period through September 30, 2023

CGA PM: Peter Deveaugh

emailto: Mac Serda (mserda@townofhillsborobeach.com)

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

Invoice Summary

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Remaining	Current Billed
BUILDING CODE SERVICES	0.00	0.00	2,876,827.51	2,746,623.95	-2,876,827.51	130,203.56
FLOOD PLAIN MANAGEMENT	0.00	0.00	3,062.50	3,062.50	-3,062.50	0.00
REIMBURSABLES	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	2,879,890.01	2,749,686.45	-2,879,890.01	130,203.56

Hillsboro Beach September 2023 Fees		
Total Permit Fees	$	152,621.83
Town Rev - 15%	$	22,893.27
CGA Rev - 85%	**$**	**129,728.56**
➢ CGA Admin Fees	$	475.00
CGA TOTAL	**$**	**130,203.56**

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Remaining	Current Billed
BUILDING CODE SERVICES	0.00	0.00	2,876,827.51	2,746,623.95	-2,876,827.51	130,203.56
Total	0.00	0.00	2,876,827.51	2,746,623.95	-2,876,827.51	130,203.56

Invoice total **130,203.56**

Town of Hillsboro Beach
Building Department
Finance Report

Start Date: 9/1/2023
End Date: 9/30/2023

	Permit Fees	Town Revenue	Fire Fees	Zoning Fees	Admin Fees	CGA Revenue	BORA	DBPR	DCA
MTD	$152,621.83	$22,893.27	$450.00	$2,550.00	$475.00	$129,728.56	$4,116.36	$2,031.16	$3,021.72
YTD	**$1,076,333.99**	**$161,450.10**	**$10,050.00**	**$17,400.00**	**$3,850.00**	**914,883.89**	**$21,424.52**	**$11,319.53**	**$16,593.40**

The Town of Hillsboro Beach
BORA

Start Date: 09/01/2023
End Date: 09/30/2023

Transaction #	Application #	Fee Description	Quantity	Amount	Date
579630	676433	BRA - Board of Rules & Appeals Fee	3500	$ 2.08	9/1/2023
579630	676433	BRA - Board of Rules & Appeals Fee	21600	$ 11.44	9/1/2023
579637	712605	BRA - Board of Rules & Appeals Fee	7200	$ 4.16	9/1/2023
579639	122363	BRA - Board of Rules & Appeals Fee	331.25	$ 2.00	9/1/2023
579819	698463	BRA - Board of Rules & Appeals Fee	13800	$ 7.28	9/6/2023
579834	665092	BRA - Board of Rules & Appeals Fee	4000	$ 2.08	9/7/2023
579834	665092	BRA - Board of Rules & Appeals Fee	50000	$ 26.00	9/7/2023
579834	665092	BRA - Board of Rules & Appeals Fee	8000	$ 4.16	9/7/2023
579852	573399	BRA - Board of Rules & Appeals Fee	9100	$ 5.20	9/7/2023
579878	713873	BRA - Board of Rules & Appeals Fee	108739.65	$ 56.68	9/7/2023
579921	710450	BRA - Board of Rules & Appeals Fee	11197	$ 6.24	9/8/2023
579925	488886	BRA - Board of Rules & Appeals Fee	100000	$ 52.00	9/8/2023
579925	488886	BRA - Board of Rules & Appeals Fee	230000	$ 119.60	9/8/2023
579925	488921	BRA - Board of Rules & Appeals Fee	412297	$ 214.76	9/8/2023
579925	488886	BRA - Board of Rules & Appeals Fee	5612144	$ 2,918.76	9/8/2023
579925	488886	BRA - Board of Rules & Appeals Fee	205000	$ 106.60	9/8/2023
579925	488893	BRA - Board of Rules & Appeals Fee	85000	$ 44.20	9/8/2023
580023	711813	BRA - Board of Rules & Appeals Fee	41770	$ 21.84	9/11/2023
580045	496534	BRA - Board of Rules & Appeals Fee	15370	$ 8.32	9/11/2023
580045	496534	BRA - Board of Rules & Appeals Fee	6306	$ 3.64	9/11/2023
580045	496534	BRA - Board of Rules & Appeals Fee	13100	$ 7.28	9/11/2023
580087	657624	BRA - Board of Rules & Appeals Fee	750	$ 2.00	9/12/2023
580087	657624	BRA - Board of Rules & Appeals Fee	9160	$ 5.20	9/12/2023
580087	657624	BRA - Board of Rules & Appeals Fee	1875	$ 2.00	9/12/2023
580120	716746	BRA - Board of Rules & Appeals Fee	13686.57	$ 7.28	9/12/2023
580229	712576	BRA - Board of Rules & Appeals Fee	12995	$ 6.76	9/14/2023
580285	711776	BRA - Board of Rules & Appeals Fee	10425	$ 5.72	9/14/2023
580285	711776	BRA - Board of Rules & Appeals Fee	10750	$ 5.72	9/14/2023
580285	711776	BRA - Board of Rules & Appeals Fee	140450	$ 73.32	9/14/2023
580285	711776	BRA - Board of Rules & Appeals Fee	1580	$ 2.00	9/14/2023
580304	712602	BRA - Board of Rules & Appeals Fee	4300	$ 2.60	9/14/2023
580314	658188	BRA - Board of Rules & Appeals Fee	37000	$ 19.24	9/14/2023
580314	658188	BRA - Board of Rules & Appeals Fee	117500	$ 61.36	9/14/2023
580366	721715	BRA - Board of Rules & Appeals Fee	7525	$ 4.16	9/15/2023
580392	713425	BRA - Board of Rules & Appeals Fee	32500	$ 17.16	9/15/2023
580415	713840	BRA - Board of Rules & Appeals Fee	24250	$ 13.00	9/18/2023
580419	712920	BRA - Board of Rules & Appeals Fee	5350	$ 3.12	9/18/2023
580422	712658	BRA - Board of Rules & Appeals Fee	6500	$ 3.64	9/18/2023
580462	484151	BRA - Board of Rules & Appeals Fee	1329.6	$ 2.00	9/18/2023
580462	484151	BRA - Board of Rules & Appeals Fee	337.74	$ 2.00	9/18/2023
580462	484151	BRA - Board of Rules & Appeals Fee	185.5	$ 2.00	9/18/2023
580497	725465	BRA - Board of Rules & Appeals Fee	2100	$ 2.00	9/19/2023

580506	712697	BRA - Board of Rules & Appeals Fee	4000	$	2.08	9/19/2023
580528	656659	BRA - Board of Rules & Appeals Fee	1950	$	2.00	9/19/2023
580528	656659	BRA - Board of Rules & Appeals Fee	5000	$	2.60	9/19/2023
580528	656659	BRA - Board of Rules & Appeals Fee	15500	$	8.32	9/19/2023
580528	656659	BRA - Board of Rules & Appeals Fee	104602.72	$	54.60	9/19/2023
580669	506042	BRA - Board of Rules & Appeals Fee	4800	$	2.60	9/21/2023
580669	506042	BRA - Board of Rules & Appeals Fee	20300	$	10.92	9/21/2023
580669	506042	BRA - Board of Rules & Appeals Fee	5200	$	3.12	9/21/2023
580706	716185	BRA - Board of Rules & Appeals Fee	1000	$	2.00	9/21/2023
580719	716039	BRA - Board of Rules & Appeals Fee	1000	$	2.00	9/21/2023
580761	722163	BRA - Board of Rules & Appeals Fee	1000	$	2.00	9/22/2023
580799	692744	BRA - Board of Rules & Appeals Fee	33800	$	17.68	9/22/2023
580817	682857	BRA - Board of Rules & Appeals Fee	20000	$	10.40	9/22/2023
580864	716207	BRA - Board of Rules & Appeals Fee	1000	$	2.00	9/25/2023
580869	716178	BRA - Board of Rules & Appeals Fee	1000	$	2.00	9/25/2023
580978	716133	BRA - Board of Rules & Appeals Fee	1000	$	2.00	9/26/2023
581083	729293	BRA - Board of Rules & Appeals Fee	16900	$	8.84	9/27/2023
581084	691715	BRA - Board of Rules & Appeals Fee	8000	$	4.16	9/27/2023
581168	572036	BRA - Board of Rules & Appeals Fee	8000	$	4.16	9/28/2023
581168	572036	BRA - Board of Rules & Appeals Fee	3000	$	2.00	9/28/2023
581168	572036	BRA - Board of Rules & Appeals Fee	21000	$	10.92	9/28/2023
581168	572036	BRA - Board of Rules & Appeals Fee	140000	$	72.80	9/28/2023
581191	731804	BRA - Board of Rules & Appeals Fee	9920	$	5.20	9/28/2023
581232	737366	BRA - Board of Rules & Appeals Fee	7674.91	$	4.16	9/29/2023
581276	716294	BRA - Board of Rules & Appeals Fee	1000	$	2.00	9/29/2023
581277	716254	BRA - Board of Rules & Appeals Fee	1000	$	2.00	9/29/2023
581294	716128	BRA - Board of Rules & Appeals Fee	1000	$	2.00	9/29/2023
581312	712586	BRA - Board of Rules & Appeals Fee	9250	$	5.20	9/29/2023
				$	**4,116.36**	

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

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

Invoice number 121169
Date 10/31/2023

Project **179902 HILLSBORO BEACH BUILDING CODE**

Billing period through October 31, 2023

CGA PM: Peter Deveaugh

emailto: Mac Serda (mserda@townofhillsborobeach.com)

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

Invoice Summary

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Remaining	Current Billed
BUILDING CODE SERVICES	0.00	0.00	4,135,406.30	2,876,827.51	-4,135,406.30	1,258,578.79
FLOOD PLAIN MANAGEMENT	0.00	0.00	3,062.50	3,062.50	-3,062.50	0.00
REIMBURSABLES	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	4,138,468.80	2,879,890.01	-4,138,468.80	1,258,578.79

Hillsboro Beach October 2023 Fees		
Total Permit Fees	$	1,480,092.69
Town Rev - 15%	$	222,013.90
CGA Rev - 85%	**$**	**1,258,078.79**
➢ CGA Admin Fees	$	500.00
CGA TOTAL	**$**	**1,258,578.79**

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Remaining	Current Billed
BUILDING CODE SERVICES	0.00	0.00	4,135,406.30	2,876,827.51	-4,135,406.30	1,258,578.79
Total	0.00	0.00	4,135,406.30	2,876,827.51	-4,135,406.30	1,258,578.79

Invoice total **1,258,578.79**

Town of Hillsboro Beach
Building Department
Finance Report

Start Date: 10/1/2023
End Date: 10/31/2023

	Permit Fees	Town Revenue	Fire Fees	Zoning Fees	Admin Fees	CGA Revenue	BORA	DBPR	DCA
MTD	$1,480,092.69	$222,013.90	$1,650.00	$1,350.00	$500.00	$1,258,078.79	$1,157.88	$824.26	$1,196.68
YTD	**$1,480,092.69**	**$222,013.90**	**$1,650.00**	**$1,350.00**	**$500.00**	**1,258,078.79**	**$1,157.88**	**$824.26**	**$1,196.68**

The Town of Hillsboro Beach
General Permit Fees

Start Date: 10/01/2023
End Date: 10/31/2023

Transaction #	Application #	Fee Description	Quantity	Amount	Date
581375	613274	Plan Review Fee	1	$ 95.00	10/2/2023
581375	613274	Building Permit Fee	500	$ 125.00	10/2/2023
581378	733644	Building Permit Fee	13100	$ 347.15	10/2/2023
581379	491304	Plan Review Fee	3	$ 285.00	10/2/2023
581388	733976	Building Permit Fee	5600	$ 148.40	10/2/2023
581394	739291	Building Permit Fee	6805	$ 180.33	10/2/2023
581407	618027	Plan Review Fee	1	$ 95.00	10/2/2023
581407	618027	Building Permit Fee	4000	$ 125.00	10/2/2023
581407	618027	Building Permit Fee	9600	$ 254.40	10/2/2023
581407	618027	Plan Review Fee	1	$ 95.00	10/2/2023
581407	618027	Building Permit Fee	12000	$ 318.00	10/2/2023
581409	512771	Plan Review Fee	1	$ 95.00	10/2/2023
581413	716118	Building Permit Fee	1000	$ 125.00	10/2/2023
581413	716118	Plan Review Fee	1	$ 95.00	10/2/2023
581420	739862	Building Permit Fee	12850	$ 340.52	10/2/2023
581421	502410	Change Of Contractor	1	$ 95.00	10/3/2023
581421	502410	Plan Review Fee	6	$ 570.00	10/3/2023
581421	502410	Building Permit Fee	159500	$ 4,226.75	10/3/2023
581433	450202	Expired Permit - Greater Than 180 Days	541.26	$ 541.26	10/3/2023
581437	487625	Expired Permit - Greater Than 180 Days	145.75	$ 145.75	10/3/2023
581437	487625	Expired Permit - Greater Than 180 Days	450.5	$ 450.50	10/3/2023
581442	506568	Re-Inspection Fee	1	$ 95.00	10/3/2023
581449	496413	Expired Permit - 180 Days Or Less	259.7	$ 129.85	10/3/2023
581453	495169	Expired Permit - Greater Than 180 Days	683.7	$ 683.70	10/3/2023
581469	659155	Plan Review Fee	1	$ 95.00	10/3/2023
581469	659155	Plan Review Fee	1	$ 95.00	10/3/2023
581469	659155	Building Permit Fee	3500	$ 125.00	10/3/2023
581469	659155	Work Without Permit Fee	125	$ 125.00	10/3/2023
581469	659155	Building Permit Fee	3300	$ 125.00	10/3/2023
581469	659155	Work Without Permit Fee	125	$ 125.00	10/3/2023
581469	659155	Building Permit Fee	17800	$ 471.70	10/3/2023
581469	659155	Work Without Permit Fee	471.7	$ 471.70	10/3/2023
581469	659155	Plan Review Fee	1	$ 95.00	10/3/2023
581512	735293	Building Permit Fee	22850	$ 605.52	10/3/2023
581535	722935	Building Permit Fee	8105.26	$ 214.78	10/4/2023
581608	496413	Permit Card Replacement; CO/CC	1	$ 25.00	10/5/2023
581638	93420	Re-Inspection Fee	1	$ 95.00	10/5/2023
581638	93420	Re-Inspection Fee	1	$ 95.00	10/5/2023
581706	504873	Expired Permit - Greater Than 180 Days	125	$ 125.00	10/6/2023
581726	716154	Plan Review Fee	1	$ 95.00	10/9/2023
581726	716154	Building Permit Fee	1000	$ 125.00	10/9/2023
581748	720142	Plan Review Fee	1	$ 95.00	10/9/2023

