



AGENDA

Town of Hillsboro Beach Commission Meeting

March 3, 2020
9:00 AM



MAYOR

Honorable Deborah L. Tarrant

VICE MAYOR

Honorable Irene Kirdahy

COMMISSIONERS

Honorable Vicky Feaman
Honorable Barbara Baldassarre
Honorable Andrew R. Brown

TOWN MANAGER

William "Mac" Serda, ICMA-CM

TOWN ATTORNEY

Donald J. Doody

TOWN CLERK

Sherry D. Henderson, CMC

HILLSBORO BEACH TOWN HALL

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

www.TownofHillsboroBeach.com



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile, Hillsboro Beach, Florida 33062

March 3, 2020 | 9:00 AM

REGULAR TOWN COMMISSION MEETING AGENDA

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

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

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

- A. In Honor of Mayor Justin Flippen, City of Wilton Manors, FL

APPROVAL OF AGENDA

I. APPROVAL OF MINUTES

- A. Minutes of the January 7, 2020 Regular Commission Meeting
- B. Minutes of the January 21, 2020 Special Commission Meeting
- C. Minutes of the February 4, 2020 Board of Zoning & Appeals Meeting
- D. Minutes of the February 4, 2020 Regular Commission Meeting

II. RESOLUTIONS & CONTRACTS

- A. **Resolution No. 2020-16** Consideration of the Hillsboro Beach Town Commission to Oppose Senate Bill 1128 Regulating Short-Term Rentals and Preempting Local Regulation to the State.
- B. **Resolution No. 2020-17** Consideration to Authorize the Proper Town Officials to Execute Engagement Letter with Mark E. Raymond for Bond Counsel Services.
- C. **Resolution No. 2020-18** Consideration to Authorize the Proper Town Officials to Execute Agreement with Sweetapple, Broeker & Varkas, P.L. for Legal Services.
- D. **Resolution No. 2020-19** Consideration to Authorize Approval to Pay off the Balance of the 2011 Beach Re-nourishment Loan.

- E. **Resolution No. 2020-20** Consideration to Adopt and Approve the Amended Town of Hillsboro Beach Investment Policy.

III. CONSENT

A. INVOICES FOR APPROVAL

1. **Akerman:** Invoice 9535071 Services Rendered 01-31-2020 **\$32,420.76**
2. **CG&A :** Invoice # 74617 Services thru 01-31-2020 **\$22,206.94**
3. **Goren, Cherof, Doody & Ezrol:** Invoice #30092 Jan - Feb 2020 **\$ 7,609.20** (General Matters)
4. **Goren, Cherof, Doody & Ezrol:** Invoice # 30093 Jan-Feb 2020 **\$6,523.75** (Deerfield Beach)
5. **Goren, Cherof, Doody & Ezrol:** Invoice #30094 Jan - Feb 2020 **\$ 8,462.40** (Purchase from Winter Sun Investments LLC 1205 and 1206 Hillsboro Mile)
6. **Goren, Cherof, Doody & Ezrol:** Invoice #30095 Feb 2020 **\$416.00** (Bond Validation)
7. **INFRAMARK:** Invoice # 49019 Feb. 2020 **\$9,056.88**
8. **LSF:** Invoice # 20-0131-26 Jan. 2020 **\$6,551.86**
9. **RMA:** Invoice 4464 Services Rendered 01-20-2020 to 02-14-2020 **\$4,725.00**
10. **Shutts & Bowen LLP:** Invoice # 1430691 Professional Services rendered thru Jan. 31,2020 **\$8,020.50**

B. INVOICES FOR RATIFICATION

1. **Sialia Environmental Consulting, Inc** Services Rendered July 7, 2019 to Feb. 11, 2020 **\$5,239.56**
Ratification

IV. STAFF UPDATES

A. Broward County Water & Wastewater Services (BCWWS)

Presented by Pat MacGregor

B. Police Department - Jan 2020 Report

Presented by Chief Nagy

C. Finance Department - Jan 2020 Report

Presented by Stephen Bloom, Inframark, Inc.

D. Building Services Department - Jan 2020 Report

Presented by Steve Mitchell, Building Official, CG&A

E. Code Compliance Report

Presented by Mario Sotolongo, Code Compliance Director, CG&A

V. TOWN MANAGER REPORT

A. Paper Recycling Update

B. Hurricane & Sea Turtle Guide

C. Pedestrian Crosswalk Flags

D. Hounds of Hillsboro Beach Wrap-Up

VI. TOWN ATTORNEY REPORT

A. Memo No. 2020-03 Drones (also known as Unmanned Aircraft System "UAS")

VII. TOWN COMMISSION COMMENTS/REPORTS

VIII. PUBLIC COMMENTS

IX. ADJOURNMENT

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



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TOWN OF HILLSBORO BEACH, FLORIDA

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MINUTES

TOWN OF HILLSBORO BEACH REGULAR COMMISSION MEETING JANUARY 7, 2020

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Mayor Deborah L. Tarrant called the meeting to order at 10:00 a.m. Roll was called with the Town Commission members and staff present as listed below.

Town Commission:

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

Vice Mayor Irene Kirdahy
Commissioner Vicky Feaman

Town Staff:

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

APPROVAL OF AGENDA

Town Clerk Sherry D. Henderson asked that the November 2019 Inframark invoice be removed from the Consent Agenda, noting a discrepancy was identified.

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

I. APPROVAL OF MINUTES

A. Minutes of the December 3, 2019 Planning & Zoning Meeting

Mayor Tarrant made minor corrections to the names of speakers.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Baldassarre, to approve the minutes from the December 3, 2019 Planning & Zoning Meeting as amended. In a roll call vote, the **motion** passed unanimously. (5-0)

B. Minutes of the December 3, 2019 Regular Commission Meeting

Commissioner Baldasarre made a correction to when she returned to the dais after stepping away briefly during the meeting.

Mayor Tarrant clarified a public comment, and made minor corrections.

Motion made by Commissioner Feaman, seconded by Commissioner Baldasarre, to approve the minutes from the December 3, 2019 Commission Meeting as amended. In a roll call vote, the **motion** passed unanimously. (5-0)

II. RESOLUTIONS AND CONTRACTS

A. Resolution No. 2020-02 Consideration to Approve and Authorize the Award of a 2.2% Cost of Living Adjustment (COLA) to the Chief of Police as Recommended by the Town Manager

Town Attorney DJ Doody read Resolution 2020-02 by title only.

Town Manager Mac Serda explained the provisions of the Chief's contract, including an annual performance review and COLA adjustment. Mr. Serda noted his recommendation was in line with the status of other employees.

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to approve Resolution 2020-02, Consideration to Approve and Authorize the Award of a 2.2% Cost of Living Adjustment (COLA) to the Chief of Police as Recommended by the Town Manager, as printed. In a roll call vote, the **motion** passed unanimously. (5-0)

B. Resolution No. 2020-03 Consideration to Approve Administrative Fees Relative to the Costs Associated with Plan Review and Fire Inspections.

Mr. Doody read Resolution 2020-03 by title only.

Mr. Serda provided background, noting State legislation had required a change in the fee structure during the previous year, pending review. He explained staff had reviewed the hard costs related to plan reviews and recommend a new fee structure to try to recover the expenses.

Steve Mitchell, Building Official for the Town, explained the fee was previously a surcharge based across all permits, but was now collected only from people utilizing zoning and fire services.

Motion made by Commissioner Feaman, seconded by Vice Mayor Kirdahy, to approve Resolution 2020-03, Fees for Plan Review, as printed. In a roll call vote, the **motion** passed unanimously. (5-0)

C. Resolution No. 2020-04 Consideration to Approve and Authorize the Proper Town Officials to Execute an Engagement Letter from Mark E. Raymond, Esq. as Bond Counsel to the Town.

Mr. Doody asked that Mr. Raymond provide background on the engagement letter, as well as the Resolutions addressed in items D and E on the agenda.

Mark Raymond stated at the last meeting, the Commissioners had decided to proceed with a special assessment to purchase the property at 1205 and 1206 Hillsboro Mile. He explained if the Commissioners choose to proceed, the next steps to put that process in motion would be to approve an engagement letter for his services as municipal advisor as well as for a consultant who would prepare the special assessment methodology report.

Mr. Raymond noted the plan would be to attempt to achieve a result in which a judge will have validated that everything the Town had done was in compliance with law so it could not be challenged at any subsequent time. He stated counsel would like to have that hearing before the contract date of April 1, and noted the timeline was tight.

Continuing, Mr. Raymond stated the process would include a public hearing on February 25, 2020, which will allow for a validation hearing before April 1. He explained the Town will not have control over a hearing date, as it will be determined by a judge.

Mr. Raymond stated a preliminary report would be prepared in time for the January 21 Regular Commission Meeting. He explained his role as bond counsel, leading the team to prepare all necessary documents, provide guidance, and answer questions. He provided details on his background with the Town and the qualifications of the recommended consultant.

Mayor Tarrant pointed to Mr. Raymond's fee of \$75,000, and asked staff whether that amount was considered reasonable.

Mr. Serda stated in his experience and research, as well as the advice of other staff members, he believed the contract was reasonable.

Mr. Doody read Resolution 2020-04 by title only.

Motion made by Commissioner Feaman, seconded by Commissioner Brown, to approve Resolution 2020-04, Approval of Engagement Letter for Mark E. Raymond as Special Bond Counsel, as printed. In a roll call vote, the **motion** passed unanimously. (5-0)

D. Resolution No. 2020-05 Consideration to Approve and Authorize the Proper Town Officials to Execute Financial Advisory Agreement Between the Town and PFM Advisors, LLC to Facilitate Potential Acquisition of Real Property to Support Beach Nourishment Projects.

Sergio Masvidal with PFM Financial Advisors introduced himself and provided a brief outline of his role and his team. He explained his firm advises municipalities throughout the State and Country.

Mr. Doody asked if Mr. Masvidal agreed with the schedule as it had been presented.

Mr. Masvidal stated the schedule had been reviewed and the assessment methodology would be provided by the January 21, 2020 meeting.

Mayor Tarrant asked why the contract was for a period of three (3) years.

Mr. Masvidal explained the term was standard but could be terminated upon completion with 30 days' notice and included no ongoing retainer.

Mr. Serda stated the procurement code did not require bids, as the contracts were for professional services, thus exempt.

Mr. Doody read Resolution 2020-05 by title only.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to approve Resolution 2020-05, Financial Advisory Agreement with PFM Advisors, LLC, as printed. In a roll call vote, the **motion** passed unanimously. (5-0)

E. Resolution No. 2020-06 Consideration to Approve and Authorize Proper Town Officials to Execute an Assessment Methodology Agreement Between the Town and PFM Financial Advisors, LLC to Facilitate Acquisition of Real Property to Support Beach Nourishment Projects.

Mr. Doody read Resolution 2020-06 by title only.

Motion made by Commissioner Feaman, seconded by Commissioner Brown, to approve Resolution 2020-06, Assessment Methodology Agreement with PFM Financial Advisors, LLC, as printed. In a roll call vote, the **motion** passed unanimously. (5-0)

IV. CONSENT AGENDA

A. INVOICES FOR APPROVAL

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

Mayor Tarrant noted item seven (7), the Inframark November invoice, was removed previously.

Mayor Tarrant asked that item one (1), Ortel, Fernandez, Bryant, and Atkinson, also be pulled for discussion.

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to approve the Consent Agenda with items one (1) and seven (7), removed. In a roll call vote, the **motion** passed unanimously. (5-0)

Mayor Tarrant stated she had pulled the Ortel invoice because the wrong total was listed on the agenda. She noted the amount was a combination of total amount due, rather than the month's charges.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to approve item one (1) of the Consent Agenda for the corrected amount of \$20,752.73. In a roll call vote, the **motion** passed unanimously. (5-0)

B. PROCLAMATIONS

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

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

VI. STAFF UPDATES

A. Broward County Water & Wastewater (BCWWS) Project

The Commissioners and staff discussed water issues in the Fort Lauderdale area which were on the front page of the newspaper.

Mayor Tarrant made note the Town of Hillsboro Beach's sewers were the same age as those in Fort Lauderdale prior to the recently completed project.

Mr. MacGregor provided an update on finalization of the wastewater project. He stated as of the previous day, a "final punch list" walkthrough is being completed by his staff, consultants, and the contractor. He noted those items which were resident concerns brought up will now be a part of the list for restoration.

Continuing, Mr. MacGregor stated temporary lines are completed on the center of the road and should be on the edge of the road soon. He noted items on private property should be completed within a few weeks and the project should be finalized in February.

Mr. MacGregor stated pedestrian crossings on A1A would be put back exactly where they were before.

B. Police Department

Major Rob O' Neil stated the resident concerns have been heard, and the Police Department has redoubled its efforts for traffic safety related to bicycle and pedestrian interactions with vehicles. He noted groups of three (3) or more bicyclists are being monitored more closely for safety.

Continuing, Major O'Neil addressed loud music related to boating. He stated he had brought the issue up the chain to Fish & Wildlife Conservation (FWC) and found there is no item in place for enforcement. He noted nothing precludes the Police from intervention attempts, and action will be taken when and if issues are observed.

Major O'Neil stated ongoing training with FWC related to the latest waterway regulations has been integrated into the Police training program. Additionally, he said January was a busy month for training.

C. Finance Department

Stephen Bloom, Finance Director with Inframark gave a brief overview of the November financial report. He stated property tax revenue does not start coming in until December, so the report shows a deficit in revenue. He noted other revenue is as expected.

Mr. Bloom explained spending was at 14.7 percent, which was under budget for the period. He provided an outline by department and noted all general funds were at or below budget.

Continuing, Mr. Bloom gave an overview of special revenue funds, and pointed out changes to the debt service in the water improvement project. He noted water revenue was slightly above expectation and gave a brief explanation of the trend. Mr. Bloom shared a chart showing fuel costs and noted he will continue to monitor.

D. Building Services Report

Steve Mitchell, Building Official with CG&A, provided his November report. He stated overall volume is slow and steady, and most of the big problem issues have been dealt with. He noted staff is spending time working to adjust fee schedules and internal policies and will be before the Commission with changes a few more times before summer.

Mr. Mitchell gave an update on recent work which will impact the tax rolls.

Mr. Serda read a line from the report which stated plan review times were reduced to less than three (3) days and about 10 percent were completed the day they were submitted. He pointed out he would put the metrics up against any other department and thought the work of the Building Department should be celebrated for delivering top notch service to the community.

E. Code Compliance Report

Mario Sotolongo, Code Supervisor with CG&A, provided an update on Code Compliance. He stated two (2) new cases were opened in December. He explained the first case was for tree removal and dock disrepair, and the second was for work without permits.

Continuing, Mr. Sotolongo noted outstanding fines would be going down to about \$32,000 once the fines negated by the Commission in relation to the property purchase of 1205 & 1206 Hillsboro Mile were removed from the record.

Mr. Sotolongo stated he was sitting down with the Chief of Police to review high tide issues next week and was going to be working on landscaping issues during January.

Mayor Tarrant referenced the photos of 963 Hillsboro Mile for a previous discussion and asked that code enforcement be explored.

Robert Burns, 1160 Hillsboro Mile asked if alleviation of the fines for the building being purchased by the Town was setting a precedent.

Mayor Tarrant stated it would be handled on a case-by-case basis.

Mr. Mitchell shared that he had left out from his report the news that Nicole Spradlin had received a promotion to the Area Manager level and is responsible for training activities throughout the area.

VII. TOWN MANAGER REPORT

A. Hounds of Hillsboro Beach

Mr. Serda stated the annual Hounds of Hillsboro Beach event was scheduled for Saturday, February 22, 2020 and asked the Commissioners to add it to their calendars. He said plans continue, but a doggie fashion show and photographer are tentatively included.

B. Town Hall Paint Colors

Mr. Serda updated on the painting of Town Hall. He noted the colors are displayed outside for review and shared the vision of the consultants.

Mayor Tarrant asked for an update on the buoy relocation project.

Mr. Serda stated the project was on hold until the location is less covered in sand, likely in June when waters are calmer.

Mayor Tarrant called staff's attention to an article in the Observer regarding the Lighthouse Point Commission meeting about undergrounding utilities.

Vice Mayor Kirdahy stated the plan with the MPO on raising the road also included the underground utilities and asked if engineering plans had begun.

Mr. Serda explained the engineers were waiting for the asphalt to be completed.

VII. TOWN ATTORNEY REPORT

None.

VIII. TOWN COMMISSION COMMENTS/REPORTS

A. Commissioner Andrew R. Brown

Commissioner Brown confirmed Coffee with a Cop would be happening the following day (Wed, Jan. 8, 2020)

B. Commissioner Barbara Baldassarre

None.

C. Commissioner Vicky Feaman

None.

D. Vice Mayor Irene Kirdahy

Vice Mayor Kirdahy stated she would be attending an all-day planning session with the Metropolitan Planning Organization (MPO) on Thursday. She noted the County Commission would be voting regarding the penny sales tax later today (Tue, Jan. 7, 2020)

E. Mayor Deborah L. Tarrant

Mayor Tarrant thanked staff for the lovely holiday event in December. She read a message from a resident regarding the event and the beautiful decorations.

IX. PUBLIC COMMENTS

Nicole Geisser, 1203 Hillsboro Mile, asked for clarification on Commission Meeting dates related to the purchase of 1205 and 1206 Hillsboro Mile.

Mr. Serda stated all meetings will be publicly noticed and also included on the website.

The Commissioners and staff discussed email and text alerts which come from the Town, and how to get on the list.

X. ADJOURNMENT

Motion made by Commissioner Feaman, seconded by Commissioner Brown, to adjourn the meeting at 11:34 a.m. In a roll call vote, the **motion** passed unanimously.

ADOPTED THIS _____ DAY OF _____, 2020

By: _____
Deborah L. Tarrant, Mayor

ATTEST:

Sherry D. Henderson, CMC
Town Clerk



DRAFT

**MINUTES
TOWN OF HILLSBORO BEACH
SPECIAL TOWN COMMISSION MEETING
JANUARY 21, 2020**

9:00 A.M.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

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

Town Commission:

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

Vice Mayor Irene Kirdahy
Commissioner Vicky Feaman

Town Staff:

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

APPROVAL OF AGENDA

Town Attorney DJ Doody made a public announcement requesting a Shade Session, Attorney-client session pursuant to Section 286.011 of the Florida Statutes. The Closed Session will be held between the Town Commission, Town Attorney, and Special Counsel to discuss the lawsuit presently pending in the 17th Judicial Circuit in and for Broward County, Fla. – Town of Hillsboro Beach v. City of Deerfield Beach [Case No: 17-007784 (08)]. The Closed Session was to be held in the Community Room at Town Hall at the end of the Special Meeting.

Mr. Doody also asked that the agenda be amended to add Resolution No. 2020-09, to consider retaining the law firm of Shutts & Bowen, LLP to assist and complement the existing team in the Town of Hillsboro Beach v. City of Deerfield Beach case.

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

I. RESOLUTIONS AND CONTRACTS

A. Resolution No. 2020-07 Consideration of the Hillsboro Beach Town Commission to Approve and Declare Its Intent to Impose Special Assessments.

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA DECLARING ITS INTENT TO IMPOSE SPECIAL ASSESSMENTS; INDICATING THE LOCATION, NATURE AND ESTIMATED COST OF IMPROVEMENTS, THE COST OF WHICH IS TO BE DEFRAID BY THE SPECIAL ASSESSMENTS; PROVIDING THE MANNER IN WHICH AND WHEN SUCH SPECIAL ASSESSMENTS SHALL BE MADE AND PAID; PROVIDING THAT THE SPECIAL ASSESSMENTS SHALL BE COLLECTED USING THE UNIFORM METHOD FOR THE COLLECTION OF NON-AD VALOREM ASSESSMENTS PURSUANT TO SECTION 197.3632, FLORIDA STATUTES; DESIGNATING THE LANDS UPON WHICH THE SPECIAL ASSESSMENTS SHALL BE LEVIED; PROVIDING FOR A PUBLIC HEARING AND NOTICE THEREOF; PROVIDING FOR PUBLICATION OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

Mr. Doody read Resolution 2020-07 by title only.

Mark Raymond, Bond Counsel, provided an explanation on the Resolution, which initiates the process to impose special assessments for beach re-nourishment. He explained the substance of the project would be shared at the public hearing.

Commissioner Brown asked for clarification regarding the length of the assessment.

Mr. Raymond stated preliminary plans are for a period not to exceed 30 years.

The Commissioners and staff discussed individual impacts of the assessment.

Mayor Tarrant asked that staff research which two (2) Hillsboro Beach properties did not have beach access. She asked for further explanation of the calculation of assessments for those with parcels on both sides of A1A.

Mr. Raymond explained the assessment is based on linear footage along each side of A1A. He noted Hank Fishkind, PFM Financial Advisors, LLC, could explain in more detail, and explained if the Resolution was adopted, the public hearing would be held on February 25 at 9 a.m. He noted specific details should be discussed at that time.

In response to a question from Mayor Tarrant, Mr. Fishkind stated the interest rate included in the document was a “not to exceed” number, and the Town could expect to do considerably better than five (5) percent. He noted this was a ceiling to be announced to the public, including a maximum amount of total debt.

Commissioner Feaman asked if early payment would be penalized.

Mr. Fishkind stated in most cases, the principle would be paid down, and whether there would be a pre-payment penalty would depend on the specifics of the contract. He noted a higher interest rate may be required in order to avoid penalties in the agreement.

Mayor Tarrant opened a public hearing on the Resolution.

Nancy Robins asked if the financing could be tied to the federal reserve rate.

Mr. Fishkind stated floating rate debt was an option, but in that case the annual payments could not be set. He noted it would not be the type of thing he would suggest in a special assessment situation.

Mayor Tarrant expressed concern with a variable rate over a period of 30 years.

Mr. Raymond clarified the debt was not being approved at this meeting, and stated he expected the first step would be presented at the next meeting, and months later the actual details of the debt would be discussed.

Nicole Geisser, 1203 Hillsboro Mile, asked if the assessment included more than the amount of the purchase of the property and whether it could be subsequently increased.

Mr. Fishkind pointed to a table in the documents which broke down the amounts of the assessment, to include both the acquisition of the land and improvement costs to make it ready to function. He noted it would be a fixed amount of assessment for a particular project, and if a different amount were contemplated, a new process would be initiated.

Mayor Tarrant clarified a taxpayer funded beach nourishment would require coming back to the assessment process to purchase sand, and that would be a separate process.

Mayor Tarrant read the table referenced, which broke down the costs as follows:

- Purchase Price - \$13.9 million
- Title Insurance - \$34,000
- Due Diligence Process/Legal Fees - \$20,000
- Demolition/Paving/Landscaping - \$846,000
- Contingency - \$200,000

Continuing, Mayor Tarrant noted the numbers were high estimates, and outlined the process of demolition, paving, and creating a staging area for sand as well as landscaping and privacy buffering.

Mayor Tarrant closed the public hearing.

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

B. Resolution No. 2020-08 Consideration of the Hillsboro Beach Town Commission to Approve and Support Acquisition of Real Property from Winter Sun Investments, LLC to Establish Beach Access Point to Support Beach Nourishment.

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING AND SUPPORTING THE ACQUISITION OF REAL PROPERTY FROM WINTER SUN INVESTMENTS, LLC TO ESTABLISH A BEACH ACCESS POINT TO SUPPORT BEACH RENOURISHMENT PROJECTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Mr. Doody read Resolution 2020-08 by title only.

Mr. Doody stated the intent of the Resolution was to establish that the intent was to acquire the properties at 1205 and 1206 Hillsboro Mile, and that the negotiated purchase price was based on the average of two (2) assessments and was at market value.

Mayor Tarrant opened a public hearing on the Resolution.

Javier Garcia, 1203 Hillsboro Mile, asked when the Town would host a Workshop Meeting to discuss the project. He stated he was concerned no other options were being considered for future beach re-nourishments.

The Commissioners and public discussed public workshops and plans for the property.

Mr. Serda explained what is being contemplated now is the procurement of the parcels and securing options for future beach nourishment. Referencing the coastal engineering reports, Mr. Serda noted this property is uniquely positioned for access to the appropriate places for future nourishments.

Mayor Tarrant added that the needs may change depending on the litigation with Deerfield Beach, and the Town will have options with the purchase of this property. Mayor Tarrant provided background on the research and leg work which had been done to come to the decision to acquire this property and to explore options.

In response to a question from the public, Mayor Tarrant explained the property appraisals are on the Town website, and anyone interested is welcome to meet with the Town Manager for specifics.

Anthony Spina stated in his 40 years in the Town, the purchase of this property is one of the smartest decisions he has seen the government make.

John Sullivan, 1207 Hillsboro Mile thanked staff for their assistance with a recent issue. He stated it was important to discuss the value of the property, referencing a 100 percent increase in value over five (5) years. He asked if the usage was appropriate if it were really that valuable.

Mr. Serda stated he could not speak to why the property had increased in value as much as it did, but said he could address the data, which included two (2) individual assessments of the parcels.

Mayor Tarrant clarified the property had previously sold for \$12 million, and the Town was now purchasing it for \$13.9 million.

Maureen Sullivan asked if the property at 1175 could be used for the easement.

Mayor Tarrant stated the property was vacant but did not provide for the staging area.

Mr. Serda noted the value of this particular property being adjacent to Town Hall. He explained this was a long-term solution for ongoing beach nourishments which need to happen every two (2) years at this point.

Nicole Geisser, 1203 Hillsboro Mile, stated the question the residents are worrying about is where the Fire Station would go if the contract with Deerfield Beach can't be renewed, as well as how much it would cost and how large it would be. She noted she saw the project being done in phases and she wanted to be able to plan for the future.

Mr. Serda referenced the December 9, 2019 meeting, and stated the estimates were discussed at that time. He said it was intentionally not included in the bond, because the residents asked that it not be. He stated the Town is not trying to build a Fire Station at this point.

Vice Mayor Kirdahy stated the current question is whether to act by purchasing the properties so the Town has the option to nourish its beach, and only that.

Al Shore, 1147 Hillsboro Mile, said the public is losing sight of the fact that the costs of having fire services in-house would be offset by no longer having the contract with Deerfield Beach.

Gary Anderson, 1203 Hillsboro Mile, stated he understood the situation, and said he is raising a five-year-old in the adjacent property and does not want to sit on his balcony and watch 200 trucks go in and out for beach nourishment. He asked that the Commissioners be compassionate to the people seeing the values of their units decline due to the beach access.

Mayor Tarrant closed the public hearing.

Mayor Tarrant stated without the ability to re-nourish, there would be no beach on the North Mile. She asked that this be kept in mind moving forward.

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to approve Resolution 2020-08 as printed. In a roll call vote, the **motion** passed unanimously. (5-0)

C. Resolution No. 2020-09 Consideration of the Hillsboro Beach Town Commission to Approve and Authorize Proper Town Officials to Execute an Engagement Letter with Shutts & Bowen, LLP for Legal Services.

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE TOWN OFFICIALS TO EXECUTE AN ENGAGEMENT LETTER FROM SHUTTS & BOWEN, LLP FOR LEGAL SERVICES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Mr. Doody read Resolution 2020-09 by title only.

Mr. Doody stated as a result of numerous communications, he sought to complement the current legal counsel for continuing work on the litigation with Deerfield Beach.

Joe Goldstein, attorney with Shutts & Bowen, LLP, introduced himself and gave a brief overview of his firm. He stated he had worked with Special Counsel Cindy Laquidara previously and believed he could complement her well.

Commissioner Feaman asked Mr. Goldstein his experience with beach litigation.

Mr. Goldstein stated he did not have direct experience with beach litigation, but does have 30 years of government experience and is an expert in the Chapter the lawsuit is based in. He noted another attorney in his office has specific experience and has been watching the case.

In response to a question from Commissioner Feaman, Mr. Goldstein stated he also brings ties to Tallahassee and Broward County to the legal team.

Commissioner Brown asked how the need to add an additional firm was initiated, as well as what the additional attorney would add.

Mr. Goldstein stated he was present because Mr. Doody had contacted him. He explained it was his understanding that Ms. Laquidara, who is an excellent attorney, is based in

Jacksonville and doesn't practice in Broward County every day. He noted he would complement as local counsel to save travel, as well as additional strategies with the State.

Mr. Doody explained the discussion of retaining local counsel has been ongoing for several months. He stated he had previously reached out to two (2) other attorneys and they were unavailable.

Mayor Tarrant stated finding local counsel was put on hold during the settlement negotiation, but when that didn't pan out, the issue was picked back up.

Commissioner Brown said he did not want to make a decision without Ms. Laquidara's opinion that it would be helpful.

Mr. Doody asked that the Commissioners consider favorably to allow the Town to discuss during the shade session potential legal strategies.

Ms. Laquidara stated she and Mr. Goldstein know each other well and pointed to Mr. Doody's recommendation to consider the addition.

Mr. Doody explained the summary judgment hearing in nine (9) days would be discussed during the shade session and reiterated that he wanted the Town to have the opportunity to hear strategies available through Shutts & Bowen, LLP.

Motion made by Commissioner Brown, seconded by Commissioner Baldassarre, to approve Resolution 2020-09 as printed. In a roll call vote, the **motion** passed with majority vote (4-1). Commissioner Feaman voted no.

II. TOWN MANAGER REPORT

Mr. Serda stated everything reviewed and discussed in reference to the purchase of 1205 and 1206 Hillsboro Mile is available on the Town website and invited the public to review the information. He noted he is open to discussion to share ideas.

III. RECESS INTO CLOSED SHADE SESSION

Mr. Doody announced the Attorney-client session pursuant to Section 286.011 of the Florida Statutes. The Closed Session will be held between the Town Commission, Town Attorney, and Special Counsel to discuss the lawsuit presently pending in the 17th Judicial Circuit in and for Broward County, Fla. – Town of Hillsboro Beach v. City of Deerfield Beach [Case No: 17-007784 (08)]. The Closed Session was held in the Community Room at Town Hall.

The Board adjourned to the Community Room for the Closed Shade Session at 10:24 a.m.

IV. RECONVENE INTO SPECIAL COMMISSION MEETING

Mayor Tarrant reconvened the Special Commission Meeting at 12:25 p.m.

V. TOWN ATTORNEY REPORT

None.

VI. TOWN COMMISSION COMMENTS/REPORTS

A. Commissioner Andrew R. Brown

None.

B. Commissioner Barbara Baldassarre

None.

C. Commissioner Vicky Feaman

None.

D. Vice Mayor Irene Kirdahy

None.

E. Mayor Deborah L. Tarrant

None.

V. PUBLIC COMMENTS

None.

VIII. ADJOURNMENT

Motion made by Commissioner Feaman, seconded by Commissioner Brown, to adjourn the meeting at 12:26 p.m. In a roll call vote, the **motion** passed unanimously.

ADOPTED THIS _____ DAY OF _____, 2020

By: _____
Deborah L. Tarrant, Mayor

ATTEST:

Sherry D. Henderson, CMC
Town Clerk

DRAFT



DRAFT

MINUTES

TOWN OF HILLSBORO BEACH BOARD OF ZONING & APPEALS MEETING

TUESDAY

FEBRUARY 4, 2020

9:00 A.M.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

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

Town Commission:

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

Vice Mayor Irene Kirdahy
Commissioner Vicky Feaman

Town Staff:

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

I. QUASI-JUDICIAL PUBLIC HEARINGS

- A. Site Plan Approval for Manuel Antonio Toro, from Fortified Structures Group, LLC, Agent for property owner John Wu and property located at 957 Hillsboro Mile, Hillsboro Beach, FL 33062

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

Joe Arenal presented the request for a variance, which was for site plan approval for the property at 957 Hillsboro Mile. He explained the applicant had submitted a three (3) story, 14,407 square foot family residence on the east side of the Intracoastal, with minimal improvements on the west side limited to raising the seawall to meet Town code. The lot, approximately 1.23 acres, is currently vacant.

Mr. Arenal stated several rounds of comments had been addressed, and staff is recommending approval with exceptions as outlined in the attachment.

Mr. Doody asked if the applicant accepted the conditions as recommended by staff.

Manuel Antonio Toro, speaking on behalf of the applicant, agreed.

Mayor Tarrant asked Mr. Arenal to clarify restrictions to subterranean construction associated with the flood plain.

Mr. Arenal confirmed the restrictions had been addressed and would be checked again at time of permit. He stated a permit from the State would be required prior to Town permitting.

The Board and staff discussed setbacks and review of the survey conducted, as well as the request for dune grading and drainage.

Mayor Tarrant opened public comment on the matter, however there being none to speak, closed the public comment.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to approve the site plan for 957 Hillsboro Mile with conditions. In a roll call vote, the **motion** passed unanimously. (5-0)

II. ADJOURNMENT

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

There being no further business to come before the Board of Zoning and Appeals, the meeting was adjourned at 9:15 a.m.

ADOPTED THIS _____ DAY OF _____, 2020

By: _____
Deborah L. Tarrant, Mayor

ATTEST:

Sherry D. Henderson, CMC
Town Clerk



DRAFT

MINUTES

TOWN OF HILLSBORO BEACH REGULAR COMMISSION MEETING FEBRUARY 4, 2020

9:00 A.M.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Mayor Deborah L. Tarrant called the meeting to order at 9:16 a.m. Roll was called with the Commission members and staff present as listed below.

Town Commission:

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

Vice Mayor Irene Kirdahy
Commissioner Vicky Feaman

Town Staff:

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

APPROVAL OF AGENDA

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

I. APPROVAL OF MINUTES

A. Minutes of the December 9, 2019 Special Commission Meeting

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to approve the minutes from the December 9, 2019 Special Commission Meeting as printed. In a roll call vote, the **motion** passed unanimously. (5-0)

B. Minutes of the December 17, 2019 Workshop Meeting

Mayor Tarrant made clarifications to the minutes.

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to approve the minutes from the December 17, 2019 Workshop Meeting as amended. In a roll call vote, the **motion** passed unanimously. (5-0)

II. RESOLUTIONS AND CONTRACTS

A. Resolution No. 2020-10 Consideration to Authorize Proper Town Officials to Execute Bank Loan Documents with Bank United to Fund the Beach Re-Nourishment Project

Town Attorney DJ Doody asked that the first step in reviewing Resolution 2020-10 be to select the bank so he could add the vendor prior to reading the Resolution.

Stephen Bloom, Finance Director with Inframark, gave a brief presentation regarding the staff recommended five (5) year bank loan. He explained the project would be approximately \$4.4 million, and the Town would need to submit payment up front, then request reimbursement from FEMA. He stated Bank United and Centennial Bank provided offer sheets, both with a 12-month draw down and no pre-payment fee.

Mr. Bloom stated Bank United was offering the best interest rate and was the recommendation of staff. He outlined payments which may come due while waiting for FEMA reimbursement, and explained the flexibility offered with a five (5) year term.

Town Manager Mac Serda asserted the five (5) year loan cost nothing more than a two (2) year loan if FEMA reimburses within the first year.

Vice Mayor Kirdahy asked if reimbursement in the first year was likely and how firm FEMA's commitment was to the project.

Mr. Serda stated that approximately one (1) year was possible for FEMA to reimburse, which was the reason staff recommended opting for a longer term and smaller payment. He explained the project would not be moving forward if FEMA had not provided approval.

Mr. Bloom pointed out the costs of the first year of the loan and explained interest costs if the repayment continued for multiple years.

Commissioner Brown asked the timeline of the project once approved.

Mr. Serda stated if approved in Resolution 2020-11, he hoped the vendor would be on site in the next week and mobilized by the end of February. He explained weather needed to cooperate.

Mr. Doody asked if Bank United had indicated an estimated closing time.

Mr. Bloom stated there would need to be legal review on both sides and a bond counsel opinion letter, so a firm date was not in place.

Motion made by Commissioner Brown, seconded by Vice Mayor Kirdahy, to accept Bank United on a five (5) year term as recommended by staff. In a roll call vote, the **motion** passed unanimously. (5-0)

Mr. Doody read Resolution 2020-10 by title only.

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to adopt Resolution 2020-10.

Mayor Tarrant asked that a clause regarding application for and receipt of FEMA reimbursement be added to the Resolution.

The motion was withdrawn.

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to amend Resolution 2020-10 to include an additional Whereas clause. In a roll call vote, the **motion** passed unanimously. (5-0)

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to adopt Resolution 2020-10 as amended. In a roll call vote, the **motion** passed unanimously. (5-0)

B. Resolution No. 2020-11 Consideration to Authorize Proper Town Officials to Award and Execute Contract Agreement for RFP No. 2019-05 Hillsboro Beach Re-Nourishment Project to the Lowest, Most Responsive Bidder

Dr. Jackie Brower, Moffat & Nichols, explained the process of seeking a vendor for the beach re-nourishment project. She stated six (6) bids were received, and three (3) were lower than anticipated cost. She explained staff evaluated the three (3) lowest cost firms and are recommending approval of the lowest and most responsive bidder, Rio-Bak.

Dr. Branyon outlined staff's efforts to do due diligence on Rio-Bak, including checking references and following up on the scope of the project.

In response to a question regarding the timeline, Dr. Branyon stated Rio-Bak was present at the meeting, and they would like permission to proceed today.
The Commissioners and staff discussed the completion of the bid packet.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to accept Rio-Bak as vendor for the beach re-nourishment project, as recommended by staff. In a roll call vote, the **motion** passed unanimously. (5-0)

Mr. Doody read Resolution 2020-11 by title only.

Mayor Tarrant pointed to a typo in the Resolution for correction.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to approve Resolution 2020-11, naming vendor for beach nourishment project, with correction. In a roll call vote, the **motion** passed unanimously. (5-0)

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

Mr. Serda distributed a copy of the agreement, which had come in after the agenda packets were printed. He pointed out the owners were being benevolent in allowing the Town to use the land, but this license agreement underscored the need to purchase the property at 1205 and 1206 Hillsboro Mile.

Vice Mayor Kirdahy asked how the Town would regulate the use of the property by other contractors with agreements currently in place.

Mr. Serda stated the Town would be utilizing the east side of the property.

Mr. Doody read Resolution 2020-12 by title only.

Motion made by Commissioner Feaman, seconded by Vice Mayor Kirdahy, to approve Resolution 2020-12, executing an agreement for staging area, as printed. In a roll call vote, the **motion** passed unanimously. (5-0)

IV. CONSENT AGENDA

A. INVOICES FOR APPROVAL

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

4. Goren, Cherof, Doody & Ezrol: Invoice #29131 Nov-Dec 2019 \$3,082.05 (Deerfield Beach)

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

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

B. PROCLAMATIONS

1. March 2020 Problem Gambling Awareness Month

Motion made by Commissioner Brown, seconded by Commissioner Feaman, to approve the proclamation to name March 2020 Problem Gambling Awareness month. In a roll call vote, the **motion** passed unanimously. (5-0)

VI. STAFF UPDATES

A. Broward County Water & Wastewater (BCWWS) Project

Pat MacGregor, BCWWS, provided an update on completion of the wastewater project. He stated the project is coming to an end, with permanent striping to be completed next week. He said FDOT had completed inspection of the project and asked that a few items be raised, including manhole covers and air release valve structures.

Continuing, Mr. MacGregor stated completion is still planned for the end of February.

The Commissioners and staff discussed resident requests for reflectors on the highway. Mr. MacGregor said he would investigate.

B. Police Department

Police Chief T. Nagy provided the December 2019 Police Department report. He gave an update on training recently completed by the Department, and explained the felony stop training had already been put to use.

Continuing, Chief Nagy stated the Department had been busy, and officers are paying close attention to bicyclists. He shared numbers regarding observations over the past four (4) weekends, and conveyed education was ongoing. He stated FDOT recently announced they are starting an education program regarding bicyclists.

Chief Nagy stated the Department would be receiving its reaccreditation later in the month. He said now that the road is back open, his Department is happy to be back out on the road. Chief Nagy explained the boat is out for warranty work, but new hires are pending for the marine unit.

Mayor Tarrant asked for an update on the buoy situation.

Chief Nagy said the Department had collected every lost buoy they could find and would provide a list to Mr. Serda.

C. Finance Department

Stephen Bloom, Finance Director with Inframark gave a brief overview of the financial report through December. He noted this was the end of the first quarter, and the first receipts of property taxes had occurred.

Mr. Bloom reviewed spending, noting no significant variances. He discussed running totals for special funds and pointed out the beach loan has two (2) payments remaining.

Continuing, Mr. Bloom discussed the water fund, and shared a chart of usage. He noted it remained basically level and on budget. He stated spending was below budget. Mr. Bloom shared tracking of fuel spending, including usage and price per gallon.

In response to a question from Mayor Tarrant, Mr. Bloom agreed to investigate pricing.

D. Building Services Report

Steve Mitchell, Building Official with CG&A, provided his December report. He stated things were quiet and steady, and a major project had recently been completed.

The Commissioners and staff discussed the lack of progress on the Seabonay project.

E. Code Compliance Report

Mr. Mitchell presented on behalf of Mario Sotolongo, Code Supervisor with CG&A, giving an update on Code Compliance. He stated there were no new cases started. Four (4) cases were closed, including the three (3) associated with the purchase of 1205 and 1206 Hillsboro Mile and one (1) work without permit project becoming compliant. Mr. Mitchell stated the Town's unified approach to compliance is working well and said cooperation with the Police Department and Code Supervisor is working.

The Commissioners and staff discussed ongoing constructions projects in Town.

VII. TOWN MANAGER REPORT

A. Community Shuttle Update

Mr. Serda explained the County is now enforcing the rule that rides cannot be hailed along A1A, so he is working on establishing stops. He stated he reached out to the condominiums regarding collaborating on the stop related process and is working to get a list requirements for ADA compliance.

The Commissioners and staff discussed requirements of ADA compliant shuttle stops.

Commissioner Baldassarre expressed concern regarding safety implications for individual buildings in opening up to a regular shuttle stop.

Mr. Serda noted the process to change the route or add a stop requires public meetings and a lengthy County approval process.

The Commissioners and staff discussed future plans for an Uber-style ride service.

Continuing, Mr. Serda stated it was necessary to keep an open mind as the requirements are identified by staff and options are explored.

B. Hounds of Hillsboro Beach

Mr. Serda shared details of the Hounds of Hillsboro Beach event, planned for 9 a.m. on Saturday, February 22. He explained plans include a canine fashion show, photographer, and a DJ. He stated an adoption partnership is being planned in conjunction with Broward County Animal Care & Adoption Agency.

C. Other Items

Mr. Serda stated new audio/visual equipment was ordered for Town Hall to enhance the visual component of meetings. He said he expects installation to happen prior to the March Commission meeting.

Mr. Serda shared Marjory Stoneman Douglas Remembrance Day is February 14. He explained an alert would be sent out and flags will be at half-mast.

VII. TOWN ATTORNEY REPORT

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

Mr. Doody stated this memo pertained to the purchase of 1205 and 1206 Hillsboro Mile. He explained legal counsel would be going before the County Special Magistrate regarding a County-level lien for code violations. He noted Town-level liens has been released, and County staff is recommending the magistrate release the lien with recovery of administrative costs in the amount of \$1,050.65.

Mayor Tarrant expressed frustration at the way code enforcement was handled when the County was responsible for it, but stated the Town was not going to jeopardize a \$14 million purchase over \$1,000.

Mr. Doody reminded the Commission the release of all liens was a requirement of the contract to purchase the property and stated the County had been very cooperative.

The Commissioners agreed by consensus to authorize Mr. Serda to make payment for the County administrative costs relating to the 1205 and 1206 Hillsboro Mile code violation lien in an amount not to exceed \$1,050.65.

Mr. Doody explained the process for inspection to determine the condition of the property from an environmental standpoint and a title standpoint. He stated the owners have agreed to terminate the condominium and outlined the easements which were granted in 1985. Mr. Doody recommended that an easement granted to Media One for delivery of cable television and broadband be terminated and explained the process.

Continuing, Mr. Doody shared changes to the property boundary related to the erosion control line due to legislation passed since the title was originally created in 1985. He showed an area of State-owned property created by the change.

Mr. Doody shared the plat, required by the County for development, and called the Commissioners' attention to the restrictions recorded. He explained the access point to the property was limited to 40 feet and location was established by the plat. In addition, he showed a recreational area or open space was designated.

Continuing, Mr. Doody stated there is a process with the County to request amendments. He said the procedure would take approximately four (4) to six (6) months in cooperation with the County Planning Department.

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

Mr. Doody explained this item was also related to the purchase and dealt with the environmental condition of the property. He explained the process is standard procedure with the purchase of any commercial property.

Continuing, Mr. Doody pointed out the Phase I assessment indicated the presence of an underground storage tank on the property. He stated the seller is aware, and the tank had been used for diesel supply to the condominium's emergency backup generator but was no longer in service.

Mr. Doody stated the recommendation from the environmental auditors completing the first phase of the assessment was that the tank be removed by a duly licensed contractor.

Commissioner Feaman asked questions regarding the concrete containment and stated fuel could have seeped through the tank and containment.

Mr. Doody explained there are multiple components to addressing the issue. He explained the cost of Phase II Environmental Site Assessment was \$6,950, and soil samples to determine any contamination would be included in that process. In addition, he stated the estimate for removal of the tank was \$14,500.

Mayor Tarrant stated money budgeted for demolition of the property would include the cost to remove the tank.

Mr. Doody explained the building was identified as having asbestos behind the mirrors and in fire areas. He stated demolition would require wet conditions to contain the asbestos, and a cost of \$9,250 to dispose of the material at the time of demolition.

Continuing, Mr. Doody stated the Town used to have a tank adjacent to the north boundary line of 1206 Hillsboro Mile, used for the fueling of police cars from 1980 to 1995. It was subsequently removed, but no storage tank closure documentation was found online with the appropriate agencies, so Phase I recommended soil and groundwater samples along that boundary to analyze for petroleum parameters.

Mayor Tarrant said the site of the tank was located on property the Town currently owns, so she didn't know that there was necessity to conduct that testing.

Mr. Doody stated the engineers were being very cautious because the closure records did not exist, so there was no record that it was removed correctly.

Mr. Doody asked that the Commissioners consider authorization of the Phase II audit, particularly because of the existence of the underground tank.

The Commissioners and staff discussed the need to remove the tank.

Mr. Doody explained he would be raising the issue with the seller to consider assisting in the cost of remediation but stated since the Town was buying an issue that needed to be addressed, they should know the parameters of the issue.

The Commissioners agreed by consensus to authorize the Phase II Environmental Assessment on the east side of the property only.

C. Other Items

Mayor Tarrant asked Mr. Doody to provide residents a recap of the January 29 hearing regarding the beach dispute with Deerfield Beach.

Mr. Doody explained the hearing was to consider a motion for a partial summary judgment, and the court ruled most favorably to the Town of Hillsboro Beach. He stated it was his belief the procedural aspects of the judgment sought regarding permits in 1961 and 1963 by Deerfield Beach did not meet that legal threshold under Florida law.

Continuing, Mr. Doody stated the judge ruled from the bench that day, and the hearing was straightforward. He said the trial has been set for the week of October 13, 2020 for four (4) days.

VIII. TOWN COMMISSION COMMENTS/REPORTS

A. Commissioner Andrew R. Brown

Commissioner Brown stated the court hearing was educational, and impressive to see the Town's legal counsel in action.

B. Commissioner Barbara Baldasarre

Commissioner Baldasarre asked if there were people interested in getting together a group of property managers or condominium board members monthly. She outlined ways in which the condos might be able to work together.

The Commissioners and staff discussed previous efforts and engagement of the Town in the project, as well as the need for non-Town leadership if a movement were to occur.

Mr. Doody outlined the clear lines of distinction between the Town and the effort which would need to be followed.

C. Commissioner Vicky Feaman

Commissioner Feaman stated she was also at the court hearing, and it was good to see the attorneys at work. She commended counsel's preparation, and said they were proud of staff.

D. Vice Mayor Irene Kirdahy

Vice Mayor Kirdahy stated she would be attending the Metropolitan Planning Organization (MPO) on Thursday, February 6.

E. Mayor Deborah L. Tarrant

Mayor Tarrant stated she and Mr. Serda attended the District 4 Mayors Meeting. She shared comments made by the resiliency coordinator for Broward County, noting she said the Town needs to work with the MPO to get them to change their priority from transportation to resiliency control. She stated South Florida can't worry about bike lanes when their roads are going to be under water.

Vice Mayor Kirdahy asserted the subject is discussed at every MPO meeting but convincing them to change their concentration is going to require more. She explained fighting for a particular project will be required to get money.

IX. PUBLIC COMMENTS

None.

X. ADJOURNMENT

Motion made by Commissioner Brown, seconded by Commissioner Feaman, to adjourn the meeting at 11:22 a.m. In a roll call vote, the **motion** passed unanimously.

ADOPTED THIS _____ DAY OF _____, 2020

By: _____
Deborah L. Tarrant, Mayor

ATTEST:

Sherry D. Henderson, CMC
Town Clerk

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: Resolution No. 2020-16 Consideration of the Hillsboro Beach Town Commission to Oppose Senate Bill 1128 Regulating Short-Term Rentals and Preempting Local Regulation to the State.

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

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. 16 - Senate Bill 1128

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

RESOLUTION NO. 2020-16

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, OPPOSING SENATE BILL 1128 REGULATING SHORT-TERM RENTALS AND PREEMPTING LOCAL REGULATION TO THE STATE; PROVIDING FOR CONFLICTS; DIRECTING THE TOWN CLERK TO TRANSMIT COPIES OF THIS RESOLUTION; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Senate Bill 1128, currently moving through Senate Committees, will preempt the regulation of short-term rentals to the state and invalidate local ordinances adopted since 2014; and

WHEREAS, short-term rentals in residential neighborhoods often disrupt adjacent residents by generating noise, parking violations, garbage and fighting. Such actions by renters place a strain on local law enforcement and code enforcement resources and divert them from performing other necessary tasks; and

WHEREAS, short-term rentals in residential neighborhoods serve as "mini hotels" and frequently provide lodging for more occupants than single-family homes and other residential structures exceeding the occupancy limits that regulate the safe accommodation levels of residences located in Hillsboro Beach; and

WHEREAS, the sweeping preemption currently proposed in Senate Bill 1128 will threaten the quality of life enjoyed by the residents of Hillsboro Beach; and

WHEREAS, Senate Bill 1128 would further decay the Home Rule powers of local governments guaranteed by Article 8, Sections I and 2 of the Florida Constitution and Sections 166.021 and 125.01, Florida Statutes; now therefore,

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

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

1 **SECTION 2.** The Town Commission of the Town of Hillsboro Beach, Florida,
2 vehemently opposes the passage of Senate Bill 1128 as it will impair the quality of life
3 in enjoyed by the residents of Hillsboro Beach and further erode Home Rule powers and
4 ability to determine what best serves the needs of the Town.
5

6 **SECTION 3.** The Town Clerk is directed to distribute this Resolution to the
7 Governor, the President of the Florida Senate, the Speaker of the Florida House of
8 Representatives, the Broward County Legislative Delegation, the Florida League of
9 Cities, the Florida Association of Counties, the Florida City County Management
10 Association, the Broward County League of Cities, and each of the municipalities
11 within Broward County.
12

13 **SECTION 4.** The appropriate Town officials are authorized and directed to
14 execute the necessary documents to comply with this Resolution.
15

16 **SECTION 5.** All Resolutions or parts of Resolutions in conflict herewith, be
17 and the same are repealed to the extent of such conflict.
18

19 **SECTION 6.** If any clause, section or other part of this Resolution shall be held
20 by any court of competent jurisdiction to be unconstitutional or invalid, such
21 unconstitutional or invalid part shall be considered eliminated and will in no way affect
22 the validity of the other provisions of this Resolution.
23

24 **SECTION 7.** This Resolution shall become effective immediately upon its
25 passage and adoption.
26

27
28 **ADOPTED** by the Town Commission of the Town of Hillsboro Beach, Florida this ____
29 day of March 2020.
30

31 TOWN OF HILLSBORO BEACH, FLORIDA
32

33 _____
34 Deborah L. Tarrant, Mayor
35

36 ATTEST:
37

38 _____
39 Sherry D. Henderson, CMC
40 Town Clerk

RESOLUTION NO. 2020-16
RECORD OF TOWN COMMISSION VOTE:

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



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Resolution No. 2020-17 Consideration to Authorize the Proper Town Officials to Execute Engagement Letter with Mark E. Raymond for Bond Counsel Services.

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

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS:

1. 17 - Mark E. Raymond for Bond Counsel Services
2. engagement ltr \$5mm loan

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

RESOLUTION NO. 2020-17

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE TOWN OFFICIALS TO EXECUTE AN ENGAGEMENT LETTER FROM MARK E. RAYMOND, ESQUIRE TO SERVE AS BOND COUNSEL TO THE TOWN; 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 Engagement Letter from Mark E. Raymond, Esquire to serve as bond counsel to the Town of Hillsboro Beach, Florida (the "Town") for the proposed \$5,000,000.00 loan from Bank United.

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 Engagement Letter from Mark E. Raymond, Esquire to serve as bond counsel relative to the Loan Transaction with Bank United ; a copy of the Engagement Letter 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 _____ 2020.

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TOWN OF HILLSBORO BEACH, FLORIDA

Deborah L. Tarrant, Mayor

ATTEST:

Sherry D. Henderson, CMC
Town Clerk

RESOLUTION NO. 2020-17
RECORD OF TOWN COMMISSION VOTE:

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

MARK E. RAYMOND
ATTORNEY AT LAW

8416 MAN O WAR ROAD
PALM BEACH GARDENS, FL 33410
Tel: 561.775.8440
Fax: 561.775.8442
mark.raymond@rraymondlaw.com

February 25, 2020

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

Re: Proposed \$5,000,000 loan from BankUnited

Ladies and Gentlemen:

I agree to serve as bond counsel to the Town of Hillsboro Beach, Florida (the "Town") in connection with the issuance of indebtedness of the Town to be incurred in order to finance a beach re-nourishment project. The indebtedness will be repaid with revenues of the Town not derived from ad valorem taxes, including reimbursements to the Town from federal, state and/or local sources, and is contemplated to bear a tax-exempt interest rate for a term of up to six years. The principal amount of the loan is expected to be \$5 million. The purpose of this letter is to set forth my role and responsibilities as bond counsel with respect to the loan.

Bond counsel is engaged as a recognized expert whose primary responsibility is to render an objective legal opinion with respect to the authorization and incurrence of the loan.

As bond counsel, I will:

- a. prepare the resolution, loan agreement and promissory note (the "Documents") authorizing and securing the loan, such other documents as may be required by the financing or which I deem necessary for rendering my opinion, and the forms of such closing documents, certifications, and opinions of counsel as may be required by the terms of the financing and applicable federal and state laws; and
- b. undertake such additional duties as necessary to render my opinion.

Subject to the completion of proceedings to my satisfaction, I will render my opinion that, among other things:

- a. the Town is duly created and validly existing as municipality of the State of Florida, with authority to adopt, enter into and perform, as applicable, the Documents;
- b. the Documents constitute valid and binding obligations of the Town enforceable against the Town; and
- c. the interest on the loan will be excluded from gross income for federal income tax purposes and the loan and the interest thereon are exempt from present intangible personal property taxes of Florida.

The opinion will be executed and delivered by me in written form on the closing date of the loan (the "Closing") and will be based upon facts and law existing as of that date. Upon delivery of the opinion, my responsibilities as bond counsel would be concluded with respect to this financing.

While serving as bond counsel, my client will be the Town and I will represent its interests.

My fee as bond counsel will be \$15,000 plus out-of-pocket expenses consisting solely of travel (at the IRS approved mileage rate), postage, any filing fees which I pay on behalf of the Town and any overnight delivery charges (at cost). My fee set forth above will be due and payable only at Closing.

If the foregoing terms are acceptable to you, please so indicate by returning a copy of this letter signed by an appropriate officer. I look forward to working with you.

Very truly yours,

A handwritten signature in black ink, appearing to read "Mark E. Raymond", with a long, sweeping horizontal stroke extending to the right.

Mark E. Raymond

Accepted and Approved:

TOWN OF HILLSBORO BEACH, FLORIDA

By: _____

Its:

Date:



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Resolution No. 2020-18 Consideration to Authorize the Proper Town Officials to Execute Agreement with Sweetapple, Broeker & Varkas, P.L. for Legal Services.

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

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. 18 - Engagement Letter for Sweetapple, Broeker & Varkas, P.L. for Legal Services

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

RESOLUTION NO. 2020-18

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE TOWN OFFICIALS TO EXECUTE AN ENGAGEMENT LETTER FROM SWEETAPPLE, BROEKER, VARKAS, P.L. FOR LEGAL SERVICES; 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 Engagement Letter from Sweetapple, Broeker, Varkas, P.L. for legal services.

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 Engagement Letter from Sweetapple, Broeker, Varkas, P.L. for legal services; a copy of the Engagement Letter 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.

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

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TOWN OF HILLSBORO BEACH, FLORIDA

Deborah L. Tarrant, Mayor

ATTEST:

Sherry D. Henderson, CMC
Town Clerk

RESOLUTION NO. 2020-18
RECORD OF TOWN COMMISSION VOTE:

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



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Resolution No. 2020-19 Consideration to Authorize Approval to Pay off the Balance of the 2011 Beach Re-nourishment Loan.

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

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. 19 - 2011 Beach Nourishment Loan Early Pay off
 2. Approval to Pay off Balance of 2011 Beach Renourishment Loan (3-3-2020 mtg)

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

RESOLUTION NO. 2020-19

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING THE PAYMENT AMOUNT OF \$1,369,975.00 TO PAY OFF THE OUTSTANDING AMOUNT UNDER THE LOAN AGREEMENT WITH BANK OF AMERICA FOR BEACH RENOURISHMENT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission deems it to be in the best interests of the Town to approve the payment amount of \$1,369,975.00 to pay off the outstanding amount under the Loan Agreement with Bank of America for Beach Renourishment.

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 payment amount of \$1,369,975.00 to pay off the outstanding amount under the Loan Agreement with Bank of America for Beach Re-nourishment.

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

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

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

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

1 **ADOPTED** by the Town Commission of the Town of Hillsboro Beach, Florida this ____
2 day of _____ 2020.
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6 TOWN OF HILLSBORO BEACH, FLORIDA
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10 Deborah L. Tarrant, Mayor

11 ATTEST:
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14 _____
15 Sherry D. Henderson, CMC
Town Clerk

RESOLUTION NO. 2020-19

RECORD OF TOWN COMMISSION VOTE:

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



Agenda Item Cover Memo

Agenda Item: Approval to Pay off Balance of 2011 Beach Re-nourishment Loan
Submitting Dept.: Finance Department
Agenda Date: March 3, 2020

- 1. BACKGROUND/HISTORY** - The outstanding principal balance on the 2011 Beach Re-nourishment Loan is \$1,331,440. As of January 31, 2020, the Beach loan debt service fund has approximately \$1,248,391 available to pre-pay towards the loan.
- 2. CURRENT ACTIVITY** - The chart below shows the final 2 principal and interest payments on the loan. The next payment will be due on 4/1/2020 with the last payment due on 4/1/2021.

Payment Schedule	
Date	Amount
4/1/2020	\$695,962
4/1/2021	\$695,962
Total	\$1,391,924

Loan Prepayment - The payoff amount on the loan as of 3/16/2020 is \$1,369,975. The chart below shows the Town's current available funds (from this year and prior years' assessment collections) should the Town want to prepay a portion or all of the loan. In order to pay the entire loan, the Town would need to utilize approximately \$144,221 from cash reserves. The cash reserves would be replenished with the final assessment payments from residents in FY2021. Paying off the entire loan would result in a savings to the Town of approximately \$21,949.

Payoff Amount	Available Funds	Remaining Bal.	Payoff Date
\$1,369,975	\$1,248,391	\$144,221	3/16/2020

- 3. FINANCIAL IMPACT** - The Town's savings is estimated at \$21,949 if the loan is paid off early.
- 4. RECOMMENDATION** - Staff recommends that the Town's Commission approve the payment amount of \$1,369,975 which would pay-off the remaining balance on the loan.

Attachments:

- 1) The Bank of America Loan Payoff Letter.
- 2) Statement of Revenues, Expenditures and Fund Balance – Beach Debt Service Fund.



PAYOFF STATEMENT

TO: Hillsboro Beach, FL Town of
1210 HILLSBORO MILE STE A
HILLSBORO BEACH, FL 33062-1420

RE: Promissory Note, dated as of January 18, 2011, by and among Hillsboro Beach, FL Town of (the "Borrower"), and Bank of America, N.A. (the "Bank") (as amended, modified, extended, restated, replaced, or supplemented from time to time, the "Loan Agreement"; and together with all documents related thereto, the "Loan Documents")

BOFA LOAN NO: 133267 / HILLSBORO00012

DATE: February 11, 2020

PAYOFF STATEMENT

Provided below is the payoff statement, as of **March 16, 2020** (the "Payoff Date"), for the outstanding loans and other obligations owing by the Borrower pursuant to the terms of the Loan Agreement.

The outstanding amount owing under the Loan Agreement, if paid, in immediately available funds (which, if payment is by check, shall be when the check has been honored by the financial institution on which it is drawn), on the Payoff Date by 2:00p.m. (Eastern Time) (the "Payoff Time") is as follows **together with any Per Diem Amount (as hereinafter defined), the "Payoff Amount"**:

Principal:	\$1,331,440.19
Interest:	\$38,534.47
Total:	\$1,369,974.66

The "Paid Date" shall mean the date that the Payoff Amount is received by the Bank in accordance with the terms of this payoff statement.

If payment of the Payoff Amount is not made by the Payoff Time on the Payoff Date, the Payoff Amount will be recalculated to include an additional \$109.86 per day for each day thereafter to and including the date of payment (the "Per Diem Amount"). This payoff statement is valid through the earlier to occur of (a) March 26, 2020, (b) any additional advance or payment is made or other charge is incurred under the Loan Documents and (c) if the interest rate is variable, any change in the interest rate.

The Payoff Amount also assumes that any letters of credit issued under the Loan Agreement shall be cancelled and returned to the Bank prior to the Paid Date.

The Payoff Amount should be forwarded pursuant to the below:

Wiring Instructions:

To: Bank of America, N.A.

ABA: 026009593

ATTN: BLO Operations

ACCOUNT #: 1365840632100

Bank to Bank Instructions: LOAN WIRE ACCOUNT

Reference: Hillsboro Beach, FL Town of – 133267 / HILLSBORO00012

Attn: Transaction Processing

***Mailing Address:**

Bank of America, N.A.

Attn: Transaction Processing

Mail Stop: FL9-300-05-02

9000 Southside Blvd Bldg 300

Jacksonville FL 32256

***If the Payoff Amount is sent by check, please reference the Borrower Name and the Loan Number with such payment.**

Subject to the receipt by the Bank of the Payoff Amount, which receipt, unless otherwise agreed to in writing by Borrower and Bank, shall constitute a termination of all commitments and other obligations of the Bank under the Loan Documents to extend credit to Borrower, the Bank agrees that:

(a) all obligations of the Borrower under the Loan Agreement (other than (i) contingent obligations, including without limitation, indemnities, under the Loan Agreement or other Loan Documents which, by their express terms, survive termination of the Loan Agreement or such loan documents; (ii) to the extent not paid, any obligation of Borrower to reimburse the Bank for fees and expenses of counsel to the Bank in connection with this payoff and the Loan Agreement and the other Loan Documents) shall be paid in full and terminated;

(b) all guarantees (if any) guaranteeing only Borrower's obligations to the Bank under the Loan Agreement and other Loan Documents shall be terminated (other than contingent obligations, including, without limitation, indemnities which by their express terms, survive termination of such guaranty); and

(c) any security interest or lien granted to the Bank (if any) securing amounts owing solely under the Loan Agreement or other Loan Documents shall automatically terminate.

At the expense of the Borrower (it being understood and agreed that such expense may be in addition to the amounts included in the Payoff Amount), the Bank will, upon receipt of the Payoff Amount in immediately available funds and receipt of any further written confirmation requested by the Bank that all obligations and commitments of the Bank to extend credit under the Loan Documents have been terminated, (a) execute and deliver to the Borrower (or any designee of the Borrower) any such lien releases, mortgage releases, discharges of security interests, pledges and guarantees and other similar discharge or release documents, as are reasonably requested and necessary to release, as of record, the security interests and liens (if any) previously filed by the Bank under the Loan Documents and (b) deliver to the Borrower (or any designee of the Borrower) all instruments (if any) evidencing pledged debt and all equity certificates and any other similar collateral previously delivered to the Bank securing solely the Loan Documents; provided that any lien, security interest, mortgage or other security interest

or guarantee securing the Loan Documents shall not be released or terminated to the extent such lien, security interest, mortgage or other security interest or guarantee also secures or guarantees other obligations owing to the Bank.

Notwithstanding the terms of this payoff statement to the contrary, if the Bank determines that an amount that was due and payable under the Loan Documents was mistakenly excluded from the Payoff Amount, the Borrower shall remain obligated to pay such excluded amount after the Bank provides evidence to the Borrower that such excluded amount was due and payable.

THE NAME AND ADDRESS OF THE DEPARTMENT THAT IS (A) TO RECEIVE PAYOFF PAYMENT AND (B) TO RECEIVE REQUEST TO CLOSE THE DEBT, LINE OF CREDIT OR OTHER OBLIGATION TO PAY:

**Bank of America, N.A.
Attn: Transaction Processing
Mail Stop: FL9-300-05-02
9000 Southside Blvd Bldg 300
Jacksonville FL 32256**

If you have any further questions pertaining to this matter, please call (888) 400-9009.

**Bank of America, N.A.
Commercial Credit Fulfillment & Operations Loan Servicing
cc: Sean Silverbush**



Statement of Revenues, Expenditures and Changes in Fund Balances
Debt Service Fund - (Beach Loan)
For the Period Ending January 31, 2020

(33.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Jan-19	Fav (unfav)
<u>FUNDING</u>						
Revenues						
Special Assents- Tax Collector	\$ 750,523	\$ 622,462	\$ 128,061	82.9%	\$ 615,498	\$ 6,964
Interest - Tax Collector	-	372	(372)	n/a	401	(29)
Total Revenues	750,523	622,834	127,689	83.0%	615,899	6,934
TOTAL FUNDING						
	750,523	622,834	127,689	83.0%	615,899	6,934
<u>EXPENDITURES</u>						
Debt Service Expenses						
Principal Debt Retirement	655,740	-	655,740	0.0%	-	-
Interest Expense	40,214	-	40,214	0.0%	-	-
Debt Service Contingency	54,569	-	54,569	0.0%	-	-
Total Debt Service Expense	750,523	-	750,523	0.0%	-	-
TOTAL EXPENDITURES						
	750,523	-	\$ 750,523	0.0%	-	-
Total Funding over (under)						
Expenditures	\$ -	622,834			615,899	\$ 6,934
Fund Balance - Beginning		625,558				
Fund Balance - Ending		<u>\$ 1,248,391</u>				



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Resolution No. 2020-20 Consideration to Adopt and Approve the Amended Town of Hillsboro Beach Investment Policy.

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

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS:

1. 20 - Investment Policy Amendment
2. Amended Agenda Policy (3-3-2020 mtg)

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

RESOLUTION NO. 2020-20

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING THE PROPOSED AMENDMENTS TO THE TOWN'S INVESTMENT POLICY; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission deems it to be in the best interests of the Town to approve the proposed amendments to the Town's Investment Policy.

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 proposed amendments to the Town's Investment Policy; a copy of the amended Investment Policy 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.

1 **ADOPTED** by the Town Commission of the Town of Hillsboro Beach, Florida this
2 _____ day of _____ 2020.
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6 TOWN OF HILLSBORO BEACH, FLORIDA
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10 Deborah L. Tarrant, Mayor
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12 ATTEST:
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15 _____
16 Sherry D. Henderson, CMC
Town Clerk

RESOLUTION NO. 2020-20
RECORD OF TOWN COMMISSION VOTE:

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



Agenda Item Cover Memo

Agenda Item: Proposed Amendments to the Investment Policy
Submitting Dept.: Finance Department
Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

The Town's investment policy is reviewed periodically to ensure it's aligned with The Town's current financial objectives.

Staff has reviewed the investment policy and is requesting the following 2 minor changes:

- **Change #1** - Increase the maximum % allowed for investments in the Florida Local Government Surplus Fund Trust Fund ("SBA") from 25% to 45% as noted in Section XII-A, under AUTHORIZED INVESTMENTS AND PORTFOLIO COMPOSITION. (page 5&6 of investment policy)
 - *Purpose for change: Occasionally, the SBA earns a higher interest rate than a money market account. Increasing the percentage allows the Town more flexibility in maximizing earnings potential.*
- **Change #2** - Modify the long-term investment portfolio index used for the Town's portfolio total rate of return comparison from the Merrill Lynch 1-3 Year Treasury/Agency Index to the Bloomberg Barclays 1-3 Year U.S. Govt/Credit Index. This is noted in Section XIV-B, under PERFORMANCE MEASUREMENTS. (page 12 of investment policy)
 - *Purpose for change: This change was requested by the Town's investment advisors (Cumberland Advisors). The Bloomberg Barclay index is their preferred benchmark and is very similar to the Merrill Lynch index.*

2. FINANCIAL IMPACT

Greater flexibility in The Town's potential investments.

3. RECOMENDATION

Staff requests that the Town Commission approve the amended investment policy.

Attachments:

- 1) The Town of Hillsboro Beach Amended Investment Policy.

TOWN OF HILLSBORO BEACH

Investment Policy

Revised January 10, 2020

TOWN OF HILLSBORO BEACH
Investment Policy

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ATTACHMENT A: Glossary of Cash and Investment Management
Terms ATTACHMENT B: Investment Pool/Fund Questionnaire

TOWN OF HILLSBORO BEACH

Investment Policy

I. PURPOSE

The purpose of this Investment Policy (hereinafter "Policy") is to set forth the investment objectives and parameters for the management of public funds of the Town of Hillsboro Beach, Florida (hereinafter "Town"). This Policy is designed to safeguard the Town's funds, ensure the availability of operating and capital funds when needed, and provide for an investment return competitive with comparable funds and financial market indices.

II. SCOPE

In accordance with Section 218.415, Florida Statutes, this Policy applies to all cash and investments held or controlled by the Town with the exception of the Town's funds related to the issuance of debt where there are other existing policies or indentures in effect for such funds. Additionally, this policy does not apply to funds not under investment control of the Town, such as Pension Funds. Cash and investment balances as defined in this Section are entirely known as "Available Funds"

III. INVESTMENT OBJECTIVES

Safety of Principal

The foremost objective of this investment program is the safety of the principal of those funds within the portfolios. Investment transactions shall seek to keep capital losses at a minimum, whether they are from securities defaults or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

From time to time, securities may be traded for other similar securities to improve yield, maturity or credit risk. For these transactions, a loss may be incurred for accounting purposes, provided any of the following occurs with respect to the replacement security:

- A Yield has been increased, or
- B Maturity has been adjusted in anticipation of interest rate changes
- C Quality of the investment has been improved.

Maintenance of Liquidity

The portfolios shall be managed in such a manner that funds are available to meet reasonably anticipated cash flow requirements in an orderly manner. Periodical cash flow analyses will be completed in order to ensure that the portfolios are positioned to provide sufficient liquidity.

Return on Investment

Investment portfolios shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

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IV. DELEGATION OF AUTHORITY

As designated by the Town Commission, the responsibility for providing oversight in regards to the management of the investment program resides with the Town Treasurer, subject to the approval of the Town Commissioner. The day to day management responsibility for all Town funds in the long-term core investment program and investment transactions is delegated to the Town's Investment Manager, who has been afforded discretionary authority in executing investment transactions, in accordance with the terms of this investment policy. However, in no way does this delegation of authority diminish the responsibility of the Town Treasurer to provide oversight for the Town's investment program and report any deviations from the provisions of the investment policy to the Town Commission. The Town's Treasurer or designee will further be responsible for the transferring of appropriate funds to affect investment transactions as recommended by the Town's Investment Manager and approved by the Town Commission or for the long-term core investment program. The Town Investment Manager will be responsible for the investment of operating funds, operating reserves funds, and bond proceeds. In employing an Investment Manager to manage the Town's investment long-term portfolio, such Investment Manager or firm must be registered under the Investment Advisors Act of 1940.