The Town of Hillsboro Beach
General Permit Fees

Start Date: 10/01/2023
End Date: 10/31/2023

581748	720142	Building Permit Fee	3850	$	125.00	10/9/2023
581748	720142	Building Permit Fee	10996	$	291.39	10/9/2023
581753	506836	Expired Permit - Greater Than 180 Days	180.06	$	180.06	10/9/2023
581755	750408	Building Permit Fee	5958	$	157.88	10/9/2023
581794	754712	Building Permit Fee	4496.55	$	125.00	10/10/2023
581800	750090	Building Permit Fee	46690	$	1,237.28	10/10/2023
581830	682791	Plan Review Fee	2	$	190.00	10/11/2023
581832	480614	Plan Review Fee	2	$	190.00	10/11/2023
581844	581917	Plan Review Fee	1	$	95.00	10/11/2023
581863	496226	Expired Permit - Greater Than 180 Days	125	$	125.00	10/11/2023
581888	755396	Building Permit Fee	6430.36	$	170.40	10/12/2023
581889	755414	Building Permit Fee	5300	$	140.45	10/12/2023
581909	505518	Plan Review Fee	2	$	190.00	10/12/2023
581909	505518	Building Permit Fee	15000	$	397.50	10/12/2023
581921	504818	Expired Permit - Greater Than 180 Days	125	$	125.00	10/12/2023
581932	753507	Plan Review Fee	1	$	95.00	10/12/2023
581932	753507	Building Permit Fee	5900	$	156.35	10/12/2023
581946	725279	Plan Review Fee	1	$	95.00	10/12/2023
581946	725279	Building Permit Fee	91450	$	2,423.42	10/12/2023
581961	712508	Building Permit Fee	12135	$	321.57	10/12/2023
581961	712508	Plan Review Fee	1	$	95.00	10/12/2023
581961	712508	Building Permit Fee	8500	$	225.25	10/12/2023
581961	712508	Building Permit Fee	105330	$	2,791.24	10/12/2023
581978	716228	Plan Review Fee	1	$	95.00	10/13/2023
581978	716161	Plan Review Fee	1	$	95.00	10/13/2023
581978	716168	Building Permit Fee	1000	$	125.00	10/13/2023
581978	716228	Building Permit Fee	1000	$	125.00	10/13/2023
581978	716161	Building Permit Fee	1000	$	125.00	10/13/2023
581990	739724	Building Permit Fee	8790	$	232.93	10/13/2023
582005	497527	Plan Review Fee	2	$	190.00	10/16/2023
582005	497527	Building Permit Fee	5000	$	125.00	10/16/2023
582013	759579	Building Permit Fee	12916	$	342.27	10/16/2023
582016	122972	Plan Review Fee	1	$	95.00	10/16/2023
582031	719173	Plan Review Fee	1	$	95.00	10/16/2023
582031	719173	Building Permit Fee	3500	$	125.00	10/16/2023
582031	719173	Building Permit Fee	500	$	125.00	10/16/2023
582031	719173	Building Permit Fee	7500	$	198.75	10/16/2023
582031	719173	Building Permit Fee	48000	$	1,272.00	10/16/2023
582035	499248	Change Of Contractor	1	$	95.00	10/16/2023
582050	616451	Application Fee	396143.96	$	396,143.96	10/16/2023
582051	616485	Application Fee	998464.49	$	998,464.49	10/16/2023
582053	734709	Plan Review Fee	1	$	95.00	10/16/2023
582053	734709	Building Permit Fee	2000	$	125.00	10/16/2023
582083	676433	Re-Inspection Fee	1	$	95.00	10/17/2023

The Town of Hillsboro Beach
General Permit Fees

Start Date: 10/01/2023
End Date: 10/31/2023

582114	761167	Building Permit Fee	1913	$	125.00	10/17/2023
582117	285807	Plan Review Fee	1	$	95.00	10/17/2023
582121	463478	Expired Permit - Greater Than 180 Days	13794.15	$	13,794.15	10/17/2023
582124	688561	Plan Review Fee	1	$	95.00	10/17/2023
582124	688561	Building Permit Fee	5000	$	125.00	10/17/2023
582124	688561	Building Permit Fee	2010	$	125.00	10/17/2023
582124	688561	Building Permit Fee	2010	$	125.00	10/17/2023
582124	688561	Plan Review Fee	2	$	190.00	10/17/2023
582141	762566	Building Permit Fee	1385	$	125.00	10/18/2023
582164	723152	Plan Review Fee	1	$	95.00	10/18/2023
582164	723152	Building Permit Fee	47945	$	1,270.54	10/18/2023
582172	756091	Building Permit Fee	2350	$	125.00	10/18/2023
582172	756091	Building Permit Fee	8332.5	$	220.81	10/18/2023
582172	756091	Building Permit Fee	13067.5	$	346.28	10/18/2023
582277	121018	Expired Permit - Greater Than 180 Days	125	$	125.00	10/23/2023
582320	676433	Plan Review Fee	1	$	95.00	10/24/2023
582320	676433	Plan Review Fee	1	$	95.00	10/24/2023
582322	758344	Building Permit Fee	22000	$	583.00	10/24/2023
582325	762953	Building Permit Fee	2000	$	125.00	10/24/2023
582325	762953	Building Permit Fee	22700	$	601.55	10/24/2023
582329	768860	Building Permit Fee	8900	$	235.85	10/24/2023
582331	460920	Re-Inspection Fee	1	$	95.00	10/24/2023
582331	460920	Plan Review Fee	1	$	95.00	10/24/2023
582331	460920	Plan Review Fee	1	$	95.00	10/24/2023
582331	460920	Plan Review Fee	1	$	95.00	10/24/2023
582336	691063	Building Permit Fee	15595	$	413.26	10/24/2023
582336	691063	Plan Review Fee	1	$	95.00	10/24/2023
582344	449373	Plan Review Fee	1	$	95.00	10/24/2023
582346	489403	Plan Review Fee	1	$	95.00	10/24/2023
582424	770294	Building Permit Fee	1500	$	125.00	10/25/2023
582428	760497	Building Permit Fee	15000	$	397.50	10/25/2023
582428	760497	Plan Review Fee	1	$	95.00	10/25/2023
582439	760497	Building Permit Fee	4100	$	125.00	10/26/2023
582443	731994	Building Permit Fee	3800	$	125.00	10/26/2023
582443	731994	Plan Review Fee	2	$	190.00	10/26/2023
582472	723040	Building Permit Fee	129701	$	3,437.07	10/26/2023
582486	756600	Building Permit Fee	1286025	$	34,079.66	10/27/2023
582623	744499	Plan Review Fee	1	$	95.00	10/31/2023
582623	744499	Building Permit Fee	6750	$	178.87	10/31/2023
582626	759579	Plan Review Fee	1	$	95.00	10/31/2023
582632	774159	Building Permit Fee	6100	$	161.65	10/31/2023
					$1,480,092.69	

GOREN, CHEROF, DOODY & EZROL, P.A.
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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

11/01/2023
ACCOUNT NO: 1182-0606490
STATEMENT NO: 55341

Attn: Mac Serda, Town Manager

General Matters

			HOURS
09/27/2023	DJD	Review A & E Professional Services continuing services agreement; address agenda items	1.30
09/28/2023	DJD	Review excavation ordinance	0.40
10/02/2023	DJD	Review agenda and prepare for meeting	1.00
10/03/2023	MDC	review relevant documents, prepare materials for ethics training	0.80
	DJD	Prepare for and attend Town Commission Meeting	2.60
10/04/2023	MDC	confer with Donald Doody and prepare for training; conduct training for Commissioners David Ravanesi and Commissioner Vinnie Andreano	2.80
	DJD	Address ethics training for 2 Commissioners; post Commission Meeting follow-up	1.00
10/07/2023	DJD	Review email from Town Manager	0.40
10/10/2023	DJD	Initial preparation of resolution	0.40
10/11/2023	DJD	Address inquiry as to signage	0.30
10/12/2023	SMS	Review of CCNA Agreement and template and related correspondence.	1.70
	DJD	Review agreement with Netta Architects	0.70
10/13/2023	SMS	Telephone conference call on procurement and Draft Agreements; Review of draft Agreement.	0.40
10/17/2023	DJD	Review email; telephone conference with Town Manager; telephone conference with Town Commission.	1.40
	SMS	Correspondence related to AE Agreements.	0.20
10/18/2023	DJD	Telephone conference with Vice Mayor	0.40
10/19/2023	DJD	Telephone conference with Vice Mayor; review resolutions	0.50
10/20/2023	DJD	Prepare for and participate in conference call with State Senator; telephone call with Commissioner; address email from Town Manager; review public notices	1.40
10/23/2023	SMS	Review related to provisions on AE Agreement.	0.30

TOWN OF HILLSBORO BEACH

11/01/2023

ACCOUNT NO: 1182-0606490
STATEMENT NO: 55341

General Matters

			HOURS	
10/24/2023	DJD	Review agreement with Slattery and Associates; telephone call with Vice Mayor; initial review of agenda	1.10	
10/25/2023	DJD	Receipt of email; telephone call with Mayor; review agenda items	0.40	
10/26/2023	DJD	Telephone conference with Commissioner	0.20	
		FOR CURRENT SERVICES RENDERED	19.70	5,910.00

RECAPITULATION

TIMEKEEPER	HOURS	HOURLY RATE	TOTAL
D.J. Doody	13.50	$300.00	$4,050.00
Michael D. Cirullo	3.60	300.00	1,080.00
Sean M. Swartz	2.60	300.00	780.00

Color photocopies	106.75
Photocopies	33.95
TOTAL OUT-OF-POCKET EXPENSES	140.70
TOTAL CURRENT WORK	6,050.70
BALANCE DUE	$6,050.70

AMOUNTS PREVIOUSLY BILLED NOT INCLUDED ABOVE

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

11/01/2023
ACCOUNT NO: 1182-1200993
STATEMENT NO: 55342

Attn: Mac Serda, Town Manager

Development (Related)

			HOURS	
10/09/2023	DJD	Review of Agreement for compliance with Broward County; telephone call with Maite Azcoitia, Esq.; telephone call with Jennifer Brown, Esq.	1.50	
10/10/2023	DJD	Telephone conference with Pecho Gassant, Esq.; review of email and revised EIR from Jennifer Brown, Esq.	1.30	
10/11/2023	DJD	Review proposed Deed of Conservation Easement and Agreement; telephone call with County Attorney's Office; telephone call with Town Manager; transmittal of email; review report	3.40	
10/12/2023	DJD	Address Broward County Conservation Easement; review emails; review amended EIR	2.50	
10/13/2023	DJD	Address County position on Beach Access Agreement.	0.80	
10/23/2023	DJD	Receipt of documentation from Christy Brush	0.80	
10/24/2023	DJD	Receipt of executed beach easement	0.50	
10/25/2023	DJD	Review of executed Easement; telephone call with Jim Hickey; exchange of emails	0.80	
		FOR CURRENT SERVICES RENDERED	11.60	3,480.00

RECAPITULATION

TIMEKEEPER	HOURS	HOURLY RATE	TOTAL
D.J. Doody	11.60	$300.00	$3,480.00

Color photocopies	9.45
Photocopies	7.00
TOTAL OUT-OF-POCKET EXPENSES	16.45
TOTAL CURRENT WORK	3,496.45
BALANCE DUE	$3,496.45

AMOUNTS PREVIOUSLY BILLED NOT INCLUDED ABOVE

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

11/01/2023
ACCOUNT NO: 1182-1200998
STATEMENT NO: 55343

Attn: Sherry Henderson

Development (BH3)

			HOURS	
10/09/2023	DJD	Initial review of correspondence	0.50	
10/10/2023	DJD	Telephone conference with Town Manager and Graham; review application	1.30	
10/11/2023	DJD	Address pending application	0.60	
10/19/2023	DJD	Telephone conference with David Coviello, Esq.; review Development Orders	0.60	
		FOR CURRENT SERVICES RENDERED	3.00	900.00

RECAPITULATION

TIMEKEEPER	HOURS	HOURLY RATE	TOTAL
D.J. Doody	3.00	$300.00	$900.00

TOTAL CURRENT WORK	900.00
BALANCE DUE	$900.00

AMOUNTS PREVIOUSLY BILLED NOT INCLUDED ABOVE

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
11/01/2023
ACCOUNT NO: 1182-1201001
STATEMENT NO: 55344

adv. Debra Kushner (Lanzo Co. Inc.)

			HOURS	
09/27/2023	DJD	Review case evaluation submitted by Lyman Reynolds, Esq.	0.40	
10/26/2023	DJD	Review pleadings	0.20	
		FOR CURRENT SERVICES RENDERED	0.60	180.00

RECAPITULATION

TIMEKEEPER	HOURS	HOURLY RATE	TOTAL
D.J. Doody	0.60	$300.00	$180.00

TOTAL CURRENT WORK	180.00
BALANCE DUE	$180.00

AMOUNTS PREVIOUSLY BILLED NOT INCLUDED ABOVE

TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: **Police Department**
Presented by Chief Jay Szesnat
Submitting Dept: **Town Clerk, Sherry Henderson, Town Clerk**
Agenda Date: **November 14, 2023**

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Aug 2023 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.

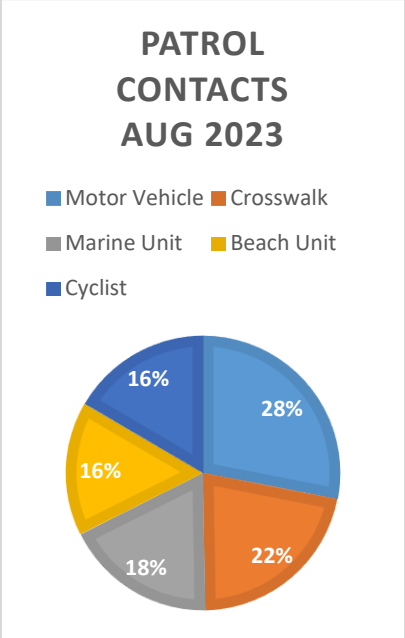
On August 21st an HBPD Officer on patrol performed a traffic stop in the 1100 block of Hillsboro Mile. A driver's license check revealed an active warrant for the driver with a confirmation on extradition. The subject was taken into custody, processed at our PD, and transported to the Broward Sheriff's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

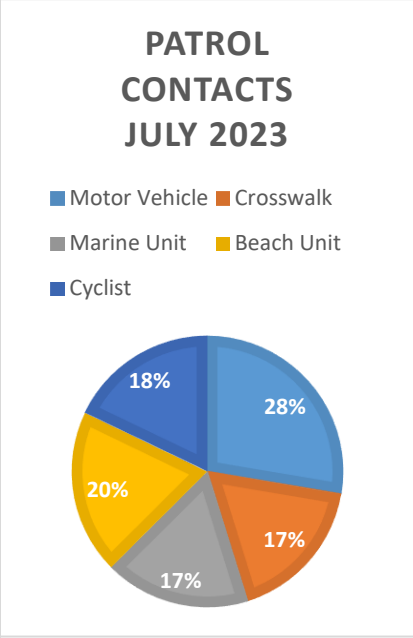
On August 23rd a resident came to HBPD Headquarters to report the theft (porch pirate) of her IPhone after it had been delivered to her front door. Initial indications are that the suspect may have been following the delivery service with his vehicle. The grand theft occurred only moments after the item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

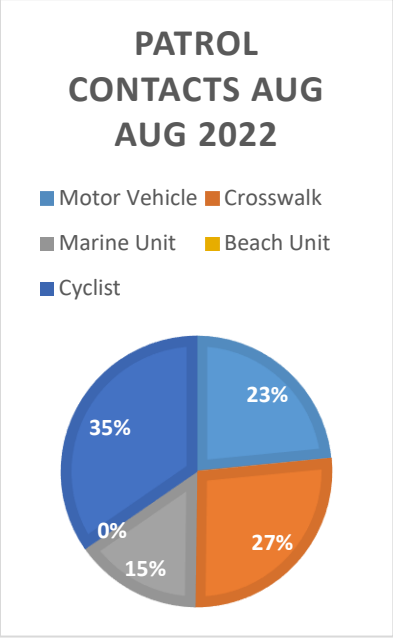
On August 27th HBPD received a call from an individual at 901 Hillsboro Mile reporting several juveniles had broken into the Hillsboro Lighthouse. Our units responded to the area and observed several subjects fleeing on boats which had been anchored near the jetty. Indications on scene were that the 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:

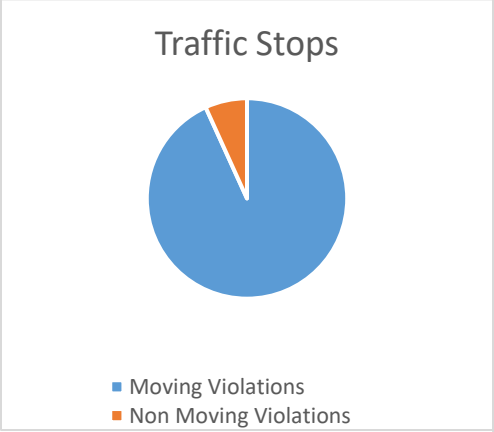
Contacts:

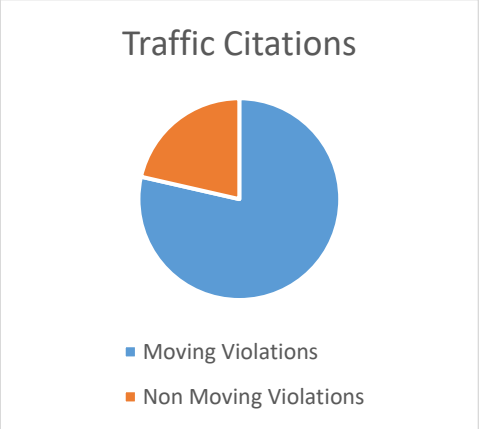




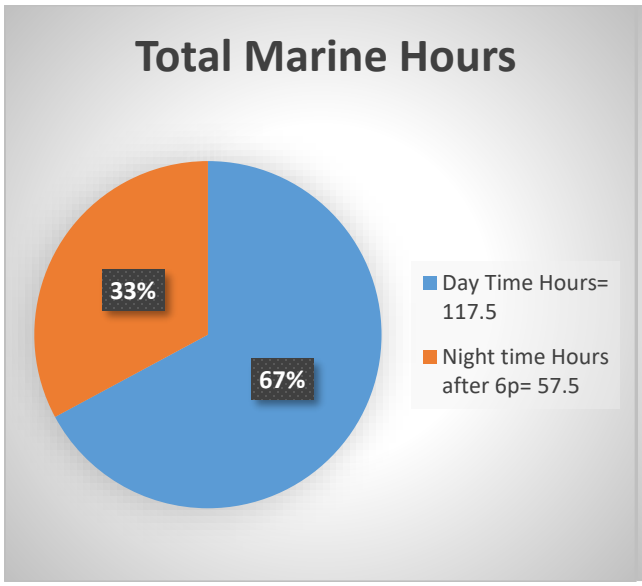


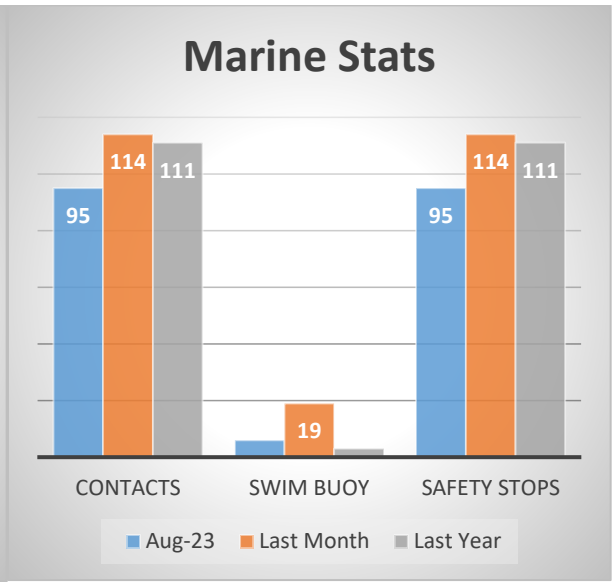
Traffic:





Marine/Beach Patrol:





Training:

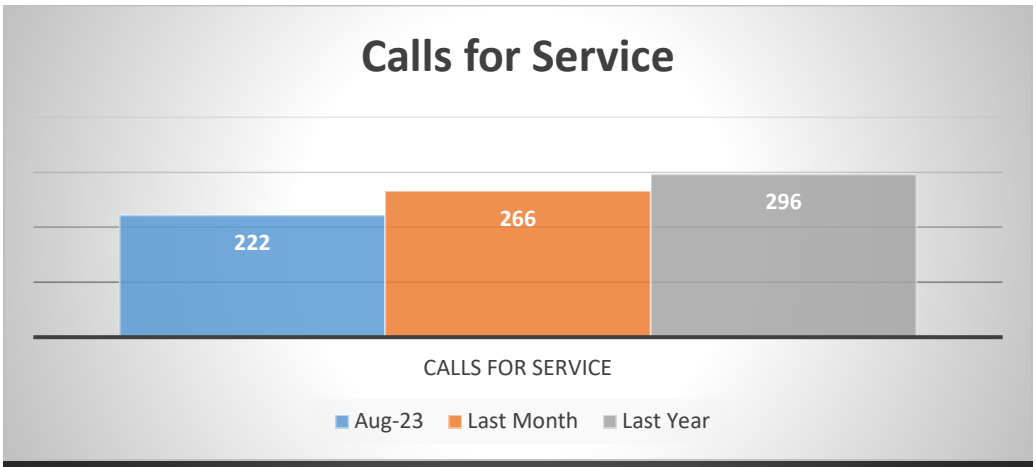
Police Law Institute (Online): New Florida Laws 2023 - Part 2 of 3

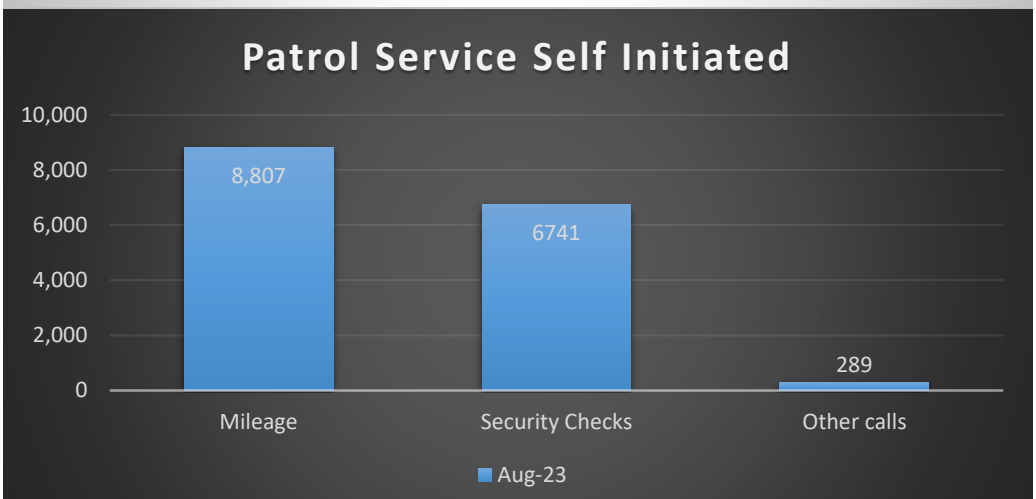
Power DMS Topics: Active Assailant & Rapid Response

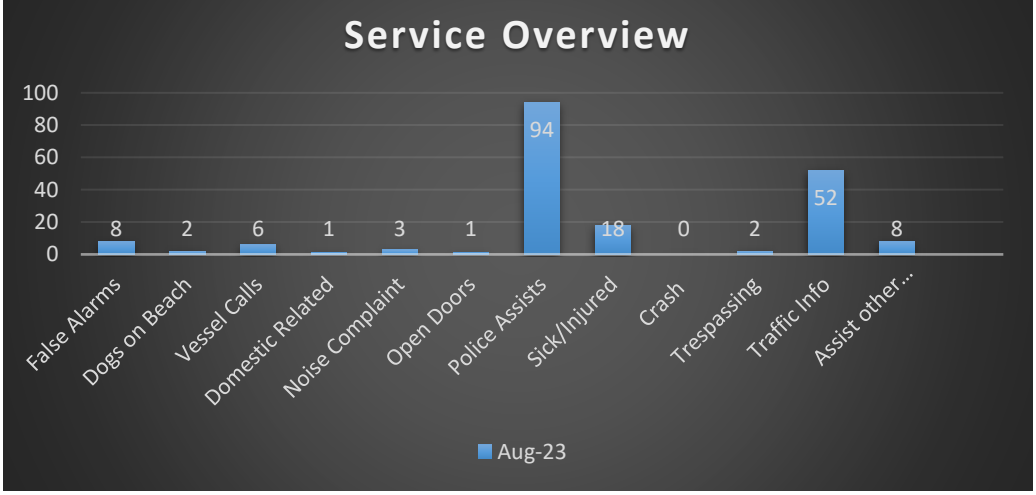
Hillsboro Beach PD: Traffic Safety Initiative

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: **Finance Department - Financial Report FY2023 4th Quarter**
Presented by Stephen Bloom, Finance Director, Inframark

Submitting Dept: **Town Clerk, Sherry Henderson, Town Clerk**

Agenda Date: **November 14, 2023**

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS:
1. Town of Hillsboro Beach September 2023 Financial Slides
2. Town of Hillsboro Beach September 2023 Financials

TOWN OF HILLSBORO BEACH

FINANCIAL REPORT
FY2023 4TH QUARTER - SEPTEMBER 2023

Meeting Date: November 14, 2023

1

GENERAL FUND

(100% Year Complete)

Overview

- Surplus of $133.8 thousand through September. (Total funding over/under Expenditures)

Revenue / Other Sources

- Total Funding through September was 104.8% of the annual budget (excluding FMV adjustment on investments).
  - Total Property tax collections were 99.4% of the annual budget through September.

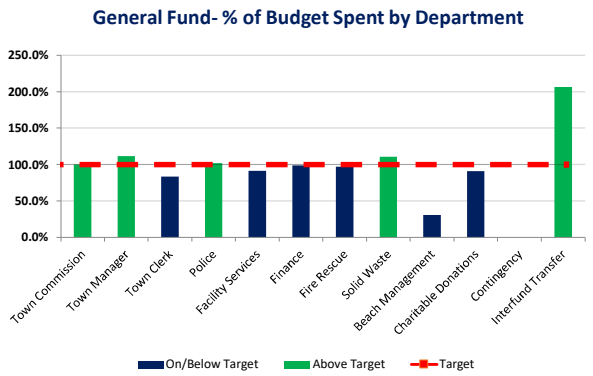
Description	Budget	Actual	% of Budget
Property Taxes	$ 5,638,903	$ 5,605,531	99.4%
Other Local Taxes	275,000	355,205	129.2%
Intergovernmental Revenues	184,036	236,371	128.4%
Fines & Forfeitures	2,050	1,760	85.8%
Miscellaneous Revenues	73,000	121,748	166.8%
Interest Income	30,100	184,314	612.3%
Transfer In	50,000	50,000	100.0%
Total Funding	**$ 6,253,089**	**$ 6,554,929**	**104.8%**

GENERAL FUND

(100% Year Complete)

Expenditures

- Total expenditures through September were 102.7% of the annual budget or $6.4 million.
- The Interfund Transfer amount includes $536.6 thousand for Capital improvements; $51.1 thousand for P&Z expenditures.



3

SPECIAL REVENUE FUNDS

Fund Highlights

(100% Year Complete)

- Community Bus Fund – Surplus of $34.6 thousand.
  - Revenue collected from Transportation Grant and Local Option Gas Tax was 87.5% of annual budget or $101.6 thousand.
  - Expenses are 57.7% of annual budget or $66.9 thousand.
- Marine Law Enforcement Fund – 96.1% of annual budget or $35.8 thousand.
  - Revenue received from County Marine Grant.
- Building Permits Fund - Surplus of $279 thousand.
  - The revenue collected from Permitting Fees was 182% of the annual budget or $1.09 million.
  - Expenditures 124.7% of annual budget or $816.5 thousand.
- P&Z, Code Compliance Fund –Total funding and expenditures through September 92.4% of annual budget.
  - The revenue was collected from Planning & Zoning fees as well as Fire fees .
- Federal Forfeitures / Asset Sharing Fund - Current Cash Balance as of September was $692 thousand.
  - Expenses include Ford truck, beach vehicle, Access Control, license plate reader, building improvements & training.

4

OTHER FUNDS

(100% Year Complete)

Capital Projects Fund – (General Fund Improvements)

- The total expenditures through September were $4.47 million or 91.9% of the annual budget.
  - $4.33 million for Beach projects.
  - $42.1 thousand for Commission Chambers renovations and FPL utility design.

WATER FUND

(100% Year Complete)

Overview

- Overall, the Water fund had a surplus of $116.9 thousand.
- Operations had a surplus of $344.8 thousand.
- Debt Service had a deficit of $205.3 thousand.

Revenue/Other Sources

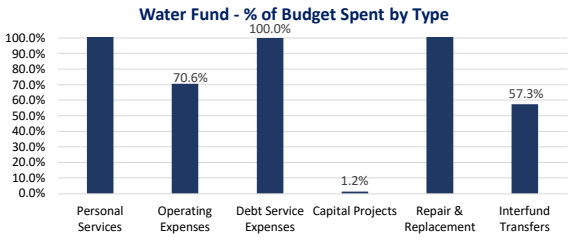
- Total funding for the water fund (operations) is 105.4% of the annual budget or $1.459 million.
- Total water service revenue is 102.5% of the annual budget or $1.354 million.
- The water usage billings through September is **up** by 2.2% compared to last year at this same time.

WATER FUND

(100% Year Complete)

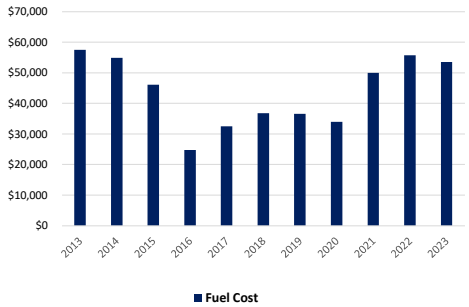
Expenses

- Total expenses through September were at 80.5% of the annual budget or $1.1 million.
  - Debt Service Expenses:
    - Loan payment for Water Plant project was made on September 15, 2023.
    - Next Loan payment for Water Main project will be made on November 15, 2023.