V. STANDARDS OF PRUDENCE

The standard of prudence to be used by investment officials shall be the "Prudent Person" standard and shall be applied in the context of managing the overall investment program. Investment officers acting in accordance with written procedures and this investment Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectation are reported to the Town Commission in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this Policy. The "Prudent Person" rule states the following:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment.

While the standard of prudence to be used by investment officials who are officers or employees is the Prudent Person standard, any person or firm hired or retained to invest, monitor, or advise concerning these assets shall be held to the higher standard of "Prudent Expert". The standard shall be that in investing and reinvesting moneys and in acquiring, retaining, managing, and disposing of investments of these funds, the contractor shall exercise: the judgment, care, skill, prudence, and diligence under the circumstances then prevailing, which persons of prudence, discretion, and intelligence, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims by diversifying the investments of the funds, so as to minimize the risk, considering the probable income as well as the probable safety of their capital.

VI. ETHICS AND CONFLICTS OF INTEREST

Employees or contractors involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could

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impair their ability to make impartial investment decisions. Also, employees or contractors involved in the investment process shall disclose to the Town Commission and Investment Committee (if applicable) any material financial interests in financial institutions that conduct business with the Town, and they shall further disclose any material personal financial/investment positions that could be related to the performance of the Town's investment program.

VII. INTERNAL CONTROLS AND INVESTMENT PROCEDURES

The Finance Director or designee shall establish a system of internal controls and operational procedures that are in writing and made a part of the Town's finances operational procedures. The internal controls should be designed to prevent losses of funds, which might arise from fraud, employee error, and misrepresentation by third parties, or imprudent actions by employees. The written procedures should include reference to safekeeping/custodial, repurchase agreements, separation of transaction authority from accounting and recordkeeping, wire transfer agreements, banking service contracts, collateral/depository agreements, and "delivery-vs- payment" procedures. No person may engage in an investment transaction except as authorized under the terms of this Policy.

Independent auditors as a normal part of the annual financial audit to the Town shall conduct a review of the system of internal controls to ensure compliance with policies and procedures.

VIII. CONTINUING EDUCATION

The Finance Director or designee shall annually complete 8 hours of continuing education in subjects or course of study related to investment practices and products.

IX. AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS

The Finance Director or designee and/or the Town's Investment Manager shall only purchase securities from Qualified Financial Institutions or investment institutions that are designated as Primary Securities Dealers by the Federal Reserve Bank of New York. The Finance Director or designee and/or the Town's Investment Manager shall only enter into repurchase agreements with financial institutions that are Qualified Institutions and Primary Securities Dealers as designated by the Federal Reserve Bank of New York. The Finance Director or designee and/or the Town's Investment Manager shall maintain a list of financial institutions and broker/dealers that are approved for investment purposes and only firms meeting the following requirements will be eligible to serve as Qualified Institutions:

- 1) Regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule);
- 2) Capital of no less than \$10,000,000;
- 3) Registered as a dealer under the Securities Exchange Act of 1934;
- 4) Member of the National Association of Dealers (NASD);
- 5) Registered to sell securities in Florida;
- 6) The firm and assigned broker have been engaged in the business of effecting transactions in U.S. government and agency obligations for at least five (5) consecutive years.
- 7) Public Depositories qualified by the Treasurer of the State of Florida, in accordance with Chapter 280, Florida Statutes.

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All brokers, dealers and other financial institutions deemed to be Qualified Institutions shall be provided with current copies of the Town's Investment Policy. A current audited financial statement is required to be on file for each financial institution and broker/dealer with which the Town transacts business.

X. MATURITY AND LIQUIDITY REQUIREMENTS

To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash flow requirements.

A. Maturity Guidelines

Securities purchased by or on behalf of the Town shall have a final maturity of seven (7) years or less from the date of purchase. The overall weighted average duration of principal return for the entire portfolio shall be less than three (3) years. The maturities of the underlying securities of a repurchase agreement will follow the requirements of the Master Repurchase Agreement.

B. Liquidity Requirements

The Finance Director or designee shall determine the approximate amount of funds required to meet the day-to-day expenditure needs of the Town. All funds in the depository bank will be "swept" each night into a fully collateralized repurchase agreement or money market fund. In order to have an available source of funds to meet unexpected cash requirements, a minimum of three months operating expenses will be invested within an overnight investment vehicle such as a AAAM rated money market fund or open market securities rated AA or better and maturity of 60 days or less. The balance of the Town's funds will be available for investment according to the guidelines incorporated within this Policy.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

After the Finance Director or designee and/or the Town's Investment Manager has determined the approximate maturity date based on cash flow needs and market conditions and has analyzed and selected one or more optimal types of investments, a minimum of three (3) qualified banks and/or approved broker/dealers must be contacted and asked to provide bids/offers on securities in question. Bids will be held in confidence until the bid deemed to best meet the investment objectives is determined and selected.

However, if obtaining bids/offers are not feasible and appropriate, securities may be purchased/sold utilizing the comparison to current market price method on an exception basis. Acceptable current market price providers include, but are not limited to:

A. Telerate Information System

B. Bloomberg Information Systems

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- C Wall Street Journal or a comparable nationally recognized financial publication providing daily market pricing
- D Daily market pricing provided by the Town's custodian or their correspondent institutions

Examples of when this method may be used include:

- A When time constraints due to unusual circumstances preclude the use of the competitive bidding process
- B When no active market exists for the issue being traded due to the age or depth of the issue
- C When a security is unique to a single dealer, for example, a private placement
- D When the transaction involves new issues or issues in the "when issued" market

Overnight sweep investment instruments will not be bid, but may be placed with the Town's depository bank relating to the demand account for which the investment instrument was purchased.

XII. AUTHORIZED INVESTMENTS AND PORTFOLIO COMPOSITION

Investments should be made subject to the cash flow needs and such cash flows are subject to revisions as market conditions and the Town's needs change. Town Department Directors are responsible for updating cash flow projections and expenditure projections over \$100,000 and for providing this information to the Town Treasurer or designee on a quarterly basis or as needed. However, when the invested funds are needed in whole or in part for the purpose originally intended or for more optimal investments, the Finance Director or designee and/or the Town's Investment Manager may sell the investment at the then-prevailing market price and place the proceeds into the proper account with the Town's custodian.

The following are the investment requirements and allocation limits on security types, issuers, and maturities as established by the Town. Diversification strategies within the established guidelines shall be reviewed and revised periodically as necessary by the Finance Director or designee and/or the Town's Investment Manager. The Town shall have the option to further restrict investment percentages from time to time based on market conditions, risk and diversification investment strategies. The percentage allocations requirements for investment types and issuers are calculated based on the original cost of each investment. Investments not listed in this Policy are prohibited. The following requirements do not apply to funds derived from the sale of debt.

- A THE FLORIDA LOCAL GOVERNMENT SURPLUS FUNDS TRUST FUND ("SBA")
 - 1 Purchase Authorization
Florida Local Government Surplus Funds Trust Fund ("SBA")

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2. Portfolio Composition

A maximum of 45% of available funds may be invested in the SBA.

B. UNITED STATES GOVERNMENT SECURITIES

1. Purchase Authorization

Negotiable direct obligations, or obligations the principal and interest of which are unconditionally guaranteed by the United States Government. Such securities will include, but not be limited to the following:

- Cash Management Bills
- Treasury Securities – State and Local Government Series (“SLGS”)
- Treasury Bills
- Treasury Notes
- Treasury Bonds
- Treasury Strips

2. Portfolio Composition

A maximum of 100% of available funds may be invested in the United States Government Securities with the exception of Treasury Strips which are limited to 10% of available funds.

3. Maturity Limitations

The maximum length to maturity of any direct investment in the United States Government Securities is seven (7) years from the date of purchase.

C. UNITED STATES GOVERNMENT AGENCIES

1. Purchase Authorization

Bonds, debentures, notes or callables issued or guaranteed by the United States Governments agencies, provided such obligations are backed by the full faith and credit of the United States Government. This includes adjustable and fixed rate mortgage-backed securities. The adjustable interest rate securities are to only adjust to the US treasury indices. Such securities will include, but not be limited to the following:

- United States Export – Import Bank
 - Direct obligations or fully guaranteed certificates of beneficial ownership
- Farmer Home Administration
 - Certificates of beneficial ownership
- Federal Financing Bank
 - Discount notes, notes and bonds
- Federal Housing Administration Debentures
- Government National Mortgage Association (GNMA)
 - GNMA guaranteed mortgage-backed bonds
 - GNMA guaranteed pass-through obligations
- General Services Administration
- United States Maritime Administration Guaranteed

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- Title XI Financing
- New Communities Debentures
 - United States Government guaranteed debentures
- United States Public Housing Notes and Bonds
 - United States Government guaranteed public housing notes and bonds
- United States Department of Housing and Urban Development
 - Project notes and local authority bonds

2. Portfolio Composition
A maximum of 75% of available funds may be invested in United States Government agencies.
3. Limits on Individual Issuers
A maximum of 50% of available funds may be invested in individual United States Government agencies.
4. Maturity Limitations
The maximum length to maturity for an investment in any United States Government agency security is five (5) years from the date of purchase.

D. FEDERAL INSTRUMENTALITIES (UNITED STATES SPONSORED AGENCIES)

1. Purchase Authorization
Bonds, debentures, notes or callables issued or guaranteed by United States Government sponsored agencies (Federal Instrumentalities), which are non-full faith and credit agencies. This includes adjustable and fixed rate mortgage-backed securities. Sub-prime, Alt-A and other non-first lien mortgage securities are prohibited. Permitted adjustable interest rate securities are to only adjust to the US treasury indices. These are limited to the following:
 - Federal Farm Credit Bank (FFCB)
 - Federal Home Loan Bank or its Town banks (FHLB)
 - Federal National Mortgage Association (FNMA)
 - Federal Home Loan Mortgage Corporation (Freddie-Macs) including Federal Home Loan Mortgage Corporation participation certificates
2. Portfolio Composition
A maximum of 80% of available funds may be invested in Federal Instrumentalities.
3. Limits on Individual Issuers
A maximum of 25% of available funds may be invested in any one issuer.
4. Maturity Limitations

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The maximum length to maturity for an investment in any Federal Instrumentality security is seven (7) years from the date of purchase. Mortgage backed securities will have average duration not greater than five (5) years.

E INTEREST BEARING TIME DEPOSIT OR SAVING ACCOUNTS

1 Purchase Authorization

Non-negotiable interest bearing time certificates of deposit or savings accounts in banks organized under the laws of this state and/or in national banks organized under the laws of the United States and doing business and situated in the State of Florida, provided that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes. Additionally, the bank shall not be listed with any recognized credit watch information service.

2 Portfolio Composition

A maximum of 25% of available funds may be invested in non-negotiable interest bearing time certificates of deposit.

3 Limits on Individual Issuers

A maximum of 15% of available funds may be deposited with any one issuer.

4 Limits on Maturities

The maximum maturity on any certificate shall be no greater than one (3) year from the date of purchase.

F. REPURCHASE AGREEMENTS

1 Purchase Authorization

a Repurchase agreements composed of only those investments authorized in Section XII. B, C, and D. All firms are required to sign the Town's Master Repurchase Agreement prior to the execution of a repurchase agreement transaction.

b. A third party custodian with whom the Town has a current custodial agreement shall hold the collateral for all repurchase agreements with a term longer than one (1) business day. A clearly marked receipt that shows evidence of ownership must be supplied to the Finance Director or designee and/or the Town's Investment Manager and retained.

c. Securities authorized for collateral must have maturities under five (5) years and with market value for the principal and accrued interest of 102 percent of the value and for the term of the repurchase agreement. Immaterial short-term deviations from 102 percent requirement are permissible only upon the approval of the Finance Director or designee and/or the Town's Investment Manager.

d. The overnight sweep arrangement shall adhere to the agreement between the Town and the Town's depository bank.

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2. Portfolio Composition

A maximum of 20% of available funds may be invested in repurchase agreements excluding one (1)-business day agreements and overnight sweep agreements.

3. Limits on Individual Issuers

A maximum of 5% of available funds may be invested with any one institution excluding one (1)-business day agreements and overnight sweep agreements.

4. Limits on Maturities

The maximum length to maturity of any repurchase agreement is 90 days from the date of purchase.

G. COMMERCIAL PAPER

1. Purchase Authorization

Commercial paper of any United States company that is rated, at the time or purchase, "Prime-1" by Moody's and "A-1" by Standard & Poor's (prime commercial paper). If the commercial paper is backed by a letter of credit ("LOC"), the long-term debt of the LOC provider must be rated "A" or better by at least two nationally recognized rating agencies.

2. Portfolio Composition

A maximum of 30% of available funds may be directly invested in prime commercial paper.

3. Limits on Individual Sectors

A maximum of 10% of available funds may be invested with any one sector.

4. Limits on Individual Issuers

A maximum of 10% of available funds may be invested with any one issuer.

5. Maturity Limitations

The maximum length to maturity for prime commercial paper shall be 270 days from the date of purchase.

H. CORPORATE NOTES

1. Purchase Authorization

Corporate notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States that have a long term debt rating, at the time or purchase, at a minimum "Aa" by Moody's and a minimum long term debt rating of "AA" by Standard & Poor's.

2. Portfolio Composition

A maximum of 25% of available funds may be directly invested in corporate notes.

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3. Limits on Individual Sectors
A maximum of 10% of available funds may be invested with any one sector.
4. Limits on Individual Issuers
A maximum of 2% of available funds may be invested with any one issuer.
5. Maturity Limitations
The maximum length to maturity for corporate notes shall be (3) three years from the date of purchase.

I. BANKERS' ACCEPTANCES

1. Purchase Authorization
Bankers' acceptances issued by a domestic bank or a federally chartered domestic office of a foreign bank, which are eligible for purchase by the Federal Reserve System, at the time of purchase, the short-term paper is rated, at a minimum, "P1" by Moody's Investors Services and "A-1" Standard & Poor's.
2. Portfolio Composition
A maximum of 15% of available funds may be directly invested in Bankers' acceptances
3. Limits on Individual Issuers
A maximum of 5% of available funds may be invested with any one issuer.
4. Maturity Limitations
The maximum length to maturity for Bankers' acceptances shall be 180 days from the date of purchase.

J. STATE AND/OR LOCAL GOVERNMENT TAXABLE AND/OR TAX-EXEMPT DEBT

1. Purchase Authorization
State and/or local government taxable and/or tax-exempt debt, general obligation and/or revenue bonds, rated at least "Aa" by Moody's and "AA" by Standard & Poor's for long-term debt, or rated at least "MIG-2" by Moody's and "SP-2" by Standard & Poor's for short-term debt.
2. Portfolio Composition
A maximum of 25% of available funds may be invested in taxable and tax-exempt General Obligation bonds.

A maximum of 10% of available funds may be invested in taxable and tax-exempt Revenue and Excise tax bonds of the various municipalities of the State of Florida, provided none of such securities have been in default within five (5) years prior to the date of purchase.
3. Maturity Limitations
A maximum length to maturity for an investment in any state or local government debt security is five (5) years from the date of purchase.

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K REGISTERED INVESTMENT COMPANIES (MONEY MARKET MUTUAL FUNDS)

1. Investment Authorization

Shares in open-end, no-load provided such funds are registered under the Federal Investment Company Act of 1940 and operate in accordance with 17 C.F.R. § 270.2a-7, which stipulates that money market funds must have an average weighted maturity of 90 days or less. In addition, the share value of the money market funds must equal to \$1.00.

2. Portfolio Composition

A maximum of 35% of available funds may be invested in money market funds.

3. Limits of Individual Issuers

A maximum of 15% of available funds may be invested with any one money market fund.

4. Rating Requirements

The money market funds shall be rated "AAAm" or "AAAm-G" or better by Standard & Poor's, or the equivalent by another rating agency.

5. Due Diligence Requirements

A thorough review of any money market fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed by the Finance Director or designee and/or the Town's Investment Advisor/s that will contain a list of questions that covers the major aspects of any investment pool/fund.

L INTERGOVERNMENTAL INVESTMENT POOL

1. Investment Authorization

Intergovernmental investment pools that are authorized pursuant to the Florida Interlocal Cooperation Act, as provided in Section 163.01, Florida Statutes and provided that said funds contain no derivatives.

2. Portfolio Composition

A maximum of 25% of available funds may be invested in intergovernmental investment pools.

3. Due Diligence Requirements

A thorough review of any investment pool/fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed by the Finance Director or designee and/or the Town's Investment Manager that will contain a list of questions that covers the major aspects of any investment pool/fund.

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Although the Investment Manager is granted discretionary authority to make investment decisions within the parameters of the investment policy, the following guidelines should be applied regarding sector allocation percentages:

<u>Nature of change to current asset allocation</u>	<u>Approval required</u>
Less than 10%, does not exceed policy maximums	Investment Manager only
Greater than 10%, does not exceed policy maximums	Town Treasurer
Any change which would exceed policy maximums	Town Treasurer, Town Commission

The Finance Director or designee and/or the Investment Manager also recognizes that the Town's investment policy should be a document that is reviewed periodically to coincide with current financial market conditions. As such, it is the responsibility of the Investment Manager in conjunction with the Finance Director or designee, upon the review of quarterly and annual investment reports, as well as knowledge of current financial market conditions to periodically recommend changes in investment strategies (i.e. percentage allocations-sector, subsector, issuer), as deemed necessary. Such recommendations will be communicated to the Town Commission, by way of the Town Treasurer, for formal approval.

XIII. DERIVATIVES AND REVERSE REPURCHASE AGREEMENTS

The Town may not invest in investment products that include the use of derivatives. A "derivative" is defined as a financial instrument the value of which depends on, or is derived from, the value of one or more underlying assets or indices or asset values. Reverse repurchase agreements are not permitted by this Policy.

XIV. PERFORMANCE MEASUREMENTS

In order to assist in the evaluation of the portfolios' performance, the Town will use performance benchmarks for short-term and long-term portfolios. The use of benchmarks will allow the Town to measure its returns against other investors in the same markets.

- A. The short-term investment portfolio shall be designed with the annual objective of exceeding the return of the Standard & Poor's AAA Money Fund Government Index.
- B. The long-term investment portfolio shall be designed with the annual objective of exceeding the return of the Bloomberg Barclays 1-3 Year U.S. Govt/Credit Index compared to the portfolio's total rate of return. The Bloomberg Barclays 1-3 Year US Govt/Credit Index tracks the performance of U.S. Government and Corporate Bonds maturing over one year, but less than three years. This maturity range is an appropriate benchmark based on the objectives of the Town.

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XV. REPORTING

A The Town's Investment Manager shall provide quarterly investment reports on the Town's short-term and long-term core investments to the Finance Director or designee, Internal Auditor, Town Commission and Investment Committee (as applicable). Schedules in the quarterly report should include the following:

1. A listing of individual securities held at the end of the reporting period
2. Percentage of available funds represented by each investment type
3. Coupon, discount or earning rate
4. Average life or duration and final maturity of all investments
5. Par value and market value

B Annual Investment Report

On an annual basis, the Town's Investment Manager shall submit to the Finance Director or designee, Internal Auditor, Town Commission and Investment Committee (as applicable) a written report on the long-term core investment funds. The annual report shall provide all, but not limited to, the following: a complete list of all invested funds, name or type of security in which the funds are invested, the amount invested, the maturity date, earned income, the book value, the market value and the yield on each investment. The annual report will show performance on both a book value and total rate of return basis and will compare the results to the above-stated performance benchmarks. All investments shall be reported at fair value per Government Accounting Standards Board (GASB) standards. In addition, the annual report shall provide all disclosures as required by GASB Statement 40, *Deposit and Investment Risk Disclosures*. Investment reports shall be available to the public.

C Review of Quarterly and Annual Investment Reports

It is primarily the responsibility of the Finance Director or designee to perform a thorough review of all investment reports provided by the Investment Manager to ensure compliance with the terms of this investment policy, as well as evaluate performance of the investment manager against the established performance benchmark. The Finance Director or designee, through the Town Treasurer, must communicate in writing, any violations of said policy provisions or failure of the investment manager to meet the minimum performance benchmark, to the Town Commission and Internal Auditor.

Should such a review result in proposed strategic changes to the existing terms of this investment policy (i.e. asset allocation percentages-sector, subsector, issuer), based on existing financial market conditions, such proposed revisions will be presented to the Town Commission, by way of the Town Treasurer, for formal approval.

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XVI. THIRD-PARTY CUSTODIAL AGREEMENTS

Securities, with the exception of certificates of deposits, shall be held with a third party custodian; and all securities purchased by, and all collateral obtained by the Town should be properly designated as an asset of the Town. The securities must be held in an account separate and apart from the assets of the financial institution. A third party custodian is defined as any bank depository chartered by the Federal Government, the State of Florida, or any other state or territory of the United States which has a branch or principal place of business in the State of Florida as defined in Section 658.12, Florida Statutes, or by a national association organized and existing under the laws of the United States which is authorized to accept and execute trusts and which is doing business in the State of Florida. Certificates of deposits will be placed in the provider's safekeeping department for the term of the deposit.

The custodian shall accept transaction instructions only from those persons who have been duly authorized by the Finance Director or designee and/or the Town's Investment Manager and which authorization has been provided, in writing, to the custodian. No withdrawal of securities, in whole or in part, shall be made from safekeeping, shall be permitted unless by such a duly authorized person.

Monthly, the custodian shall provide the Finance Director or designee and/or the Town's Investment Manager with detail information on the securities held by the custodian. Security transactions between a broker/dealer and the custodian involving the purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis, if applicable, to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transaction. Only after receiving written authorization from the Finance Director or designee shall authorized securities be delivered "free". Securities held as collateral shall be held free and clear of any liens.

XVII. RESERVATION OF AUTHORITY

The authority to issue and/or revise this Policy is reserved for the Town Commission. The Investment Policy shall be adopted by Town resolution. The Finance Director or designee shall review the policy annually and the Town Commissions shall approve any modification made thereto. Any inconsistencies between the current portfolio and this policy will be considered acceptable as long as corrective measures are completed to adjust the portfolio in accordance with this policy.

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Attachment A Glossary of Cash and Investment Management Terms

Agency - A debt security issued by a federal or federally sponsored agency. Federal agencies are backed by the full faith and credit of the U.S. Government. Federally sponsored agencies (FSAs) are backed by each particular agency with a market perception that there is an implicit government guarantee. An example of federal agency is the Government National Mortgage Association (GNMA). An example of a FSA is the Federal National Mortgage Association (FNMA).

Asked - The price at which securities are offered

Average Life - The average length of time that an issue of serial bonds and/or term bonds with a mandatory sinking fund feature is expected to be outstanding.

Bankers' Acceptance (BA) - A draft, bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

Basis Point - A unit of measurement used in the valuation of fixed-income securities equal to 1/100 of 1 percent of yield, e.g., "1/4" of 1 percent is equal to 25 basis points.

Bid - The indicated price at which a buyer is willing to purchase a security or commodity.

Book Value - The value at which a security is carried on the inventory lists or other financial records of an investor. The book value may differ significantly from the security's current value in the market.

Broker - A broker brings buyer and sellers together for a commission.

Certificate of Deposit (CD) - A time deposit with a specific maturity evidenced by a certificate. Large-denomination CDs are typically negotiable.

Collateralization - Process by which a borrower pledges securities, property, or other deposits for securing the repayment of a loan and/or security.

Commercial Paper - An unsecured short-term promissory note issued by corporations, with maturities ranging from 2 to 270 days.

Current Yield (Current Return) - A yield calculation determined by dividing the annual interest received on a security by the current market price of that security.

Dealer - A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

Delivery Versus Payment (DVP) - A type of securities transaction in which the purchaser pays for the securities when they are delivered either to the purchaser or his/her custodian.

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Derivatives - For hedging purposes, common derivatives are options, futures, swaps and swaptions. All Collateralized Mortgage Obligations ("CMOs") are derivatives. (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

Derivative Security - Financial instrument created from, or whose value depends upon, one or more underlying assets or indexes of asset values.

Diversification - A process of investing assets among a range of security types by sector, maturity, and quality rating.

Duration - A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

Federal Home Loan Banks (FHLB) - Government sponsored wholesale banks (currently 12 regional banks) which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

Federal National Mortgage Association (FNMA) - FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

Government National Mortgage Association (GNMA OR GINNIE MAE) - Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. The security holder is protected by full faith and credit of the U. S. Government. Ginnie Mae securities are backed by the FHA, VA, or FMHM mortgages. The term "passthroughs" is often used to describe Ginnie Maes.

Government Securities - An obligation of the U.S. government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See "Treasury Bills, Notes, Bonds, and SLGS."

TOWN OF HILLSBORO BEACH

Investment Policy

Internal Controls - An internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management. Internal controls should address the following points:

- 1. Control of collusion** - Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
- 2. Separation of transaction authority from accounting and record keeping** - By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
- 3. Custodial safekeeping** - Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.
- 4. Avoidance of physical delivery securities** - Book-entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
- 5. Clear delegation of authority to subordinate staff members** - Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
- 6. Written confirmation of transactions for investments and wire transfers** - Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.
- 7. Development of a wire transfer agreement with the lead bank and third-party custodian** - The designated official should ensure that an agreement will be entered into and will address the following points: controls, security provisions, and responsibilities of each party making and receiving wire transfers.

Investment Company Act of 1940- Federal legislation that sets the standards by which investment companies, such as mutual funds, are regulated in the areas of advertising, promotion, performance reporting requirements, and securities valuations.

Liquidity - An asset that can be converted easily and quickly into cash.

Local Government Investment Pool (LGIP) - An investment by local governments in which their money is pooled as a method for managing local funds, (i.e., Florida State Board of Administration "SBA").

TOWN OF HILLSBORO BEACH

Investment Policy

Long-Term Core Investment Program – Funds that are not needed within a one year period.

Mark-to-market - The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

Market Value - Current market price of a security.

Master Repurchase Agreement - A written contract covering all future transactions between parties to repurchase—reverse repurchase agreement that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

Maturity - The date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder. See "Weighted Average Maturity"

Money Market - The market in which short-term debt instruments (bills, commercial paper, bankers' acceptance, etc.) are issued and traded.

Money Market Mutual Fund - Mutual funds that invest solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, repos and federal funds).

National Association of Securities Dealers (NASD) - A self-regulatory organization (SRO) of brokers and dealers in the over-the-counter securities business. Its regulatory mandate includes authority over firms that distribute mutual fund shares as well as other securities.

Net Asset Value - The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets which includes securities, cash, and any accrued earnings, subtracting this from the fund's liabilities and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio. (See below.)

$$[(\text{Total assets}) - (\text{Liabilities})] / (\text{Number of shares outstanding})$$

Par - Face value or principal value of a bond, typically \$1,000 per bond.

Portfolio - Collection of securities held by an investor.

Principal - The face value or par value of a debt instrument. Also may refer to the amount of capital invested in a given security.

TOWN OF HILLSBORO BEACH

Investment Policy

Qualified Public Depository - Per Florida Statute 280, means any bank, saving bank or savings association that:

- (a) Is organized and exists under the laws of the United States, the laws of this state or any other state or territory of the United States;
- (b) Has its principal place of business in this state or has a branch office in this state that is authorized under the laws of this state or of the United States to receive deposits in this state.
- (c) Has deposit insurance under the provision of the Federal Deposit Insurance Act, as amended, 12 U.S.C. ss.1811 seq.
- (d) Meets all requirements of F.S. 280
- (e) Has been designed by the Treasurer as a qualified public depository.

Rate of Return - For fixed income securities (bonds and preferred stock), current yield that is, the coupon or contractual dividend rate divided by the purchase price. For common stock, dividend yield, which is the annual dividend divided by the purchase price.

Repurchase Agreement (repo or RP) - An agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement of the first party to repurchase the securities at a specified price or at a specified later date.

Reverse Repurchase Agreement (Reverse Repo) - An agreement of one party to purchase securities at a specified price from a second party and a simultaneous agreement by the first party to resell the securities at a specified price to the second party on demand or at a specified date.

Safekeeping - Holding of assets (e.g., securities) by a financial institution.

Structured Notes - Notes issued by government sponsored enterprises (FHLB, FNMA, SLMA, etc.) and corporations which have imbedded options (e.g. call features, step-up coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by fluctuation of interest rates, the volatility of the imbedded options, and shifts in the shape of the yield curve.

Swap - Trading one asset for another.

Total Return - The sum of all investment income plus changes in the capital value of the portfolio. For mutual funds, return on an investment is composed of share price appreciation plus any realized dividends or capital gains. This is calculated by taking the following components during a certain time period. (Price Appreciation) + (Dividends paid) + (Capital gains) = Total Return

Treasury Bills - Short-term U.S. government non-interest bearing debt securities with maturities of no longer than one year and issued in minimum denominations of \$10,000. Auctions of three- and six-month bills are weekly, while auctions of one-year bills are monthly. The yields on these bills are monitored closely in the money markets for signs of interest rate trends.

Treasury Notes - Intermediate U.S. government debt securities with maturities of one to 10 years and issued in denominations ranging from \$1,000 to \$1 million or more.

TOWN OF HILLSBORO BEACH

Investment Policy

Treasury Bonds - Long-term U.S. government debt securities with maturities of ten years or longer and issued in minimum denominations of \$1,000. Currently, the longest outstanding maturity for such securities is 30 years.

Weighted Average Maturity (WAM) - The average maturity of all the securities that comprise a portfolio. According to SEC rule 2a-7, the WAM for SEC registered money market mutual funds may not exceed 90 days and no one security may have a maturity that exceeds 397 days.

Yield - The current rate of return on an investment security generally expressed as a percentage of the security's current price.

Yield Curve - A graph showing the relationship at a single point in time between the available maturities of a security or similar securities with essentially identical credit risk and the yields that can be earned for each of those available maturities. A graphical depiction of the term structure of interest rates at any given point in time. Yield curves may be constructed for different instruments.

Yield-to-call (YTC) - The rate of return an investor earns from a bond assuming the bond is redeemed (called) prior to its nominal maturity date. **Yield Curve** - A graphic representation that depicts the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity. A normal yield curve may be alternatively referred to as a positive yield curve.

Yield-to-maturity - The rate of return yielded by a debt security held to maturity when both interest payments and the investor's potential capital gain or loss are included in the calculation of return.

Zero-coupon Securities - Security that is issued at a discount and makes no periodic interest payments. The rate of return consists of a gradual accretion of the principal of the security and is payable at par upon maturity.

TOWN OF HILLSBORO BEACH
Investment Policy

Attachment B
Investment Pool/Fund Questionnaire

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
5. A schedule for receiving statements and portfolio listings.
6. Are reserves, retained earnings, etc. utilized by the pool/fund?
7. A fee schedule, and when and how is it assessed.
8. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Akerman: Invoice 9535071 Services Rendered 01-31-2020 \$32,420.76

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Akerman Invoice 9535071 Services Rendered 01-31-2020 \$32,420.76



Akerman LLP
Post Office Box 4306
Orlando, FL 32802
Tel: 407.254.2305
Fax: 407.254.3408

Remittance Copy

Invoice Date February 10, 2020
Invoice No. 9535071

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

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

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

Services	\$28,723.00
Disbursements	<u>\$3,697.76</u>
TOTAL THIS INVOICE	\$32,420.76

PREVIOUS BALANCE	13,070.72
(Includes payments received through 02/10/20)	
TOTAL AMOUNT DUE	<u>\$45,491.48</u>

To ensure proper credit to the above account, please indicate invoice no. 9535071

Return remittance sheet with payment in US funds.

Wired funds accepted:

Akerman LLP Operating Account

c/o SunTrust Bank, Atlanta, GA

ABA Number: 061000104

Account Number: 0215-252207533

Swift code SNTRUS3A (For International Wires Only)

IRS EIN 59-3117860



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

Invoice Date February 10, 2020
Invoice No. 9535071

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

Client Name: TOWN OF HILLSBORO BEACH, FLORIDA
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c/o SunTrust Bank, Atlanta, GA

ABA Number: 061000104

Account Number: 0215-252207533

Swift code SNTRUS3A (For International Wires Only)

IRS EIN 59-3117860

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

As of
 Invoice Number

January 31, 2020
 9535071

<u>Date</u>	<u>Services</u>	<u>Initials</u>	<u>Hours</u>	<u>Value</u>
6-Jan-20	Continued communications with experts and outlining issues regarding lack of detail in original Motion for Summary Judgment.	CAL	0.90	450.00
7-Jan-20	Review issue re: state auditors, Communications with experts on preparation issues. Outline issues for SJ due to Shade meeting.	CAL	1.00	500.00
9-Jan-20	Continued SJ efforts and communications re: moving case management time.	CAL	1.80	900.00
9-Jan-20	Review and organization of incoming pleadings including defendant's memorandum and updated affidavit in support of motion for partial summary judgment	J H	0.20	50.00
9-Jan-20	Preparation of notice of filing deposition transcript	J H	0.30	75.00
9-Jan-20	Analyze Florida law regarding motions in limine; permissible issues to raise in a motion in limine; differences between motions in limine and summary judgments.	WCH	2.40	792.00
10-Jan-20	Finalization of the notice of filing of deposition transcript	J H	0.40	100.00
10-Jan-20	Analyze Florida law regarding partial summary judgment on a portion of the claim that should have been asserted as a motion in limine and attempting to exclude a portion of pertinent evidence.	WCH	1.80	594.00
13-Jan-20	Prepare litigation and research strategy regarding issue of whether Defendant's motion for summary judgment should have been offered as a motion in limine.	WCH	0.40	132.00
14-Jan-20	Review procedural case law for summary judgment case and additional facts for disputed section.	CAL	1.50	750.00
14-Jan-20	Analyze Florida law regarding entitlement to summary judgment based on a cause of action not pled in the complaint in preparation of opposition argument regarding same.	WCH	3.20	1,056.00
15-Jan-20	Begin voluminous document review including review and analysis of multiple depositions of corporate representatives and expert depositions in preparation for drafting Response in Opposition to Summary Judgment.	WCH	3.20	1,056.00
16-Jan-20	Continue voluminous document review including review and analysis of expert reports in preparation for drafting Response in Opposition to Summary Judgment; begin drafting Response in Opposition to Summary Judgment.	WCH	4.80	1,584.00
17-Jan-20	Telephone with city attorney and with J. Goldstein re: Mayor's request to retain and role in Hillsboro Beach.	CAL	0.80	400.00

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

As of
 Invoice Number

January 31, 2020
 9535071

<u>Date</u>	<u>Services</u>	<u>Initials</u>	<u>Hours</u>	<u>Value</u>
17-Jan-20	Review pertinent documents; continue drafting Motion for Summary Judgment.	WCH	5.60	1,848.00
20-Jan-20	Telephone with D. Doody and with J. Goldstein and follow up on issues that were raised by unnamed person.	CAL	2.50	1,250.00
20-Jan-20	Continue drafting Opposition to Motion for Summary Judgment.	WCH	5.00	1,650.00
21-Jan-20	Draft and revise Response in Opposition to Motion for Summary Judgment; review and analysis of pertinent file materials in connection with same.	HH	2.70	972.00
21-Jan-20	Research regarding conforming citations in response to motion for summary judgment	J H	0.50	125.00
21-Jan-20	Preparation of transcript excerpts of the deposition transcript of Dr. Robert Young to be used as an exhibit to the response in opposition to motion for summary judgment	J H	1.30	325.00
21-Jan-20	Finish drafting Opposition to Motion for Summary Judgment; multiple correspondence regarding supporting documents and expert depositions; multiple correspondence with co-counsel regarding Opposition to Motion for Summary Judgment and potential arguments in response to Defendant's newly files Supplemental Memorandum.	WCH	5.20	1,716.00
22-Jan-20	Edit Opposition to Motion for Partial Summary Judgment.	CAL	2.00	1,000.00
22-Jan-20	Revision of response to motion for summary judgment to include exhibits	J H	0.30	75.00
22-Jan-20	Strategy conference regarding City assembly meeting; revise Opposition to Motion for Summary Judgment; review and consider newly filed Memorandum of law; prepare analysis of new arguments by Defendant; prepare new rebuttal argument in opposition to new arguments; research statute regarding ; research whether parties other than trustees may bring claims under statutes at issue.	WCH	3.10	1,023.00
23-Jan-20	Complete summary judgment opposition and file.	CAL	3.50	1,750.00
23-Jan-20	Compilation of exhibits cited in response in opposition to the motion for partial summary judgment; preparation of notices of filing the deposition transcripts of Dr. Chen and Dr. Dally, the field report, and summary of opinion; finalization and electronic filing of response in opposition to the motion for summary judgment	J H	2.70	675.00

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

As of January 31, 2020
 Invoice Number 9535071

<u>Date</u>	<u>Services</u>	<u>Initials</u>	<u>Hours</u>	<u>Value</u>
23-Jan-20	Finalize Complaint; determine supporting exhibits; review notices of filing the depositions; review notices of filing the reports; research Florida law regarding Daubert standards; prepare argument that Defendant's employee may not offer expert testimony.	WCH	3.80	1,254.00
24-Jan-20	Preparation of materials to send to judge regarding response in opposition to motion for summary judgment	J H	0.70	175.00
24-Jan-20	Analyze supporting case law in Opposition to Defendant's Motion for Summary Judgment; determine case law and exhibits to produce to Court; multiple correspondence regarding same.	WCH	1.20	396.00
28-Jan-20	Travel to (at 1/2 time) Ft. Lauderdale; continue summary judgment preparations and confer with co-counsel re: same; review all cited deposition testimony and exhibits in Deerfield's Motion for rebuttal.	CAL	5.30	2,650.00
29-Jan-20	Prepare for and attend hearing on Motion for Partial Summary Judgment; prepare initial information for Commissioners; follow up with experts and review of Orders; return to Jacksonville. (billed travel at 1/2 time).	CAL	6.20	3,100.00
31-Jan-20	Attend telephone call for update with Mayor et al. Communications with commission re: hearing on partial motion for summary judgment.	CAL	0.60	300.00

Total Services\$28,723.00

<u>Date</u>	<u>Disbursements</u>	<u>Value</u>
6-Dec-19	TELEPHONE CONFERENCING InterCall Cindy Laquidara Inv# 1744627197	2.09
20-Dec-19	TELEPHONE CONFERENCING InterCall Cindy Laquidara Inv# 1744627197	1.94
Total for TELEPHONE CONFERENCING		4.03
31-Jan-20	DELIVERY SERVICE - BDS COURIER - Filing Broward County Court C.Laquidara 1/24/20. TW/1306	34.38
Total for DELIVERY SERVICE		34.38

074723	TOWN OF HILLSBORO BEACH, FLORIDA	As of	January 31, 2020
0312732	CITY OF DEERFIELD BEACH, FLORIDA	Invoice Number	9535071

<u>Date</u>	<u>Disbursements</u>	<u>Value</u>
14-Jan-20	OTHER CHARGES - KLDISCOVERY LLC - Document Review, hosting and Collaboration to assist with case team.. DR/4461	3,659.35
Total for OTHER CHARGES		3,659.35
Total Disbursements		\$3,697.76

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

As of January 31, 2020
Invoice Number 9535071

<u>Initial</u>	<u>Name</u>	<u>Hours</u>	<u>Amount</u>
CAL	C. A. LAQUIDARA	26.10	13,050.00
HH	H. HARRINGTON	2.70	972.00
J H	J. HIGGINBOTHAM	6.40	1,600.00
WCH	W. C. HANDLE	39.70	13,101.00
Total		74.90	\$28,723.00



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: CG&A : Invoice # 74617 Services thru 01-31-2020 \$22,206.94

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS:

1. CG&A Invoice # 74617 Services thru 01-31-2020 \$22,206.94
2. JANUARY FINANCE SUMMARY



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

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

Invoice number 74617
Date 01/31/2020

Project **179902 HILLSBORO BEACH BUILDING
CODE**

Billing period through January 31, 2020

CGA PM: Norman Bruhn

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

Description	Contract Amount	Prior Billed	Current Billed
65-100 BUILDING CODE	0.00	576,172.60	22,206.94
Total	0.00	576,172.60	22,206.94

Invoice total **22,206.94**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
74617	01/31/2020	22,206.94	22,206.94				
	Total	22,206.94	22,206.94	0.00	0.00	0.00	0.00



The Town of Hillsboro Beach All Fees Collected

Start Date: 1/1/2020
End Date: 1/31/2020

	Permit Fees	Town Revenue	Town Surcharge	CGA Revenue	BORA	DBPR	DCA
MTD	\$26,125.81	\$3,918.87	*Removed from Fee Schedule*	\$22,206.94	\$461.00	\$267.59	\$199.78
YTD	\$152,811.09	\$22,921.66		\$129,889.43	\$2,289.61	\$1,348.23	\$996.82



TOWN OF HILLSBORO BEACH

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Agenda Item Cover Memo

Agenda Item: Goren, Cherof, Doody & Ezrol: Invoice #30092 Jan - Feb 2020 \$ 7,609.20 (General Matters)

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Goren, Cherof, Doody & Ezrol Invoice #30092 Jan - Feb 2020 \$ 7,609.20 (General Matters)

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

TOWN OF HILLSBORO BEACH
1210 Hillsboro Mile
Hillsboro Beach FL 33062

Attn: Mac Serda, Town Manager

Page: 1
02/26/2020
ACCOUNT NO: 1182-0606490
STATEMENT NO: 30092

General Matters

			HOURS
01/28/2020	DJD	Address agenda items; Telephone conference call with Town Manager.	1.10
01/29/2020	DJD	Address issue with Beach Renourishment RFP.	0.60
01/31/2020	DJD	Initial review of Agenda.	0.70
02/03/2020	DJD	Review of Agreement with Dezer; prepare for Commission Meeting.	1.50
02/04/2020	DJD	Prepare for and attend Town Commission Meeting; post commission meeting follow-up; Telephone conference call with Town Manager.	4.30
02/05/2020	DJD	Review email from Town Manager; preparation of Development Order; revise resolution; Telephone conference with Mark Raymond, Esq.	1.10
02/06/2020	DS	Participated in call with Police Chief and DJD re: the ability for the City and Law Enforcement to use Drones for certain purposes.	0.30
02/07/2020	DJD	Review section 163.3221 F.S; Telephone conference call with Town Manager.	0.40
02/10/2020	DS	Reviewed and analyzed Drone Memo from Sergeant Clark.	0.20
	DJD	Review drone policy.	0.40
02/11/2020	DJD	Telephone conference call with representative of Dezer	0.40
02/12/2020	DJD	Telephone conference call with Town Manager; Participate in telephone conference re: special assessment.	1.10
02/13/2020	DS	Researched and analyzed Ch. 119 re: public record request.	0.50
	DJD	Telephone conference call with Town Manager; address public records records request re: building plans.	0.70
02/14/2020	DS	Researched and analyzed FAA rules and Florida Statutes regarding drone usage by government entities.	0.80
	DJD	Telephone conference call with Debbie Orshefsky, Esq.	0.40
02/18/2020	DS	Reviewed and analyzed Florida Statutes and Federal Aviation Administration rules related to drones. Reviewed Broward County Sheriff Office's Drone Procedures. Reviewed Wilton Manors Drone Policy. Reviewed Florida Attorney General Opinions related to drones. Drafted drone memo.	2.40

General Matters

			HOURS	
	DJD	Address language in the 2020 Special Assessment report.	0.40	
02/19/2020	DJD	Review and revise Memo Re: Drones; participate in conference call.	1.60	
02/20/2020	DJD	Telephone conference call with Town Manager; Prepare draft of resolution; Prepare resolution relative to Amending the Towns Investment Policy; Participate in telephone conference on special assessment.	1.90	
02/21/2020	DS	Finalized Drone Memo. Watched FAA YouTube Video re: Public Safety Drone Programs. Reviewed and analyzed FAA guidance re: Civil Operators under Part 107 and Public Safety Certificate of Authorizations.	1.50	
	DJD	Prepare for special meetings re: resolution.	0.50	
02/24/2020	DJD	Prepare for Special Meeting; telephone conference call with Town Manager; telephone conference call with Town Clerk re: public records request; revise Drone Memo; telephone conference call with Marc Ginsberg, Esq.	3.30	
	JAC	Prepare for Special Meeting re: assessment and bond - Beach issues.	2.00	
02/25/2020	JAC	Prepare for, attend Commission meeting and follow up with DJD.	4.00	
	DJD	Prepare for and attend Town Commission Meeting.	1.70	
		FOR CURRENT SERVICES RENDERED	33.80	7,605.00

RECAPITULATION

TIMEKEEPER	HOURS	HOURLY RATE	TOTAL
JAMES A. CHEROF	6.00	\$225.00	\$1,350.00
D.J. DOODY	22.10	225.00	4,972.50
DANIELLE SCHWABE	5.70	225.00	1,282.50

Photocopies	4.20
TOTAL EXPENSES THRU 02/25/2020	4.20
TOTAL CURRENT WORK	7,609.20
BALANCE DUE	<u>\$7,609.20</u>

AMOUNTS PREVIOUSLY BILLED NOT INCLUDED ABOVE



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
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Phone: (954) 427-4011
www.townofhillsborobeach.com

Agenda Item Cover Memo

Agenda Item: Goren, Cherof, Doody & Ezrol: Invoice # 30093 Jan-Feb 2020 \$6,523.75 (Deerfield Beach)

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Goren, Cherof, Doody & Ezrol Invoice # 30093 Jan-Feb 2020 \$6,523.75 (Deerfield Beach)

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

TOWN OF HILLSBORO BEACH
1210 Hillsboro Mile
Hillsboro Beach FL 33062

Attn: Mac Serda, Town Manager

Page: 1
02/26/2020
ACCOUNT NO: 1182-1200986
STATEMENT NO: 30093

Deerfield Beach

			HOURS	
01/28/2020	DJD	Telephone conference with Joe Goldstein, Esq.	0.20	
01/29/2020	DJD	Attend hearing on Partial Summary Judgement.	2.70	
01/30/2020	DJD	Telephone conference call with Joe Goldstein, Esq.	0.30	
02/07/2020	DJD	Telephone conference call with Cindy Liquidara and Tim Perry.	0.30	
02/10/2020	DJD	Telephone conference with Joe Goldstein.	0.30	
02/11/2020	DJD	Meeting at Town Hall with Mayor and Town Manager; Telephone conference call with Joseph Goldstein.	1.80	
02/12/2020	DJD	Telephone conference call with Commission members; Telephone conference call with Cindy Laquidara.	0.70	
02/14/2020	DJD	Telephone conference call with Town Commission Members; telephone conference call with Town Manager.	1.70	
02/18/2020	DJD	Telephone conference call with Town Commission.	0.30	
02/21/2020	DJD	Meetings with Town Commissioners.	5.70	
02/24/2020	DJD	Telephone conference call with Cindy Laquidara.	0.20	
		FOR CURRENT SERVICES RENDERED	14.20	3,195.00

	RECAPITULATION	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
<u>TIMEKEEPER</u>				
D.J. DOODY		14.20	\$225.00	\$3,195.00

01/23/2020	Prestige Reporting Service - Invoice 20-53264	1,656.50
01/23/2020	Prestige Reporting Service - Invoice 20-53263	1,672.25
		3,328.75
	TOTAL ADVANCES THRU 02/25/2020	3,328.75

TOWN OF HILLSBORO BEACH

Deerfield Beach

Page: 2
02/26/2020
ACCOUNT NO: 1182-1200986
STATEMENT NO: 30093

TOTAL CURRENT WORK 6,523.75

BALANCE DUE \$6,523.75

AMOUNTS PREVIOUSLY BILLED NOT INCLUDED ABOVE





TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Goren, Cherof, Doody & Ezrol: Invoice #30094 Jan - Feb 2020 \$ 8,462.40 (Purchase from Winter Sun Investments LLC 1205 and 1206 Hillsboro Mile)

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Goren, Cherof, Doody & Ezrol Invoice #30094 Jan - Feb 2020 \$ 8,462.40
(Purchase from Winter Sun Investments LLC 1205 and 1206 Hillsboro Mile)

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

TOWN OF HILLSBORO BEACH
1210 Hillsboro Mile
Hillsboro Beach FL 33062

Attn: Mac Serda, Town Manager

Page: 1
02/26/2020
ACCOUNT NO: 1182-1200989
STATEMENT NO: 30094

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

			HOURS
01/28/2020	RLL	Finalize memorandum to client regarding title to property; attend conference call with DJD and seller's counsel regarding Declaration of Condominium.	0.50
	DJD	Telephone conference call with David Hardin, Esq. Re: Condo documents; finalize memo to Town Commission.	1.30
01/30/2020	RLL	Review email communication from Broward County regarding outstanding code lien and its reduction; meet with DJD to prepare for town meeting; attend conference call with DJD and Dave Hardin regarding possible termination of condominium association.	0.80
	DJD	Address Broward County's portion of lien reduction; Telephone conference call with Maite Azcoitia, Esq. Telephone conference call with David Hardin. Review Declaration of Condominium.	1.70
01/31/2020	RLL	Work to organize documents for presentation to town commission on title issues; contact underwriter for approval of consent to terminate condominium association.	0.70
02/03/2020	RLL	Review title and survey with DJD; order tax and lien search on property; obtain information from underwriter on proper way to termination condominium association.	1.00
	DJD	Address Termination of Condominium; Telephone conference call with David Hardin, Esq ; review title and survey.	2.60
02/04/2020	DJD	Address Phase II Environmental Audit; Telephone conference call with David Hardin, Esq.	0.60
02/05/2020	RLL	Email communication and telephone call with environmental consultant to discuss and confirm items to be covered in Phase II inspection of the property; review revised proposals for asbestos abatement and Phase II testing..	0.80
	DJD	Prepare for Appearance before County Special Magistrate; Telephone conference call with David Hardin. Receipt of Proposal for environmental issue; address release of lien from Broward County.	1.80
02/06/2020	DJD	Telephone conference call with Stephen Bloom; Prepare for and attend Special Magistrate Hearing.	3.60
02/07/2020	DJD	Telephone conference call with Chuck Davis; Process Phase II environmental audit.	1.10

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

			HOURS	
02/10/2020	RLL	Work with environmental engineer to get revised proposal for phase II testing and forward revised proposal to client for signature.	0.30	
	DJD	Address scope of revised proposal for Phase II address re: issuance of check to Broward County.	0.80	
02/11/2020	RLL	Review recorded release of lien in favor of Broward County.	0.30	
	DJD	Address release of County Code Lien; Draft correspondence.	0.60	
02/14/2020	DJD	Telephone conference call with David Hardin.	0.20	
02/21/2020	RLL	Review tax and lien search on property.	1.20	
02/24/2020	RLL	Prepare outline of events occurred to date in preparation for public hearing.	0.50	
	DJD	Review terms of Contract; telephone conference call with David Hardin.	0.70	
		FOR CURRENT SERVICES RENDERED	21.10	4,137.50

RECAPITULATION

TIMEKEEPER	HOURS	HOURLY RATE	TOTAL
D.J. DOODY	15.00	\$225.00	\$3,375.00
RACHEL L LEACH	6.10	125.00	762.50

Color photocopies	14.00
Photocopies	53.90
TOTAL EXPENSES THRU 02/25/2020	67.90

02/20/2020	Abramowitz Tax & Lien Service - Invoice 875552	4,257.00
		4,257.00
	TOTAL ADVANCES THRU 02/25/2020	4,257.00
	TOTAL CURRENT WORK	8,462.40
	BALANCE DUE	\$8,462.40



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Goren, Cherof, Doody & Ezrol: Invoice #30095 Feb 2020 \$416.00 (Bond Validation)

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

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. invoice GCDE (Bond Validation)

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

TOWN OF HILLSBORO BEACH
1210 Hillsboro Mile
Hillsboro Beach FL 33062

Attn: Mac Serda, Town Manager

Page: 1
02/27/2020
ACCOUNT NO: 1182-1200991
STATEMENT NO: 30095

adv. State of Florida (Bond Validation 2020)

INTERIM STATEMENT

02/27/2020	Clerk of the Broward Court - filing fee	406.00
02/27/2020	Clerk of the Broward Court - Issuance of Summons	10.00
	TOTAL ADVANCES	416.00
	TOTAL CURRENT WORK	416.00
	BALANCE DUE	<u>\$416.00</u>



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: INFRAMARK: Invoice # 49019 Feb. 2020 \$9,056.88

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. INFRAMARK Invoice # 49019 Feb. 2020



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

Invoice: 49019
Invoice Date: 2/20/2020
Due Date: 3/21/2020
Terms: Net 30
Project ID: HILLSBORO
PO #:

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

Sales Description	Quantity	Units	Rate	Amount
Accounting Services for the Month Of: February 2020				
Financial Accounting Service 001-532004-51308-5000	1	Ea	\$7,242.42	\$7,242.42
Storage 001-544025-51307-5000	1	Ea	\$11.10	\$11.10
For mailing done on 1-23-2020	1	Ea	\$1,803.36	\$1,803.36
			Subtotal	\$9,056.88
			Tax (0%)	\$0.00
			Total Due	\$9,056.88

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

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



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: LSF: Invoice # 20-0131-26 Jan. 2020 \$6,551.86

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: None



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: RMA: Invoice 4464 Services Rendered 01-20-2020 to 02-14-2020 \$4,725.00

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. RMA Invoice 4464 Services Rendered 01-20-2020 to 02-14-2020 \$4,725.00

Invoice Date:
February 18, 2020

Services from 01/20/2020
to 02/14/2020

Invoice Number: 4464
1 of 6



REINVENTING YOUR CITY

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

General Planning

	Date and Description (date) (detail)	(hours)
general	1/22/2020 Zoning inquiry realtor sign	0.25
general	1/28/2020 FDOT Steve Mitchell email	0.25
general	2/4/2020 email - public information request	0.25
general	2/4/2020 coordinate w/ Steve - FDOT ROW	0.25
977	1/25/2020 reply to Architect questions	0.50
977	1/27/2020 call w/ Architect	0.25
977	1/29/2020 look into paver area - code search A1A call with AI regarding water line east side of	0.75
977	1/30/2020 Intracoastal calls+email with Architect questions - code	0.25
977	2/3/2020 research FEMA review email - forward to Derrick confirm	0.75
977	2/7/2020 FEMA maps - old maps used	0.50
977	2/7/2020 email Architect + call with Derrick	0.50
981	2/5/2020 email w/ Architect	0.25
999	2/4/2020 calls w/ James Wentzel Bomar	0.50
Seaboney 1159	2/7/2020 email GC	0.25
1159	2/7/2020 coordinate w/ Steve + Nicole	0.25
1007	1/22/2020 pick up plans	Flat Rate #1
1007	1/22/2020 call w/ Architect	0.25
1007	1/24/2020 prelim review of emailed plans + comments	1.00
1007	2/5/2020 email w/ Architect FDEP letter	0.25
1085	1/23/2020 code research + email	0.50
1085	1/23/2020 call w/ Maria Castillo	0.25
1105	1/24/2020 call with Annie	0.25
1105	1/25/2020 emails + review to Architect	0.75
1105	2/7/2020 code research + email Architect	0.50
1105	2/9/2020 code research +email to Architect	0.50
1107	1/26/2020 email + code research	0.50
1189	1/22/2020 call w/ Mancini	0.25
1189	2/5/2020 email KZ Arch - code waiver	0.50

Invoice Date:
February 18, 2020

Services from 01/20/2020
to 02/14/2020

Invoice Number: 4464
2 of 6



REINVENTING YOUR CITY

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

1189	2/6/2020 email KZ Arch - code waiver	0.50
1189	2/12/2020 email response to code waiver	0.50
Time - hrs.		12.25

Site Plan / Variance Review

Address	Date and Description	(hours)
925 variance	2/3/2020 calls w/ attorney	0.25
	2/5/2020 variance request - questions	0.25
	2/5/2020 email w/ attorney (Nacteria) +review plan	0.50
	2/6/2020 calls w/ attorney + receipt schedule meet'g meeting w/ attorney/owner/design team @	0.50
	2/7/2020 attorney's office	2.75
		4.25
957 site plan	1/22/2020 coordinate w/ Arch, Derrick, Steve Mitchell	0.75
	1/22/2020 Coordinate w/ Arch, Civil FEMA elev	0.50
	1/22/2020 public notice - owner notification	1.50
	1/23/2020 emails with Antonio - GC + Arch	0.75
	1/23/2020 call w/ GC	0.25
	1/25/2020 forward plan files last received staff report + email latest drawing + coordinate	0.50
	1/26/2020 w/ Architect	2.25
	2/3/2020 prep for city commission meeting	1.00
	2/3/2020 calls+email w/GC	0.50
	2/4/2020 call w/ GC	0.25
	2/4/2020 emails	0.25
	2/4/2020 Commission meeting	1.75
	2/4/2020 call w/ Architect	0.25
		10.50

Total Site Plan / Variance Review	Time - hrs.	14.75
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Invoice Date:
February 18, 2020

Services from 01/20/2020
to 02/14/2020

Invoice Number: 4464
3 of 6



REINVENTING YOUR CITY

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

Permitting

Address	Date and Description	(hours)
	923 Permit # 85289 rev 93268	
	2/14/2020 calls w/ James Wentzel	0.50
		0.50
	927 Permit # 85167 rev 93504	
	2/11/2020 pick up	Flat Rate #8
	1/14/2020 review (initial)	0.75
		0.75
	931 Permit # 89158	
	1/23/2020 pick up	Flat Rate #2
	1/23/2020 review	0.75
	1/24/2020 drop off	Flat Rate #3
		0.75
	931 Permit # 93420	
	1/23/2020 pick up	Flat Rate #2
	2/5/2020 review + coord w/ civil eng	1.00
	2/6/2020 drop off	Flat Rate #7
		1.00
	931 87678 rev 89410/89166	
	1/27/2020 pick up	Flat Rate #4
	1/28/2020 review + coord w/ civil eng	2.25
	1/29/2020 drop off	Flat Rate #5
		2.25
	977 Permit # (88809)	
	1/24/2020 call w/ Al	0.25
	2/6/2020 call w/ Al	0.25
		0.50

Invoice Date:
February 18, 2020

Services from 01/20/2020
to 02/14/2020

Invoice Number: 4464
4 of 6



REINVENTING YOUR CITY

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

1015 Permit # (93250)		
2/13/2020 call w/ nicole		0.25
2/14/2020 pick up	Flat Rate #9	
2/14/2020 review file for final inspection		0.75
		1.00
1050 Permit # (89497)		
1/22/2020 pick up	Flat Rate #1	
1/23/2020 review file		0.75
1/24/2020 final inspection		1.25
1/27/2020 drop off	Flat Rate #4	
1/27/2020 final inspection email		0.25
		2.25
1057 Permit # (93233)		
2/14/2020 pick up	Flat Rate #9	
2/14/2020 review file for final inspection		0.75
		0.75
1121 Permit # (84125) rev 93409 ref		
Revised final elevation certificate - review		
1/23/2020 coordinate		0.75
1/23/2020 call with Matt		0.25
1/24/2020 drop off	Flat Rate #3	
		1.00
1131 Permit # (89553)		
1/22/2020 pick up	Flat Rate #1	
1/22/2020 review file		0.50
1/23/2020 final inspection		1.25
1/24/2020 drop off	Flat Rate #3	
		1.75

Invoice Date:
February 18, 2020

Services from 01/20/2020
to 02/14/2020

Invoice Number: 4464
5 of 6



REINVENTING YOUR CITY

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

	1/23/2020 pick up	Flat Rate #2	
	1/23/2020 review file		0.75
	1/24/2020 Final Inspection		1.25
	1/27/2020 drop off	Flat Rate #4	
			2.00
1159 Permit # (88840)			
	1/24/2020 drop off	Flat Rate #3	
			0.00
1198 #122 Permit # (93489)			
	2/4/2020 pick up	Flat Rate #6	
	2/5/2020 review		0.75
	2/6/2020 drop off	Flat Rate #7	
			0.75
1198 #222 Permit # (93490)			
	2/4/2020 pick up	Flat Rate #6	
	2/5/2020 review		0.75
	2/6/2020 drop off	Flat Rate #7	
			0.75
1212 #26 Permit # (89879)			
	1/23/2020 pick up	Flat Rate #2	
	1/23/2020 review file		0.75
	1/24/2020 final inspection		1.25
	1/27/2020 drop off	Flat Rate #4	
			2.00
	General Planning Hours		12.25
	Site Plan / Variance Review Hours		14.75
	Permitting Hours		18.00
	Total Hours		45.00

Invoice Date:
February 18, 2020

Services from 01/20/2020
to 02/14/2020

Invoice Number: 4464
6 of 6



REINVENTING YOUR CITY

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

Total Hours	45.00
Hourly Rate	100.00
Sub-total Hourly Services	4500.00
Flat Rate Services:	
9 drop off/pick up at \$25 each	225.00
Total Amount Due	\$ 4,725.00



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Shutts & Bowen LLP: Invoice # 1430691 Professional Services rendered thru Jan. 31,2020 \$8,020.50

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Shutts & Bowen LLP Invoice # 1430691 \$8,020.50

SHUTTS & BOWEN LLP

ATTORNEYS AND COUNSELORS AT LAW

200 SOUTH BISCAYNE BOULEVARD, SUITE 4100

MIAMI, FLORIDA 33131

FORT LAUDERDALE (954) 524-5505 • JACKSONVILLE (904) 899 - 9950 • MIAMI (305) 358-6300 • ORLANDO (407) 423-3200
SARASOTA (941) 552-3500 • TALLAHASSEE (850) 521-0600 • TAMPA (813) 229-8900 • WEST PALM BEACH (561) 835-8500

E-mail: billing@shutts.com

Town of Hillsboro Beach
1210 Hillsboro Mile
Hillsboro Beach, FL 33062
Donald J Doody, City Attorney

February 11, 2020

Atty No.: 0331

Invoice: 1430691

Client: 51416-0001

Re: *City of Deerfield Beach Litigation*

For professional services rendered thru: *January 31, 2020*

Total Service	8,000.00
Total Expense	20.50
Credits Applied	(0.00)
Current Balance Due	8,020.50
<i>Prior Balance Due</i>	0.00
Total Balance Due	\$8,020.50

Terms: DUE UPON RECEIPT.

A 1% per month late payment charge will apply on any unpaid balance over 30 days from date of invoice.

Federal I.D. No. 59-0447122

TO ENSURE PROPER CREDIT, PLEASE RETURN ONE COPY OF THE COVER SHEET WHEN MAKING
PAYMENT. THANK YOU.

SHUTTS & BOWEN LLP

ATTORNEYS AND COUNSELORS AT LAW

200 SOUTH BISCAYNE BOULEVARD, SUITE 4100

MIAMI, FLORIDA 33131

FORT LAUDERDALE (954) 524-5505 • JACKSONVILLE (904) 899 – 9950 • MIAMI (305) 358-6300 • ORLANDO (407) 423-3200

SARASOTA (941) 552-3500 • TALLAHASSEE (850) 521-0600 • TAMPA (813) 229-8900 • WEST PALM BEACH (561) 835-8500

E-mail: billing@shutts.com

Atty No.: 0331
Invoice: 1430691

— SERVICES RENDERED —

Date	Description	Attorney	Hours
01/19/20	Hillsboro - Review materials	JMG	2.10
01/21/20	Review materials, participate in shade meeting, and conferences with co-counsel to discuss strategy for lawsuit	JMG	5.70
01/27/20	Prepare for and conduct strategic planning	JMG	1.00
01/27/20	Telephone conference with Joe Goldstein regarding Hillsboro vs. Deerfield sand litigation.	AIT	0.90
01/27/20	Conference call with J. Goldstein, A. Tachmes and J. Gonzalez regarding litigation with Deerfield Beach	D6G	1.00
01/28/20	Telephone conference with Mr. Doody regarding status and strategy and prepare for hearing on partial summary judgment	JMG	0.20
01/28/20	Review court pleadings sent by Joe Goldstein and comment.	AIT	0.50
01/28/20	Review email from A. Tachmes regarding case status and issues for review; review Chapter 161 Florida Statutes regarding responsibilities of FDEP to address erosion; review complaint and other relevant pleadings in pending case; review and forward Section 403.412 filing provisions to J. Goldstein regarding enforcement action against FDEP	D6G	2.10
01/29/20	Prepare for and attend hearing on partial summary judgment	JMG	1.20
01/30/20	Review strategy as to administrative and litigation	JMG	0.70
01/30/20	conference with J. Goldstein regarding litigation status and communications with FDEP staff	D6G	0.20
01/31/20	Prepare for and attend status call with co-counsel and client	JMG	0.40
Total Fees for Professional Services:			\$8,000.00

SHUTTS & BOWEN LLP

ATTORNEYS AND COUNSELORS AT LAW

200 SOUTH BISCAYNE BOULEVARD, SUITE 4100
MIAMI, FLORIDA 33131

FORT LAUDERDALE (954) 524-5505 • JACKSONVILLE (904) 899 – 9950 • MIAMI (305) 358-6300 • ORLANDO (407) 423-3200
SARASOTA (941) 552-3500 • TALLAHASSEE (850) 521-0600 • TAMPA (813) 229-8900 • WEST PALM BEACH (561) 835-8500
E-mail: billing@shutts.com

— FEES SUMMARY —

Attorney	Title	Hours	Rate	Total
Goldstein, Joseph M.	Partner	11.30	500.00	5,650.00
Tachmes, Alexander I.	Partner	1.40	500.00	700.00
Getzoff, Deborah A.	Partner	3.30	500.00	1,650.00
Total		16.00		\$8,000.00

Atty.: 0331
Invoice: 1430691

— EXPENSE ADVANCES —

Date	Description	Amount
01/29/20	01/29/2020 - Parking - Attend 1-29-2020 Case Management Conference	20.50
Total Expense Advances		\$20.50



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: INVOICES FOR RATIFICATION

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: None



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Sialia Environmental Consulting, Inc Services Rendered July 7, 2019 to Feb. 11, 2020 \$5,239.56 Ratification

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Sialia Environmental Consulting, Inc Services Rendered July 7, 2019 to Feb. 11, 2020 \$5,239.56 Ratification

SIALIA ENVIRONMENTAL CONSULTING, INC

Robert S. Young, PhD PG
PO BOX 10
Webster NC 28788
USA

INVOICE

Date: 11 February, 2020

Work performed July 7, 2019 to Feb. 11, 2020 (Hillsboro Beach)

July 8	Review settlement docs	3 hr
July 10	Review	3 hr
Aug. 28	Review/Response Inquiry from CL	2 hr
Oct. 2	Phone Call and Prep w/ Mayor	4 hr
Oct. 3	Doc. Review for CL	3 hr
Feb 5	Review Depo/Reports for Trial Prep	5 hr
Feb. 7	Travel/Meetings Jacksonville, Trial Prep	10 hr
Feb. 8	Travel/Meetings Jacksonville	4 hr
Feb. 10	Post-meeting trial prep, exhibits	4 hr

Total 38 hours @ \$225/hr 8550.00
50% courtesy disc (4275.00)

Travel Expenses:

Airfare June Feb. 7-8	664.00
Lodging June 26-28	132.21
Parking (2 days at Apt)	32.00
Car Rental/Gas	73.35
Meals	63.00
Total Travel	964.56

Total Due	5239.56
Retainer	(5000.00)
Balance due	239.56
+Retainer refresh	5000.00
Payment Request	5239.56

ok to
PAY 5239.56
2.11.20
PAY now commission
to APP due
post-payment
Sal

Sheraton Jacksonville Hotel
 10605 Deerwood Park Blvd.
 Jacksonville, FL 32256
 United States
 Tel: 904-564-4772



ROBERT YOUNG

Page Number : 1 Invoice Nbr : 311612
 Guest Number : 410171
 Folio ID : A
 Arrive Date : 02-07-2020 17:05
 Depart Date : 02-08-2020 11:40
 No. Of Guest : 1
 Room Number : 427
 Marriott Bonvoy Number : 9478

Sheraton Jax JAXSI FEB-08-2020 11:50 KAITLIN

Date	Reference	Description	Charges (USD)	Credits (USD)
02-07-2020	RT427	Rm Chrg - AAA	117.00	
02-07-2020	RT427	State Tax	8.19	
02-07-2020	RT427	Occupancy/Tourism	7.02	
02-08-2020	AX	American Express-6009		-132.21
** Total			132.21	-132.21
*** Balance			0.00	

When you stay with us, we Go Beyond so you can too with thoughtful service, exceptional experiences and everything you seek when traveling. Book your next stay at Sheraton.com
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Bring the Sheraton sleep experience home with you. Visit SheratonStore.com.

THE HERTZ CORPORATION
Phone: 800-654-4173
Web: www.hertz.com



Rental Agreement No: 389229293
Date: 02/08/2020
Document: 900002175412

Direct All Inquiries To:
THE HERTZ CORPORATION
PO BOX 26120
OKLAHOMA CITY, OK 73126-0120

CHARGE DETAIL

Renter: ROBERT YOUNG
Account No.: *****6009 AMX
CDP No.: 211762
CDP Name: PLATINUM CARD FROM AMEX

DR ROBERT S YOUNG
PO BOX 10
WEBSTER, NC 28788-0010

RENTAL REFERENCE

Rental Agreement No: 389229293
Reservation ID: J29802997D5
Frequent Traveler: ZE1

MISCELLANEOUS INFORMATION

CC AUTH: 107846 DATE: 2020/02/07 AMT: 273.00

Gold Plus Rewards Points

Earned this rental: 92

RENTAL DETAILS

Rate Plan: IN: RCUE1 OUT: RCUE1
Rented On: 02/07/2020 11:30 LOC# 132811
JACKSONVILLE, FL
Returned On: 02/08/2020 11:15 LOC# 132811
JACKSONVILLE, FL
Car Description: SIR EVOQUE 2.0N LDNR69
Veh. No.: 1371228
CAR CLASS Charged: H4 MILEAGE In: 93
Rented: H4 Out: 8
Reserved: H4 Driven: 85

RENTAL CHARGES

DAYS	1 @	68.62	68.62
SUBTOTAL			68.62
DISCOUNT		20.00%	-13.72
SUBTOTAL			54.90
CONCESSION FEE RECOVERY			6.46
VEHICLE LICENSE FEE			1.69
CUSTOMER FACILITY CHARGE			2.00
MOTOR VEHICLE LEASE TAX			2.02
ENERGY SURCHARGE			1.49
TAX		7.00%	4.79

TOTAL CHARGES 73.35 USD

E-RETURN RECEIPT

THANK YOU FOR RENTING FROM HERTZ

ALL CHARGES HAVE BEEN BILLED TO YOUR ACCOUNT.

Direct All Inquiries To:
THE HERTZ CORPORATION
PO BOX 26120
OKLAHOMA CITY, OK 73126-0120
UNITED STATES

Rental Agreement No: 389229293
Date: 02/08/2020
Document: 900002175412

Renter: ROBERT YOUNG
Account No.: *****6009 AMX

Phone: 800-654-4173
Web: www.hertz.com

TOTAL CHARGES 73.35 USD

DELTA 1555 Main Cabin (Y)	ASHEVILLE, NC 7:15am	ATLANTA 8:28am
DELTA 2180 Main Cabin (Y)	ATLANTA 9:25am	JACKSONVILLE, FL 10:40am

Sat, 08FEB	DEPART	ARRIVE
DELTA 2849 Main Cabin (Y)	JACKSONVILLE, FL 12:50pm	ATLANTA 2:06pm
DELTA 5357* Main Cabin (Y)	ATLANTA 3:19pm	ASHEVILLE, NC 4:20pm

*Flight 5357 Operated by ENDEAVOR AIR DBA DELTA CONNECTION

MANAGE MY TRIP>

RESTRICTED HAZARDOUS ITEMS

To ensure the safety of our customers and employees, **Delta does not accept smart bags**. Smart bags with non-removable lithium-ion batteries will not be permitted as carry-on or checked baggage on any Delta mainline or Delta Connection flight. For more information, please visit our [News Hub](#).