FUEL COSTS ANALYSIS

Fuel Cost by Fiscal Year



Fuel Comparison by Fiscal Year (Full year)

Fiscal Year	Fuel Cost	Gallons Purchased	Avg Price / Gallon
2011	$56,162		
2012	$58,320		
2013	$57,515		
2014	$54,888		
2015	$46,030		
2016	$24,771	11,858	$2.09
2017	$32,433	13,405	$2.42
2018	$36,733	12,320	$2.98
2019	$36,586	13,666	$2.68
2020	$33,942	15,133	$2.24
2021	$49,992	14,480	$3.45
2022	$55,678	15,464	$3.60
2023	$53,497	15,665	$3.42

Fuel Comparison by Fiscal Year (through 4th Quarter Only)

Fiscal Year	Fuel Cost	Gallons Used	Avg Price / Gallon
2019	$36,586	13,666	$2.68
2020	$33,942	15,133	$2.24
2021	$34,170	14,480	$2.36
2022	$55,678	15,464	$3.60
2023	$53,497	15,665	$3.42

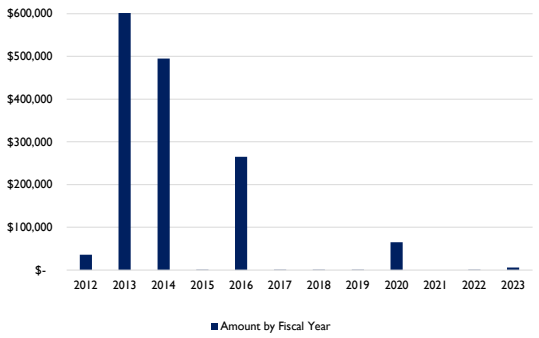
WORKERS' COMPENSATION INSURANCE - ANALYSIS OF CLAIMS

Amount & Status of Claims by Fiscal Year

Fiscal Year	Amount by Fiscal Year	Claim Status
2012	$ 35,536	Closed
2013	$ 609,507	Open Claim
2014	$ 494,929	Open Claim
2015	$ 404	Closed
2016	$ 264,562	Closed
2017	$ 102	Closed
2018	$ 608	Closed
2019	$ 368	Closed
2020	$ 65,072	Open Claim
2021	$ -	Closed
2022	$ 304	Closed
2023	$ 5,353	Open Claim

** Updated through September 30, 2023

Total Claims by Fiscal Year



9

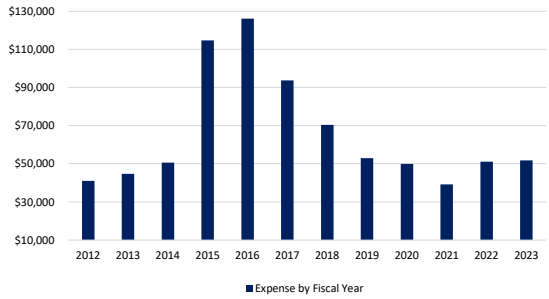
WORKERS' COMPENSATION INSURANCE – PREMIUM COST

Cost by Fiscal Year & Department

Fiscal Year	Admin	Police	Water	Total
2012	$ 1,229	$ 32,501	$ 7,275	$ 41,005
2013	$ 1,324	$ 34,957	$ 8,418	$ 44,699
2014	$ 1,653	$ 39,343	$ 9,560	$ 50,556
2015	$ 5,350	$ 81,530	$ 27,726	$ 114,606
2016	$ 5,897	$ 89,829	$ 30,361	$ 126,086
2017	$ 4,180	$ 65,618	$ 23,855	$ 93,653
2018	$ 3,313	$ 49,202	$ 17,897	$ 70,412
2019	$ 2,648	$ 35,306	$ 14,940	$ 52,894
2020	$ 2,577	$ 32,766	$ 14,552	$ 49,894
2021	$ 1,488	$ 29,819	$ 7,863	$ 39,170
2022	$ 1,930	$ 39,039	$ 10,030	$ 50,999
2023	$ 1,893	$ 39,959	$ 9,949	$ 51,802
TOTAL	**$ 33,481**	**$ 569,867**	**$ 182,428**	**$ 785,776**

** Updated through September 30, 2023

Total Cost by Fiscal Year



10

INFRAMARK
INFRASTRUCTURE MANAGEMENT SERVICES

MEMORANDUM

TO: Mayor Irene Kirdahy and Commissioners
FROM: Stephen Bloom, Finance Director
CC: Commissioner Jane Reiser, Treasurer
DATE: November 1, 2023
SUBJECT: September 2023 Financial Report

Please find below the quarterly update from the Finance Department. At this point in the fiscal year (through September), the revenues and expenditures should be at approximately 100% of the adopted budget. To further assist with your review, an overview of each of the Town's funds is provided below.

General Fund

- Total funding through September was at 104.8% of the annual budget.
  - Ad valorem taxes are 99.4% collected through September.
- Total expenditures through September were at 102.7% of the annual budget.

Special Revenue Funds

Community Bus

- Total funding through September were at 87.5% of the annual budget.
- Total expenditures through September were at 57.7% of the annual budget.

Marine Law Enforcement Grant

- Total funding through September were at 96.1% of the annual budget.

Building Permits

- Total funding and expenditures through September were at 167.3% of the annual budget.
- Total expenditures through September were at 124.7% of the annual budget.

P&Z and Code Compliance

- Total funding and expenditures through September were at 92.4% of the annual budget.

Federal Forfeitures / Asset Sharing

- Total funds available through September: $692,942.

Capital Projects Fund – (General Fund Improvements)

- Total funding and expenditures through September were at 91.9% of the annual budget.

MEMORANDUM

Town of Hillsboro Beach
Subject: September Financial Report
Page 2

Water Fund – (Operations)

- Total funding through September was at 105.4% of the annual budget.
- The water usage billing through September (YTD) is up by 2.2% compared to last year at the same time.
- The chart below compares the usage for September by category (Single Family, Multi Family, Irrigation) with last month and with the prior year - September 2022. The "Change in usage" and "% change" compares the current month with the prior month.
  - Total gallons used for the month of September was down by 9.0% or (1,717) thousand gallons compared to last month.

Usage Comparison in thousands)

				Month-to-Month Change	
Service Type	**(Prior Yr) Sep-22**	**Aug-23**	**Sep-23**	**Change in Usage**	**% Change**
Irrigation	14,590	10,761	10,061	-700	-6.5%
Single Family	3,104	2,022	2,171	149	7.3%
Multi Family	5,851	6,402	5,237	-1,165	-18.2%
Total	**23,546**	**19,185**	**17,468**	**-1,717**	**-9.0%**

- Total expenses through September were at 80.5% of the annual budget.

Debt Service – (State Revolving Loans)

- Total funding through September was 70.6% of the annual budget.
- The loan payment for the water plant was made on September 15, 2023.
- The next loan payment for the water main project will be made on November 15, 2023.

Capital Projects Fund – (Water Fund Improvements)

- Total funding through September was 12.8% of the annual budget.
- Total expenditures through September was 18% of the annual budget.

Town of Hillsboro Beach

Financial Report

September 30, 2023

Prepared by

INFRAMARK
INFRASTRUCTURE MANAGEMENT SERVICES

Town of Hillsboro Beach

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Town of Hillsboro Beach

Financial Statements

(Unaudited)

September 30, 2023

Balance Sheet
September 30, 2023

ACCOUNT DESCRIPTION	GENERAL FUNDS	SPECIAL REVENUE FUNDS	CAPITAL PROJECT FUNDS	WATER FUNDS	TOTAL
ASSETS					
Current Assets					
Equity in Pooled Cash	$ 3,465,659	$ 559,887	$ 40,207	$ 3,591,770	$ 7,657,523
Accounts Receivable	128,701	6,991	-	195,027	330,719
Lease Receivable	-	-	-	230,728	230,728
Allow -Doubtful Accounts	(26,072)	-	-	(48,244)	(74,316)
Due From Other Gov'tl Units	31,546	7,527	227,517	54,229	320,819
Deferred Outflow of Resources	-	-	-	46,151	46,151
Fuel	8,759	-	-	-	8,759
Money Market Account	-	692,942	-	-	692,942
Prepaid Items	88,879	40,503	-	998	130,380
Deposits	-	-	-	174,238	174,238
Total Current Assets	3,697,472	1,307,850	267,724	4,244,897	9,517,943
Noncurrent Assets					
Fixed Assets					
Buildings	-	-	-	2,038,779	2,038,779
Accum Depr - Buildings	-	-	-	(1,006,090)	(1,006,090)
Distribution System	-	-	-	11,740,489	11,740,489
Plant Improvements	-	-	-	608,583	608,583
Infrastructure	-	-	-	102,068	102,068
Accum Depr - Infrastructure	-	-	-	(3,123,631)	(3,123,631)
Equipment	-	-	-	144,706	144,706
Meters	-	-	-	410,776	410,776
Vehicles	-	-	-	104,552	104,552
Accum Depr - Equip/Furniture	-	-	-	(635,534)	(635,534)
Total Noncurrent Assets	-	-	-	10,384,698	10,384,698
TOTAL ASSETS	**$ 3,697,472**	**$ 1,307,850**	**$ 267,724**	**$14,629,595**	**$19,902,641**
LIABILITIES					
Current Liabilities					
Accounts Payable	$ 102,460	$ 13,261	$ 40,207	$ 33,088	$ 189,016
Accrued Expenses	64,247	-	-	-	64,247
DBPR/DCA/BRA Surcharges	-	10,249	-	-	10,249
Notes/Loans Payable - Current	-	-	-	691,082	691,082
Compensated Absences-Current	23,176	-	-	-	23,176
Accrued Interest Payable	-	-	-	22,058	22,058
Accrued Wages Payable	38,978	-	-	8,442	47,420
Accrued Taxes Payable	3,079	-	-	547	3,626
Police Benevolent Association	26	-	-	-	26
Legal Plan	12	-	-	-	12
Deposits	8,125	(30,302)	-	-	(22,177)
Deferred Revenue	-	-	227,517	-	227,517
Total Current Liabilities	240,501	(6,792)	267,724	755,481	1,256,914

Balance Sheet
September 30, 2023

ACCOUNT DESCRIPTION	GENERAL FUNDS	SPECIAL REVENUE FUNDS	CAPITAL PROJECT FUNDS	WATER FUNDS	TOTAL
Long-Term Liabilities					
Note/Loan Payable - LT (Water Plant)	-	-	-	2,447,586	2,447,586
Note/Loan Payable - LT (Water Main)				5,255,419	5,255,419
Compensated Absences-Long-Term	-	-	-	102,969	102,969
OPEB Liability	-	-	-	5,928	5,928
Deferred Inflow of Resources	-	-	-	7,471	7,471
Net Pension Liability	-	-	-	294,906	294,906
Deferred inflows - Leases	-	-	-	222,164	222,164
Total Long-Term Liabilities	-	-	-	8,336,443	8,336,443
TOTAL LIABILITIES	**240,501**	**(6,792)**	**267,724**	**9,091,924**	**9,593,357**
FUND BALANCES / NET ASSETS					
Fund Balances					
Nonspendable:					
Prepaid Items	88,879	40,503	-	-	129,382
Restricted for:					
Special Revenue	-	1,274,139	-	-	1,274,139
Assigned to:					
Reserves - Beach Assessment	8,207	-	-	-	8,207
Unassigned:	3,359,885	-	-	-	3,359,885
Net Assets					
Invested in capital assets,					
net of related debt	-	-	-	1,990,610	1,990,610
Unrestricted/Unreserved	-	-	-	3,547,061	3,547,061
TOTAL FUND BALANCES / NET ASSETS	**$ 3,456,971**	**$ 1,314,642**	**$ -**	**$ 5,537,671**	**$10,309,284**
TOTAL LIABILITIES & FUND BALANCES / NET ASSETS	**$ 3,697,472**	**$ 1,307,850**	**$ 267,724**	**$14,629,595**	**$19,902,641**

Statement of Revenues, Expenditures and Changes in Fund Balances
General Fund
For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR Year to Date Sept-22	PRIOR YEAR Variance Fav (unfav)
FUNDING						
Revenues						
Property Taxes	$ 5,638,903	$ 5,605,531	$ 33,372	99.4%	$ 5,125,075	$ 480,456
Other Local Taxes	275,000	355,205	(80,205)	129.2%	300,380	54,825
Intergovernmental Revenues	184,036	236,371	(52,335)	128.4%	226,708	9,663
Fines & Forfeitures	2,050	1,760	290	85.8%	1,776	(16)
Miscellaneous Revenues	73,000	121,748	(48,748)	166.8%	49,878	71,870
Interest Income	30,100	184,314	(154,214)	612.3%	(107,401)	291,715
Total Revenues	**6,203,089**	**6,504,929**	**(301,840)**	**104.9%**	**5,596,415**	**908,514**
Other Sources						
Transfer In	50,000	50,000	-	100.0%	50,000	-
Total Other Sources	**50,000**	**50,000**	**-**	**100.0%**	**50,000**	**-**
TOTAL FUNDING	**6,253,089**	**6,554,929**	**(301,840)**	**104.8%**	**5,646,415**	**908,514**
EXPENDITURES						
Town Commission	61,210	61,305	(95)	100.2%	39,749	(21,555)
Town Manager	330,629	368,670	(38,041)	111.5%	311,738	(56,932)
Town Clerk	300,211	250,800	49,411	83.5%	239,513	(11,288)
Police	3,380,729	3,439,171	(58,442)	101.7%	3,101,433	(337,737)
Facility Services	236,953	216,233	20,720	91.3%	182,078	(34,155)
Finance	130,758	129,333	1,425	98.9%	119,891	(9,442)
Fire Rescue	977,451	946,291	31,160	96.8%	892,330	(53,961)
Solid Waste	356,597	393,897	(37,300)	110.5%	341,782	(52,115)
Beaches	71,000	21,749	49,251	30.6%	105,155	83,406
Charitable Donations	6,481	5,881	600	90.7%	6,344	463
Contingency	116,070	-	116,070	0.0%	5,119	5,119
TOTAL EXPENSES	**5,968,089**	**5,833,329**	**$ 134,760**	**97.7%**	**5,345,132**	**(488,198)**
Interfund Transfer - Out	285,000	587,787	(302,787)	206.2%	347,100	(240,687)
TOTAL EXPENDITURES	**6,253,089**	**6,421,116**	**$ (168,027)**	**102.7%**	**5,692,232**	**(728,885)**
Total Funding over (under) Expenditures	$ -	133,813			$ (45,817)	$ 179,629
Fund Balance - Beginning		3,322,304				
Fund Balance - Ending		**$ 3,456,117**				

General Fund - Revenue

For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR Year to Date Sept-22	PRIOR YEAR Variance Fav (unfav)
FUNDING						
Revenues						
Property Tax						
Ad Valorem Taxes	$ 5,849,406	$ 5,731,001	$ 118,405	98.0%	$ 5,314,424	$ 416,576
Ad Valorem Taxes - Prior Years	3,000	(8,878)	11,878	-295.9%	5,529	(14,407)
Ad Valorem Taxes - Discounts	(213,503)	(116,591)	(96,912)	54.6%	(194,878)	78,287
Total - Property Tax	**5,638,903**	**5,605,531**	**33,372**	**99.4%**	**5,125,075**	**480,456**
Other Local Taxes						
FPL Franchise	250,000	321,057	(71,057)	128.4%	271,235	49,822
Local Communications Tax	25,000	34,148	(9,148)	136.6%	29,145	5,003
Total - Other Local Taxes	**275,000**	**355,205**	**(80,205)**	**129.2%**	**300,380**	**54,825**
Intergovernmental Revenues						
Occupational Licenses	1,900	2,572	(672)	135.4%	1,237	1,336
FDLE - JAG grant	-	561	(561)	n/a	2,704	(2,143)
State Revenue Sharing	46,500	65,632	(19,132)	141.1%	61,352	4,279
Alcoholic Beverage License	636	1,273	(637)	200.1%	1,273	-
Half-Cent Sales Tax	135,000	166,333	(31,333)	123.2%	160,142	6,191
Total - Intergov. Revenues	**184,036**	**236,371**	**(52,335)**	**128.4%**	**226,708**	**9,663**
Fines & Forfeitures						
Judgments and Fines	2,000	1,760	240	88.0%	1,776	(16)
Other Fines and/or Forfeits	50	-	50	0.0%	-	-
Total - Fines & Forfeitures	**2,050**	**1,760**	**290**	**85.8%**	**1,776**	**(16)**
Miscellaneous Revenue						
Miscellaneous	3,000	4,670	(1,670)	155.7%	4,889	(220)
Police Reimbursement	50,000	59,791	(9,791)	119.6%	25,864	33,927
Insurance Reimbursements	-	28,913	(28,913)	n/a	-	28,913
Lien Search Fee	20,000	15,800	4,200	79.0%	17,210	(1,410)
Sale of Surplus Equipment	-	12,575	(12,575)	n/a	1,915	10,660
Total - Misc. Revenue	**73,000**	**121,748**	**(48,748)**	**166.8%**	**49,878**	**71,870**

General Fund - Revenue

For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR Year to Date Sept-22	PRIOR YEAR Variance Fav (unfav)
Interest Income						
Interest - Investments	35,000	118,980	(83,980)	339.9%	34,271	84,708
Interest - Tax Collector	100	8,899	(8,799)	8899.4%	106	8,793
Net Incr (Decr) In FMV-Invest	(5,000)	56,435	(61,435)	-1128.7%	(141,778)	198,213
Total - Interest Income	**30,100**	**184,314**	**(154,214)**	**612.3%**	**(107,401)**	**291,715**
Total Revenue	**6,203,089**	**6,504,929**	**(301,840)**	**104.9%**	**5,596,415**	**908,514**
Transfer In						
Water Fund	50,000	50,000	-	100.0%	50,000	-
Total - Transfer In	**50,000**	**50,000**	**-**	**100.0%**	**50,000**	**-**
TOTAL FUNDING	**6,253,089**	**6,554,929**	**(301,840)**	**104.8%**	**5,646,415**	**908,514**

General Fund - Town Commission

For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR Year to Date Sept-22	PRIOR YEAR Variance Fav (unfav)
Personal Services						
Mayor/Commission Stipend	$ 40,000	$ 41,458	$ (1,458)	103.6%	$ 28,800	$ (12,658)
FICA	3,060	3,171	(111)	103.6%	2,203	(968)
Total Personal Services	**43,060**	**44,630**	**(1,570)**	**103.6%**	**31,003**	**(13,626)**
Operating Expenses						
Election Fees	3,900	5,383	(1,483)	138.0%	5,193	(190)
Annual Conf. - League of Cities	4,750	5,000	(250)	105.3%	-	(5,000)
Conferences/Seminars	6,000	600	5,400	10.0%	283	(317)
Mayor/Commission Expense	3,500	5,692	(2,192)	162.6%	3,270	(2,422)
Total Operating Expenses	**18,150**	**16,675**	**1,475**	**91.9%**	**8,746**	**(7,929)**
TOTAL COMMISSION	**$ 61,210**	**$ 61,305**	**$ (95)**	**100.2%**	**$ 39,749**	**$ (21,555)**

General Fund - Town Manager

For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR Year to Date Sept-22	PRIOR YEAR Variance Fav (unfav)
Personal Services						
Salaries	$ 143,699	$ 150,996	$ (7,297)	105.1%	$ 144,170	$ (6,825)
Car Allowance	4,200	4,200	-	100.0%	4,200	-
FICA	11,315	11,835	(520)	104.6%	11,272	(563)
Florida Retirement System	45,366	48,950	(3,584)	107.9%	42,715	(6,236)
Health and Life Insurance	27,893	21,737	6,156	77.9%	21,460	(276)
Workers' Comp Insurance	231	187	44	80.8%	199	13
Total Personal Services	**232,704**	**237,904**	**(5,200)**	**102.2%**	**224,016**	**(13,888)**
Operating Expenses						
Town Attorney	83,325	60,928	22,397	73.1%	68,804	7,875
Prof. Services - IT Services	9,100	19,359	(10,259)	212.7%	8,635	(10,724)
Prof. Services - Lobbyist	-	47,367	(47,367)	n/a	-	(47,367)
Miscellaneous	1,000	879	121	87.9%	6,750	5,871
Computer Expense / Supplies	1,000	25	975	2.5%	431	406
Training Expenses	3,500	2,207	1,293	63.1%	3,102	896
Total Operating Expenses	**97,925**	**130,765**	**(32,840)**	**133.5%**	**87,722**	**(43,044)**
TOTAL TOWN MANAGER	**$ 330,629**	**$ 368,670**	**$ (38,041)**	**111.5%**	**$ 311,738**	**$ (56,932)**

General Fund - Town Clerk

For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR Year to Date Sept-22	PRIOR YEAR Variance Fav (unfav)
Personal Services						
Salaries	$ 133,609	$ 95,114	$ 38,496	71.2%	$ 80,821	$ (14,293)
Payroll - Vacation	-	-	-	n/a	810	810
FICA	10,222	7,251	2,971	70.9%	6,212	(1,039)
Florida Retirement System	15,913	11,592	4,321	72.8%	8,951	(2,641)
Health and Life Insurance	29,272	18,537	10,735	63.3%	16,201	(2,336)
Workers' Comp Insurance	215	171	44	79.3%	160	(11)
Unemployment Compensation	250	-	250	0.0%	-	-
Total Personal Services	**189,481**	**132,663**	**56,818**	**70.0%**	**113,154**	**(19,509)**
Operating Services						
Coding Ordinance	3,000	2,196	804	73.2%	2,826	630
Prof. Services- Digitize records	15,000	2,432	12,568	16.2%	3,422	989
Contracts - Minutes Preparation	4,250	2,813	1,438	66.2%	3,844	1,031
Temporary Labor	6,500	42,968	(36,468)	661.0%	60,258	17,290
Contracts - Other Services	7,000	3,849	3,151	55.0%	8,998	5,149
Software Maintenance/Support	25,313	13,694	11,619	54.1%	7,202	(6,492)
Postage and Freight	2,500	2,282	218	91.3%	4,778	2,497
Copier	6,100	3,758	2,342	61.6%	4,679	921
Advertising	10,000	5,631	4,369	56.3%	8,214	2,583
Office Supplies	5,900	7,058	(1,158)	119.6%	7,011	(47)
Website Support	4,967	6,727	(1,760)	135.4%	2,910	(3,817)
Subscriptions and Memberships	5,700	4,199	1,501	73.7%	4,166	(33)
Office Equipment	1,000	-	1,000	0.0%	-	-
Training Expenses	3,500	5,297	(1,797)	151.3%	1,858	(3,439)
Resident Mailings	10,000	15,234	(5,234)	152.3%	6,193	(9,041)
Total Operating Services	**110,730**	**118,137**	**(7,407)**	**106.7%**	**126,359**	**8,222**
TOTAL TOWN CLERK	**$ 300,211**	**$ 250,800**	**$ 49,411**	**83.5%**	**$ 239,513**	**$ (11,288)**

General Fund - Police

For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR Year to Date Sept-22	PRIOR YEAR Variance Fav (unfav)
Personal Services						
Salaries	$ 1,735,806	$ 1,777,524	$ (41,718)	102.4%	$ 1,658,383	$ (119,140)
Paid Holidays	53,992	48,889	5,103	90.5%	46,621	(2,268)
Payroll-Other	-	7,500	(7,500)	n/a	-	(7,500)
Car Allowance	-	30,600	(30,600)	n/a	-	(30,600)
Longevity Pay	-	7,000	(7,000)	n/a	-	(7,000)
Overtime	20,000	52,816	(32,816)	264.1%	47,243	(5,573)
Overtime - Task Force	35,000	19,841	15,159	56.7%	31,051	11,211
Overtime - Special Duty	-	31,356	(31,356)	n/a	3,986	(27,370)
Sick Leave Cash Out	31,000	23,444	7,556	75.6%	33,030	9,586
Incentive	17,680	18,535	(855)	104.8%	16,670	(1,865)
FICA	144,851	154,296	(9,445)	106.5%	143,382	(10,914)
Florida Retirement System	479,233	490,979	(11,746)	102.5%	424,727	(66,252)
Health and Life Insurance	484,931	471,829	13,102	97.3%	408,908	(62,922)
Workers' Comp Insurance	50,075	39,959	10,116	79.8%	39,039	(921)
Tuition Reimbursement	2,250	734	1,516	32.6%	-	(734)
AD&D Insurance	776	747	29	96.3%	705	(42)
Unemployment Compensation	1,000	-	1,000	0.0%	-	-
Total Personal Services	**3,056,594**	**3,176,049**	**(119,455)**	**103.9%**	**2,853,744**	**(322,305)**
Operating Expenses						
Contracts - Other Services	27,870	26,023	1,847	93.4%	24,001	(2,022)
Town Attorney	10,000	75	9,925	0.8%	-	(75)
Prof. Services - IT Services	7,000	10,405	(3,405)	148.6%	8,731	(1,675)
Telephone Services	4,100	3,424	676	83.5%	3,206	(219)
Mobile Phones	4,140	5,337	(1,197)	128.9%	3,558	(1,779)
Postage	1,000	41	959	4.1%	184	143
Electricity	11,500	14,249	(2,749)	123.9%	11,939	(2,310)
Liability and Property Insurance	24,511	22,454	2,057	91.6%	20,326	(2,129)
Building Repairs & Maintenance	10,000	9,812	188	98.1%	10,775	963
Radio Maintenance	2,100	559	1,541	26.6%	1,676	1,117
Auto Repairs and Maintenance	25,000	16,878	8,122	67.5%	17,647	769
Boat Repairs and Maintenance	50,000	24,050	25,950	48.1%	25,590	1,540
ATV Repairs and Maintenance	1,500	1,046	454	69.7%	-	(1,046)
Rental - Vehicles	15,000	8,415	6,585	56.1%	9,024	609
Vehicles - GPS	1,364	1,123	241	82.3%	777	(346)
Copier	4,000	2,738	1,262	68.5%	2,780	42
Miscellaneous Services	5,000	2,302	2,698	46.0%	2,918	616
Internet Service	6,550	7,781	(1,231)	118.8%	7,078	(703)

General Fund - Police

For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR Year to Date Sept-22	PRIOR YEAR Variance Fav (unfav)
Physical Examinations	2,500	231	2,269	9.3%	1,090	859
Office Supplies	3,000	980	2,020	32.7%	1,203	223
Operating Supplies	10,000	9,417	583	94.2%	11,044	1,627
Fuel & Oil	50,000	48,655	1,345	97.3%	50,116	1,460
Uniforms Supplies	15,000	16,242	(1,242)	108.3%	14,686	(1,557)
Investigation Division	5,000	5,636	(636)	112.7%	1,828	(3,808)
Subscriptions and Memberships	3,000	6,948	(3,948)	231.6%	4,197	(2,751)
Protective PPE	2,500	240	2,260	9.6%	124	(116)
Protective PPE (Facilities)	2,500	1,099	1,401	44.0%	2,500	1,401
Education / Training	20,000	16,961	3,039	84.8%	10,693	(6,268)
Total Operating Expenses	**324,135**	**263,122**	**61,013**	**81.2%**	**247,689**	**(15,433)**
TOTAL POLICE	**$ 3,380,729**	**$ 3,439,171**	**$ (58,442)**	**101.7%**	**$ 3,101,433**	**$ (337,737)**

General Fund - Facility Services

For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR Year to Date Sept-22	PRIOR YEAR Variance Fav (unfav)
Personal Services						
Salaries	$ 52,790	$ 57,173	$ (4,383)	108.3%	$ 50,648	$ (6,524)
Vacation Leave Cash Out	3,755	-	3,755	0.0%	-	-
Sick Leave Cash Out	2,000	1,624	376	81.2%	1,358	(267)
FICA	4,480	4,446	34	99.2%	3,993	(453)
Florida Retirement System	10,889	11,378	(489)	104.5%	9,252	(2,125)
Health and Life Insurance	24,414	23,584	830	96.6%	20,965	(2,619)
Workers' Comp Insurance	1,912	1,536	376	80.3%	1,571	35
Total Personal Services	**100,240**	**99,741**	**499**	**99.5%**	**87,787**	**(11,954)**
Operating Expenses						
Telephone Service	4,500	3,424	1,076	76.1%	3,206	(219)
Utility - Water	7,050	6,400	650	90.8%	6,609	208
Electricity	5,000	6,258	(1,258)	125.2%	5,478	(780)
Utility - Sewer	900	730	170	81.1%	769	39
Internet Service	5,500	6,100	(600)	110.9%	5,249	(852)
Liability and Property Insurance	22,363	21,816	547	97.6%	19,927	(1,889)
Pest Control - Building/Grounds	1,200	1,267	(67)	105.6%	1,239	(29)
R&M - Equipment	10,000	5,765	4,235	57.7%	507	(5,258)
R&M - Grounds	5,000	4,968	32	99.4%	2,500	(2,468)
Landscape Maintenance	10,000	4,192	5,808	41.9%	888	(3,304)
Town Hall Maint. / Repairs	20,000	14,776	5,224	73.9%	22,877	8,101
Generator Maint. Contract	5,200	5,370	(170)	103.3%	3,007	(2,364)
R&M - Bocce Court	7,500	8,893	(1,393)	118.6%	64	(8,830)
Operating Supplies - General	3,500	2,896	604	82.7%	3,516	620
Town Events	25,000	23,635	1,365	94.5%	15,845	(7,790)
A/C Maintenance Contract	4,000	-	4,000	0.0%	2,613	2,613
Total Operating Expenses	**136,713**	**116,492**	**20,221**	**85.2%**	**94,291**	**(22,201)**

General Fund - Other Departments

For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR Year to Date Sept-22	PRIOR YEAR Variance Fav (unfav)
Finance						
Auditing Services	$ 20,000	$ 19,632	$ 369	98.2%	$ 19,292	$ (340)
Accounting/Financial Services	100,418	100,418	-	100.0%	91,289	(9,129)
Investment Services	10,340	9,284	1,056	89.8%	9,310	26
Total Finance Expense	**130,758**	**129,333**	**1,425**	**98.9%**	**119,891**	**(9,442)**
Fire Rescue						
Fire Service Agreement	936,333	905,173	31,160	96.7%	851,212	(53,961)
Fire Service Agreement - Capital	41,118	41,118	-	100.0%	41,118	-
Total Fire Rescue Expense	**977,451**	**946,291**	**31,160**	**96.8%**	**892,330**	**(53,961)**
Solid Waste						
Contracts Services	356,597	393,897	(37,300)	110.5%	341,782	(52,115)
Total Solid Waste Expense	**356,597**	**393,897**	**(37,300)**	**110.5%**	**341,782**	**(52,115)**
Beach Management						
Engineering – Deerfield Joint Project	55,000	1,057	53,943	1.9%	96,410	95,353
Engineering – Legal Matters	10,000	-	10,000	0.0%	-	-
Beach Attorney	-	7,033	(7,033)	n/a	844	(6,188)
Beach Salvage (Boat removal)	1,000	2,000	(1,000)	200.0%	500	(1,500)
Buoys	5,000	11,660	(6,660)	233.2%	7,401	(4,259)
Total Beach Management Expense	**71,000**	**21,749**	**49,251**	**30.6%**	**105,155**	**83,406**
Charitable Donations						
Lighthouse Preservation Contrib.	2,500	1,900	600	76.0%	2,500	600
Area Council on Aging Contrib.	3,981	3,981	-	100.0%	3,844	(137)
Total Charitable Donations	**6,481**	**5,881**	**600**	**90.7%**	**6,344**	**463**
Contingency	**116,070**	**-**	**116,070**	**0.0%**	**5,119**	**5,119**
Total Expense before Transfer Out	**1,658,357**	**1,497,152**	**161,205**		**1,470,621**	**(26,530)**
Transfer Out						
To P&Z and Code Enf. Fund	35,000	51,121	(16,121)	146.1%	76,696	25,575
To General Fund CIP	250,000	536,666	(286,666)	214.7%	270,404	(266,262)
Total Transfer Out	**285,000**	**587,787**	**(302,787)**	**206.2%**	**347,100**	**(240,687)**
TOTAL OTHER DEPARTMENTS	**$ 1,943,357**	**$ 2,084,939**	**$ (141,582)**	**107.3%**	**$ 1,817,721**	**$ (267,217)**
TOTAL GENERAL FUND EXPENDITURES	**$ 6,253,089**	**$ 6,213,912**	**$ 39,177**	**99.4%**	**$ 5,692,232**	**$ (521,681)**