All damaged, defective or recalled lithium batteries, including lithium powered self-balancing transportation devices are not permitted as carry-on or checked baggage.

Spare batteries for other devices, fuel cells, and e-cigarettes are permitted in carry-on baggage only. If your carry-on bag contains these items and is gate checked, they must be removed and carried in the cabin. Further information and specific guidelines regarding restricted items can be found [here](#).

REAL ID REMINDER

Effective, October 1, 2020, every air traveler 18 years of age and older will need a REAL ID-compliant driver's license or another acceptable form of ID. Please visit the [TSA REAL ID](#) website for more information.

Passenger Info

Name: ROBERT YOUNG
SkyMiles #2249957883
Gold

FLIGHT	SEAT
DELTA 1555	13D
DELTA 2180	12D
DELTA 2849	14D
DELTA 5357	12A

Visit delta.com or use the [Fly Delta app](#) to view, select or change your seat. If you purchased a Delta Comfort+ seat or a Trip Extra, please visit [My Trips](#) to access a receipt of your purchase.

Flight Receipt

Ticket #: [0062417342156](#)
Place of Issue: [Delta.com](https://delta.com)
Issue Date: 03FEB20
Expiration Date: 03FEB21

METHOD OF PAYMENT	
AX*****5001	\$664.40 USD

CHARGES	
Air Transportation Charges	
Base Fare	\$574.88 USD
Taxes, Fees and Charges	

United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$11.20 USD
United States - Transportation Tax (US)	\$43.12 USD
United States - Passenger Facility Charge (XF)	\$18.00 USD
United States - Flight Segment Tax (ZP)	\$17.20 USD
TICKET AMOUNT	\$664.40 USD

NONREF/PENALTY APPLIES

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Fare Details: AVL DL X/ATL DL JAX315.35KF0NA0FL DL X/ATL DL AVL259.53UF0NA0FL USD574.88END ZP AVLATLJAXATL XF AVL4.5ATL4.5JAX4.5ATL4.5

Checked Bag Allowance

The fees below are based on your original ticket purchase. **If you qualify for free or discounted checked baggage**, this will be taken into account when you check in.

Fri 07 Feb 2020

DELTA: AVL ATL

CARRY ON	FIRST	SECOND
FREE	FREE	FREE

Fri 07 Feb 2020

DELTA: ATL JAX

CARRY ON	FIRST	SECOND
----------	-------	--------

INCLUDED	INCLUDED	INCLUDED
----------	----------	----------

Visit delta.com for details on [baggage embargos](#) that may apply to your itinerary

Sat 08 Feb 2020

DELTA: JAX ATL

CARRY-ON	FIRST	SECOND
FREE	FREE	FREE

Sat 08 Feb 2020

DELTA: ATL AVL

CARRY ON	FIRST	SECOND
INCLUDED	INCLUDED	INCLUDED

Visit delta.com for details on [baggage embargos](#) that may apply to your itinerary.

Transportation of Hazardous Materials

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in civil penalties. Examples include: Paints, aerosols, lighter fluid, fireworks, torch lighters, tear gases and compressed gas cartridges.

There are special exceptions for small quantities (up to 70 ounces total). For further information visit [delta.com Restricted Items](#) Section.

MANAGE MY TRIP>

BOOK A FLIGHT >

BOOK A VACATION PACKAGE >

RESERVE A CAR + HOTEL >



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Broward County Water & Wastewater Services (BCWWS)
Presented by Pat MacGregor

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

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: None



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Police Department - Jan 2020 Report
Presented by Chief Nagy

Submitting Dept: Town Clerk, Sherry D. Henderson, Town Clerk
Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Jan 2020 Police Report



TOWN OF HILLSBORO BEACH



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



Hillsboro Beach Police JANUARY 2020 Activity Report



	Jan-20	Prior Month	Jan-19
Marine			
Total Number of Marine Contacts	35	40	12
Total Number of Boats Removed From Swim Zone	2	2	3
Total Number of Wake/Safety Education Given	31	40	12
Hours of Marine Patrol	50	75	40
Hours of ATV Patrol	9	8	3
Traffic/Pedestrian/Cyclist			
Total Number of Traffic Contacts	106	73	51
Total Number of Trespassers Removed	76	60	15
Total Number of Cyclist Contacts	21	36	5
Hours Conducting Crosswalk Enforcement	9	17	48
Hours Of Bike Patrol	0	3	0
Activity			
Total Number of Sick/Deceased/Injured Calls For Service	22	16	13
CUSHIONS (Call Urgent Sick Hospitalized Individuals On Next Shift)	22	16	13
Total Number of Arrests	8	0	3
Total Number of Crashes	3	2	1
Service Calls	233	179	133

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

Submitted by:

Thomas Nagy, Chief of Police

02/11/2020

Date



TOWN OF HILLSBORO BEACH



Patrol Activity JANUARY 2020

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

	Mileage	Arrests	Traffic Contacts	Marine Contacts	Bicyclist Contacts	ATV Contacts	Security Checks	Service Calls*	Self Initiated Calls	Enforcements (crosswalk)	Work Zone Enforcements	Subpoena Hours	Training Hours	ATV Hours	Marine Hours	PD Bicycle Hours
Chief Nagy	83		3				35	4	3			16				
Major O'Neill												32				
Lt. Pugliese	249		3				140	11	4			16				
Sgt. Mastrandrea	476		7				494	31	5			11				
Sgt. Clark	957		19				493	39	23	3		16				
Sgt. Gianino	501		2	7			303	33	13	4	3	33		12		
Sgt. Kirchoff	734		1			34	734	63	31			33				
Ofc. McGrath	1047		19	7	4		588	59	36			18		14		
Ofc. Kelly	1022	1	23	8	3		552	48	27	1	6	19	1	19		
Ofc. Steel	774	4	11	2			819	29	38			16				
Ofc. Nolan	1078	1	12		14	17	730	72	43			18	6			
Ofc. Stengel	568		1				515	17	9			24				
Ofc. Pope	118	1				5	65	22	3			21	2			
Ofc. Torres	1322	1	5				750	48	3	1		17				
Ofc. Landry																
Ofc. Bukata				11								8		5		
Monthly Totals	8929	8	106	35	21	56	6218	476	238	9	0	9	298	9	50	

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



TOWN OF HILLSBORO BEACH



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

Crash Locations JANUARY 2020

Location	Injury	No Injury	Fatal	Total
985 Hillsboro Mile		X		1
1155 Hillsboro Mile		X		1
1210 Hillsboro Mile		X		1
Total		3		3

Crash Causes

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



TOWN OF HILLSBORO BEACH



Investigation Activity JANUARY 2020

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

Complaint/Info	Active	Pending	Cleared
Currently Working			
Grand Theft	3	1	
Fraud	1		1
Robbery	1		
Burglary Conveyance	2	1	
Burglary/Grand Theft		1	
Petit Theft	1	1	
Property Damage		1	
Criminal Mischief	1		
Unlicensed Contractor	1		
New			



TOWN OF HILLSBORO BEACH



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

Bias Based Profiling JANUARY 2020



	<i>Traffic Contacts</i>		<i>Arrests (including traffic)</i>		
	Male	Female	Male	Female	
White	69	22	7		
Black	11	4		1	
Asian					
Native American					
Other					
Total	80	26	7	1	114

Vehicle/Mileage Recap JANUARY 2020

Unit	Type	Primary Use	EOM	BOM	CMM	PMM	INC/DEC
160	SUV	Road Patrol	130,381	128,224	2,157	2,849	-692
161	SUV	Road Patrol	109,397	106,906	2,491	1,189	1,302
162	Crown Vic.	Training/Decoy	123,299	123,275	24	153	-129
163	SUV	Road Patrol	30,155	25,898	4,257	4,745	-488
164	Charger	Chief	61,094	58,626	2,468	2,499	-31
166	Charger	Major	165,526	164,237	1,289	1,213	76
		Police		TOTALS	12,686	12,648	38
170	Pickup Truck	Water Dept	92,426	91,849	577	539	38
171	Pickup Truck	Maintenance	90,999	90,894	105	92	13
172	Pickup Truck	Water Dept	49,706	49,204	502	559	-57
173	Pickup Truck	Water Dept	2,844	2,645	199	118	81
		Water Dept		Totals	1,383	1,308	75
		EOMH		BOMH	CMH	PMH	INC/DEC
M1	Boat	Patrol	1208.6	1168.9	40	56	-16.3
165	ATV	Patrol	480	471.3	8.7	7.2	1.5

Key

EOM= End of Month

BOM= Beginning of Month

CMM= Current Month Mileage

PMM= Previous Month Mileage

INC/DEC= Increase/Decrease

EOMH= End of Month Hours

BOMH= Beginning of Month Hours

CMH= Current Month Hours

PMH= Previous Month Hours

2020 Vehicle Mileage PD

Unit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TM
160	2,157												2,157
161	2,491												2,491
162	24												24
163	4,257												4,257
164	2,468												2,468
166	1,289												1,289
TOTAL	12,686												12,686
GALLONS	1110.9												1,111

Specialty Vehicles PD

Marine 1	40												40
ATV	8.7												8.7

Water Department

170	577												577
171	105												105
172	502												502
173	199												199
TOTAL	1,383												1,383
GALLONS	123.6												124

2020 Gas Usage Police Department

Employee	Department	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total Gallons
1-Nagy	Police	107.9												107.9
13-O'Neill	Police	0.0												0.0
3-Pugliese	Police	74.9												74.9
4-Mastandrea	Police	52.0												52.0
5-Clark	Police	193.5												193.5
12-Gianino	Police	0.0												0.0
11-Kirchoff	Police	12.6												12.6
7-McGrath	Police	135.4												135.4
8-Kelly	Police	47.8												47.8
9-Steel	Police	118.8												118.8
10-Nolan	Police	77.4												77.4
14-Pope	Police	0.0												0.0
15-Stengel	Police	14.0												14.0
27-Torres	Police	47.9												47.9
16-Landry	Police	0.0												0.0
18-Beauparlant	Police	207.4												207.4
17-Bukata	Police	0.0												0.0
26-Joseph	Maintenance	21.3												21.3
Police Totals	TOTALS	1110.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1110.9

Gas Usage Water Department

19-Garray	Water Dept	45.9												45.9
20-Bullard	Water Dept	57.3												57.3
21-Charles	Water Dept	20.4												20.4
22-Knapstein	Water Dept	0												0
23-Rivera	Water Dept	0												0
Water Totals		123.6	0	0	0		0	0	0	0	0	0	0	

Gas Tank 30 1/4" = 1877 gal

WEEK 1	OFFICER	DATE	PATROL TIME START	PATROL TIME END	TOTAL PATROL HOURS	BOAT ENGINE HOURS	VESSEL STOPS	ACCIDENTS	CITATIONS	CALLS FOR SERVICE	COMPLAINT # / CITATION #
	Bukata	1/4/20	1000	1500	5	3.3	11				11 Stops for wake violations (speed in Manatee Zone)
WEEK 2	Kelly	1/12/20	1000	1800	8	6.2	1				1 Manatee Zone Warning
	McGrath	1/12/20	1800	2200	4	3.1	2				2 wake zone warnings
	Kelly	1/15/20	1400	1700	3	2.4	2				2 Manatee zone
	Gianino	1/16/20	1400	1800	4	2.9	3				3 Wake warnings manatee zone
WEEK 3	Kelly/Gianino	1/25/20	1000	1800	8	6.8	4				4 Manatee Zone Warning
	McGrath	1/25/20	1800	0000	6	5	3				3 wake zone warnings
	Kelly/Gianino	1/26/20	1000	1800	8	6.4	5			1	5 wake warnings, drifting boat in ICW
	McGrath	1/26/20	1800	2200	4	3	2				2 wake zone warnings
WEEK 4											
WEEK 5											
TOTALS					50	39.1	33	0	0	1	

CERTIFICATION: I hereby certify that the times and dates of the patrols reflect services rendered by the contracting Municipality / Agency for the Broward County EMLEG Program.

TOTAL _____

GRANTEE PROJECT ADMINISTRATOR

DATE

NOTE: Grantee shall submit to County a certified copy of the officer's time card reflecting services rendered and appropriate approvals by grantee



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 - Jan 2020 Report

Presented by Stephen Bloom, Inframark, Inc.

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

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. Jan20 financial slides
 2. January 2020 Financial Report

Town of Hillsboro Beach

January 2020 Financial Performance

Meeting Date: March 3, 2020



General Fund

Overview

- ▶ Surplus of \$2.5 million through January. (Total funding over/under Expenditures)

Revenue / Other Sources

- ▶ Total funding for January was at 79.1% of the annual budget (excluding use of fund balance).
- ▶ Revenue from property tax collections is 85.9% through January.

Description	Budget	Actual	% of Budget
Property Taxes	\$ 4,715,939	4,050,677	85.9%
Other Local Taxes	270,000	95,459	35.4%
Intergovernmental Revenue	178,949	57,562	32.2%
Fines & Forfeitures	5,100	962	18.9%
Miscellaneous Revenues	45,000	7,621	16.9%
Interest Income	48,000	37,558	78.2%
Transfer In	133,000	19,095	14.4%
Total Funding	\$ 5,395,988	\$ 4,268,934	79.1%

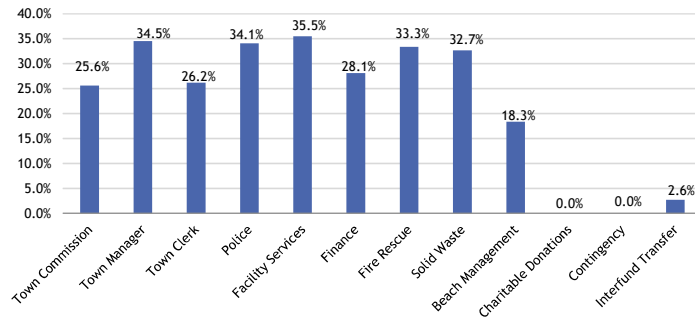


General Fund

Expenditures

- ▶ Total expenditures – Favorable at 29.4% of the annual budget.

General Fund - % of Budget Spent by Department



3

Special Revenue Funds

Fund Highlights

- ▶ Total funding and expenditures for these funds net to zero.
 - Community Bus Fund – Approximately 29.7% of budget or \$24.3 thousand.
 - Marine Law Enforcement Fund – 25.7% of budget or \$7.8 thousand.
 - Permitting, P&Z, Code Compliance – 35.6% of budget or \$153.9 thousand.
- ▶ \$293.4 thousand balance in Federal Forfeitures / Asset Sharing Fund (includes interest income).



4

Other Funds

Debt Service Fund – Beach Loan

- ▶ Total assessments collected for January was \$622.5 thousand or 82.9% of the annual budget.
- ▶ The Final payment on this loan will be made in 2021.

Capital Projects Fund – (General Fund Improvements)

- ▶ The capital expenditures for January was approximately \$1 thousand or .01% of the annual budget.



5

Water Fund

Overview

- ▶ Overall, the water fund had a surplus of \$124 thousand.
- ▶ Operations had a surplus of \$63.3 thousand.
- ▶ Debt Service payments were made in November in the amount of \$189.7 thousand.

Revenue/Other Sources

- ▶ Total revenue – 33.8% of the annual budget.
- ▶ Total water service revenue – 35.5% of the annual budget.
- ▶ The water usage billings through January were up by 3.47% compared to last year at this time.

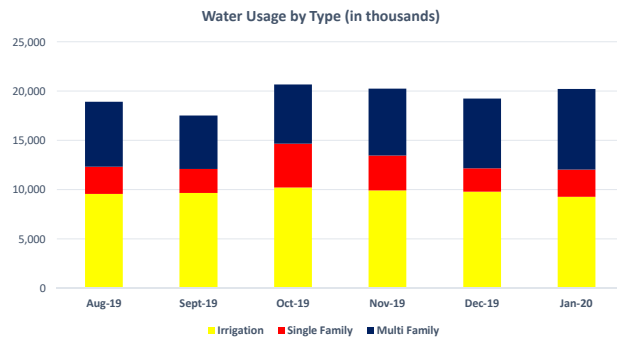


6

Water Fund

Revenue (continued)

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

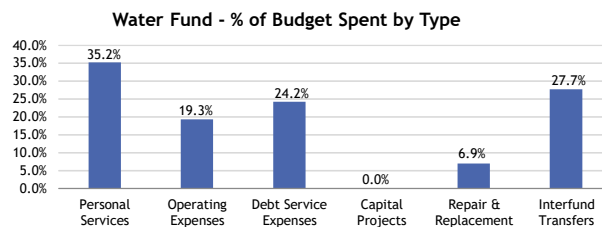


7

Water Fund

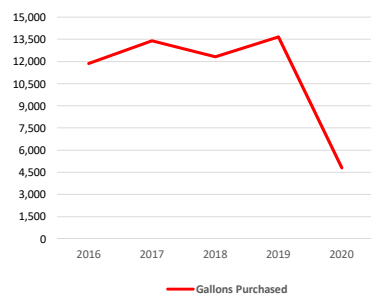
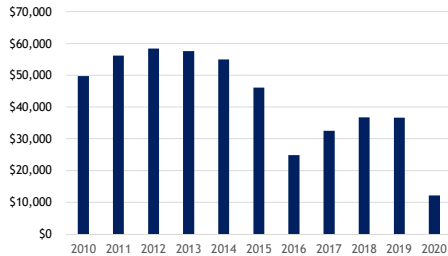
Expenses

- Total expenses through January was at 20.6% of the annual budget.
 - Debt Service Expenses:
 - Loan payment for Water Main project: was paid on November 14, 2019.
 - Loan payment for Water Plant project is scheduled for March 15, 2020.
 - Capital Purchases:
 - The capital expenditures for January totaled \$4.5 thousand or .6% of the annual budget.



8

Fuel Costs by Fiscal Year (updated thru January)



Fiscal Year	Fuel Cost	Gallons Purchased	Avg Price / Gallon
2010	\$49,662		
2011	\$56,162		
2012	\$58,320		
2013	\$57,515		
2014	\$54,888		
2015	\$46,030		
2016	\$24,771	11,858	\$2.09
2017	\$32,433	13,405	\$2.42
2018	\$36,733	12,320	\$2.98
2019	\$36,586	13,666	\$2.68
2020	\$12,131	4,804	\$2.53

MEMORANDUM

TO: Mayor Deb Tarrant and Commissioners
FROM: Stephen Bloom, Finance Director
CC: Commissioner Vicky Feaman, Treasurer / Ken Cassel, Project Manager
DATE: February 19, 2020
SUBJECT: January Financial Report

Please find included in this agenda item the January 2020 financial report. At this point in the fiscal year (through January), the revenues and expenditures should be at approximately 33.33% of the adopted budget. To further assist with your review, an overview of each of the Town's funds is provided below.

General Fund

- Total funding through January was at 70.6% of the annual budget.
 - Ad valorem taxes are 86.1% collected through January.
- Total expenditures through January were at 29.4% of the annual budget.

Special Revenue Funds

Community Bus

- Total funding and expenditures through January were at 29.7% of the annual budget.

Marine Law Enforcement Grant

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

Permitting, P&Z, Code Compliance

- Total funding and expenditures through January were at 35.6% of the annual budget.

Federal Forfeitures / Asset Sharing

- Total funds received thru January - \$293,436.

Debt Service Fund – (Beach Loan)

- Total revenues (Non-Ad valorem assessments) through January were at 83% of the annual budget.
- The next loan payment will be made on April 1, 2020.

Capital Projects Fund – (General Fund Improvements)

- Total funding and expenditures through January were at 0.3% of the annual budget.

MEMORANDUM

Town of Hillsboro Beach

Subject: January Financial Report

Page 2

Water Fund – (Operations)

- Total funding through January was at 32.3% of the annual budget. The water usage billings through January (YTD) were up by 3.47% compared to last year at the same time. For the month of January, the total gallons used was up by 4.9% or 944 thousand gallons compared to last month. The chart below compares the usage for January by category (Single Family, Multi Family, Irrigation) with last month and with the prior year - January 2019. The Change in usage and % change compare current month with prior month.

Usage Comparison in thousands)

Service Type	(Prior Yr) Jan-19	Dec-19	Jan-20	Month-to-Month Change	
				Change in Usage	% Change
Irrigation	9,547	9,783	9,250	-527	-5.4%
Single Family	2,218	2,373	2,773	394	16.6%
Multi Family	7,280	7,088	8,165	1077	15.2%
Total	19,045	19,244	20,188	944	4.9%

- Total expenses through January were at 28% of the annual budget.

Debt Service – (State Revolving Loans)

- Total funding through January was 33.4% of the annual budget.
- The next loan payment for the water plant will be paid on be March 15, 2020.
- The next loan payment for the water main project will be paid on May 15, 2020.

Capital Projects Fund – (Water Fund Improvements)

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

Town of Hillsboro Beach

Financial Report

January 31, 2020

Prepared by



Town of Hillsboro Beach

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Town of Hillsboro Beach

Financial Statements

(Unaudited)

January 31, 2020



Balance Sheet
January 31, 2020

ACCOUNT DESCRIPTION	GENERAL FUNDS	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	WATER FUNDS	TOTAL
<u>ASSETS</u>					
Current Assets					
Equity in Pooled Cash	\$ 5,993,045	\$ 18,171	\$ 881,074	\$ 2,113,707	\$ 9,005,997
Accounts Receivable	87,473	5,023	-	188,232	280,728
Allow -Doubtful Accounts	(26,072)	-	-	(32,305)	(58,377)
Assessments Receivable	-	-	251,730	-	251,730
Due From Other Gov'tl Units	25,986	19,935	-	601,792	647,713
Deferred Outflow of Resources	-	-	-	91,447	91,447
Fuel	5,002	-	-	-	5,002
Money Market Account	-	289,245	-	-	289,245
BoA Loan Funding	-	-	367,317	-	367,317
Prepaid Items	196,281	-	-	16,201	212,482
Deposits	350,000	-	-	-	350,000
Total Current Assets	6,631,715	332,374	1,500,121	2,979,074	11,443,284
Noncurrent Assets					
Fixed Assets					
Buildings	-	-	-	2,037,360	2,037,360
Accum Depr - Buildings	-	-	-	(727,873)	(727,873)
Distribution System	-	-	-	11,697,713	11,697,713
Plant Improvements	-	-	-	608,583	608,583
Infrastructure	-	-	-	102,068	102,068
Accum Depr - Infrastructure	-	-	-	(2,112,345)	(2,112,345)
Equipment	-	-	-	140,393	140,393
Meters	-	-	-	406,036	406,036
Vehicles	-	-	-	80,905	80,905
Accum Depr - Equip/Furniture	-	-	-	(518,478)	(518,478)
TOTAL ASSETS	\$ 6,631,715	\$ 332,374	\$ 1,500,121	\$ 14,693,436	\$ 23,157,646
<u>LIABILITIES</u>					
Accounts Payable	\$ 76,997	\$ 8,444	\$ -	\$ 10,087	\$ 95,528
Accrued Expenses	41,196	29,569	-	-	70,765
DBPR/DCA/BRA Surcharges	-	925	-	-	925
Accounts Payable - Other	100	-	-	-	100
Notes/Loans Payable - Current	-	-	-	636,745	636,745
Notes/Loan Payable - LT (Water Main)	-	-	-	5,256,053	5,256,053
Compensated Absences-Current	26,244	-	-	-	26,244
Accrued Interest Payable	-	-	-	27,391	27,391
Accrued Wages Payable	67,910	-	-	13,320	81,230



Balance Sheet
January 31, 2020

ACCOUNT DESCRIPTION	GENERAL FUNDS	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	WATER FUNDS	TOTAL
Accrued Taxes Payable	5,185	-	-	1,000	6,185
Payroll Deduction - Misc.	4,747	-	-	1,840	6,587
ICMA-Retirement Health Savings	334	-	-	-	334
Flexible Spending Account	3,156	-	-	254	3,410
Deposits	8,125	-	-	-	8,125
Deferred Revenue	-	-	251,730	-	251,730
Notes/Loans Payable - LT	-	-	-	3,386,407	3,386,407
Compensated Absences-Long-Term	-	-	-	81,830	81,830
OPEB Liability	-	-	-	26,747	26,747
Deferred Inflow of Resources	-	-	-	1,093	1,093
Net Pension Liability	-	-	-	276,232	276,232
TOTAL LIABILITIES	233,994	38,938	251,730	9,718,999	10,243,661

FUND BALANCES / NET ASSETS

Fund Balances

Nonspendable:

Prepaid Items	196,281	-	-	-	196,281
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Restricted for:

Debt Service	-	-	1,248,391	-	1,248,391
Special Revenue	-	289,274	-	-	289,274
Seizures	-	4,162	-	-	4,162

Unassigned:	6,201,440	-	-	-	6,201,440
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Net Assets

Invested in capital assets, net of related debt	-	-	-	2,435,156	2,435,156
Unrestricted/Unreserved	-	-	-	2,539,281	2,539,281

TOTAL FUND BALANCES / NET ASSETS	\$ 6,397,721	\$ 293,436	\$ 1,248,391	\$ 4,974,437	\$12,913,985
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TOTAL LIABILITIES & FUND BALANCES / NET ASSETS	\$ 6,631,715	\$ 332,374	\$ 1,500,121	\$14,693,436	\$23,157,646
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Statement of Revenues, Expenditures and Changes in Fund Balances
General Fund

For the Period Ending January 31, 2020

(33.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Jan-19	Fav (unfav)
FUNDING						
Revenues						
Property Taxes	\$ 4,715,939	\$ 4,050,677	\$ 665,262	85.9%	\$ 4,080,478	\$ (29,801)
Other Local Taxes	270,000	95,459	174,541	35.4%	94,088	1,371
Intergovernmental Revenues	178,949	57,562	121,387	32.2%	58,217	(655)
Fines & Forfeitures	5,100	962	4,138	18.9%	1,748	(786)
Miscellaneous Revenues	45,000	20,157	24,843	44.8%	6,453	13,704
Interest Income	48,000	37,558	10,443	78.2%	46,257	(8,700)
Total Revenues	5,262,988	4,262,374	1,000,614	81.0%	4,287,240	(24,867)
Other Sources						
Transfer In	133,000	19,095	113,905	14.4%	28,515	(9,421)
Use / (Add't) Fund Balance	664,506	-	-	0.0%	-	-
Total Other Sources	797,506	19,095	113,905	2.4%	28,515	(9,421)
TOTAL FUNDING	6,060,494	4,281,468	1,114,520	70.6%	4,315,756	(34,288)
EXPENDITURES						
Town Commission	42,396	10,852	31,544	25.6%	10,970	119
Town Manager	354,967	105,471	249,496	29.7%	74,905	(30,566)
Town Clerk	252,970	66,246	186,724	26.2%	52,167	(14,078)
Police	2,880,753	981,269	1,899,484	34.1%	907,965	(73,304)
Facility Services	211,332	74,954	136,378	35.5%	83,072	8,118
Finance	113,474	31,866	81,608	28.1%	30,137	(1,728)
Fire Rescue	819,287	273,086	546,201	33.3%	267,705	(5,381)
Solid Waste	273,714	89,405	184,309	32.7%	89,405	-
Beaches	663,000	121,583	541,417	18.3%	197,284	75,701
Charitable Donations	6,560	-	6,560	0.0%	3,572	3,572
Contingency	150,000	-	150,000	0.0%	-	-
TOTAL EXPENSES	5,768,453	1,754,729	\$ 4,013,724	30.4%	1,717,182	(37,547)
Interfund Transfer - Out	292,041	24,781	267,260	8.5%	23,932	(849)
TOTAL EXPENDITURES	6,060,494	1,779,510	\$ 4,280,984	29.4%	1,741,114	(38,396)
Total Funding over (under)						
Expenditures	\$ -	2,501,958			\$ 2,574,641	\$ (72,684)
Fund Balance - Beginning		3,897,163				
Fund Balance - Ending		\$ 6,399,121				



General Fund - Revenue

For the Period Ending January 31, 2020

(33.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Jan-19	Variance Fav (unfav)
FUNDING						
Revenues						
Property Tax						
Ad Valorem Taxes	\$ 4,891,478	\$ 4,209,499	\$ 681,979	86.1%	\$ 4,243,185	\$ (33,686)
Ad Valorem Taxes - Prior Years	3,000	7,874	(4,874)	262.5%	2,947	4,927
Ad Valorem Taxes - Discounts	(178,539)	(166,696)	(11,843)	93.4%	(165,654)	(1,042)
Total - Property Tax	4,715,939	4,050,677	665,262	85.9%	4,080,478	(29,801)
Other Local Taxes						
FPL Franchise	230,000	82,418	147,582	35.8%	80,903	1,515
Local Communications Tax	40,000	13,040	26,960	32.6%	13,185	(145)
Total - Other Local Taxes	270,000	95,459	174,541	35.4%	94,088	1,371
Intergovernmental Revenues						
Occupational Licenses	1,700	249	1,451	14.6%	270	(21)
State Revenue Sharing	45,500	15,134	30,366	33.3%	15,009	125
Alcoholic Beverage License	640	-	640	0.0%	-	-
Half-Cent Sales Tax	131,109	41,642	89,467	31.8%	42,429	(788)
Total - Intergov. Revenues	178,949	57,562	121,387	32.2%	58,217	(655)
Fines & Forfeitures						
Judgments and Fines	5,000	962	4,038	19.2%	1,615	(652)
Other Fines and/or Forfeits	100	-	100	0.0%	133	(133)
Total - Fines & Forfeitures	5,100	962	4,138	18.9%	1,748	(786)
Miscellaneous Revenue						
Miscellaneous	10,000	3,221	6,779	32.2%	2,553	668
Police Reimbursement	20,000	12,536	7,464	62.7%	-	12,536
Lien Search Fee	15,000	4,400	10,600	29.3%	3,900	500
Total - Misc. Revenue	45,000	20,157	24,843	44.8%	6,453	13,704
Interest Income						
Interest - Investments	75,000	30,138	44,862	40.2%	21,480	8,658
Interest - Tax Collector	3,000	2,358	642	78.6%	2,512	(154)
Net Incr (Decr) In FMV-Invest	(30,000)	5,061	(35,061)	-16.9%	22,265	(17,204)
Total - Interest Income	48,000	37,558	10,443	78.2%	46,257	(8,700)
Total Revenue	5,262,988	4,262,374	1,000,614	81.0%	4,287,240	(24,867)



General Fund - Revenue

For the Period Ending January 31, 2020

(33.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Jan-19	Variance Fav (unfav)
Transfer In						
Water Fund	50,000	16,667	33,333	33.3%	16,667	-
Special Rev. - Permits, P&Z	83,000	2,428	80,572	2.9%	11,849	(9,421)
Total - Transfer In	133,000	19,095	113,905	14.4%	28,515	(9,421)
Use / (Add't) Fund Balance	664,506	-	664,506	0.0%	-	-
TOTAL FUNDING	6,060,494	4,281,468	1,779,026	70.6%	4,315,756	(34,288)



General Fund - Town Commission

For the Period Ending January 31, 2020

(33.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Jan-19	Fav (unfav)
Personal Services						
Mayor/Commission Stipend	\$ 28,800	\$ 9,600	\$ 19,200	33.3%	\$ 9,600	\$ -
FICA	2,203	734	1,469	33.3%	734	-
Total Personal Services	31,003	10,334	20,669	33.3%	10,334	-
Operating Expenses						
Election Fees	7,893	-	7,893	0.0%	162	162
Mayor/Commission Expense	3,500	517	2,983	14.8%	474	(43)
Total Operating Expenses	11,393	517	10,876	4.5%	636	119
TOTAL COMMISSION	\$ 42,396	\$ 10,852	\$ 31,544	25.6%	\$ 10,970	\$ 119



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

(33.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Jan-19	Fav (unfav)
Personal Services						
Salaries	\$ 132,860	\$ 46,233	\$ 86,627	34.8%	\$ 44,000	\$ (2,233)
Payroll - Vacation	11,856	-	11,856	0.0%	-	-
Car Allowance	6,000	2,000	4,000	33.3%	2,000	-
FICA	11,530	3,426	8,104	29.7%	3,232	(194)
Florida Retirement System	36,772	11,597	25,175	31.5%	-	(11,597)
401 (A) Plan	-	-	-	n/a	4,000	4,000
Health and Life Insurance	15,503	6,761	8,743	43.6%	5,100	(1,661)
Workers' Comp Insurance	346	66	280	19.0%	64	(2)
Unemployment Compensation	500	-	500	0.0%	-	-
Total Personal Services	215,367	70,082	145,285	32.5%	58,396	(11,686)
Operating Expenses						
Town Attorney	65,000	34,032	30,968	52.4%	15,188	(18,844)
Prof. Services - IT Services	9,100	1,200	7,900	13.2%	1,200	-
Contracts - Other Services	2,000	-	2,000	0.0%	-	-
Prof. Services - Lobbyist	60,000	-	60,000	0.0%	-	-
Miscellaneous	1,000	150	850	15.0%	121	(29)
Computer Expense / Supplies	1,000	-	1,000	0.0%	-	-
Training Expenses	1,500	7	1,493	0.5%	-	(7)
Total Operating Expenses	139,600	35,389	104,211	25.4%	16,509	(18,880)
TOTAL TOWN MANAGER	\$ 354,967	\$ 105,471	\$ 249,496	29.7%	\$ 74,905	\$ (30,566)



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

(33.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Jan-19	Fav (unfav)
Personal Services						
Salaries	\$ 114,726	\$ 25,025	\$ 89,701	21.8%	\$ 23,385	\$ (1,641)
Payroll - Vacation	2,301	920	1,381	40.0%	-	(920)
FICA	8,953	1,974	6,979	22.0%	1,785	(188)
Florida Retirement System	9,912	2,106	7,806	21.2%	1,948	(158)
Health and Life Insurance	28,397	5,584	22,813	19.7%	2,851	(2,733)
Workers' Comp Insurance	299	57	242	19.1%	63	6
Unemployment Compensation	250	-	250	0.0%	-	-
Total Personal Services	164,838	35,667	129,171	21.6%	30,032	(5,635)
Operating Services						
Coding Ordinance	3,000	1,118	1,882	37.3%	-	(1,118)
Prof. Services- Digitize records	15,000	-	15,000	0.0%	-	-
Temporary Labor	-	6,031	(6,031)	n/a	7,467	1,436
Contracts - Other Services	4,000	3,728	273	93.2%	1,613	(2,115)
Software Maintenance/Support	7,465	4,674	2,791	62.6%	1,166	(3,508)
Postage and Freight	2,500	719	1,781	28.7%	394	(324)
Copier	5,600	2,072	3,528	37.0%	1,548	(524)
Advertising	15,000	2,330	12,670	15.5%	4,068	1,738
Office Supplies	5,900	1,468	4,432	24.9%	1,471	2
Website Support	4,967	1,656	3,311	33.3%	-	(1,656)
Subscriptions and Memberships	5,700	4,741	959	83.2%	2,106	(2,635)
Office Equipment	1,000	-	1,000	0.0%	-	-
Training Expenses	3,500	597	2,903	17.1%	956	359
Resident Mailings	14,500	1,445	13,055	10.0%	1,347	(98)
Total Operating Services	88,132	30,579	57,553	34.7%	22,136	(8,443)
TOTAL TOWN CLERK	\$ 252,970	\$ 66,246	\$ 186,724	26.2%	\$ 52,167	\$ (14,078)