Notes to the Financial Statements - General Fund
September 30, 2023

The notes below are intended to provide additional information helpful when reviewing the financial statements. Per the Adopted Budget, the revenues and expenditures should be at 100% through September. Below is an analysis of revenues and expenditures that have significant variances compared to the budget.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
Revenues				
Interest - Investments	35,000	118,980	339.9%	Money market and investment accounts
Other Miscellaneous Revenues	3,000	4,670	155.7%	Copies of records, records requests, security detail, FL State Class Action Suit against autoparts vendors ($1,645), misc funds from US Treasury ($6,346) qualifying fees, no trespassing signs, Commissioner iPad purchase.
Police Reimbursement	50,000	59,791	119.6%	Reimbursable DEA overtime and car rental
Insurance Reimbursement	-	28,913	N/A	UnitedHealthcare Medical Loss Ratio premium rebates for FY 2021 and FY 2022.
Sale of Surplus Items	-	12,575	N/A	Proceeds from auction sale of 2021 Charger, lamps and 2020 John Deere 4x4.
Interest-Tax Collector	100	8,899	8899.4%	Quarterly interest on assessments collected
Expenditures				
Commission				
Misc-Election Fee	3,900	5,383	138.0%	Election assessment fee and March election support workers lunch.
Annual Conf. - League of Cities	4,750	5,000	105.3%	BLOC 66th Annual Gala premier sponsorship.
Mayor/Commission Expense	3,500	5,692	162.6%	Annual dues for FL League of Mayors, Condo forum luncheon, plaques for outgoing Commissioners, badges & cards for new Commissioners, Logo shirts & hats, laptops.
Town Manager				
ProfServ-IT Services	9,100	19,359	212.7%	Includes monthly server maintenance, endpoint mgmt, Office 365, replace ubiquiti switch, Kofax install, website update with new Commissioners and Mayor.
ProfServ-Lobbyist	-	47,367	N/A	Lobbyist fees 12/21/22-09/21/23.
Town Clerk				
Temporary Labor	6,500	42,968	661.0%	Staffing company help.
Office Supplies	5,900	7,058	119.6%	Paper, cleaning supplies, batteries, water, onsite shred services, new welcome packets, food for Commission meetings, logo mugs, wireless headset, Notary Seal and stamps.
Website Support	4,967	6,727	135.4%	Website support and redesign of Town's website.
Training Expenses	3,500	5,297	151.3%	FACC Fall Academy, Virtual Athenian Dialog training supplies, EEO Training, FACC Summer Conference, NFBPA membership.
Resident Mailings	10,000	15,234	152.3%	Mayor's newsletter, resident guides, information guides.
Police				
Payroll-Other	-	7,500	N/A	Detective & Dispatcher incentive payout per PBA contract.
Car Allowance	-	30,600	N/A	Officer's car allowance- new this year per PBA contract.
Longevity Pay	-	7,000	N/A	Longevity pay per PBA contract.
Overtime	20,000	52,816	264.1%	Staffing during vacations, sick time and special duty.
Overtime - Special Duty	-	31,356	N/A	Overtime for Operation Stone Garden project with Broward County Sheriff's Office and Operation Traffic Initiative.
Sick Leave Cash Out	31,000	23,444	75.6%	Paid out annually in December.
Incentive	17,680	18,535	104.8%	Incentive pay for additional training / education.
Florida Retirement System	479,233	490,979	102.5%	FRS based upon salaries, overtime plus holidays

Notes to the Financial Statements - General Fund
September 30, 2023

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
Police (continued)				
Prof. Services - IT Services	7,000	10,405	148.6%	Office 365 apps, repair network connectivitiy, config laptops for accreditation, replace dispatch workstation, Webroot antivirus, update firewall whitelist, diagnose/repair screens, CAD system & USA software, battery backup, software repair, replace Axon devices, upgrade NetMotion Mobile, new Truck laptop & radio, cables.
Mobile Phones	4,140	5,337	128.9%	Added new service to the mobile phones
Electricity	11,500	14,249	123.9%	Monthly electric charges from FPL.
Internet Service	6,550	7,781	118.8%	Monthly internet service with Comcast and Google.
Uniforms Supplies	15,000	16,242	108.3%	Rain coats, jackets, pants, shorts, belts, boots, training shirts, monogramming, BP vests (7), uniforms for command staff, cammo shirts.
Investigation Division	5,000	5,636	112.7%	Laptop for detective, PowerPlus investigative system svc, drug disposal, promo tool.
Subscriptions and Memberships	3,000	6,948	231.6%	Annual memberships for BCCPA, FPCA, FL MLUR, IACP, FBINAA, NIGPSEFL, Adobe.
Facility Services				
Electricity	5,000	6,258	125.2%	Monthly electric charges from FPL.
Internet Service	5,500	6,100	110.9%	Monthly internet charges from Comcast, Google and HXC Hosting.
Pest Control - Bldg/Grounds	1,200	1,267	105.6%	Monthly pest control service from Orkin for Town Hall and Police Dept.
Generator Maint. Contract	5,200	5,370	103.3%	Qtrly maintenance, replaced generator voltage regulator, NFPA load bank test, replace/program new voltage regulator.
R&M - Bocce Court	7,500	8,893	118.6%	Resurface bocce courts and new bocce balls.
Fire Rescue				
Fire Service Agreemnt - Capital	41,118	41,118	100.0%	FY 2023 annual amount paid in full.
Solid Waste				
Contract Services	356,597	393,897	110.5%	Price increased more than anticipated.
Beach Management				
Beach Salvage (Boat Removal)	1,000	2,000	200.0%	Remove and dispose of washed up boat 10/13/22.
Buoys	5,000	11,660	233.2%	New buoys, shackles, line, chain and rope.
Charitable Donations				
Lighthouse Preservation Contrib.	2,500	1,900	76.0%	Paid in full for year.
Area Council on Aging Contrib.	3,981	3,981	100.0%	Paid in full for year.

Statement of Revenues, Expenditures and Changes in Fund Balances
Special Revenue Fund - Transportation (Community Bus)

For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR Year to Date Sept-22	PRIOR YEAR Variance Fav (unfav)
FUNDING						
Revenues						
Local Option Gas Tax	34,289	34,564	(275)	100.8%	33,555	1,008
County Transportation Grant	81,900	67,100	14,800	81.9%	71,341	(4,242)
Total Revenues	**116,189**	**101,663**	**14,526**	**87.5%**	**104,897**	**(3,233)**
TOTAL FUNDING	**116,189**	**101,663**	**14,526**	**87.5%**	**104,897**	**(3,233)**
EXPENDITURES						
Contractual Services	81,900	66,993	14,907	81.8%	71,069	4,076
Roadways - R&M	10,000	-	10,000	0.0%	11,250	11,250
Reserves - Future Use	24,289	-	24,289	0.0%	-	-
TOTAL EXPENDITURES	**116,189**	**66,993**	**$ 49,196**	**57.7%**	**82,319**	**15,326**
Total Funding over (under) Expenditures	$ -	34,671			$ 22,578	$ 12,093
Fund Balance - Beginning		84,548				
Fund Balance - Ending		**$ 119,219**				

Statement of Revenues, Expenditures and Changes in Fund Balances
Special Revenue Fund - Marine Law Enforcement Grant

For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR Year to Date Sept-22	PRIOR YEAR Variance Fav (unfav)
FUNDING						
Revenues						
Marine Law Enforcement Grant	37,280	35,834	1,446	96.1%	35,280	554
Total Revenues	**37,280**	**35,834**	**1,446**	**96.1%**	**35,280**	**554**
TOTAL FUNDING	**37,280**	**35,834**	**1,446**	**96.1%**	**35,280**	**554**
EXPENDITURES						
Police Wages	37,280	35,834	1,446	96.1%	35,280	(554)
TOTAL EXPENDITURES	**37,280**	**35,834**	**$ 1,446**	**96.1%**	**35,280**	**(554)**
Total Funding over (under) Expenditures	$ -	-			$ -	$ -
Fund Balance - Beginning		-				
Fund Balance - Ending		**$ -**				

Statement of Revenues, Expenditures and Changes in Fund Balances
Special Revenue Fund - Building Permits
For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR Year to Date Sept-22	PRIOR YEAR Variance Fav (unfav)
FUNDING						
Revenues						
Building Permit Fees	600,000	1,092,194	(492,194)	182.0%	966,377	125,817
Building Admin Fees	5,000	3,850	1,150	77.0%	2,775	1,075
Total Revenues	**605,000**	**1,096,044**	**(491,044)**	**181.2%**	**969,152**	**126,892**
Other Sources						
Use / (Add't) Fund Balance	50,000	-	50,000	0.0%	-	-
Total Other Sources	**50,000**	**-**	**50,000**	**0.0%**	**-**	**-**
TOTAL FUNDING	**655,000**	**1,096,044**	**(441,044)**	**167.3%**	**969,152**	**126,892**
EXPENDITURES						
Building Permits						
ProfServ-Building Permits - CGA	565,000	789,338	(224,338)	139.7%	817,031	27,693
ProfServ-Engineering - Other	-	3,290	(3,290)	n/a	-	(3,290)
ProfServ-Digitize Records	15,000	-	15,000	0.0%	21,630	21,630
Code Compliance	-	1,440	(1,440)	n/a	720	(720)
Temporary Labor	6,000	-	6,000	0.0%	-	-
Credit Card Processing Fees	19,000	22,498	(3,498)	118.4%	18,566	(3,932)
Building Room	50,000	-	50,000	0.0%	-	-
Total Building Permits	**655,000**	**816,566**	**(161,566)**	**124.7%**	**857,947**	**41,381**
TOTAL EXPENDITURES	**655,000**	**816,566**	**$ (161,566)**	**124.7%**	**857,947**	**41,381**
Total Funding over (under) Expenditures	$ -	279,478			$ 111,205	$ 168,273
Fund Balance - Beginning		163,132				
Fund Balance - Ending		**$ 442,610**				

Statement of Revenues, Expenditures and Changes in Fund Balances
Special Revenue Fund - P&Z and Code Compliance

For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR Year to Date Sept-22	PRIOR YEAR Variance Fav (unfav)
FUNDING						
Revenues						
Planning & Zoning Fees	35,000	17,400	17,600	49.7%	15,900	1,500
Fire Fees	15,000	10,050	4,950	67.0%	7,650	2,400
Total Revenues	**50,000**	**27,450**	**22,550**	**54.9%**	**23,550**	**3,900**
Other Sources						
Transfer In	35,000	51,121	(16,121)	146.1%	76,696	(25,575)
Total Other Sources	**35,000**	**51,121**	**(16,121)**	**146.1%**	**76,696**	**(25,575)**
TOTAL FUNDING	**85,000**	**78,571**	**6,429**	**92.4%**	**100,246**	**(21,675)**
EXPENDITURES						
P&Z and Code Compliance						
ProfServ-Site Planning - CGA	30,000	59,483	(29,483)	198.3%	51,152	(8,331)
ProfServ-General Admin - CGA	25,000	-	25,000	0.0%	20,125	20,125
Flood Insurance Program (CRS)	5,000	3,500	1,500	70.0%	-	(3,500)
Code Compliance	25,000	15,589	9,411	62.4%	28,970	13,381
Total P&Z, and Code Compliance	**85,000**	**78,571**	**6,429**	**92.4%**	**100,246**	**21,675**
TOTAL EXPENDITURES	**85,000**	**78,571**	**$ 6,429**	**92.4%**	**100,246**	**21,675**
Total Funding over (under) Expenditures	$ -	-			$ -	$ -
Fund Balance - Beginning		-				
Fund Balance - Ending		**$ -**				

Statement of Revenues, Expenditures and Changes in Fund Balances
Special Revenue Fund - Federal Forfeitures / Asset Sharing

For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR Year to Date Sept-22	PRIOR YEAR Variance Fav (unfav)
FUNDING						
Revenues						
Federal Forfeitures	-	400,349	(400,349)	n/a	521,550	(121,201)
Interest Income	-	14,249	(14,249)	n/a	649	13,600
Total Revenues	**-**	**414,598**	**(414,598)**	**n/a**	**522,199**	**(107,601)**
TOTAL FUNDING	**-**	**414,598**	**(414,598)**	**n/a**	**522,199**	**(107,601)**
EXPENDITURES						
Capital Outlay/ Other						
Education / Training	-	8,800	(8,800)	n/a	14,845	6,045
Police Vehicles	-	80,797	(80,797)	n/a	-	(80,797)
Building Improvements	-	45,727	(45,727)	n/a	9,199	(36,528)
Office Supplies	-	863	(863)	n/a	-	(863)
Op Supplies-General	-	1,950	(1,950)	n/a	-	(1,950)
Police Equipment	-	121,278	(121,278)	n/a	106,853	(14,424)
Total Capital Outlay / Other	**-**	**259,414**	**(259,414)**	**n/a**	**130,897**	**(128,518)**
TOTAL EXPENDITURES	**-**	**259,414**	**$ (259,414)**	**n/a**	**130,897**	**(128,518)**
Total Funding over (under) Expenditures	$ -	155,184			$ 391,302	$ (236,118)
Fund Balance - Beginning		597,631				
Fund Balance - Ending		**$ 752,815**				

*Current available cash balance is $692,942.

Statement of Revenues, Expenditures and Changes in Fund Balances
Capital Projects Fund - (General Fund Improvements)
For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR Year to Date Sept-22	PRIOR YEAR Variance Fav (unfav)
FUNDING						
Revenues						
FEMA reimbursement	$ 4,049,845	$ 10,406	$ 4,039,439	0.3%	$ 63,093	$ (52,686)
Total Revenues	**4,049,845**	**10,406**	**4,039,439**	**0.3%**	**63,093**	**(52,686)**
Other Sources						
Transfer From General Fund	250,000	536,666	(286,666)	214.7%	270,404	266,262
Loan Proceeds	565,625	3,926,088	(3,360,463)	694.1%	-	3,926,088
Total Other Sources	**815,625**	**4,462,753**	**(3,647,128)**	**547.2%**	**270,404**	**4,192,349**
TOTAL FUNDING	**4,865,470**	**4,473,159**	**392,311**	**91.9%**	**333,496**	**4,139,663**
EXPENDITURES						
Beach Projects						
Engineering – FY20 Project	75,000	42,433	32,568	56.6%	57,000	14,568
Engineering – FY22 Project	225,000	142,754	82,246	63.4%	47,859	(94,895)
Engineering – Qtrly Monitoring	10,000	-	10,000	0.0%	-	-
Construction – FY22 Project	4,300,000	4,146,003	153,997	96.4%	-	(4,146,003)
Total Beach Project Expense	**4,610,000**	**4,331,189**	**278,811**	**94.0%**	**104,859**	**(4,226,330)**
Miscellaneous						
Beach Tilling / Scarp Removal	5,470	-	5,470	0.0%	5,500	5,500
Underground Utility Project	50,000	8,250	41,750	16.5%	4,650	(3,600)
Police Cars / Equipment	100,000	60,333	39,667	60.3%	88,683	28,350
Police Equipment	-	-	-	n/a	5,476	5,476
Comm. Chambers Upgrade	50,000	33,897	16,103	67.8%	124,327	90,431
Boat Engines	50,000	39,490	10,510	79.0%	-	(39,490)
Total Misc. Expense	**255,470**	**141,970**	**113,500**	**55.6%**	**228,637**	**86,667**
TOTAL EXPENDITURES	**4,865,470**	**4,473,159**	**392,311**	**91.9%**	**333,496**	**(4,139,663)**
Total Funding over (under) Expenditures	$ -	-			$ -	$ 8,279,326
Fund Balance - Beginning		-				
Fund Balance - Ending		**$ -**				