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

(33.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR		
					Year to Date	Variance	
					Jan-19	Fav (unfav)	
Personal Services							
Salaries	\$ 1,537,597	\$ 519,144	\$ 1,018,453	33.8%	\$ 486,769	\$ (32,375)	
Paid Holidays	50,187	33,628	16,559	67.0%	31,047	(2,581)	
Overtime	20,000	8,735	11,265	43.7%	5,177	(3,558)	
Overtime - Task Force	20,000	9,527	10,474	47.6%	-	(9,527)	
Sick Leave Cash Out	30,000	30,638	(638)	102.1%	28,010	(2,628)	
Incentive	17,270	4,236	13,034	24.5%	6,218	1,981	
FICA	130,462	46,860	83,602	35.9%	43,013	(3,847)	
Florida Retirement System	361,695	123,138	238,557	34.0%	132,268	9,130	
Health and Life Insurance	419,330	129,442	289,888	30.9%	104,061	(25,382)	
Workers' Comp Insurance	57,694	10,992	46,702	19.1%	11,806	814	
Tuition Reimbursement	2,250	-	2,250	0.0%	-	-	
AD&D Insurance	887	224	663	25.3%	280	56	
Unemployment Compensation	1,000	-	1,000	0.0%	-	-	
Total Personal Services	2,648,372	916,565	1,731,807	34.6%	848,649	(67,916)	
Operating Expenses							
Contracts - Other Services	27,650	3,331	24,319	12.0%	3,594	263	
Town Attorney	20,000	-	20,000	0.0%	-	-	
Prof. Services - IT Services	9,000	903	8,098	10.0%	287	(616)	
Telephone Services	4,100	1,199	2,901	29.2%	1,627	428	
Mobile Phones	7,300	1,539	5,761	21.1%	1,117	(422)	
Postage	500	49	451	9.7%	9	(40)	
Electricity	8,500	2,719	5,781	32.0%	2,767	48	
Liability and Property Insurance	26,396	6,721	19,675	25.5%	10,640	3,919	
Building Repairs & Maintenance	3,000	318	2,682	10.6%	1,836	1,518	
Radio Maintenance	2,100	-	2,100	0.0%	-	-	
Auto Repairs and Maintenance	25,000	8,783	16,217	35.1%	7,924	(860)	
Boat Repairs and Maintenance	15,000	4,066	10,934	27.1%	6,043	1,977	
ATV Repairs and Maintenance	1,500	146	1,354	9.8%	78	(68)	
Rental - Vehicles	-	3,010	(3,010)	n/a	-	(3,010)	
Copier	2,700	1,050	1,650	38.9%	862	(188)	
Miscellaneous Services	1,500	20	1,480	1.3%	845	825	
Internet Service	6,100	1,854	4,246	30.4%	1,675	(180)	
Physical Examinations	750	270	480	36.0%	260	(10)	
Office Supplies	3,000	131	2,869	4.4%	506	375	
Operating Supplies	6,000	986	5,014	16.4%	1,132	147	
Fuel & Oil	36,000	10,848	25,152	30.1%	9,690	(1,158)	



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

(33.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Jan-19	Variance Fav (unfav)
Uniforms Supplies	7,000	4,585	2,415	65.5%	3,063	(1,522)
Investigation Division	1,500	403	1,097	26.9%	16	(387)
Subscriptions and Memberships	1,785	1,290	495	72.3%	1,181	(109)
Weapons & Specialty Gear	2,000	-	2,000	0.0%	998	998
Education / Training	14,000	10,483	3,517	74.9%	3,168	(7,316)
Total Operating Expenses	232,381	64,704	167,677	27.8%	59,316	(5,388)
TOTAL POLICE	\$ 2,880,753	\$ 981,269	\$ 1,899,484	34.1%	\$ 907,965	\$ (73,304)



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

(33.33% Yr Complete)

Description	% of					PRIOR YEAR	
	Annual	Year to Date	Amount	Annual	Year to Date	Variance	
	Budget	Actual	Remaining	Budget	Jan-19	Fav (unfav)	
Personal Services							
Salaries	\$ 48,818	\$ 17,211	\$ 31,607	35.3%	\$ 16,136	\$ (1,075)	
Vacation Leave Cash Out	3,755	1,878	1,877	50.0%	2,204	327	
Sick Leave Cash Out	1,876	1,690	186	90.1%	1,469	(220)	
FICA	4,165	1,590	2,575	38.2%	1,529	(61)	
Florida Retirement System	4,612	1,454	3,158	31.5%	1,662	208	
Health and Life Insurance	33,417	9,746	23,671	29.2%	8,938	(807)	
Workers' Comp Insurance	3,892	742	3,150	19.1%	759	18	
Total Personal Services	100,535	34,310	66,225	34.1%	32,699	(1,611)	
Operating Expenses							
Telephone Service	5,000	2,460	2,540	49.2%	1,425	(1,035)	
Utility - Water	6,500	2,285	4,215	35.2%	2,294	9	
Electricity	4,000	1,283	2,717	32.1%	1,328	45	
Utility - Sewer	900	186	714	20.6%	285	100	
Internet Service	5,500	1,528	3,972	27.8%	1,374	(153)	
Liability and Property Insurance	20,497	5,661	14,836	27.6%	8,610	2,949	
Pest Control - Building/Grounds	1,200	384	816	32.0%	364	(21)	
R&M - Equipment	10,000	381	9,619	3.8%	13,780	13,399	
R&M - Grounds	2,000	-	2,000	0.0%	-	-	
Landscape Maintenance	10,000	2,550	7,450	25.5%	6,567	4,017	
Town Hall Maint. / Repairs	8,000	1,432	6,568	17.9%	489	(943)	
Generator Maint. Contract	5,200	-	5,200	0.0%	-	-	
R&M - Bocce Court	1,000	2,488	(1,488)	248.8%	-	(2,488)	
Operating Supplies - General	4,000	3,755	245	93.9%	425	(3,329)	
Town Events	25,000	16,251	8,749	65.0%	-	(16,251)	
A/C Maintenance Contract	2,000	-	2,000	0.0%	-	-	
Total Operating Expenses	110,797	40,644	70,153	36.7%	50,374	9,729	
TOTAL FACILITY SERVICES	\$ 211,332	\$ 74,954	\$ 136,378	35.5%	\$ 83,072	\$ 8,118	



General Fund - Other Departments

For the Period Ending January 31, 2020

(33.33% Yr Complete)

Description					PRIOR YEAR	
	Annual	Year to Date	Amount	% of	Year to Date	Variance
	Budget	Actual	Remaining	Annual Budget	Jan-19	Fav (unfav)
Finance						
Auditing Services	\$ 19,500	\$ -	\$ 19,500	0.0%	\$ -	\$ -
Accounting/Financial Services	87,224	28,406	58,818	32.6%	26,818	(1,588)
Investment Services	6,000	3,351	2,649	55.9%	3,042	(309)
Bank Fees	750	109	641	14.5%	277	168
Total Finance Expense	113,474	31,866	81,608	28.1%	30,137	(1,728)
Fire Rescue						
Fire Service Agreement	819,287	273,086	546,201	33.3%	267,705	(5,381)
Total Fire Rescue Expense	819,287	273,086	546,201	33.3%	267,705	(5,381)
Solid Waste						
Contracts Services	273,714	89,405	184,309	32.7%	89,405	-
Total Solid Waste Expense	273,714	89,405	184,309	32.7%	89,405	-
Beach Management						
Engineering – Monitoring (2018 Proj.)	49,000	-	49,000	0.0%	-	-
Engineering – FIND Sand Project	5,000	-	5,000	0.0%	-	-
Engineering – Legal Matters	82,000	-	82,000	0.0%	32,221	32,221
Engineering – Other	15,000	-	15,000	0.0%	-	-
Beach Attorney	500,000	120,725	379,275	24.1%	165,064	44,339
Beach Salvage (Boat removal)	2,000	859	1,141	42.9%	-	(859)
Buoys	10,000	-	10,000	0.0%	-	-
Total Beach Management Expense	663,000	121,583	541,417	18.3%	197,284	75,701
Charitable Donations						
Lighthouse Preservation Contrib.	2,500	-	2,500	0.0%	-	-
Area Council on Aging Contrib.	4,060	-	4,060	0.0%	3,572	3,572
Total Charitable Donations	6,560	-	6,560	0.0%	3,572	3,572
Contingency	150,000	-	150,000	0.0%	-	-
Total Expense before Transfer Out	2,026,035	515,939	1,510,096		588,103	72,164



General Fund - Other Departments

For the Period Ending January 31, 2020

(33.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Jan-19	Variance Fav (unfav)
Transfer Out						
To Transportation Fund	17,041	6,742	10,299	39.6%	5,391	(1,351)
To General Fund CIP	275,000	995	274,005	0.4%	18,541	17,546
Total Transfer Out	292,041	7,737	284,304	2.6%	\$ 23,932	\$ 16,195
TOTAL OTHER DEPARTMENTS	\$ 2,318,076	\$ 523,676	\$ 1,794,400	22.6%	\$ 612,035	\$ 88,359
TOTAL GENERAL FUND EXPENDITURES	\$ 6,060,494	\$ 1,779,510	\$ 4,280,984	29.4%	\$ 1,741,114	\$ (38,396)



Notes to the Financial Statements - General Fund January 31, 2020

The notes below are intended to provide additional information helpful when reviewing the financial statements. Per the Adopted Budget, the revenues and expenditures should be at 33.33% through January. Below is an analysis of revenues and expenditures that have significant variances compared to the budget.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
Revenues				
Interest - Investments	75,000	30,138	40.2%	Interest on BankUnited Money Market and investments
Ad Valorem Taxes	4,891,478	4,209,499	86.1%	Collections were at 87.7% at this time last year
FPL Franchise	230,000	82,418	35.8%	Accrued revenue from FPL
Police Reimbursement	20,000	12,536	62.7%	Reimbursable DEA overtime and car rental
Expenditures				
<u>Town Manager</u>				
Life and Health Insurance	15,503	6,761	43.6%	Monthly insurance paid to City of N Miami Beach, plus life insurance
Town Attorney	65,000	34,032	52.4%	Includes general matters, meeting attendance
<u>Town Clerk</u>				
Payroll - Vacation	2,301	920	40.0%	Paid out annually in December
Coding Ordinance	3,000	1,118	37.3%	Code of Ordinance supplemental pages
Temporary Labor	-	6,031	0.0%	Temporary Administrative Assistant
Contracts - Other Services	4,000	3,728	93.2%	Special meeting minutes and videography, Infinisource
Software Maintenance/Support	7,465	4,674	62.6%	DCR software maintenance, Laserfiche support, Ubiquiti AC Pro, repairs
Copier	5,600	2,072	37.0%	Copier lease, copies, storage fees
Subscriptions and Memberships	5,700	4,741	83.2%	Annual memberships for ICMA, Municode, BLOC, FLOC, KnowBe4 Security, FSBPA, Civic Clerk Agenda Mgmt, Sun-Sentinel newspaper, BCMCA, ICMA, municode, CivicClerk Agenda Mgmt
<u>Police</u>				
Payroll-Holidays	50,187	33,628	67.0%	Paid for holidays
Payroll-Overtime	20,000	8,735	43.7%	Staffing during vacations and sick time
Payroll-Overtime Task Force	20,000	9,527	47.6%	DEA overtime
Sick Leave	30,000	30,638	102.1%	Paid out annually in December
Florida Retirement System	361,695	123,138	34.0%	FRS based upon salaries, overtime plus holidays
Auto Repairs and Maintenance	25,000	8,783	35.1%	Oil changes, brakes, tire rotations, new tires, wiper blades
Copier	2,700	1,050	38.9%	Monthly copy charge-which includes copies of records requests
Physical Examinations	750	270	36.0%	Pre-employment polygraph and evaluations, vaccines
Uniforms Supplies	7,000	4,585	65.5%	Trousers, polos, badges, embroidery, bulletproof vests/carriers, marine unit shirts
Subscriptions and Memberships	1,785	1,290	72.3%	Annual memberships for FLPCA, BCCPA
Education / Training	14,000	10,483	74.9%	Power Standards software, FL Law Enforcement handbook, FLPCA Chief Executive training, PowerDMS software, conferences, hotels, FLMLUR, rifle range training



**Notes to the Financial Statements - General Fund
January 31, 2020**

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
Expenditures (continued)				
<u>Facility Services</u>				
Payroll-Salaries	48,818	17,211	35.3%	Maintenance worker's salary includes overtime for Holiday event
Vacation Leave Cash Out	3,755	1,878	50.0%	Paid out annually in December
Sick Leave Cash Out	1,876	1,690	90.1%	Paid out annually in December
Telephone Service	5,000	2,460	49.2%	Monthly phone service from AT&T increased more than expected
R&M - Bocce Court	1,000	2,488	248.8%	Repaired bocce court water fountain
Operating Supplies - General	4,000	3,755	93.9%	Operating supplies plus (3) Samsung 55" TVs
Town Events	25,000	16,251	65.0%	Shredding event, Holiday lighting event
<u>Finance</u>				
Investment Services	6,000	3,351	55.9%	Monthly and quarterly investment fees
<u>Beach Management</u>				
Beach Attorney	500,000	120,725	24.1%	Deerfield Beach issue
Beach Salvage (Boat Removal)	2,000	859	42.9%	Beach buoy removal



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

For the Period Ending January 31, 2020

(33.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Jan-19	Fav (unfav)
<u>FUNDING</u>						
Revenues						
Local Option Gas Tax	35,971	10,898	25,073	30.3%	12,057	(1,159)
County Transportation Grant	28,888	6,695	22,193	23.2%	6,887	(193)
Total Revenues	64,859	17,593	47,266	27.1%	18,945	(1,352)
<u>Other Sources</u>						
Transfer In	17,041	6,742	10,299	39.6%	5,391	1,352
Total Other Sources	17,041	6,742	10,299	39.6%	5,391	1,352
TOTAL FUNDING	81,900	24,335	57,565	29.7%	24,335	-
<u>EXPENDITURES</u>						
Contractual Services	81,900	24,335	57,565	29.7%	24,335	-
TOTAL EXPENDITURES	81,900	24,335	\$ 57,565	29.7%	24,335	-
Total Funding over (under)						
Expenditures	\$ -	-			\$ -	\$ -
Fund Balance - Beginning			-			
Fund Balance - Ending		\$ -	-			



Statement of Revenues, Expenditures and Changes in Fund Balances
Special Revenue Fund - Marine Law Enforcement Grant
For the Period Ending January 31, 2020

(33.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Jan-19	Fav (unfav)
<u>FUNDING</u>						
Revenues						
Marine Law Enforcement Grant	30,336	7,788	22,548	25.7%	8,211	(423)
Total Revenues	30,336	7,788	22,548	25.7%	8,211	(423)
TOTAL FUNDING	30,336	7,788	22,548	25.7%	8,211	(423)
<u>EXPENDITURES</u>						
Police Wages	30,336	7,788	22,548	25.7%	8,211	423
TOTAL EXPENDITURES	30,336	7,788	\$ 22,548	25.7%	8,211	423
Total Funding over (under)						
Expenditures	<u>\$ -</u>	<u>-</u>			<u>\$ -</u>	<u>\$ -</u>
Fund Balance - Beginning			-			
Fund Balance - Ending		<u>\$ -</u>	-			



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

For the Period Ending January 31, 2020

(33.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Jan-19	Fav (unfav)
<u>FUNDING</u>						
Revenues						
Building Permit Fees	300,000	152,884	147,116	51.0%	62,758	90,126
Building Admin Fees	123,000	-	123,000	0.0%	20,005	(20,005)
Planning & Zoning Fees	10,000	1,050	8,950	10.5%	2,135	(1,085)
Total Revenues	433,000	153,934	279,066	35.6%	84,898	69,036
TOTAL FUNDING	433,000	153,934	279,066	35.6%	84,898	69,036

EXPENDITURES

Building, P&Z, and Code Compliance

ProfServ-Building Permits - RMA	30,000	9,875	20,125	32.9%	7,775	(2,100)
ProfServ-General Admin - RMA	15,000	2,350	12,650	15.7%	3,675	1,325
ProfServ-Site Planning - RMA	10,000	3,050	6,950	30.5%	1,525	(1,525)
ProfServ-Building Permits - CGA	255,000	129,847	125,153	50.9%	53,834	(76,013)
ProfServ-Engineering - Other	10,000	1,400	8,600	14.0%	4,591	3,191
Code Compliance	30,000	3,625	26,375	12.1%	1,650	(1,975)
Credit Card Processing Fees	-	1,359	(1,359)	n/a	-	(1,359)
Total Building, P&Z, and Code	350,000	151,506	198,494	43.3%	73,050	(78,456)
Transfer to General Fund	83,000	2,428	80,572	2.9%	11,849	9,421
TOTAL EXPENDITURES	433,000	153,934	\$ 279,066	35.6%	84,899	(69,036)

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 January 31, 2020

(33.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Jan-19	Fav (unfav)
<u>FUNDING</u>						
Revenues						
Federal Forfeitures	-	807	(807)	n/a	21,920	(21,112)
Interest Income	-	1,144	(1,144)	n/a	-	1,144
Total Revenues	-	1,951	(1,951)	n/a	21,920	(19,968)
TOTAL FUNDING	-	1,951	(1,951)	n/a	21,920	(19,968)

EXPENDITURES

TOTAL EXPENDITURES	-	-	\$ -	n/a	-	-
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Total Funding over (under)

Expenditures	\$ -	1,951	\$ 21,920	\$ (19,968)
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Fund Balance - Beginning 291,485

Fund Balance - Ending \$ 293,436



Statement of Revenues, Expenditures and Changes in Fund Balances
Debt Service Fund - (Beach Loan)
For the Period Ending January 31, 2020

(33.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Jan-19	Fav (unfav)
<u>FUNDING</u>						
Revenues						
Special Assents- Tax Collector	\$ 750,523	\$ 622,462	\$ 128,061	82.9%	\$ 615,498	\$ 6,964
Interest - Tax Collector	-	372	(372)	n/a	401	(29)
Total Revenues	750,523	622,834	127,689	83.0%	615,899	6,934
TOTAL FUNDING						
	750,523	622,834	127,689	83.0%	615,899	6,934
<u>EXPENDITURES</u>						
Debt Service Expenses						
Principal Debt Retirement	655,740	-	655,740	0.0%	-	-
Interest Expense	40,214	-	40,214	0.0%	-	-
Debt Service Contingency	54,569	-	54,569	0.0%	-	-
Total Debt Service Expense	750,523	-	750,523	0.0%	-	-
TOTAL EXPENDITURES	750,523	-	\$ 750,523	0.0%	-	-
Total Funding over (under)						
Expenditures	\$ -	622,834			615,899	\$ 6,934
Fund Balance - Beginning		625,558				
Fund Balance - Ending		\$ 1,248,391				



Statement of Revenues, Expenditures and Changes in Fund Balances
Capital Projects Fund - (General Fund Improvements)
For the Period Ending January 31, 2020

(33.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Jan-19	Fav (unfav)
<u>FUNDING</u>						
Revenues						
FEMA reimbursement	\$ 4,631,156	\$ -	\$ 4,631,156	0.0%	\$ -	\$ -
Total Revenues	4,631,156	-	4,631,156	0.0%	-	-
Other Sources						
Transfer From General Fund	355,000	18,039	336,961	5.1%	18,541	(502)
Loan Proceeds	500,000	-	500,000	0.0%	-	-
Total Other Sources	855,000	18,039	836,961	2.1%	18,541	(502)
TOTAL FUNDING	5,486,156	18,039	5,468,117	0.3%	18,541	(502)
<u>EXPENDITURES</u>						
Land Purchase						
Town Attorney	-	10,844	(10,844)	n/a	-	(10,844)
Contracts - Other Services	-	6,200	(6,200)	n/a	-	(6,200)
Total Land Purchase Expense	-	17,044	(17,044)	n/a	-	(17,044)
Beach Projects						
Engineering – FY20 Project	223,111	-	223,111	0.0%	-	-
Construction – FY20 Project	4,408,045	-	4,408,045	0.0%	-	-
Total Beach Project Expense	4,631,156	-	4,631,156	0.0%	-	-
Miscellaneous						
Buoy Relocation	130,000	-	130,000	0.0%	-	-
FPL Utility Design	80,000	995	79,005	1.2%	18,541	17,546
Police Cars / Equipment	70,000	-	70,000	0.0%	-	-
Comm. Chambers Upgrade	500,000	-	500,000	0.0%	-	-
Comm. Chambers - Monitors	5,000	-	5,000	0.0%	-	-
Roof - Emerg. Generator Bldg	5,000	-	5,000	0.0%	-	-
Roof - Police Building	65,000	-	65,000	0.0%	-	-
Total Misc. Expense	855,000	995	854,005	0.1%	18,541	17,546
TOTAL EXPENDITURES	5,486,156	18,039	5,468,118	0.3%	18,541	503



Statement of Revenues, Expenditures and Changes in Fund Balances
Capital Projects Fund - (General Fund Improvements)
 For the Period Ending January 31, 2020

(33.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Jan-19	Variance Fav (unfav)
Total Funding over (under)						
Expenditures	\$ -	-			\$ -	\$ (1,005)
Fund Balance - Beginning			-			
Fund Balance - Ending		<u>\$ -</u>				



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

For the Period Ending January 31, 2020

(33.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Jan-19	Fav (unfav)
FUNDING						
Revenue						
Water Service Revenue	\$ 1,282,000	\$ 454,907	\$ 827,093	35.5%	\$ 444,557	\$ 10,350
Water Surcharge	346,700	115,710	230,990	33.4%	115,551	159
Other Miscellaneous Revenue	132,721	25,339	107,382	19.1%	19,330	6,008
Total Revenue	1,761,421	595,955	1,165,466	33.8%	579,438	16,517
Other Sources						
Transfer In	512,496	139,171	373,325	27.2%	241,919	(102,748)
Loan Proceeds	590,000	-	590,000	0.0%	1,552,289	(1,552,289)
Use (Add to) Net Assets	73,204	-	73,204	0.0%	-	-
Total Other Sources	1,175,700	139,171	1,036,529	11.8%	1,794,208	(1,655,037)
TOTAL FUNDING						
	2,937,121	735,126	2,201,995	25.0%	2,373,646	(1,638,520)
EXPENSES						
Personal Services	518,776	182,688	336,088	35.2%	150,017	(32,672)
Operating Expenses	406,653	78,412	328,241	19.3%	89,005	10,593
Debt Service Expenses	783,290	189,665	593,625	24.2%	-	(189,665)
Capital Projects	633,500	-	633,500	0.0%	1,589,933	1,589,933
Repair & Renewal	65,000	4,506	60,494	6.9%	69,611	65,105
Transfer Out	562,496	155,838	406,658	27.7%	258,586	102,748
TOTAL EXPENSES	2,969,715	611,109	2,358,606	20.6%	2,157,151	1,546,042
Total Funding over (under)						
Expenses	<u>\$ (32,594)</u>	<u>\$ 124,017</u>			<u>\$ 216,495</u>	<u>\$ (3,184,562)</u>
Net Assets - Beginning		4,850,419				
Net Assets - Ending		\$ 4,974,436				



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

For the Period Ending January 31, 2020

(33.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Jan-19	Fav (unfav)
FUNDING						
Revenue						
Water Service						
Water-Base Rate	\$ 472,000	\$ 157,356	\$ 314,644	33.3%	\$ 156,948	\$ 408
Water-Usage	810,000	297,551	512,449	36.7%	287,609	9,942
Total Water Service Revenue	1,282,000	454,907	827,093	35.5%	444,557	10,350
Other Revenue						
Miscellaneous Revenues	5,500	2,113	3,387	38.4%	1,307	806
Sprint Spectrum Cell Tower	63,149	-	63,149	0.0%	-	-
T-Mobile Cell Tower	33,072	10,600	22,472	32.1%	-	10,600
Hillsboro Inlet	6,000	2,000	4,000	33.3%	2,000	-
Interest	30,000	8,737	21,263	29.1%	7,712	1,025
Net Incr (Decr) In FMV-Invest	(5,000)	1,889	(6,889)	-37.8%	8,312	(6,423)
Total Other Revenue	132,721	25,339	107,382	19.1%	19,330	6,008
Use (Add to) Net Assets	73,204	-	73,204	0.0%	-	-
TOTAL FUNDING	1,487,925	480,245	1,007,680	32.3%	463,887	16,358
EXPENSES						
Personal Services						
Salaries	333,415	114,427	218,988	34.3%	104,107	(10,320)
Payroll - Vacation	15,187	14,798	389	97.4%	-	(14,798)
Overtime	25,000	7,485	17,515	29.9%	9,708	2,223
Sick Leave Cash Out	8,065	3,397	4,668	42.1%	-	(3,397)
FICA	28,036	10,554	17,482	37.6%	8,588	(1,966)
Florida Retirement System	32,327	9,901	22,426	30.6%	9,675	(226)
Health and Life Insurance	50,623	17,244	33,379	34.1%	12,943	(4,301)
Workers' Comp Insurance	25,623	4,882	20,741	19.1%	4,996	114
Unemployment Compensation	500	-	500	0.0%	-	-
Total Personal Services	518,776	182,688	336,088	35.2%	150,017	(32,672)



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

For the Period Ending January 31, 2020

(33.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Jan-19	Variance Fav (unfav)
Operating Expenses						
Auditing Services	16,500	-	16,500	0.0%	-	-
Contracts - Other Services	750	-	750	0.0%	-	-
Postage and Freight	1,000	-	1,000	0.0%	-	-
Telephone Service	7,200	2,336	4,864	32.4%	2,293	(43)
Electricity	53,000	14,007	38,993	26.4%	16,383	2,376
Liability and Property Insurance	52,653	13,731	38,922	26.1%	22,625	8,894
Maint - Distribution System	5,000	4,153	847	83.1%	967	(3,186)
Maint - Bldgs / Grounds	15,000	2,088	12,912	13.9%	2,863	775
Maint - SCADA System	10,000	-	10,000	0.0%	-	-
Repair & Maint - Equipment	32,000	6,498	25,502	20.3%	6,418	(79)
Tools and Equipment	1,000	325	675	32.5%	123	(202)
Advertising	1,000	-	1,000	0.0%	-	-
Bank Fees	200	-	200	0.0%	-	-
Licenses & Permits	5,400	1,061	4,339	19.6%	52	(1,009)
Office Supplies	1,500	601	899	40.1%	608	7
Computer Expense	6,000	340	5,660	5.7%	210	(129)
Uniform Supplies	5,500	2,627	2,873	47.8%	1,641	(986)
Fuel and Oil	5,600	1,283	4,317	22.9%	1,715	432
Sand Change	8,000	4,434	3,566	55.4%	3,959	(475)
Chemicals - Water Treatment	85,000	23,335	61,665	27.5%	27,116	3,781
Lab Test Analysis & Supplies	12,500	1,594	10,906	12.8%	2,030	436
Subscriptions and Memberships	350	-	350	0.0%	-	-
Water Conservation Program	3,000	-	3,000	0.0%	-	-
Security Assessment	20,000	-	20,000	0.0%	-	-
Operational Assessment	50,000	-	50,000	0.0%	-	-
Water Sufficiency Assessment	8,500	-	8,500	0.0%	-	-
Total Operating Expenses	406,653	78,412	328,241	19.3%	89,005	10,593
Total Exp. Before Transfer Out	925,429	261,100	664,329	28.2%	239,022	(22,078)
Transfer Out						
General Fund	50,000	16,667	33,333	33.3%	16,667	-
Water Debt Service Fund	403,996	134,665	269,331	33.3%	134,665	-
Water CIP Fund	108,500	4,506	103,994	4.2%	107,254	102,748
Total Transfer Out	562,496	155,838	406,658	27.7%	258,586	102,748
TOTAL EXPENSES	1,487,925	416,938	1,070,987	28.0%	497,608	80,670



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

For the Period Ending January 31, 2020

(33.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Jan-19	Variance Fav (unfav)
Total Funding over (under)						
Expenses	\$ -	63,307			\$ (33,720)	\$ 97,028
Net Assets - Beginning		1,793,954				
Net Assets - Ending		<u>\$ 1,857,261</u>				



Notes to the Financial Statements - Water Fund January 31, 2020

The notes below are intended to provide additional information helpful when reviewing the financial statements. Per the Adopted Budget, the revenues and expenses should be at 33.33% through January. Below is an analysis of revenues and expenses that have significant variances compared to the budget.

Variance Analysis

Account Name	Amended Budget	YTD Actual	% of Budget	Explanation
Revenues				
Water-Usage	810,000	297,551	36.7%	Monthly charges for Water Usage-increased usage at new residence
Miscellaneous Revenues	5,500	2,113	38.4%	Monthly revenue from late charges
Expenses				
<u>Operating</u>				
Payroll - Vacation	15,187	14,798	97.4%	Paid out annually in December
Sick Leave Cash Out	8,065	3,397	42.1%	Paid out annually in December
Maint - Distribution System	5,000	4,153	83.1%	Locate service, marking paint, 2 meters for 1207 HM
Office Supplies	1,500	601	40.1%	Office supplies
Uniform Supplies	5,500	2,627	47.8%	Monthly uniform service, safety equipment, rain coats
Sand Change	8,000	4,434	55.4%	Sand, shrinkfilm, forklift rental - done twice a year



Statement of Revenues, Expenses and Changes in Net Assets
Water Debt Service Fund - (State Revolving Loans)

For the Period Ending January 31, 2020

(33.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Jan-19	Variance Fav (unfav)
FUNDING						
Revenues						
Water Surcharge	\$ 346,700	\$ 115,710	\$ 230,990	33.4%	\$ 115,551	\$ 159
Total Revenues	346,700	115,710	230,990	33.4%	115,551	159
Other Sources						
Operating Transfers-In	403,996	134,665	269,331	33.3%	134,665	-
Total Other Sources	403,996	134,665	269,331	33.3%	134,665	-
TOTAL FUNDING	750,696	250,375	500,321	33.4%	250,216	159
EXPENSES						
Debt Service Expenses						
<i>State Revolving Loan - Water Plant</i>						
Principal Debt Retirement	316,288	-	316,288	0.0%	-	-
Interest Expense	87,708	-	87,708	0.0%	-	-
<i>State Revolving Loan - Water Main Project</i>						
Principal Debt Retirement	308,269	158,178	150,091	51.3%	-	(158,178)
Interest Expense	71,025	31,487	39,538	44.3%	-	(31,487)
Total Debt Services Expenses	783,290	189,665	593,625	24.2%	-	(189,665)
TOTAL EXPENSES	783,290	189,665	593,625	24.2%	-	(189,665)
Total Funding over (under)						
Expenses	\$ (32,594)	60,710			\$ 250,216	\$ (189,506)
Net Assets - Beginning		816,236				
Net Assets - Ending		\$ 876,946				



Statement of Revenues, Expenses and Changes in Net Assets
Capital Projects Fund - (Water Fund Improvements)

For the Period Ending January 31, 2020

(33.33% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Jan-19	Fav (unfav)
FUNDING						
Revenues						
Other Sources						
Interfund Transfer - In	108,500	4,506	103,994	4.2%	107,254	(102,748)
Loan Proceeds	590,000	-	590,000	0.0%	1,552,289	(1,552,289)
Total Other Sources	698,500	4,506	693,994	0.6%	1,659,543	(1,655,037)
TOTAL FUNDING	698,500	4,506	693,994	0.6%	1,661,723	(1,657,217)
EXPENSES						
Distribution Project (Water Main)						
Construction	-	-	-	n/a	1,552,007	1,552,007
Engineering Fees	-	-	-	n/a	37,926	37,926
Total Distribution Project	-	-	-	n/a	1,589,933	1,589,933
Plant Project						
Well Rehabilitation	120,000	-	120,000	0.0%	-	-
Storage Tank	350,000	-	350,000	0.0%	-	-
Total Plant Project	470,000	-	470,000	0.0%	-	-
Other Expenses						
Repair & Renewal	65,000	4,506	60,494	6.9%	52,710	48,204
Meters & Supplies	-	-	-	n/a	16,900	16,900
Truck	25,000	-	25,000	0.0%	-	-
Water Tower Rehab	90,000	-	90,000	0.0%	-	-
Beach Tank Repainting	8,500	-	8,500	0.0%	-	-
Roof - Pump House	10,000	-	10,000	0.0%	-	-
Perimeter Fence	30,000	-	30,000	0.0%	-	-
Total Other Expenses	228,500	4,506	223,994	2.0%	69,611	65,105
TOTAL EXPENSES	698,500	4,506	693,994	0.6%	1,659,543	1,655,037

Total Funding over (under)

Expenses

\$ - -

\$ 2,179 \$ (2,179)

Net Assets - Beginning

2,240,228

Net Assets - Ending

\$ 2,240,228

Town of Hillsboro Beach

Supporting Schedules

January 31, 2020



**Cash and Investment Balances
January 31, 2020**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>MATURITY</u>	<u>BALANCE</u>	<u>NOTES</u>
BEACH ASSESSMENT FUND					
Beach Renourishment Proceeds	Bank of America	0.00%	N/A	\$367,317	This account is required for the Beach Loan and is used to pay principal & interest payments.
			Subtotal	<u><u>\$367,317</u></u>	
CLEARING FUND					
Commercial Analysis Checking Account	BankUnited	0.00%	N/A	\$2,485,283	Account earns a credit allowance of 0.25%. Yield is 0 since fees are netted against credit allowance. Operating account for AP invoices and payroll.
Money Market Account	BankUnited	1.50%	N/A	\$1,556,181	Account for excess cash from General & Water Funds.
Money Market Account	BankUnited	1.50%	N/A	\$411,107	(1) Account for reserve for SRL Loan.
Money Market Account	BankUnited	1.50%	N/A	\$289,245	(2) Account for Federal forfeitures/Asset sharing.
State Board Account	Florida Prime	1.81%	N/A	\$1,174,258	Account for excess cash from the General Fund.
Investment Account	BB & T	2.18%	N/A	\$3,350,465	See Investment Report for further details.
			Subtotal	<u><u>\$9,266,540</u></u>	
			Total	<u><u>\$9,633,857</u></u>	

Footnotes:

(1) Restricted funds for State Revolving Loan.

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



Investment Portfolio

Trades Settled as of 01/31/20

Posting Date	CUSIP #	Description	Rating	Maturity Date	Par Value	Total Cost	Premium / Discount	Market Value	Accrued Interest	Annual Income	Yield to Maturity
	SA0000560	BB&T TRUST DEPOSIT RIS			161,006	161,006	-	161,006	-	2,332	1.45%
		Subtotal			161,006	161,006	-	161,006	-	2,332	1.45%
11/03/17	037833CS7	APPLE INC	AA+	05/01/20	30,000	29,956	(44)	30,016	258	540	1.61%
09/27/19	037833DL1	APPLE INC	AA+	09/11/22	50,000	49,928	(72)	50,223	47	850	1.53%
11/09/17	166764AG5	CHEVRON CORP	AA	06/24/20	50,000	50,137	137	50,097	455	1,214	1.88%
10/30/19	166764BN9	CHEVRON CORP	AA	03/03/22	50,000	50,712	712	50,885	201	1,249	1.61%
12/26/17	166764BP4	CHEVRON CORP	AA	03/03/20	50,000	49,884	(117)	50,010	312	996	1.70%
11/09/17	191216BT6	COCA-COLA CO	A+	10/27/20	50,000	49,939	(61)	50,085	31	938	1.61%
06/14/16	3130A8FC2	FED HOME LOAN BANK	AA+	06/14/21	100,000	100,000	-	100,000	-	1,620	1.62%
11/03/15	313381BR5	FED HOME LOAN BANK	AA+	12/09/22	100,000	98,196	(1,804)	101,406	896	1,875	1.39%
08/30/16	3134GABC7	FED HOME LOAN MTG CORP	AA+	08/27/21	150,000	150,000	-	149,969	-	1,950	1.30%
10/28/16	3134GAQY3	FED HOME LOAN MTG CORP	AA+	10/28/21	100,000	99,900	(100)	99,943	-	1,050	1.05%
08/28/19	3134GT3Y7	FED HOME LOAN MTGE CORP		08/22/24	100,000	100,000	-	100,009	39	2,000	2.00%
08/27/19	3134GT4N0	FED HOME LOAN MTGE CORP		09/04/24	110,000	110,000	-	110,013		2,200	2.00%
08/20/19	3134GTY49	FED HOME LOAN MTGE CORP		08/08/24	100,000	100,000	-	100,003	72	2,000	2.00%
10/02/19	3134GUET3	FED HOME LOAN MTGE CORP		09/30/24	150,000	150,000	-	150,080	-	3,000	2.00%
10/16/19	3134GUHL7	FED HOME LOAN MTGE CORP		10/10/24	150,000	150,000	-	150,062	-	3,000	2.00%
11/19/19	3134GURN2	FED HOME LOAN MTGE CORP		11/27/24	125,000	125,000	-	125,013	-	2,500	2.00%
12/06/19	3134GUUX6	FED HOME LOAN MTGE CORP		12/16/24	200,000	200,000	-	200,082		3,750	1.87%
11/02/15	34074GDH4	FL HURRICANE CATASTROPHE FD	AA	07/01/20	200,000	200,584	584	201,014	2,496	5,990	1.74%
07/16/18	341271AB0	FL ST BRD OF ADMIN FIN CORP	AA	07/01/21	200,000	197,798	(2,202)	202,754	-	5,276	1.64%
12/03/19	428414AB2	HIALEAH FLA SPL OBLIG TXBL	AA	12/01/20	200,000	202,432	2,432	201,892	68	6,114	1.90%
12/31/18	54289SBG1	LONGBOAT KEY FL SPL ASSMNT	AA+	08/01/24	125,000	123,948	(1,053)	128,453	-	5,000	2.87%
08/09/18	59333HCL8	MIAMI-DADE CNTY PROF SPORTS	AA	10/01/22	75,000	75,000	-	77,954	-	2,517	1.83%
01/17/20	661046BV3	N MIAMI BEACH WTR REV TXBL	A+	08/01/24	160,000	160,000	-	162,067	-	3,234	1.72%
01/18/19	68389XBB0	ORACLE CORP	A+	05/15/22	60,000	59,060	(940)	61,084	283	1,500	1.71%
05/16/18	68389XBK0	ORACLE CORP	A+	09/15/21	50,000	48,217	(1,783)	50,209	166	950	1.62%
05/16/18	717081DX8	PFIZER INC	AA-	06/03/21	50,000	48,534	(1,466)	50,297	447	975	1.53%
05/11/18	78013XKG2	ROYAL BANK OF CANADA	AA-	04/30/21	50,000	49,954	(46)	51,008	67	1,600	1.57%
10/17/19	89114QBT4	TORONTO DOMINION BANK	AA-	09/11/20	50,000	49,988	(13)	50,054	103	925	1.69%
06/21/17	89233P4C7	TOYOTA MOTOR CREDIT CORP	AA-	06/17/20	30,000	30,378	378	30,304	15	1,350	1.78%
12/20/18	89236TCF0	TOYOTA MOTOR CREDIT CORP	AA-	03/12/20	50,000	49,449	(552)	50,025	293	1,075	1.66%
01/16/19	89236TCQ6	TOYOTA MOTOR CREDIT CORP	AA-	07/13/22	60,000	59,351	(649)	61,707	23	1,680	1.64%
05/09/18	912828K58	US TREASURY NOTE		04/30/20	175,000	171,117	(3,883)	174,892	65	2,406	1.64%
		Subtotal			3,200,000	3,189,459	(10,541)	3,221,605	6,338	71,322	2.21%
		Total			3,361,006	3,350,465	(10,541)	3,382,612	6,338	73,654	2.18%



Ridership Summary

January 31, 2020

Daily Passengers:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			77	68	
91		90		74	
84		100		73	
	82	67		83	
104		101		37	

Total Monthly Passengers:

1131

Daily Revenue Miles:

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

Total Monthly Revenue Miles:

1518.0

Total Scheduled Revenue Miles

1523.7

Total Vehicle Hours

135.4

Total Revenue Hours

123.6

Service Days

14

Missed Service in Minutes

0

Passengers per revenue hour

9.1

Total Monthly Vehicle Miles:

1,847.0



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Building Services Department - Jan 2020 Report

Presented by Steve Mitchell, Building Official, CG&A

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

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. CG&A Building Report (Jan 2020)



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

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

TO: Mayor Deb Tarrant and Commission

FROM: Steve Mitchell, Building Official

DATE: February 3, 2020

SUBJECT: January 2019 Building Department Report

Plan review average time for January was 1.9 days, with 15% of plans being reviewed the same day, and an additional 12% completed the next day. Only two plans remained in review longer than eight days.

Activity continues to be strong in the Single-Family Residence category, with one new home nearing completion, one under construction, one in plan review, and three additional projects preparing for Spring submittals.

The usual mix of condo interior remodels, window replacements, and common area improvements are continuing at a steady pace, and the Seabonay is receiving inspection approvals in a significant number of areas, with completion projected for later this year. Dock and seawall construction/improvement is continuing at several locations throughout town.

Joint enforcement activities with Code Officers and HBPD are ongoing, with several reports of work without permit and working hours violations.

Respectfully Submitted,

Steven Mitchell

Building Official | Chief Electrical Inspector



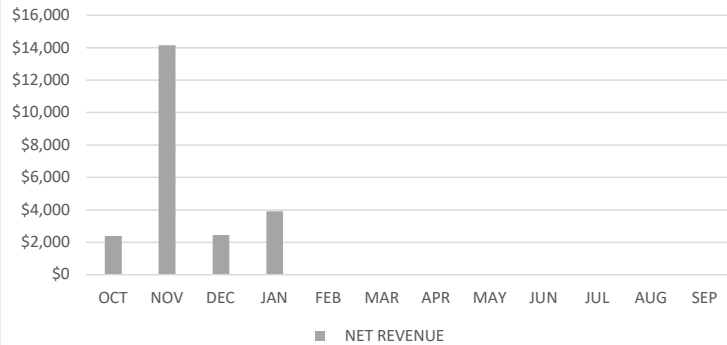
The Town of Hillsboro Beach Building Department Summary Report

Start Date: 1/1/2020

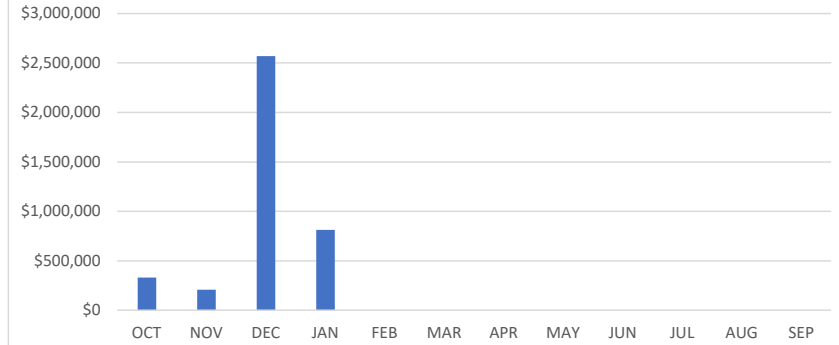
End Date: 1/31/2020

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	YTD
CONSTRUCTION VALUE	\$332,313	\$209,865	\$2,570,468	\$814,202									\$3,926,848
BUILDING PERMIT FEES	\$15,984	\$94,345	\$16,306	\$26,126									\$152,761
TOWN SURCHARGE	\$0	\$0	\$0	\$0									\$0
TOTAL REVENUE	\$15,984	\$94,345	\$16,306	\$26,126									\$152,761
CGA EXPENSE	\$13,587	\$80,193	\$13,860	\$22,207									\$129,847
NET REVENUE	\$2,398	\$14,152	\$2,446	\$3,919									\$22,914

NET REVENUE



CONSTRUCTION VALUE





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

**Start Date: 1/1/2020
End Date: 1/31/2020**

	Permit Fees	Town Revenue	CGA Revenue	BORA	DBPR	DCA
MTD	\$26,125.81	\$3,918.87	\$22,206.94	\$461.00	\$267.59	\$199.78
YTD	\$152,811.09	\$22,921.66	129,889.43	\$2,289.61	\$1,348.23	\$996.82



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

**Start Date: 1/1/2020
End Date: 1/31/2020**

Permit Type	# Issued	# Units	Value
Residential			
RESIDENTIAL WINDOWS/DOORS/SHUTTERS	3		18,825.00
RESIDENTIAL WATER HEATER	4		4,565.00
RESIDENTIAL RE-ROOF	1		15,250.00
RESIDENTIAL MECHANICAL MISCELLANEOUS	1		9,800.00
RESIDENTIAL IRRIGATION SYSTEM/SPRINKLERS	1		10,000.00
RESIDENTIAL HURRICANE SHUTTERS	1		8,720.00
RESIDENTIAL ALTERATION	4		19,000.00
RESIDENTIAL A/C CHANGE OUT	10		118,184.00
RESIDENTIAL 30 DAY TEMP FOR TEST	1		0.00
BOAT LIFT	1		92,631.00
Subtotal	27		296,975.00
Commercial			
COMMERCIAL ELECTRICAL MISCELLANEOUS	1		54,820.00
COMMERCIAL CONCRETE RESTORATION	1		30,000.00
COMMERCIAL ALTERATION	4		432,407.32
Subtotal	6		517,227.32
	33		\$814,202.32



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

**Start Date: 1/1/2020
End Date: 1/31/2020**

	Folio #	Permit #	Date Issued	Job Address	Job Sub Division	Job Value
COMMERCIAL ALTERATION	484308BCB100	1914266-0	1/6/2020	1237 HILLSBORO MILE (COMMON AREA RENOVATIONS)	PORT DE MER CONDO	\$108,101.83
	484308BCB100	1914267-0	1/6/2020	1238 HILLSBORO MILE (COMMON AREA RENOVATIONS)	PORT DE MER CONDO	\$108,101.83
	484308BCB100	1914268-0	1/6/2020	1236 HILLSBORO MILE (COMMON AREA RENOVATIONS)	PORT DE MER CONDO	\$108,101.83
	484308BCB100	1914269-0	1/6/2020	1239 HILLSBORO MILE (COMMON AREA RENOVATIONS)	PORT DE MER CONDO	\$108,101.83
	Grand Total					\$432,407.32
RESIDENTIAL ALTERATION	484308CM0610	1914272-0	1/9/2020	1169 HILLSBORO MILE9UNIT 705)	HILLSBORO WINDSOR CONDO	\$3,650.00
	484308CJ0220	1914275-0	1/13/2020	1161 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 404	HILLSBORO COLONNADE	\$2,450.00
	484308NN0910	1914283-0	1/17/2020	1221 HILLSBORO MILE(UNIT 48B)	SEA CLUB INC CO- OP	\$4,700.00
	484308NN0030	1914291-0	1/27/2020	1221 HILLSBORO MILE (UNIT 3)	SEA CLUB INC CO- OP	\$8,200.00
	Grand Total					\$19,000.00



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

**Start Date: 1/1/2020
End Date: 1/31/2020**

Discipline	Total # of Inspections	Plan Review	Permits Applied	Value of Construction	Permit Revenue
Building	114	33	25	\$671,653.32	\$13,865.48
Electrical	65	21	16	\$0.00	\$5,123.85
Plumbing	62	40	24	\$14,565.00	\$3,670.14
Mechanical	25	17	12	\$127,984.00	\$3,466.34
Fire	6	3	7	\$0.00	\$0.00
Zoning	0	16	11	\$0.00	\$0.00
Totals	272	130	120	\$814,202.32	\$26,125.81



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

**Start Date: 1/1/2020
End Date: 1/31/2020**

	Number of Reviews	Average Days In Review	Most Days In Review
Total Reviews	99	1.87	10



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Code Compliance Report

Presented by Mario Sotolongo, Code Compliance Director, CG&A

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

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS:

1. CaseActionSummaryJanuary2020
2. CodeComplianceSummaryJanuary2020



Case Action Report*

From 1/1/2020

To 1/31/2020

Corridor (All Corridors)

Date Issue	Incident Type	Site Address	Status	Documents Issued		
12/30/2019	Property Maintenance	1015 HILLSBORO MILE, HILLSBORO BEACH, FL 33062. - Beach / Dune maintenance. - Seawall / Tidal water impacting adjacent property and public ROW. **At the request of the SM, all hearings in April have been re-scheduled to 5/4/2020.	Open	<u>Date Issue</u>	<u>Type</u>	<u>Officer Assigned</u>
				12/30/2019	Complaint	M. Sotolongo
				1/27/2020	Notice of Violation	M. Sotolongo
				1/29/2020	Notice of Hearing	A. Ernst
				2/25/2020	Notice of Hearing **	A. Ernst
1/22/2020	Building Permit Required	1050 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 #308W Interior remodel w/o permits.	Open	<u>Date Issue</u>	<u>Type</u>	<u>Officer Assigned</u>
				1/22/2020	Complaint	M. Sotolongo
				1/22/2020	Notice of Violation	M. Sotolongo
				1/29/2020	Notice of Hearing	A. Ernst
1/29/2020	Building Permit Required	1150 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 #715 Interior remodel w/o permits.	Open	<u>Date Issue</u>	<u>Type</u>	<u>Officer Assigned</u>
				1/29/2020	Complaint	M. Sotolongo
				1/29/2020	Notice of Violation	M. Sotolongo
				1/29/2020	Notice of Hearing	A. Ernst



Code Compliance Summary Report

From 1/1/2020 To 1/31/2020 Corridor (All Corridors)

Case Totals for Period

Cases Open at Start of Period	9
Cases Opened During Period	3
Cases Opened as result of Complaint	3
Cases Closed During Period	3
Cases Closed Prior to Hearing	2
Cases Open at End of Period	9

Inspections	3
Re-inspections	8
Total	11

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	1	0	0	0	0	1
M. Sotolongo	8	3	3	3	2	8
Total	9	3	3	3	2	9



Code Compliance Summary Report

From 1/1/2020

To 1/31/2020

Corridor (All Corridors)

Inspections by Officer

Officer	Inspections	Re-inspections	Total
M. Sotolongo	3	8	11
Total	3	8	11

Summary of Cases Opened by Incident Type

Incident Type	Number
Building Permit Required	2
Property Maintenance	1
Total	3

Revenue Summary

	Period Start	During Period	Period End
Total Fines Assessed	\$32,050.00	\$2,975.00	\$35,025.00
Total Payments	\$0.00	\$0.00	\$0.00
Balance	\$32,050.00		\$35,025.00



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Paper Recycling Update

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: None



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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Agenda Item Cover Memo

Agenda Item: Hurricane & Sea Turtle Guide

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: None



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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Agenda Item Cover Memo

Agenda Item: Pedestrian Crosswalk Flags

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: None



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Hounds of Hillsboro Beach Wrap-Up

Submitting Dept: Town Clerk, Daniela Joseph, Administrative Assistant

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: None



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Memo No. 2020-03 Drones (also known as Unmanned Aircraft System "UAS")

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

Agenda Date: March 3, 2020

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. Memo No. 2020-03 Drones (Unmanned Aircraft System)
 2. WM UAS Policy 314 2019
 3. BSO UAS Operating Procedures 20118 (00361221xC4B6A)

INTER-OFFICE CORRESPONDENCE

MEMORANDUM NO. 2020-03

TO: Thomas Nagy, Chief of Police

CC: William “Mac” Serda, Town Manager

FROM: Donald J. Doody, Town Attorney *DJD*
Danielle D. Schwabe, Assistant Town Attorney *DDS*

DATE: February 26, 2020

RE: Drones, (also known as Unmanned Aircraft System “UAS”)

Pursuant to the Chief of Police’s request, the Town Attorney’s Office has researched the applicable Florida Statutes, Federal Aviation Administration regulations (“FAA”), Broward County rules, and Florida Attorney General Opinions, to determine how the Town of Hillsboro Beach (“Town”) may utilize a drone for municipal and law enforcement purposes. Our research indicates that the Town is permitted to use a drone only for limited purposes, as allowed for under applicable State law and FAA rules.

Section 934.50 of Florida Statutes cited as the Freedom from Unwanted Surveillance Act (the “Act”), provides that a drone may be utilized by a “law enforcement agency” if the agency, first obtains a search warrant signed by a judge authorizing the use of a drone, or if the law enforcement agency “possesses reasonable suspicion that, under particular circumstances, swift action is needed to prevent imminent danger to life or serious damage to property...” § 934.50(4)(b) and (c), Fla. Stat. (2019).

It should be noted that the Act prohibits the operation of drones by a “law enforcement agency” “with the intent to conduct surveillance on an individual or property captured in the image.” § 934.50(3)(b), Fla. Sta. (2019). “Surveillance” pursuant to the Act, relates to capturing visual images of persons with sufficient visual clarity to be able to obtain information about their identity, habits, and conduct. § 934.50(2)(e), Fla. Stat (2019). As it relates to privately owned real property, “surveillance” means the observation of such property’s physical improvements with sufficient visual clarity to be able to determine unique identifying features or its occupancy by one or more persons. *Id.* Therefore, a law enforcement agency is not permitted to use the drone for surveillance on an individual or private property. Pursuant to the Act, it is also prohibited for a law enforcement agency to use a drone to gather evidence or other information. § 934.50(3)(a), Fla. Stat. (2019).

Overall the Act is intended to restrict the use of drones by a municipality. Nevertheless, the Act recognizes numerous exceptions. A municipality may utilize a drone if, it obtains a signed search warrant authorizing the use of a drone, or if it “possesses reasonable suspicion that, under

particular circumstances, swift action is needed to prevent imminent danger to life or serious damage to property...” § 934.50(4)(b) and (c), Fla. Stat. (2019).

Q: What is required for the operation of a drone by the Town?

A: For the operation of a small drone that is less than 55 pounds, the Town has two options: (1) it may fly as a Civil Operator under 14 CFR Part 107 or, (2) fly as a Public Aircraft Operator (Part 91) under an FAA Certificate of Waiver/ Authorization. The Town must also obtain Airspace Authorization from nearby Air Traffic Control Towers.

It is also possible to obtain authorization to fly under both Option (1) and (2), mentioned above, however the proper legal framework to fly a mission is determined on a per mission basis, as such, before each flight the operator must decide which rules apply to the specific operation.

It is recommended that the Town adopt a Procedure or Policy related to the operation of drones by the Town (See attached, Broward County Sheriff Office Unmanned Aerial Systems Standard Operating Procedures and Wilton Manors Unmanned Aircraft Systems/ Drone, Policy 314).

Please consider the following:

- Develop a concept for the operation of a Town drone.
 - What is the mission for a Town Drone? The idea is to create a program that supports the mission, not to acquire a new technology and then try to find a mission to support the technology.
 - Determine the nature of the Town’s mission and the locations where the flights will take place.
- Next, assess what type of Drone / UAS technology that is needed to accomplish the Town’s mission.
- Run a cost-benefit analysis on the program to determine if a Town Drone Program will benefit the Town.
- Community Engagement: educate the public on the intended use of the Drone Program.
- Make sure the Drone Program complies with State and FAA rules.

Option 1. Part 107 Civil Operator

Step 1: Learn the Part 107 Rules and when a Certificate of Authorization waiver is needed using FAA DroneZone (www.faa.gov/dronezone/).

Step 2: Become an FAA-Certified Drone Pilot; The Town would need to designate individuals to pursue remote pilot certification.

- a) Obtain an FAA Tracking Number by creating an Integrated Airman Certification and Rating Application profile prior to registering for the Aeronautical Knowledge Test.

- b) Schedule an appointment with a Knowledge Testing Center (the test is sixty questions, multiple choice format, \$150) and successfully pass the Aeronautical Knowledge Test.
- c) Complete FAA Form 8710-13 for a remote pilot certificate (FAA Airman Certificate and/or Rating Application) using the electronic FAA Integrated Airman Certificate and/or Rating Application system (IACRA), then register using the FAA IACRA system.

Step 3: Purchase and Register the Town Drone with the FAA through DroneZone,

- a) Registration costs \$5 and is valid for three (3) years
- b) Visit dronezone.faa.gov and select "Fly sUAS under Part 107" to create an account and register your drone.
- c) Once you've registered, mark your drone with your registration number in case it gets lost or stolen.

Step 4: Obtain a Part 107 Waiver and Airspace Authorization to operate in a controlled airspace from nearby Air Traffic Control ("ATC") Towers. The Town's air space is designated Class D. Class D airspace is generally airspace from the surface to 2,500 feet above the airport elevation surrounding those airports that have an operational control tower.

- a) To obtain a waiver, Town must apply through DroneZone. The application includes detailed information about the intended purpose and the area where the drone will be flown.
- b) After obtaining a Waiver, the Town must request Airspace Authorization to fly in Class D airspace from ATC.
 - i. How to get ATC Authorization? Call Pompano Beach Airpark Tower (954-941-1550) and/or Fort Lauderdale Executive Airport Tower (954-776-1046).

Option 2. Public Aircraft Operator

Step 1: Obtain Public Aircraft Operator certification from FAA.

- a) Obtain Public Declaration Letter ("PDL") – Need a letter from the Town Attorney sent to the FAA certifying that the Town is in fact a public entity and the drone will be flown for a government function. The letter names a technical point of contact. Then the FAA may issue approval to the Town to apply for a COA.
 - i. Mission must be a "Government Function", meaning, for national defense, intelligence, firefighting, law enforcement, aeronautical research, or biological resource management.
 - ii. Public Aircraft Operators are cautioned that not all missions will qualify as for a "Government Function" and therefore the pilot must fly under Part 107 certificate and maintain compliance with Part 107

for missions that are not within the definition of a “Government Function”

Step 2: Obtain a Personal Identification Number (PIN) from the FAA, and MyAccess user ID and Password. <https://auth.smext.faa.gov/register/>. In order to get the PIN the public entity (the applicant) must first have produced a PDL acceptable to the FAA.

Step 3: Obtain a Certificate of Authorization (“COA”). A COA can be obtained for specific UA activity which allows for flying above 400 feet, and can include special provisions such as the ability to routinely fly within controlled airspace. Under a COA, Public Operators are delegated the authority of certifying pilots for the Town, and must establish its own ongoing training and certification program.

a) A COA can be obtained by submitting an online application through COA Online Application System (“CAPS”) via <https://caps.faa.gov> with the necessary documentation. After the application is complete, a formal response will be received within 60 days from the FAA.

i. For the COA Application the Town will need to prepare an executive summary describing the context of the flight missions, detailed specifications of the UAS, and other pertinent information such as the procedure for operation and training, etc.

Step 4: Obtain Jurisdictional COA or Blanket COA from the FAA allowing the UAS to fly in the Class D airspace, which has a similar effect as Step 5 under Option 1.

Step 5: File a Notice to Airman prior to each flight identifying the defined operating Area where the UAS operations will take place. Pursuant to a COA operators are required to submit monthly report to FAA regarding UAS operations regardless of whether or not flights have taken place.

Note: Both Option (1) and (2) may allow for the Town to obtain a Special Government Interest, Emergency COA in as little as 3 hours to respond to an emergency or for a special type of operation not covered in the existing COA or by Part 107.

The FAA has special resources and divisions dedicated to the operation of UAS by Public Safety entities and Government Operation of drones. In the event the Town decides to pursue acquiring a drone we recommend working directly with the FAA to accomplish the Town’s goals.

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

POLICY 314		UNMANNED AIRCRAFT SYSTEMS (UAS)/DRONE	
	REVISION DATE 09/11/19		BY ORDER OF THE CHIEF OF POLICE  WILTON MANORS POLICE DEPARTMENT
	ORIGINAL EFFECTIVE DATE: 07/08/19		
	PREVIOUS REVISIONS: 07/08/19		
RESCINDS:		REFERENCE: FS 934.50, FAA Small Unmanned Aircraft Regulations Part 107	

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A. PURPOSE

1. The purpose of these Standard Operating Procedures is to provide guidelines for Wilton Manors Police Department employees on the operation, maintenance and training procedures for departmental Unmanned Aircraft Systems as well as procedures for the retrieval, dissemination, and storage of captured images/data.
2. The purpose of Unmanned Aircraft Systems utilization is to:
 - a. Conduct search and rescue operations.
 - b. Assist in locating missing/endangered persons.
 - c. Enhance response and personnel safety during SWAT operations.

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- d. Improve disaster response including post damage assessment.
- e. Locate fleeing suspects or escaped prisoners.
- f. Assist law enforcement operations in the case that a law enforcement officer possesses reasonable suspicion that, under particular circumstances, swift action is needed to prevent imminent danger to life or serious damage to property including but not limited, patrolling and monitoring events that occur in our jurisdiction, or another jurisdiction under mutual aid circumstances.
- g. Counter a high risk of a terrorist attack by a specific individual or organization if the United States Secretary of Homeland Security determines that credible intelligence indicates that there is such a risk.
- h. Document and map crime scenes and traffic homicide scenes.
- i. UA may also be used for WMPD training and non-evidentiary, non-criminal law uses as authorized by the Chief of Police or his designee.

B. POLICY

The Wilton Manors Police Department (WMPD) Unmanned Aircraft System (UAS) enhances the availability and affordability of air support for public safety uses. All Remote Pilots shall be certified under FAA CFR 14 Part 107, and trained in accordance to departmental internal training procedures.

C. DEFINITIONS

Airmap - approved U.A.S. Service Supplier of the Low Altitude Authorization and Notification Capability system (L.A.A.N.C.) to U.S. commercial drone operators used via an application.

Air Traffic Control (ATC) - A service operated by appropriate authority to promote the safe, orderly and expeditious flow of air traffic.

Crew Resource Management (CRM) - The effective use of all available resources for flight crew personnel to ensure a safe and efficient operation, reducing error, avoiding stress and increasing efficiency.

Federal Aviation Administration (FAA) - The division of the United States Department of Transportation that is a national authority with powers to regulate all aspects of civil aviation.

Flight Standards District Office (FSDO) - A locally affiliated field office of the United States Federal Aviation Administration.

Kittyhawk - approved U.A.S. Service Supplier of the Low Altitude Authorization and Notification Capability system (L.A.A.N.C.) to U.S. commercial drone operators used via an application.

Low Altitude Authorization and Notification Capability (LAANC) - provides access to controlled airspace near airports through near real-time processing of airspace authorizations below approved altitudes in controlled airspace

UNMANNED AIRCRAFT SYSTEMS (UAS)/DRONE Policy 314

National Airspace System (NAS) - The common network of U.S. airspace- air navigation facilities, equipment, and services; airports or landing areas; aeronautical charts, information and services rules, regulations, and procedures; technical information; and personnel and material.

Notice to Airmen (NoTAM) – A Notice to Airmen is a notice containing information (not known sufficiently in advance to publicize by other means) concerning the establishment, condition, or change in any component (facility, service, or procedure of , or hazard in the National Airspace System) the timely knowledge of which is essential to personnel concerned with flight operations.

Part 107 - The portion of Title 14 Code of Federal Regulations (CFR) that allows the operation of unmanned aircraft systems (UAS) in the National Airspace System for purposes other than hobby and recreation. The rules are specified in 14 CFR part 107 and address UAS classification, certification, and operating rules.

Remote Pilot in Command (RPIC) - A person who holds a current remote pilot certificate with a UAS rating and has the final authority and responsibility for the operation and safety of the UAS.

Remote Pilot - An employee of the Wilton Manors Police Department who operates Unmanned Aircraft Systems on behalf of the agency. The Remote Pilots shall be certified under CFR 14 Part 107 and trained in accordance with WMPD Internal training outlines.

Unmanned Aircraft (UA) - an aircraft that can navigate without a human pilot on board; a drone.

Unmanned Aircraft System (UAS) - An unmanned aircraft and its associated elements related to safe operations, which may include control stations (ground, ship, or air-based), support equipment, payloads, flight termination systems, and launch/recovery equipment. It consists of three elements:

- Unmanned Aircraft
- Control Station
- Data Link

Visual Line-of-Sight (VLOS) - The RPIC or Visual Observer shall be able to see the Unmanned Aircraft without the aid of binoculars or other device besides corrective eyeglasses or contact lenses.

Visual Observer (VO) - A person acting as a flight crewmember to help see and avoid air traffic or other objects in the sky, overhead, or on the ground.

D. ORGANIZATIONAL POSITIONS AND DUTIES/RESPONSIBILITIES

1. Tech Team Leader – Generally Tech Team Leader(s) will report to the Detective Bureau Sergeant or their designee, and will be responsible for ensuring compliance as outlined in the WMPD Policy Manual. The Tech Team Leader will also serve as liaison with the FAA regarding any Federal Aviation Regulations (FAR).
 - a. The UAS duties and responsibilities of the Tech Team Leader include the following:
 - (1) UAS staff, equipment, flight, and flight standards/training.
 - (2) Keeping all records pertinent to the UAS including budget, financial records, and statistics.
 - (3) Performing inspections on a routine basis to ensure compliance with all WMPD and UAS policies.

UNMANNED AIRCRAFT SYSTEMS (UAS)/DRONE

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- (4) Maintaining a current FAA Part 107 certificate.
 - (5) Communicating with the FAA and the local FSDO. Ensure prompt reporting, filing and follow up action on accident reports to the appropriate agencies.
 - (6) Ensuring all flight operations are conducted safely and in compliance with all Federal Aviation Regulations (FAR) and agency policies.
 - (7) Terminating the flight status of any mission due to safety concerns.
 - (8) Verifying that all Remote Pilots maintain current qualifications.
 - (9) Ensuring that all Remote Pilots are provisioned with all necessary flight- related materials, checklists and equipment.
 - (10) Ensures any new unit members are properly trained and meet all qualifications.
2. Remote Pilot - Remote Pilots work under the supervision of the Tech Team Leader.
- a. The duties and responsibilities of a Remote Pilot include the following:
 - (1) Remote Pilots will work under the supervision of their respective supervisors.
 - (2) Any UAS/flight related issues will be reported to the Tech Team Leader without unnecessary delay.
 - (3) All Remote Pilots will have a valid FAA Part 107 UAS Pilot's certificate. They will be trained on the UAS model(s) to be used. They will have in their possession a valid remote pilot certificate and driver's license.
 - (4) The Remote Pilots will conduct the proper Crew Resource Management (CRM) during all operations.
 - (5) On all missions, Remote Pilots will obtain information regarding purpose, weather, operational requirements, special instructions and procedures. They will determine the applicability of UAS deployment as it relates to CFR 14 Part 107, FSS 934.50 and any waivers in use by the agency. Factors to be considered will at minimum include the following; altitude, terrain, weather, range, nearby airport facilities, nearby deployment surroundings, scene safety, officer safety and consideration of other resources for completing the airborne mission.
 - (6) Remote Pilots will ensure that all required documents, checklists, and appropriate portions of this POLICY are available for use in the RPIC's immediate vicinity. The RPIC will ascertain that the UAS is airworthy and safe for use in accordance with issued checklists and manufacturer specifications.
 - (7) The RPIC is responsible for operating the UAS in accordance with applicable FARs, waivers, policy, FSS and the UAS training lesson plan(s).
 - (8) The RPIC is responsible for the safety and security of the UAS and nearby ground personnel/civilians. It is the responsibility of the RPIC to ensure that a proper preflight has been conducted on the UAS prior to launch. All preflight checks will be conducted in accordance with issued checklists.

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- (9) The RPIC will ensure that all involved personnel have been properly briefed.
 - (10) The RPIC may delegate functions to other personnel but will still be responsible for all aspects of the operation.
 - (11) RPICs must be knowledgeable fully understand of this policy, FAA Regulations, FSS 934.50 and other instructions pertinent to their duties.
 - (12) The RPIC has final authority in determining whether a UAS deployment will or will not be conducted after considering all pertinent factors. The RPIC has the authority for the safe, efficient, and professional conduct of her/his flight assignment. The RPIC will have command over the UAS and the entirety of its operation. They are expected to make sound judgments and advocate CRM.
 - (13) The Remote Pilot is responsible for notifying the Tech Team Leader of any damages, injuries or technical issues resulting from the operation of the UAS.
 - (14) Obtain airspace authorization from the FAA using LAANC via Airmap / Kittyhawk or another similar application.
3. Visual Observer - A Visual Observer can be any person(s) that has been briefed, and understands the requirements of the visual observer position and the responsibility it entails. A VO shall be designated as such by the RPIC prior to all WMPD approved UAS operations. VOs will assist the RPIC during operations and work under the direct supervision of the RPIC. VOs will be briefed on their duties and responsibilities prior to operation.
- (1) The duties and responsibilities of a Visual Observer include the following:
 - (a) VOs will assist the RPIC in maintaining Visual Line-of-Sight of the in-flight UAS.
 - (b) VOs will assist Remote Pilots as necessary and as dictated by the RPIC.
 - (c) VOs will alert the RPIC of any observed manned aircraft in the area.
 - (d) Aid the RPIC by being alert to conditions which could create hazards to flight safety.

E. OPERATING PROCEDURES

- 1. General
 - a. UAS staff will adhere to all WMPD policies and procedures and those specifically set forth for UAS to include the UAS policy, Operations Orders, and checklists.
 - b. WMPD employees assigned to operate UAS will adhere to FAA regulations and Florida state statutes while exercising the utmost care to preserve the privacy and civil liberties of the public.
 - c. Only WMPD personnel trained in accordance with Standard Operating Procedures set forth by this document and the CFR 14 Part 107 may operate WMPD UAS.
 - d. All WMPD authorized Remote Pilots will comply with all departmental training procedures and will maintain applicable FAA licensure.

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- e. WMPD personnel will comply with all procedures outlined in these Standard Operating Procedures including, but not limited to, recording protocols, downloading of video data, report writing, evidence handling, inspection and maintenance of Unmanned Aircraft (UA) and associated equipment.

- f. All electronic evidence obtained by utilization of UAS is the property of WMPD.

2. Prohibited Uses and Actions

- a. WMPD Unmanned Aircraft Systems (UAS) shall not be used for personal business of any type.
- b. WMPD UAS will not be used for any operation that contradicts manufacturer's recommendations/instructions for the UAS being operated.
- c. WMPD UAS will not be used in any operation that is in conflict with any Florida State Statute and/or any FAA rules and regulations.
- d. WMPD UAS will not be used in any operation that is in conflict with agency policy.
- e. No WMPD employee, unless assigned as a Tech Officer, will utilize a UAS of any kind in the performance of his/her duties.
- f. No personally owned UAS or any other non WMPD-owned UAS will be used by any employee in the performance of his/her duty assignment. Any deviation of this part will require the written approval of the Chief of Police or designee.
- g. No supplemental equipment will be attached to any UA without permission from the Tech Team Leader.

3. Authority

- a. Remote Pilots have absolute command of their UAS regardless of the personnel on scene.
- b. The Remote Pilot will have the final authority and responsibility to cease any air operation or refuse any assignment where, in the Remote Pilot's justifiable opinion, the UAS and/or ground personnel/civilians are placed in jeopardy due to weather or other hazardous condition. At the end of their shift, Remote Pilots shall submit a memorandum to the Tech Team Leader specifying the reasons for any cancellation or refusal of flights due to safety.
- c. As provided by Federal Aviation Administration regulations, while WMPD UA are in-flight, the Remote Pilot in Command is authorized and responsible for making all decisions regarding use of the UA, including but not limited to; direction of craft, duration of air time, abilities of the UA, use of affixed equipment, and allowance or advisability of affixing additional equipment.

4. Requesting UAS Response

- a. Requests for UAS response will be made through the shift supervisor, who will contact the Detective bureau Sergeant or designee.
- b. Feasibility of UAS response will be determined on a case by case basis with the ultimate decision made by the Remote Pilot who will be conducting that flight.