Statement of Revenues, Expenses and Changes in Net Assets
Water Fund (Summary)
For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR Year to Date Sept-22	PRIOR YEAR Variance Fav (unfav)
FUNDING						
Revenue						
Water Service Revenue	$ 1,320,690	$ 1,354,058	$ (33,368)	102.5%	$ 1,343,121	$ 10,937
Water Surcharge	346,700	347,138	(438)	100.1%	346,944	194
Grant Revenue	425,000	54,229	370,771	12.8%	1,007,718	(953,489)
Other Miscellanous Revenue	64,312	105,907	(41,595)	164.7%	9,837	96,070
Total Revenue	**2,156,702**	**1,861,331**	**295,371**	**86.3%**	**2,707,619**	**(846,289)**
Other Sources						
Transfer In	290,168	145,084	145,084	50.0%	441,130	(296,046)
Use (Add to) Net Assets	60,750	-	60,750	0.0%	-	-
Total Other Sources	**350,918**	**145,084**	**205,834**	**41.3%**	**441,130**	**(296,046)**
TOTAL FUNDING	**2,507,620**	**2,006,415**	**501,205**	**80.0%**	**3,148,749**	**(1,142,335)**
EXPENSES						
Personal Services	578,312	590,555	(12,243)	102.1%	552,691	(37,864)
Operating Expenses	466,522	329,496	137,026	70.6%	356,879	27,383
Debt Service Expenses	697,618	697,618	-	100.0%	130,012	(567,606)
Capital Projects	360,000	4,420	355,580	1.2%	10,543	6,123
Repair & Renewal	65,000	72,279	(7,279)	111.2%	25,776	(46,503)
Transfer Out	340,168	195,084	145,084	57.3%	491,130	296,046
TOTAL EXPENSES	**2,507,620**	**1,889,451**	**618,169**	**75.3%**	**1,567,029**	**(322,422)**
Total Funding over (under) Expenses	$ -	$ 116,963			$ 1,581,720	$ (819,913)
Net Assets - Beginning		5,246,469				
Net Assets - Ending		**$ 5,363,432**				

Statement of Revenues, Expenses and Changes in Net Assets
Water Fund (Operations)
For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR Year to Date Sept-22	PRIOR YEAR Variance Fav (unfav)
FUNDING						
Revenue						
Water Service						
Water-Base Rate	$ 472,000	$ 472,260	$ (260)	100.1%	$ 471,852	$ 408
Water-Usage	848,690	881,798	(33,108)	103.9%	871,269	10,529
Total Water Service Revenue	**1,320,690**	**1,354,058**	**(33,368)**	**102.5%**	**1,343,121**	**10,937**
Other Revenue						
Miscellaneous Revenues	7,500	7,079	421	94.4%	9,956	(2,877)
Sprint Spectrum Cell Tower	-	-	-	n/a	42,824	(42,824)
T-Mobile Cell Tower	35,812	36,391	(579)	101.6%	33,770	2,621
Hillsboro Inlet	6,000	6,000	-	100.0%	6,000	-
Interest	20,000	24,189	(4,189)	120.9%	18,557	5,632
Net Incr (Decr) In FMV-Invest	(5,000)	32,249	(37,249)	-645.0%	(101,270)	133,519
Total Other Revenue	**64,312**	**105,907**	**(41,595)**	**164.7%**	**9,837**	**96,070**
TOTAL FUNDING	**1,385,002**	**1,459,964**	**(74,962)**	**105.4%**	**1,352,958**	**107,007**
EXPENSES						
Personal Services						
Salaries	372,190	378,188	(5,998)	101.6%	353,373	(24,815)
Overtime	25,000	22,641	2,359	90.6%	25,634	2,993
Vacation Leave Cash Out	17,235	13,931	3,304	80.8%	23,938	10,007
Sick Leave Cash Out	5,745	13,320	(7,575)	231.9%	9,376	(3,944)
FICA	30,824	32,119	(1,295)	104.2%	30,255	(1,864)
Florida Retirement System	50,042	52,797	(2,755)	105.5%	45,974	(6,823)
Health and Life Insurance	64,363	67,609	(3,246)	105.0%	54,110	(13,498)
Workers' Comp Insurance	12,413	9,949	2,464	80.2%	10,030	81
Unemployment Compensation	500	-	500	0.0%	-	-
Total Personal Services	**578,312**	**590,555**	**(12,243)**	**102.1%**	**552,691**	**(37,864)**
Operating Expenses						
Auditing Services	16,500	15,369	1,132	93.1%	8,708	(6,661)
Contracts - Other Services	750	-	750	0.0%	-	-
Postage and Freight	1,000	479	521	47.9%	443	(37)
Telephone Service	7,800	8,205	(405)	105.2%	7,860	(345)
Electricity	58,750	66,243	(7,493)	112.8%	64,221	(2,022)
Liability and Property Insurance	51,329	48,010	3,319	93.5%	43,538	(4,471)

Statement of Revenues, Expenses and Changes in Net Assets
Water Fund (Operations)
For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR Year to Date Sept-22	PRIOR YEAR Variance Fav (unfav)
Maint - Distribution System	7,500	6,195	1,305	82.6%	4,698	(1,497)
Maint - Bldgs / Grounds	15,000	14,870	130	99.1%	8,479	(6,391)
Maint - SCADA System	10,000	-	10,000	0.0%	55	55
Repair & Maint - Equipment	32,000	33,867	(1,867)	105.8%	33,887	20
Tools and Equipment	1,000	28	972	2.8%	1,112	1,084
Advertising	1,000	-	1,000	0.0%	-	-
Licenses & Permits	5,400	2,670	2,730	49.4%	2,777	107
Office Supplies	1,500	690	810	46.0%	1,349	658
Computer Expense	6,500	4,592	1,908	70.6%	5,022	430
Uniform Supplies	6,000	8,662	(2,662)	144.4%	6,822	(1,840)
Fuel and Oil	6,500	4,842	1,658	74.5%	5,563	721
Sand Change	10,000	7,473	2,527	74.7%	8,173	700
Filter Sand Excavation	17,500	-	17,500	0.0%	17,500	17,500
Chemicals - Water Treatment	85,000	98,797	(13,797)	116.2%	102,127	3,330
Lab Test Analysis & Supplies	9,000	5,826	3,174	64.7%	7,292	1,466
Subscriptions and Memberships	2,645	2,678	(33)	101.2%	2,456	(222)
Contingency	113,848	-	113,848	0.0%	24,797	24,797
Total Operating Expenses	**466,522**	**329,496**	**137,026**	**70.6%**	**356,879**	**27,383**
Total Exp. Before Transfer Out	**1,044,834**	**920,050**	**124,784**	**88.1%**	**909,569**	**(10,481)**
Transfer Out						
General Fund	50,000	50,000	-	100.0%	50,000	-
Water Debt Service Fund	290,168	145,084	145,084	50.0%	403,996	258,912
Water CIP Fund	-	-	-	n/a	37,134	37,134
Total Transfer Out	**340,168**	**195,084**	**145,084**	**57.3%**	**491,130**	**296,046**
TOTAL EXPENSES	**1,385,002**	**1,115,134**	**269,868**	**80.5%**	**1,400,699**	**285,565**
Total Funding over (under) Expenses	$ -	344,830			$ (47,742)	$ 392,572
Net Assets - Beginning		2,904,235				
Net Assets - Ending		**$ 3,249,065**				

Notes to the Financial Statements - Water Fund
September 30, 2023

The notes below are intended to provide additional information helpful when reviewing the financial statements. Per the Adopted Budget, the revenues and expenses should be at 100% through September. Below is an analysis of revenues and expenses that have significant variances compared to the budget.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
Operations Fund				
Revenues				
Miscellaneous Revenues	7,500	7,079	94.4%	Monthly revenue from late charges, new meters and change of ownership fees.
Expenses				
Personal Services				
Vacation Leave Cash Out	17,235	13,931	80.8%	Paid out annually in December.
Sick Leave Cash Out	5,745	13,320	231.9%	Paid out annually in December.
Operating Expenses				
Auditing Services	16,500	15,369	93.1%	Audit is complete
Telephone Service	7,800	8,205	105.2%	Phone, internet, SCADA, modem and cell phone service with Comcast and Verizon.
Electricity	58,750	66,243	112.8%	Monthly electric charges from FPL.
Repair & Maint - Equipment	32,000	33,867	105.8%	Miscellaneous supplies/repair parts, check valve rebuild kits for plant high service pumps, replace filter dust bags, replace spacer that mounts the motor wih gearbox, ss valve for additional lime slurry injection kit, forklift rental for spiractor sand unload, replace blower #2 filters, red tracers & adapters, truck maintenance/tires, butterfly valve for filter blowers, gear box assembly for mixer.
Uniform Supplies	6,000	8,662	144.4%	Monthly uniform services, work boots, safety equipment, new shirts.
Chemicals - Water Treatment	85,000	98,797	116.2%	Chemicals for water treatment and beach pump station for disinfection, phosphate & fluoride and lime for softening.
Subscriptions and Memberships	2,645	2,678	101.2%	FL Rural Water membership, Sensus autoread sofware support, Microsoft and Costco annual subscriptions.

Statement of Revenues, Expenses and Changes in Net Assets
Water Debt Service Fund - (State Revolving Loans)
For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR Year to Date Sept-22	PRIOR YEAR Variance Fav (unfav)
FUNDING						
Revenues						
Water Surcharge	$ 346,700	$ 347,138	$ (438)	100.1%	$ 346,944	$ 194
Total Revenues	**346,700**	**347,138**	**(438)**	**100.1%**	**346,944**	**194**
Other Sources						
Operating Transfers-In	290,168	145,084	145,084	50.0%	403,996	(258,912)
Use of Fund Balance	60,750	-	60,750	0.0%	-	-
Total Other Sources	**350,918**	**145,084**	**205,834**	**41.3%**	**403,996**	**(258,912)**
TOTAL FUNDING	**697,618**	**492,222**	**205,396**	**70.6%**	**750,940**	**(258,718)**
EXPENSES						
Debt Service Expenses						
State Revolving Loan - Water Plant						
Principal Debt Retirement	224,055	224,055	-	100.0%	-	(224,055)
Interest Expense	66,113	66,114	-	100.0%	71,794	5,680
State Revolving Loan - Water Main Project						
Principal Debt Retirement	341,294	350,862	(9,568)	102.8%	-	(350,862)
Interest Expense	66,156	56,588	9,568	85.5%	58,218	1,630
Total Debt Services Expenses	**697,618**	**697,618**	**-**	**100.0%**	**130,012**	**(567,607)**
TOTAL EXPENSES	**697,618**	**697,618**	**-**	**100.0%**	**130,012**	**(567,607)**
Total Funding over (under) Expenses	$ -	(205,397)			$ 620,928	$ (826,324)
Net Assets - Beginning		1,499,835				
Net Assets - Ending		**$ 1,294,438**				

Statement of Revenues, Expenses and Changes in Net Assets
Capital Projects Fund - (Water Fund Improvements)
For the Period Ending September 30, 2023

(100% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR Year to Date Sept-22	PRIOR YEAR Variance Fav (unfav)
FUNDING						
Revenues						
Grant Revenue	425,000	54,229	370,771	12.8%	1,007,718	(953,489)
Total Revenues	**425,000**	**54,229**	**370,771**	**12.8%**	**1,007,718**	**(953,489)**
Other Sources						
Interfund Transfer - In	-	-	-	n/a	37,134	(37,134)
Total Other Sources	**-**	**-**	**-**	**n/a**	**37,134**	**(37,134)**
TOTAL FUNDING	**425,000**	**54,229**	**370,771**	**12.8%**	**1,044,852**	**(990,624)**
EXPENSES						
Plant Project						
Well Rehabilitation	180,000	-	180,000	0.0%	-	-
Storage Tank	150,000	-	150,000	0.0%	-	-
Total Plant Project	**330,000**	**-**	**330,000**	**0.0%**	**-**	**-**
Other Expenses						
Repair & Renewal	65,000	72,279	(7,279)	111.2%	25,776	(46,503)
A1A Design / Relocation	-	4,420	(4,420)	n/a	10,543	6,123
Perimeter Fence	30,000	-	30,000	0.0%	-	-
Total Other Expenses	**95,000**	**76,699**	**18,301**	**80.7%**	**36,318**	**(40,381)**
TOTAL EXPENSES	**425,000**	**76,699**	**348,301**	**18.0%**	**36,318**	**(40,381)**
Total Funding over (under) Expenses	$ -	(22,470)			$ 1,008,534	$ (1,031,004)
Net Assets - Beginning		842,399				
Net Assets - Ending		**$ 819,928**				

Town of Hillsboro Beach

Supporting Schedules

September 30, 2023

Cash and Investment Balances
September 30, 2023

ACCOUNT NAME	BANK NAME	YIELD	BALANCE		NOTES
Checking Account	BankUnited	0.00%	$688,364		Earns a credit allowance of 0.40%. Yield is 0 since fees are netted against credit allowance. Operating account for AP invoices and payroll.
Money Market Account	BankUnited	5.25%	$2,321,467		Excess cash from General & Water Funds.
Money Market Account	BankUnited	5.25%	$848,314	(1)	Reserve for both SRL Loans.
Money Market Account	BankUnited	5.25%	$692,942	(2)	Federal Forfeitures/Asset sharing.
State Board Account	Florida Prime	5.59%	$456,380		Excess cash from the General Fund.
Investment Account	Truist	3.22%	$3,506,403		See Investment Report for further details.
		TOTAL	**$8,513,870**		

Footnotes:

(1) Restricted funds for State Revolving Loans.

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

Investment Portfolio
Trades Settled as of 09/30/23

CUSIP #	Description	Rating	Maturity Date	Par Value	Tax Cost Basis	Premium / Discount	Market Value	Accrued Interest	Annual Income	Yield at Market
SA0000560	TRUIST BK TRUST DEPOSIT ACCT-RIS			7,381	7,381	-	7,381	-	386	5.23%
			Subtotal	**7,381**	**7,381**	**-**	**7,381**	**-**	**386**	**5.23%**
023135CE4	AMAZON.COM INC 3.000% 4/13/25	A1	04/13/25	50,000	48,285	(1,716)	48,308	622	1,500	3.10%
037833BY5	APPLE INC. 3.250% 2/23/26	AAA	02/23/26	60,000	58,449	(1,551)	57,333	163	1,950	3.40%
3130ANE48	FHLB 1.000% 8/17/26	AAA	08/17/26	200,000	200,000	-	178,110	-	2,000	1.12%
3130ATG35	FHLB 5.000% 10/17/25	AAA	10/17/25	200,000	200,000	-	197,316	239	10,000	5.07%
3130ATZA8	FHLB 5.800% 12/28/27	AAA	12/22/27	150,000	150,000	-	148,178	-	8,700	5.87%
3133EL3P7	FFCB 0.530% 8/12/25	AAA	08/12/25	250,000	249,750	(250)	229,005	55	1,325	0.58%
3133EPTV7	FFCB 5.710% 8/22/28	AAA	08/22/28	100,000	100,000	-	99,556	-	5,710	5.73%
3134GVYP7	FHLMC MTN 0.500% 5/27/25	AAA	05/27/25	210,000	209,003	(998)	193,853	79	1,050	0.54%
3134GX7G3	FHLMC MTN 5.750% 11/26/27	AAA	11/26/27	200,000	200,000	-	197,506	-	11,500	5.82%
3134GYXS6	FHLMC MTN 6.000% 7/27/28	AAA	07/27/28	150,000	150,000	-	148,238		9,000	6.07%
3136G45H2	FNMA 0.500% 10/29/25	AAA	10/29/25	55,000	54,945	(55)	50,135	-	275	0.55%
341271AD6	FLORIDA ST BRD 1.258% 7/01/25	AA3	07/01/25	185,000	185,000	-	171,739	228	2,327	1.35%
341271AD6	FLORIDA ST BRD 1.258% 7/01/25	AA3	07/01/25	40,000	40,025	25	37,133	-	503	1.35%
341271AE4	FLORIDA ST BRD 1.705% 7/01/27	AA3	07/01/27	125,000	112,384	(12,616)	109,084	485	2,131	1.95%
392274M60	GTR ORLANDO FL AVIA 2.722% 10/01/27	AA3	07/01/25	200,000	184,511	(15,489)	183,144	2,601	5,444	2.97%
43232VVH1	HILLSBOROUGH CNTY FL 1.915% 7/01/25	A2	07/01/25	200,000	200,000	-	187,690	-	3,830	2.04%
54289SBG1	LONGBOAT KEY FL SPL 4.000% 8/01/24	AA+	08/01/24	30,000	29,747	(253)	29,625	-	1,200	4.05%
59334PJC2	MIAMI-DADE CNTY FL 1.250% 7/01/27	AA	07/01/27	75,000	66,504	(8,496)	65,258	315	938	1.44%
593561BE2	MIAMI GARDENS FL 1.339% 7/01/25	AA3	07/01/25	125,000	125,000	-	116,363	-	1,674	1.44%
661046BV3	NORTH MIAMI BEACH FL 2.021% 8/01/24	A+	08/01/24	160,000	160,000	-	155,226	-	3,234	2.08%
740189AM7	PRECISION CASTPARTS 3.250% 6/15/25	AA2	06/15/25	50,000	50,949	949	48,241	343	1,625	3.37%
758449RV6	REEDY CREEK FL IMPT 1.669% 6/01/24	AA3	06/01/24	150,000	150,000	-	146,006	-	2,504	1.71%
91282CDE8	U.S. TREASURY NT 5.365% 10/31/23	AAA	10/31/23	300,000	300,525	525	300,003	4	16,095	5.36%
91282CGY1	U.S. TREASURY V-W 5.499% 4/30/25	AAA	04/30/25	225,000	225,293	293	225,097	622	12,372	5.50%
931142ED1	WALMART INC 3.550% 6/26/25	AA2	06/26/25	50,000	48,653	(1,347)	48,440	256	1,775	3.66%
			Subtotal	**3,540,000**	**3,499,022**	**(40,978)**	**3,370,583**	**6,012**	**108,661**	**3.22%**
			Total	**3,547,381**	**3,506,403**	**(40,978)**	**3,377,964**	**6,012**	**109,047**	**3.22%**