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- c. The UAS call out will be noted in an Incident Report, either as an initial report, or a supplemental report.
5. Florida State Statute Compliance (Title XL VII Chapter 934.50)
- a. The Wilton Manors Police Department Personnel will comply with the FSS 934.50, the “Freedom from Unwarranted Surveillance Act”, when utilizing Unmanned Aerial Systems (UAS).
 - (1) Evidentiary Compliance- When evidence is to be gathered using a UAS, a judge signed search warrant authorizing the use of this UAS must be obtained in accordance with FS 934.50 (4)(b) unless other exceptions apply.
 - (2) Privacy considerations- WMPD personnel will not record or transmit images utilizing a UAS of property or persons where a reasonable expectation of privacy exists, with the intent to conduct surveillance, unless exceptions to 934.50 (3)(b) are met (a judge signed warrant or exigent circumstances).
6. Prior to launch the following steps will be taken by the RPIC:
- a. The Remote Pilot will designate and brief a VO for any non-training UAS operation.
 - b. The Remote Pilot will designate a safe take-off and landing area.
 - c. The Remote Pilot will confirm that the UAS Operation is legal, constitutional and safe.
7. Preflight briefing
- a. A briefing led by the RPIC will be conducted prior to all UAS operations, which will include, but is not limited to:
 - (1) Review of the mission’s goals and expected outcomes.
 - (2) Review of current and forecasted weather conditions.
 - (3) Review of current Notice to Airmen and Temporary Flight Restrictions (TFRs) that have been issued for the proposed flight area.
 - (4) Review of nearby airports and airspace, and any WMPD approved waivers that may apply to operation.
 - (5) Identification of mission limitations and safety issues such as battery charge, GPS strength, and potential for radio interference.
 - (6) Review of proposed flight area, including maximum ceiling and floor.
 - (7) Review of communication procedures between RPIC, VO, and other personnel used to support the mission, including verifying cell phone numbers used to communicate with ATC in the event of a fly-away or other flight emergency.
 - (8) Review of emergency/contingency procedures including aircraft system failure, flight termination, divert, and lost link procedures.

UNMANNED AIRCRAFT SYSTEMS (UAS)/DRONE

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(9) Execution of a pre-flight check utilizing the approved checklist.

8. Post flight checklist

A Post Flight Checklist must be completed by the Remote Pilot and submitted to the Tech Team Leader after each mission.

F. INSPECTIONS

1. A thorough visual examination for deficiencies shall be completed on each UAS at the beginning of each shift, completed by the Detective Bureau. Any deficiencies shall be reported to the Tech Team Leader.
2. Prior to each operation throughout the Remote Pilot's shift; a thorough inspection will be completed in accordance with issued checklists to ensure UAS airworthiness, this may include testing of the UAS to be conducted in a safe open area.
3. A post flight inspection will be completed at the end of each operation.

G. WEATHER

1. Remote Pilots will ensure that they have 3 statute miles of visibility during flight.
2. Remote Pilots will operate UAS at minimum 500 feet below clouds, and 2000 feet laterally.
3. Remote Pilots will assess flight conditions, including winds, prior to flight to ensure that controllability of the UAS will be maintained during the operation.
4. UAS Operations will be avoided near active thunderstorms.
5. Remote Pilots can obtain pertinent weather information through the following approved sources. A check of any of the preceding sources will not be a replacement of the UAS Remote Pilot's own visual observation at the incident location:
 - a. www.aviationweather.gov
 - b. www.duats.com
 - c. www.NOAA.com

H. LAW ENFORCEMENT MANNED AVIATION SUPPORT

1. During operations where a Law Enforcement Manned Aviation Unit (Papa Unit) is present on scene, UAS deployment will be at the discretion of the Manned Aviation Pilot. The following safety measures will be taken:
 - a. Two-way communication between RPIC and Manned Aviation Pilot will be maintained at all times during any operation with Manned Aviation on scene.
 - b. A pre-determined flight altitude for the UAS, as dictated by the on-scene Manned Aviation Pilot, will be maintained for the entirety of the operation, unless otherwise approved by the Manned Aviation Pilot.

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- c. On calls where a Manned Aviation Helicopter is present on scene; the Remote Pilot will assist with the search in whatever capacity the aviation unit requires.

I. SITUATIONAL GUIDELINES

1. Search and Rescue (SAR):

- a. Upon arrival on scene the Remote Pilot will be briefed by the primary Officer, Detective or Supervisor, or Dispatch as applicable.
- b. The use of a UAS for a SAR operation will be determined by the Incident Commander or Manned Aviation as applicable.
- c. The Remote Pilot will assist in the search as directed by the on-scene Officer in Charge (OIC).

2. Missing/endangered persons and children:

- a. Upon arrival on scene the Remote Pilot will be briefed by the primary Officer, Detective or Supervisor.
- b. The Remote Pilot will obtain a description of the missing person, as well as the last known direction of travel.
- c. The Remote Pilot will cooperate with any K9, Police Diver, etc. on scene, and assist them in their search.
- d. The Remote Pilot will conduct a grid search of the area where the missing person may be located. Special attention will be taken to search nearby bodies of water first.

3. Exigent circumstances (FSS 934.50)

- a. Upon arrival on scene the Remote Pilot will be briefed by the primary Officer, Detective or Supervisor, or Dispatch as applicable.
- b. The Remote Pilot will assist any Command Post or Incident Commander with operational information.
- c. The Remote Pilot will ensure that prior to initiating a UAS operation, the incident does fall under an exigent circumstance as dictated by FSS 934.50. It is imperative that the Remote Pilot is able to adequately articulate and document said exigent circumstance in the post incident report.

4. Search Warrants

- a. Prior to any search warrant operation; a briefing specific to that search warrant will be conducted.
- b. The presence of a warrant, signed by a judge, specifically authorizing the use of an UAS will be required, unless the mission coincides with the exceptions in FSS 934.50.

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5. Crime Scene and Traffic Homicide Scene Mapping

When accompanied by a search warrant, signed by a judge, the Wilton Manors Police Department may utilize UAS to document and/or map (3D, etc.) both Crime Scenes and THI's when applicable. The purpose of these maps will be to re-construct the scenes for further investigation and may be used for courtroom presentation. UAS RPIC shall complete a supplemental report.

J. SAFETY

1. Remote Pilots assigned to the WMPD UAS Unit are the only employees authorized to operate any of the WMPD-owned UAS. This may be waived only if an employee is specifically being considered for assignment as a Remote Pilot in the UAS unit, and already possesses all minimum requirements and qualifications for a Remote Pilot and is approved by WMPD administration to receive flight training for the position.
2. The following steps will be taken to enhance operational safety:
 - a. Safety will be promoted through training, attention to duty, sound decision making, Crew Resource Management and exercise of good judgement at all times.
 - b. No person may assault, threaten, intimidate, or interfere with a UAS Remote Pilot in the performance of their duties during UAS operations.
 - c. Sterile cockpit procedures will be adhered to during critical phases of flight. Critical phase means when the UAS is in flight.
 - d. During critical phases of flight, no activities that may distract, or interfere with said flight, such as nonessential conversations may be permitted.
 - e. If at any time the UA malfunctions, or does not operate to the manufacturer specifications, the UAS operation will be terminated and the UA will be grounded until all necessary repairs are made.
3. Flight Operations
 - a. Remote Pilots will follow all issued checklists during WMPD UAS Operations.
 - b. The UAS will be kept in Line-of-Sight of the RPIC or the designated VO at all times while in flight, unless the current operation falls under any valid WMPD waivers with the FAA allowing the UAS to travel beyond line-of-sight.
 - c. At no time will the RPIC relinquish control of the UAS flight controller while the UAS is in flight; except as applicable in the case of an emergency or during training.
 - d. Remote Pilots will ensure that the battery in use in the UAS is newly charged prior to UAS launch. It is strictly forbidden to initiate a new operation with a partially charged/discharged battery.

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K. OPERATIONAL READINESS

1. Remote Pilots will have their UAS ready for rapid deployment while on duty by ensuring the following:
 - a. The UAS will be stored accessibly in the Remote Pilot's vehicle.
 - b. The Remote Pilot will ensure that all batteries are fully charged while on duty/or that said batteries are in the process of being charged.
 - c. The Remote Pilot will preflight his/her issued UAS at the outset of each shift to ensure that the UAS is airworthy and ready for rapid deployment.

L. MAINTENANCE

1. A maintenance logbook will be maintained for each individual UAS, and its associated batteries.
2. The following items will be recorded in the UAS maintenance logbook:
 - a. All repairs
 - b. Replacement batteries and the date on which each battery was put into service
 - c. All replacement parts
3. Remote Pilots will be responsible for updating the UAS firmware.
4. Remote Pilots will be responsible for notifying the Tech Team Leader for any necessary repairs or replacement parts for the UAS.

M. UAS STORAGE

1. WMPD UAS will be stored according to manufacturer recommendations.
 - a. WMPD UAS will be properly stored in a cool environment.
 - b. Special care will be taken when storing batteries; ensuring they are stored in a cool environment as set forth by manufacturer recommendations.

N. DOCUMENTATION

1. Each individual Remote Pilot will be responsible for maintaining a flight log of all UAS flight time, to include all operations and training. This UAS logbook will be made available to the Tech Team Leader upon request.
2. All UAS flight time will be recorded in a UAS logbook.
3. An incident report or supplement will be completed for all UAS operations, excluding training.

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O. VIDEO RECORDING/PHOTO CAPTURE DURING MISSIONS

1. UAS recordings will be stored and maintained by Remote Pilot. Any UAS recording not having any evidentiary value must follow records retention guidelines for destruction.
2. All UAS recordings that have evidentiary value shall be stored according to evidence policy and procedures.
3. Sworn personnel shall only utilize department approved workstations or Ethernet connections for the transfer of UAS recordings.
4. If an incident qualifies as a Response to Resistance incident, a complaint, vehicle pursuit, foot pursuit, and/or lawsuit, the recording shall be placed into evidence (i.e. Arrest).

P. TRAINING

1. All Remote Pilots will be trained in accordance with internal training outlines. WMPD internal training will cover all essential areas including specific information for each UAS in use, FAA Part 107 regulations, weather reporting, emergency procedures, practical flight training and POLICY.
2. All Remote Pilots will undergo periodic training.
3. Prior to conducting any operational mission the Remote Pilot will have received training on the UAS model.

Q. UAS ACCIDENTS

1. General - All accidents involving WMPD UAS will be reported through the chain of command immediately following the incident, when it is safe to do so. All accidents will be internally documented via an incident report. WMPD Risk Management will be notified in the case of any injury or property damage within 24 hours following the accident.
2. Accident reporting - Accident reporting will be conducted in accordance with CFR 14 Part 107.9. All FAA notifications will be handled by, or under the supervision of, the Tech Team Leader. The following incidents will require notification to the FAA no later than 10 days following incident.
 - a. Serious injury to any person or any loss of consciousness
 - b. Damage to any property, other than the small unmanned aircraft, unless one of the following conditions is satisfied:
 - (1) The cost of repair (including materials and labor) does not exceed \$500; or
 - (2) The fair market value of the property does not exceed \$500 in the event of total loss.

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R. MUTUAL AID

1. The Department may, in accordance with the terms of existing Mutual Aid Agreements, allow authorized department UAS operators to provide UAS related assistance to other agencies who have Mutual Aid Agreements with the Department.
2. If, pursuant to a Mutual Aid Agreement, an agency requests a deployment of the department's UAS, the Chief of Police or designee shall make the determination whether deployment of a UAS is warranted. If the deployment is approved, the authorized UAS operator shall, consistent with the requirements of the Mutual Aid Agreement and the Unmanned Aircraft Systems policy, make arrangements for the transport of the UAS equipment to the requested location. The department's authorized UAS operator shall be briefed on the mission and shall communicate to the on-site agency supervisor the capabilities, limitations and restrictions associated with operation of the UAS.



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**RECEIPT FOR
UNMANNED AERIAL SYSTEMS (UAS)
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I, _____, have received the revision of the Unmanned Aerial Systems (UAS) Standard Operating Procedures Manual. I understand I am responsible for maintaining and reading the contents of this SOP Manual. My signature below attests to the fact that I have read this SOP and I am familiar with the contents therein.

Employee's Signature

CCN

Date

This receipt (original) must be returned to the commander within 30 days from the date you receive the SOP Manual. The commander or designee will place this receipt in your district/division personnel file.

BROWARD SHERIFF'S OFFICE UNMANNED AERIAL SYSTEMS (UAS) STANDARD OPERATING PROCEDURES

PREFACE

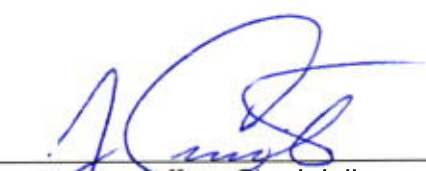
The purpose of this manual is to familiarize all BSO Unmanned Aerial Systems (UAS) staff with UAS and its operation. It is intended to promote safe, efficient and lawful operation of the Broward Sheriff's Office's Unmanned Aerial Systems. It is a supplement to the Sheriff's Policy Manual and General Orders. It is not intended to change, alter, or supersede any BSO rules, policies, procedures, or General Orders.

No existing or future policies will be interpreted by any employee to supersede any federal, state, or local law or any regulation or policy of the Broward Sheriff's Office. Such conflict will be immediately brought to a supervisor's attention.

It is also recognized that no document can be created which will cover absolutely all circumstances for all times. Therefore, this document is considered a flexible guide to operational efficiency. Deviations made from the strict interpretation of this these Standard Operating Procedures should be backed up by sound professional judgment and responsible integrity.

From time to time parts of these Standard Operating Procedures will be amended or rescinded, as dictated by the efficiency needs of this division.

Effective Date: **February 1, 2018**



Lieutenant Jeffrey Cirminiello
Department of Administration



Major Jonathan Appel
Department of Administration

**BROWARD SHERIFF'S OFFICE
UNMANNED AERIAL SYSTEMS (UAS)
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1.0 ORGANIZATION:

1.1 OVERVIEW: The Broward Sheriff's Office (BSO) Unmanned Aircraft Systems (UAS) Unit is a regional public safety unit consisting of both BSO deputies from the Department of Law Enforcement as well as employees from BSO Fire Rescue. The unit was created to enhance the availability and affordability of air support for public safety uses. All Remote Pilots shall be certified under FAA CFR 14 Part 107, and trained in accordance to departmental internal training procedures.

1.2 FREQUENTLY USED ACRONYMS / DEFINITIONS:

- A. ATC (Air Traffic Control): A service operated by appropriate authority to promote the safe, orderly and expeditious flow of air traffic.
- B. FAA (Federal Aviation Administration): The division of the United States Department of Transportation that is a national authority with powers to regulate all aspects of civil aviation.
- C. FSDO (Flight Standards District Office): A locally affiliated field office of the United States Federal Aviation Administration (FAA).
- D. NAS (National Airspace System): The common network of U.S. airspace- air navigation facilities, equipment, and services; airports or landing areas; aeronautical charts, information and services rules, regulations, and procedures; technical information; and manpower and material.
- E. Part 107: The portion of Title 14 Code of Federal Regulations (CFR) that allows the operation of unmanned aircraft systems (UAS) in the National Airspace System (NAS) for purposes other than hobby and recreation. The rules are specified in 14 CFR part 107 and address UAS classification, certification, and operating rules.
- F. RPIC (Remote Pilot in Command): A person who holds a current remote pilot certificate with a UAS rating and has the final authority and responsibility for the operation and safety of the UAS.
- G. Remote Pilot: An employee of the Broward Sheriff's Office who operates Unmanned Aircraft Systems on behalf of BSO. The Remote Pilots shall be certified under CFR 14 Part 107 and trained in accordance with BSO Internal training outlines.

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- H. UA: Unmanned Aircraft: an aircraft that can navigate without a human pilot on board; a drone.
- I. UAS (Unmanned Aircraft System): An unmanned aircraft and its associated elements related to safe operations, which may include control stations (ground, ship, or air-based), support equipment, payloads, flight termination systems, and launch/recovery equipment. It consists of three elements:
 - 1. Unmanned Aircraft
 - 2. Control Station
 - 3. Data Link
- J. VLOS (Visual Line-Of-Sight): The RPIC or Visual Observer shall be able to see the Unmanned Aircraft without the aid of binoculars or other device besides corrective eyeglasses or contact lenses.
- K. VO (Visual Observer): A person acting as a flight crewmember to help see and avoid air traffic or other objects in the sky, overhead, or on the ground
- L. CRM (Crew Resource Management): The effective use of all available resources for flight crew personnel to assure a safe and efficient operation, reducing error, avoiding stress and increasing efficiency.

1.3 PURPOSE:

- A. The purpose of these Standard Operating Procedures are to provide guidelines for Broward Sheriff's Office employees on the operation, maintenance and training procedures for departmental Unmanned Aircraft Systems (UAS) as well as procedures for the retrieval, dissemination, and storage of captured images/data.
- B. The purpose of Unmanned Aircraft Systems Unit (UAS) utilization is to:
 - 1. Conduct search and rescue operations.
 - 2. Assist with Fire Rescue life safety operations such as:
 - a. Search and rescue
 - b. Firefighting efforts

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- c. Hazardous materials response.
- 3. Assist in locating missing/endangered persons.
- 4. Enhance response and personnel safety during SWAT operations.
- 5. Improve disaster response including post damage assessment.
- 6. Facilitate community outreach by working with the Special Events Unit.
- 7. Locate fleeing suspects or escaped prisoners.
- 8. Assist law enforcement operations in the case that a law enforcement officer possesses reasonable suspicion that, under particular circumstances, swift action is needed to prevent imminent danger to life or serious damage to property.
- 9. Counter a high risk of a terrorist attack by a specific individual or organization if the United States Secretary of Homeland Security determines that credible intelligence indicates that there is such a risk.
- 10. UA may also be used for BSO training and non-evidentiary, non-criminal law uses as authorized by the Sheriff or his designee.
- 11. Reduce costs of aerial photography/videography.

1.4 GENERAL ORDERS: General Orders will be issued pursuant to the Sheriff's Policy Manual.

1.5 VEHICLES: BSO vehicles will be maintained by assigned employees in accordance with the Sheriff's Policy Manual.

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2.0 ORGANIZATIONAL POSITIONS AND DUTIES:

2.1 UAS SUPERVISOR:

2.1.1 General: UAS Supervisors will report to the Administrative Support Bureau, and will be responsible for ensuring compliance as outlined in the BSO Sheriff's Policy Manual. The UAS Supervisors will also serve as liaison with the FAA regarding any Federal Aviation Regulations (FAR).

2.1.2 Duties and Responsibilities: The UAS Supervisor is responsible for:

- A. UAS staff, equipment, flight, and flight standards/training
- B. Keeping all records pertinent to the UAS unit including budget, financial records, and statistics
- C. Performing inspections on a routine basis to ensure compliance with all BSO and UAS policies
- D. Maintaining a current FAA Part 107 certificate
- E. Communicating with the FAA and the local FSDO. Ensure prompt reporting, filing and follow up action on accident reports to the appropriate agencies
- F. Assuring all flight operations are conducted safely and in compliance with all FAR's and this manual
- G. Terminating the flight status of any mission due to safety concerns
- F. Verifying that all Remote Pilots maintain current qualifications
- H. Ensuring that all Remote Pilots are provisioned with all necessary flight-related materials, checklists and equipment
- I. Ensures any new unit members are properly trained and meets all qualifications.

2.2 REMOTE PILOT:

2.2.1 General: Remote Pilots work under the supervision of the UAS Supervisor.

2.2.2 Duties and Responsibilities:

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- A. Remote Pilots will work under the supervision of their respective supervisors. Any UAS/flight related issues will be reported to the UAS supervisor.
- B. All Remote Pilots will have a valid FAA Part 107 UAS Pilot's certificate. They will be trained on the UAS model to be used. They will have in their possession a valid remote pilot certificate and driver's license.
- C. The Remote Pilots will conduct to proper Crew Resource Management (CRM) during all operations.
- D. On all missions, Remote Pilots will obtain information regarding purpose, weather, operational requirements, special instructions and procedures. They will determine the applicability of UAS deployment as it relates to CFR 14 Part 107, FSS 934.50 and any waivers in use by the agency. Factors to be considered will at minimum include the following; altitude, terrain, weather, range, nearby airport facilities, nearby deployment surroundings, scene safety, and consideration of other resources for completing the airborne mission.
- E. Remote Pilots will ensure that all required documents, checklists, appropriate portions of this SOP, are available for use in the RPIC's immediate vicinity. The RPIC will ascertain that the UAS is airworthy and safe for use in accordance with issued checklists and manufacturer specifications.
- F. The RPIC is responsible for operating the UAS in accordance with applicable FARs, waivers, SOP, FSS and the UAS training lesson plan.
- G. The RPIC is responsible for the safety and security of the UAS and nearby ground personnel/civilians. It is the responsibility of the RPIC to ensure that a proper preflight has been conducted on the UAS prior to launch. All preflight checks will be conducted in accordance with issued checklists.
- H. The RPIC will ensure that all involved personnel have been properly briefed.
- I. The RPIC may delegate functions to other personnel but will still be responsible for all aspects of the operation.
- J. RPICs must be knowledgeable of this SOP Manual, FAA Regulations, FSS 934.50 and other instructions pertinent to their duties.
- K. The RPIC has final authority in determining whether a UAS deployment will or will not be conducted after considering all pertinent factors. The RPIC has the authority for the safe, efficient, and professional conduct of her/his flight

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assignment. The RPIC will have command over the UAS and the entirety of its operation. They are expected to make sound judgments and advocate CRM.

- L. The Remote Pilot is responsible for notifying the UAS Supervisor of any damages, injuries or technical issues resulting from the operation of the UAS.

2.3 VISUAL OBSERVER (VO):

2.3.1 General: A Visual Observer (VO) can be any person that has been briefed, and understands the requirements of the visual observer position and the responsibility it entails. A VO shall be designated as such by the RPIC prior to all BSO approved UAS operations. VOs will assist the RPIC during operations and work under the direct supervision of the RPIC. VO will receive training on their duties and responsibilities prior to operation.

2.3.2 Duties and Responsibilities:

- A. VOs will assist the RPIC in maintaining Visual Line of Sight (VLOS) of the in-flight UA.
- B. VOs will assist Remote Pilots as necessary and as dictated by the RPIC.
- C. VOs will alert the RPIC of any observed manned aircraft in the area.
- D. Aid the RPIC by being alert to conditions which could create hazards to flight safety.

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3.0 OPERATING PROCEDURES:

3.1 GENERAL:

- A. UAS staff will adhere to all BSO policy and procedures and those specifically set forth for UAS to include the UAS SOP Manual, Operations Orders, and checklists.
- B. BSO employees assigned to the UAS Unit will adhere to FAA regulations and Florida state statutes while exercising the utmost care to preserve the privacy and civil liberties of the public.
- C. Only BSO personnel trained in accordance with Standard Operating Procedures set forth by this document and the CFR 14 Part 107 may operate BSO UAS.
- D. All BSO authorized Remote Pilots will comply with all departmental training procedures and will maintain applicable FAA licensure.
- E. BSO personnel will comply with all procedures outlined in these Standard Operating Procedures including, but not limited to, recording protocols, downloading of video data, report writing, evidence handling, inspection and maintenance of Unmanned Aircraft (UA) and associated equipment.
- F. All electronic evidence obtained by utilization of UAS are property of BSO.

3.2 PROHIBITED USES AND ACTIONS:

- A. BSO Unmanned Aircraft Systems (UAS) shall not be used for personal business of any type.
- B. BSO UAS will not be used for any operation that contradicts manufacturer's recommendations/instructions for the UAS being operated.
- C. BSO UAS will not be used in any operation that is in conflict with any Florida State Statute and/or any FAA rules and regulations.
- D. BSO UAS will not be used in any operation that is in conflict with Broward County Sheriff's Office Policy and/or SOP.
- E. No BSO employee, unless assigned to the BSO UAS Unit, will utilize a UAS of any kind in the performance of his/her duties without the written approval of the UAS Supervisor.

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- F. No BSO employee will utilize a personally owned or any other non BSO-owned UAS in the performance of his/her duty assignment. Any deviation of this part will require the written approval of the UAS Supervisor.
- G. No personally owned UAS or any other non BSO-owned UAS will be used by any employee in the performance of his/her duty assignment. Any deviation of this part will require the written approval of the UAS Supervisor.
- H. No supplemental equipment will be attached to any UA without permission from the UAS supervisor.

3.3 AUTHORITY:

- A. Remote Pilots have absolute command of their UAS regardless of the staff's rank on scene.
- B. Without fear of disciplinary action, the Remote Pilot will have the final authority and responsibility to cease any air operation or refuse any assignment where, in the Remote Pilot's opinion, the UAS and/or ground personnel/civilians are placed in jeopardy due to weather or other hazardous condition. At the end of their shift, Remote Pilots will report in writing when requested to the UAS supervisor the reasons for any cancellation or refusal of flights due to safety.
- C. As provided by Federal Aviation Administration (FAA) regulations, while BSO UA are in-flight, the Remote Pilot in Command (RPIC) is authorized and responsible for making all decisions regarding use of the UA, including but not limited to; direction of craft, duration of air time, abilities of the UA, use of affixed equipment, and allowance or advisability of affixing additional equipment.

3.4 REQUESTING UAS RESPONSE:

- A. Requests for UAS Response will be made through Communications, whom will contact an available Remote Pilot. Employees assigned to the UAS Unit will be listed as Remote Pilots on the daily roster provided to Communications.
- B. Feasibility of UAS response will be determined on a case by case basis with the ultimate decision made by the Remote Pilot who will be conducting that flight.
- C. The UAS call out will be noted in a Incident Report (Department of Law Enforcement) or Sunpro Report (Department of Fire Rescue).

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3.5 FLORIDA STATE STATUTE COMPLIANCE (Title XLVII Chapter 934.50):

3.5.1 General: Broward County Sheriff's Office Personnel will comply with the FSS 934.50, the "Freedom from Unwarranted Surveillance Act", when utilizing Unmanned Aerial Systems (UAS).

- A. Evidentiary Compliance- When evidence is to be gathered using a UAS, a judge signed search warrant authorizing the use of this UAS must be obtained in accordance with 934.50 (4)(b) unless other exceptions apply.
- B. Privacy considerations- BSO personnel will not record or transmit images utilizing a UAS of property or persons where a reasonable expectation of privacy exists unless exceptions to 934.50 (3)(b) are met (a judge signed warrant or exigent circumstances).

3.6 INSPECTIONS:

3.6.1 UAS:

- A. A thorough preflight will be completed on each issued UAS at the beginning of each shift, in accordance with issued checklists.
- B. Prior to each operation throughout the Remote Pilot's shift; an inspection will be completed in accordance with issued checklists to ensure UAS airworthiness.
- C. A post flight inspection will be completed at the end of each operation.

3.7 GENERAL OPERATING PROCEDURES:

3.7.1 General: Prior to launch the following steps will be taken by the RPIC:

- A. The Remote Pilot will locate and designate a properly trained VO for any non-training UAS operation.
- B. The Remote Pilot will designate a safe take-off and landing area.
- C. The Remote Pilot will confirm that the UAS Operation is legal, constitutional and safe.

3.7.2 BSO Aviation Support: During operations where BSO Aviation is present on scene, UAS deployment will be at the discretion of the responding BSO Aviation Pilot. The following safety measures will be taken:

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- A. Two-way communication between RPIC and BSO Pilot will be maintained at all times during any operation with BSO Aviation on scene.
- B. A pre-determined flight altitude for the UAS, as dictated by the on-scene BSO Aviation Pilot, will be maintained for the entirety of the operation, unless otherwise approved by the BSO Aviation Pilot.
- C. On calls where the BSO Aviation Helicopter is present on scene; the Remote Pilot will assist with the search in whatever capacity the aviation unit/K9 requires.

3.7.3 Vehicle response: Remote Pilots will refer and adhere to BSO SPM 7.3 for incident responses.

3.7.4 Preflight briefing: A briefing led by the RPIC will be conducted prior to all UAS operations, which will include, but is not limited to:

- A. Review of the mission's goals and expected outcomes.
- B. Review of current and forecasted weather conditions.
- C. Review of current Notice to Airmen (NoTAMs) and Temporary Flight Restrictions (TFRs) that have been issued for the proposed flight area.
- D. Review of nearby airports and airspace, and any BSO approved waivers that may apply to operation.
- E. Identification of mission limitations and safety issues such as battery charge, GPS strength, and potential for radio interference.
- F. Review of proposed flight area, including maximum ceiling and floor.
- G. Review of communication procedures between RPIC, VO, and other personnel used to support the mission. Including verifying cell phone numbers used to communicate with ATC in the event of a fly-away or other flight emergency.
- H. Review of emergency/contingency procedures including aircraft system failure, flight termination, divert, and lost link procedures.
- I. Execution of a pre-flight check utilizing the approved checklist.

3.7.5 Missing/endangered persons and children:

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- A. Upon arrival on scene the Remote Pilot will be briefed by the primary Deputy/Supervisor, or dispatch as applicable.
- B. The Remote Pilot will obtain a description of the missing person, as well as the last known direction of travel.
- C. The Remote Pilot will liaise with any bloodhound K9 on scene, and assist them in their search.
- D. The Remote Pilot will conduct a grid search of the area where the missing person may be located. Special attention will be taken to search nearby bodies of water first.

3.7.6 Search Warrants:

- A. Prior to any search warrant operation; a briefing specific to that search warrant will be conducted.
- B. Unless exigent circumstances exist, the presence of a warrant, signed by a judge, specifically authorizing the use of a UAS will be determined.

3.7.7 Exigent circumstances (FSS 934.50):

- A. Upon arrival on scene the Remote Pilot will be briefed by the primary Deputy/Supervisor, or dispatch as applicable.
- B. The Remote Pilot will assist any Command Post or Incident Commander with operational information.
- C. The Remote Pilot will ensure that prior to initiating a UAS operation that the incident does fall under an exigent circumstance as dictated by FSS 934.50. It is imperative that the Remote Pilot is able to adequately articulate and document said exigent circumstance in the post incident report (OSS/I/Sunpro).

3.7.8 BSO Fire Rescue Operations:

- A. The Remote Pilot in Command (RPIC) will coordinate all UAS operations with Fire Rescue Incident Command.
- B. The RPIC will insure that contact is made with Fire Rescue Incident Command prior to arriving in the area of the incident.

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C. Working Fire and Hazardous Materials Incidents

1. The RPIC will make contact with Fire Rescue Incident Command prior to approaching the area of the incident
2. Do not approach these incidents from a downwind direction whenever possible.

3.7.9 Search and Rescue (SAR):

- A. Upon arrival on scene the Remote Pilot will be briefed by the primary Deputy/Supervisor, or dispatch as applicable.
- B. The use of a UAS for a SAR operation will be determined by the Incident Commander, US Coast Guard or BSO Aviation as applicable.
- C. The Remote Pilot will assist in the search as directed by the on-scene Officer In Charge (OIC).

3.7.10 Photo / Video Evidence:

- A. Any and all photographic and video evidence will be uploaded to Evidence.com as soon as practical.
- B. Storage and Security: All digital evidence is maintained pursuant to the applicable Florida public records laws regarding agency records. No evidence or record will be deleted prior to the state preservation guidelines. (See SPM and GS-2 for guidelines)

3.8 SAFETY:

3.8.1 General: Remote Pilots assigned to the BSO UAS Unit are the only employees authorized to operate any of the BSO-owned UAS. This may be waived only if an employee is specifically being considered for assignment as a Remote Pilot in the UAS unit, and already possesses all minimum requirements and qualifications for a Remote Pilot and is approved by BSO administration to receive flight training for the position.

3.8.2 Operational Safety: The following steps will be taken to enhance operational safety:

- A. Safety will be promoted through training, attention to duty, sound decision making, Crew Resource Management and exercise of good judgement at all

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times.

- B. No person may assault, threaten, intimidate, or interfere with a UAS Remote Pilot in the performance of their duties during UAS operations.
- C. Sterile cockpit procedures will be adhered to during critical phases of flight.
- D. During critical phases of flight, no activities that may distract, or interfere with said flight, such as nonessential conversations may be permitted. Critical phase means when the UAS is in flight.
- E. If at any time the UA malfunctions, or does not operate to the manufacturer specifications, the UAS operation will be terminated and the UA will be grounded until all necessary repairs are made.

3.8.3 Flight operations:

- A. Remote Pilots will follow all issued checklists during BSO UAS Operations.
- B. The UAS will be kept in Line of Sight of the RPIC or the designated VO at all times while in flight.
- C. At no time will the RPIC relinquish control of the UAS flight controller while the UAS is in flight; except as applicable in the case of an emergency or during training.
- D. Remote Pilots will ensure that the battery in use in the UAS is newly charged prior to UAS launch. It is strictly forbidden to initiate a new operation with a partially charged/discharged battery.

3.9 OPERATIONAL READINESS:

- A. Remote Pilots will have their UAS ready for rapid deployment while on duty by ensuring the following:
- B. The UAS will be stored accessibly in the Remote Pilot's vehicle.
- C. The Remote Pilot will ensure that all batteries are fully charged while on duty/or that said batteries are in the process of being charged.
- D. The Remote Pilot will preflight his/her issued UAS at the outset of each shift to ensure that the UAS is airworthy and ready for rapid deployment.

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3.10 MAINTENANCE:

- A. A maintenance logbook will be maintained for each individual UAS, and its associated batteries.
- B. The following items will be recorded in the UAS maintenance logbook:
 - 1. All repairs
 - 2. Replacement batteries and the date on which each battery was put into service
 - 3. All replacement parts
- C. All Remote Pilots will be responsible for updating the firmware of each of their own issued UAS. It will be the responsibility of each individual Remote Pilot to keep all issued BSO UAS up to date.
- D. All Remote Pilots will be responsible for notifying the UAS Supervisor for any necessary repairs or replacement parts for their issued UAS.

3.11 UAS STORAGE:

3.11.1 General: All issued BSO UAS will be stored according to manufacturer recommendations.

- A. All BSO UAS will be properly stored while the Remote Pilot is in service. At the end of each shift all issued UAS will be secured inside the employee's residence.
- B. Special care will be taken when storing batteries; ensuring they are stored in a cool environment as set forth by manufacturer recommendations.

3.12 DOCUMENTATION:

- A. Each individual Remote Pilot will be responsible for maintaining a flight log of all UAS flight time, to include all operations and training. This UAS logbook will be made available to the UAS Supervisor upon request.

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- B. All UAS flight time will be recorded in a UAS logbook, specific to each individual issued BSO UAS.
- C. Documentation will be completed through an OSSI incident report (DLE) or Sunpro (BSOFR)

3.13 TRAINING:

3.13.1 General: All Remote Pilots will be trained in accordance with internal training outlines. BSO internal training will cover all essential areas including specific information for each UAS in use, FAA Part 107 regulations, weather reporting, emergency procedures, practical flight training and SOP.

- A. All Remote Pilots will undergo recurrent training every month.
- B. Prior to conducting any operational mission the Remote Pilot will have received training on the specific UAS model to be used.

3.14 UAS ACCIDENTS:

3.14.1 General: All accidents involving BSO UAS will be reported through chain of command immediately following the incident, when it is safe to do so. All accidents will be internally documented via an incident report (DLE) or through Sunpro (Department of Fire Rescue). BSO Risk Management will be notified in the case of any injury or property damage within 24 hours following the accident.

3.14.2 Accident reporting: Accident reporting will be conducted in accordance with CFR 14 Part 107.9. All FAA notification will be handled by, or under the supervision of, the UAS Supervisor. The following incidents will require notification to the FAA no later than 10 days following incident.

- A. Serious injury to any person or any loss of consciousness
- B. Damage to any property, other than the small unmanned aircraft, unless one of the following conditions is satisfied:
 - 1. The cost of repair (including materials and labor) does not exceed \$500; or
 - 2. The fair market value of the property does not exceed \$500 in the event of total loss.

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3.15 WEATHER:

3.15.1 General:

- A. Remote Pilots will ensure that they have 3 statute miles of visibility during flight.
- B. Remote Pilots will operate UAS at minimum 500 feet below clouds, and 2000 feet laterally.
- C. Remote Pilots will assess flight condition, including winds, prior to flight to ensure that controllability of the UAS will be maintained during the operation.
- D. UAS Operations will be avoided near active thunderstorms.
- E. Remote Pilots can obtain pertinent weather information through the following approved sources.
 - 1. www.aviationweather.gov
 - 2. www.duats.com
 - 3. www.NOAA.com
 - 4. A check of any of the preceding sources will not be a replacement of the UAS Remote Pilot's own visual observation at the incident location.