Ridership Summary

September 30, 2023

Daily Passengers:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				37	
Holiday*	37	35		33	
38		35		37	
37		37		32	
37		36		0	

Total Monthly Passengers: **431**

Daily Revenue Miles:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				97.00	
Holiday*	95.00	94.00		90.00	
95.00		113.00		95.00	
96.00		95.00		97.00	
97.00		97.00			

Total Monthly Revenue Miles: **1161.0**

Total Scheduled Revenue Miles **1306.0**

Total Vehicle Hours **106.2**
Total Revenue Hours **96.1**

Service Days 12

Missed Service in Minutes **589.8**

Passengers per revenue hour **4.5**

Total Monthly Vehicle Miles: **1,443.0**

	AM - 1st day this month	PM - Last day this month
Veh 2017	50,466	52,032
Alt Veh		

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**
Presented by Steve Mitchell, Bldg Official, CG&A

Submitting Dept: **Town Clerk, Sherry Henderson, Town Clerk**

Agenda Date: **November 14, 2023**

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS:
1. Building Dept - Sept 2023 Staff Report
2. SEPT 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: October 23, 2023

SUBJECT: September 2023 - Building Department Report

New permits are generating little activity across most of our work categories. All our current large home projects (new and renovation) are through the permitting process. Inspections in both the single-family construction and condominium remodeling are at a steady level.

Applications have now been submitted for Related's two primary structures (tower and villas) at 1174 Hillsboro Mile. Plans for both buildings are now deep into plan review with both projects completing two review/comment cycles. Reviews and permitting are expected to be completed in the next few weeks and preliminary foundation work should begin this month.

Respectfully Submitted,

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

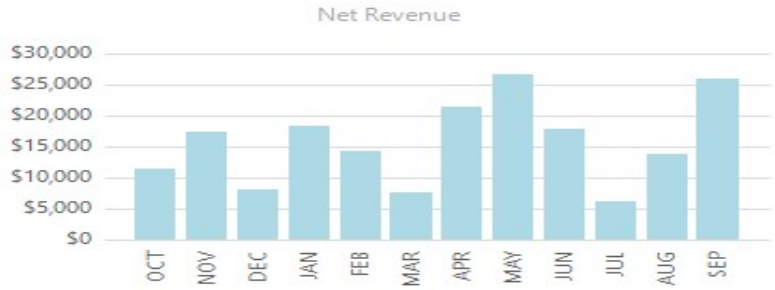
Calvin, Giordano & Associates, Inc.
1210 Hillsboro Mile |Hillsboro Beach FL 33062
Office: 954.427.4011 |Fax: 954.427.4834 |Cell: 954.592.5057
Fort Lauderdale | Miami-Dade | West Palm Beach | Clearwater/Tampa | Estero | Port St. Lucie

Town of Hillsboro Beach
Building Department
Summary Report

Start Date: 9/1/2023
End Date: 9/30/2023

	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 Fees	$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	$7,967,916	$39,080,725
$73,104	$152,622	$1,076,334
$2,850	$3,000	$27,450
$75,954	$155,622	$1,103,784
$62,138	$129,729	$914,884
$13,816	$25,893	$188,900



Town of Hillsboro Beach
Building Department
Finance Report

Start Date: 9/1/2023
End Date: 9/30/2023

	Permit Fees	Town Revenue	Fire Fees	Zoning Fees	Admin Fees	CGA Revenue	BORA	DBPR	DCA
MTD	$152,621.83	$22,893.27	$450.00	$2,550.00	$475.00	$129,728.56	$4,116.36	$2,031.16	$3,021.72
YTD	**$1,076,333.99**	**$161,450.10**	**$10,050.00**	**$17,400.00**	**$3,850.00**	**914,883.89**	**$21,424.52**	**$11,319.53**	**$16,593.40**

Town of Hillsboro Beach
Building Department
Permit Report

Start Date: 9/1/2023
End Date: 9/30/2023

Permit Type	# Issued	Building Permit Fees
COMMERCIAL A/C CHANGE OUT	1	2,881.60
COMMERCIAL CONCRETE RESTORATION	1	526.15
COMMERCIAL FENCE	1	625.00
COMMERCIAL PLUMBING MISCELLANEOUS	1	95.00
COMMERCIAL STRUCTURAL MISCELLANEOUS	1	307.00
COMMERCIAL WINDOWS/DOORS	1	1,106.90
RESIDENTIAL A/C CHANGE OUT	5	1,050.36
RESIDENTIAL ALTERATION	13	22,576.55
RESIDENTIAL DOCK	2	4,689.25
RESIDENTIAL ELECTRICAL MISCELLANEOUS	1	125.00
RESIDENTIAL GAS TANK	1	2,347.50
RESIDENTIAL LOW VOLTAGE	1	362.69
RESIDENTIAL NEW ROOF	2	11,305.87
RESIDENTIAL POOL RESURFACING	1	25.00
RESIDENTIAL RE-ROOF	2	1,543.62
RESIDENTIAL SEAWALL	1	356.25
RESIDENTIAL SERVICE CHANGE/REPAIR	2	392.25
RESIDENTIAL STRUCTURAL MISCELLANEOUS	2	1,085.70
RESIDENTIAL WINDOWS/DOORS/SHUTTERS	18	4,621.56
SINGLE FAMILY RESIDENCE	2	96,598.58
	59	***$152,621.83***

Town of Hillsboro Beach
Building Department
Issued Permits Report

Start Date: 9/1/2023
End Date: 9/30/2023

	Folio #	Permit #	Date Issued	Job Address	Job Sub Division	Construction Value
RESIDENTIAL ALTERATION						
	484308BC2010	23358794-0	9/1/2023	1238 HILLSBORO MILE, UNIT 506	PORT DE MER CONDO	$36,500.00
	484308AH1950	23358796-0	9/1/2023	1147 HILLSBORO MILE, UNIT 709 (GUEST BATHROOM)	OPAL TOWERS CONDO	$15,855.00
	484317AD0690	23358912-0	9/7/2023	1021 HILLSBORO MILE, UNIT 901	LANDMARK AT HILLSBORO CONDO	$62,000.00
	484308CM0600	23359092-0	9/12/2023	1169 HILLSBORO MILE, UNIT 703	HILLSBORO WINDSOR CONDO	$11,785.00
	484308AN0240	23359095-0	9/12/2023	1230 HILLSBORO MILE (UNIT 208)	MEDITERRANEA CONDO	$22,704.00
	484308CA0010	23359141-0	9/13/2023	1155 HILLSBORO MILE, UNIT 104	HILLSBORO OCEAN CLUB CONDO	$50,540.00
	484308CA0650	23359142-0	9/13/2023	1155 HILLSBORO MILE, UNIT 710	HILLSBORO OCEAN CLUB CONDO	$24,100.00
	484317AB0690	23359250-0	9/14/2023	1051 HILLSBORO MILE, UNIT 803E	HILLSBORO LE BARON CONDO APTS	$163,205.00
	484317NZ0160	23359293-0	9/15/2023	1035 HILLSBORO MILE (UNIT 32) (ATF)	HILLSBORO MILE TOWER CO-OP	$34,775.00
	484317AG0050	23359411-0	9/20/2023	1073 HILLSBORO MILE, UNIT 3-S	KINGSLEY ARMS CONDO	$127,052.72
	484317AB0950	23359726-0	9/28/2023	1050 HILLSBORO MILE, UNIT 202W	HILLSBORO LE BARON CONDO	$172,000.00
					Grand Total	**$720,516.72**
SINGLE FAMILY RESIDENCE						
	484320000400	23358986-0	9/8/2023	925 HILLSBORO MILE- (NEW MAIN HOUSE)		$6,147,144.00
					Grand Total	**$6,147,144.00**

Town of Hillsboro Beach
Building Department
Activity Report

Start Date: 9/1/2023
End Date: 9/30/2023

Discipline	Total # of Inspections	Plan Review	Permits Applied
Building	107	68	40
Electrical	41	24	10
Plumbing	56	19	7
Mechanical	13	20	10
Fire	4	9	4
Zoning	0	11	6
Totals	**221**	**151**	**77**

Town of Hillsboro Beach
Building Department
Plan Review Times Report

Start Date: 9/1/2023
End Date: 9/30/2023

	Number of Reviews	Average Days In Review	Most Days In Review
Completed Reviews	156	6.63	36.02

TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item: **Code Compliance**
Presented by Bernard Pita, Code Compliance Supv, CG&A
Submitting Dept: **Town Clerk, Sherry Henderson, Town Clerk**
Agenda Date: **November 14, 2023**

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Code Enforcement Staff Report (Sept 2023)

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

Code Compliance Summary Report

From 9/1/2023 **To** 9/30/2023 **Corridor** (All Corridors)

Case Totals for Period

Cases Open at Start of Period	32
Cases Opened During Period	28
Cases Opened as result of Complaint	28
Cases Closed During Period	20
Cases Closed due to compliance	19
Cases Open at End of Period	40

Inspections	27
Reinspections	31
Total	**58**

Special Magistrate Cases During Period	3

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	32	27	27	20	19	39
J. Mena	0	1	1	0	0	1
Total	**32**	**28**	**28**	**20**	**19**	**40**

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

Code Compliance Summary Report

From 9/1/2023 **To** 9/30/2023 **Corridor** (All Corridors)

Inspections by Officer

Officer	Inspections	Reinspections	Total
B. Pita/N/A	26	31	57
J. Mena	1	0	1
Total	**27**	**31**	**58**

Summary of Cases Opened by Incident Type

Incident Type	Number
Fire Inspection	28
Total	**28**

Revenue Summary

	Period Start	During Period	Period End
Total Fines Assessed	$1,153,850.00	$50,800.00	$1,204,650.00
Total Payments	$0.00	$0.00	$0.00
Balance	**$1,153,850.00**		**$1,204,650.00**

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

Case Action Report*

From 9/1/2023 **To** 9/30/2023 **Corridor** (All Corridors)

Date Issue	Incident Type	Site Address	Status	Documents Issued		
9/29/2023	Fire Inspection	1155 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	Date Issue	Type	Officer Assigned
				9/27/2023	Courtesy Notice	B. Pita
				9/29/2023	Complaint	B. Pita
9/28/2023	Fire Inspection	1167 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	Date Issue	Type	Officer Assigned
				9/27/2023	Courtesy Notice	B. Pita
				9/29/2023	Complaint	B. Pita
9/29/2023	Fire Inspection	1200 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	Date Issue	Type	Officer Assigned
				9/27/2023	Courtesy Notice	B. Pita
				9/29/2023	Complaint	B. Pita
9/29/2023	Fire Inspection	1237 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	Date Issue	Type	Officer Assigned
				9/27/2023	Courtesy Notice	B. Pita
				9/29/2023	Complaint	B. Pita
9/29/2023	Fire Inspection	1228 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	Date Issue	Type	Officer Assigned
				9/27/2023	Courtesy Notice	B. Pita
				9/29/2023	Complaint	B. Pita
9/29/2023	Fire Inspection	1199 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	Date Issue	Type	Officer Assigned
				9/27/2023	Courtesy Notice	B. Pita
				9/29/2023	Complaint	B. Pita
9/29/2023	Fire Inspection	1166 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	Date Issue	Type	Officer Assigned
				9/27/2023	Courtesy Notice	B. Pita
				9/29/2023	Complaint	B. Pita
9/29/2023	Fire Inspection	1161 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	Date Issue	Type	Officer Assigned
				9/27/2023	Courtesy Notice	B. Pita

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

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

Case Action Report*

From 9/1/2023 **To** 9/30/2023 **Corridor** (All Corridors)

Date Issue	Incident Type	Site Address	Status	Documents Issued		
9/29/2023	Fire Inspection	1161 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	9/29/2023	Complaint	B. Pita

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

Hillsboro Beach All Open Cases

	Incident Type	Owner	Site Address
1	Fire Inspection	COMMON AREA	1161 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
2	Fire Inspection	COMMON AREA	1167 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
3	Fire Inspection	COMMON AREA	1155 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
4	Fire Inspection	COMMON AREA	1237 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
5	Fire Inspection	COMMON AREA	1199 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
6	Fire Inspection	COMMON AREA	1228 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
7	Fire Inspection	COMMON AREA	1166 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
8	Fire Inspection	COMMON AREA	1200 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
9	Fire Inspection	COMMON AREA	1225 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
10	Building Permit Required	FRIELICH,ROBERT S & FRIELICH,LYDA A	1167 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 306
11	Nuisance	COMMON AREA / RAINBOW OCEAN SHORES APTS CO-OP	1231 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 #Property Manager
12	Nuisance	WINTER SUN INVESTMENTS LLC	1205 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 101
13	Building Permit Required	BAKER,CHRISTIAN	1194 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 31
14	Building Permit Required	HADDAD, RANIA GHALEB YOUSEF, PETRO, YACOUB FAWZI SALIM	1050 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 601W #3206 SORRENTO CRES *BURLINGTON ON CA L7M 0N4
15	Building Permit Required	SELA,LUAN	1050 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 707W
16	Landscape Violation	WINTER SUN INVESTMENTS LLC	1206 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
17	Property Maintenance	WINTER SUN INVESTMENTS LLC	1205 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 101
18	Nuisance	MILLIONAIRE PORTFOLIO GROUP LLC	1150 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 812

Town of Hillsboro Beach

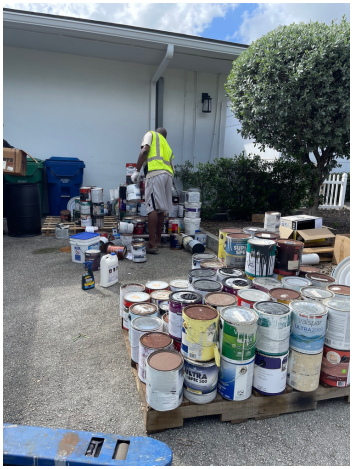
RECAP

COMMUNITY EVENT

Saturday, October 28, 2023

Prescription Drugs - 25 lbs.

Shred - 15 bins / 960 gallons



Electronics Recycling

FREE
HOUSEHOLD HAZARDOUS WASTE DROP-OFF EVENT

Thank You!

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

A Family Holiday Event

CHRISTMAS TREE & MENORAH LIGHTING

Ceremony

Thursday, November 30, 2023

5:30 pm - 7:00 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
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