



AGENDA

Town of Hillsboro Beach Commission Meeting

April 9, 2024
9:00 AM



Established 1939

MAYOR

Honorable Dawn Miller

VICE MAYOR

Honorable Barbara Baldassarre

COMMISSIONERS

Honorable Jane Reiser

Honorable David A. Ravanese

Honorable Vinnie Andreano

TOWN MANAGER

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

April 9, 2024 | 9:00 AM

REGULAR TOWN COMMISSION MEETING AGENDA

MAYOR DAWN MILLER
VICE MAYOR BARBARA BALDASARRE
COMMISSIONER JANE REISER
COMMISSIONER DAVID RAVANESI
COMMISSIONER VINNIE ANDREANO

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

Refer to the end of the Agenda for the Commission Meeting **RULES OF DECORUM** (Resolution No. 2023-36), adopted 9/12/2023

NEW - Commission Meetings are streamed LIVE and recorded on the town's website

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

I. APPROVAL OF MINUTES

- A. March 5, 2024 Regular Commission Meeting
- B. March 26, 2024 Reorganization Meeting

II. DISCUSSION & POSSIBLE ACTION

- A. **Community Event: Beach Clean-Up**
Mayor Dawn Miller
- B. **Community Event: Music on the Green**
Mayor Dawn Miller

III. RESOLUTIONS & CONTRACTS

- A. **Resolution No. 2024-21** Consideration of the Town Commission Authorizing the Use of \$22,964.90 in Federal Forfeiture Funds to Purchase a Red Dot Pistol Transition Course to Operate the Glock 45MOS 9MM Pistol Package.
- B. **Resolution No. 2024-22** Consideration of the Town Commission to Approve and Authorize the Appropriate Town Officials to Issue Letter of Notice to the Florida Department of Commerce of the Town Commission's Intention to Amend the Town's Comprehensive Plan.

IV. CONSENT

- | | | | |
|--------------|--------------------|------------|-------------|
| A. 1. CG&A | Invoice 297549 | (Feb 2024) | \$48,776.22 |
| 2. CG&A | Invoice 321372 | (Mar 2024) | \$30,605.70 |
| 3. Inframark | Invoice 111408 | | \$8,398.29 |
| 4. LSF | Invoice 24-0229-26 | | \$5,510.94 |
| 5. GCDE | Invoice #58881 | (General) | \$4,106.30 |

6. GCDE Invoice #58882 (Development) \$150.00
7. GCDE Invoice #58883 (Crusco & Doherty ORD) \$330.00
8. Proclamation: National Safe Boating Week, May 18-24-2024

V. BEACH REPORT

VI. STAFF UPDATES

A. Police Department

Chief Jay Szesnat

B. Building Department

CG&A Building Official

C. Code Compliance

Bernard Pita, CG&A Code Compliance Supv.

VII. TOWN MANAGER REPORT

A. DEP Water Utility Audit

B. Community Event - Sat. April 27 (9am-12pm)

Shred, Electronic Recycling, HHW drop-off, Used/Expired Prescription Drug Take-Back, Blood Drive

VIII. TOWN ATTORNEY REPORT

IX. TOWN COMMISSION COMMENTS/REPORTS

X. PUBLIC COMMENTS

XI. ADJOURNMENT

RULES OF DECORUM

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

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

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



DRAFT

**MINUTES
TOWN OF HILLSBORO BEACH
REGULAR COMMISSION MEETING**

TUESDAY

MARCH 5, 2024

9:00 A.M.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

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

Town Commission:

Mayor Irene Kirdahy

Vice Mayor Barbara Baldassarre

Commissioner David A. Ravanese

Commissioner Jane Reiser

Commissioner Vinnie Andreano

Town Staff:

Town Manager William "Mac" Serda, ICMA-CM

Donald J. Doody, Town Attorney, Esq.

Town Clerk Sherry D. Henderson, CMC

Police Chief Jay Szesnat

APPROVAL OF AGENDA

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

I. APPROVAL OF MINUTES

A. February 6, 2024 Regular Commission Meeting

Motion made by Commissioner Ravanese, seconded by Commissioner Reiser, to approve the minutes of the February 6, 2024, Regular Meeting as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

II. PRESENTATIONS

A. Presentation from Coastal Protection Engineering, LLC (CPE) Beach Nourishment Update

Tara Brenner, Senior Coastal Engineer, Coastal Protection Engineering (CPE), provided an update on the Town's beach nourishment efforts. She discussed the 2023 renourishment, which included dredging of 400,000 cubic yards of sand from the Boca Raton inlet and shared that the joint project with Deerfield Beach and Boca Raton was recognized and commended on the State level. She reviewed before and after photos and discussed next steps, including post-construction monitoring and engineering for the next project under the settlement agreement, and opportunities for the future.

Continuing, Ms. Brenner explained the results of the post-monitoring surveys to date, noting the erosion resulting from a winter she described as rough. She stated 27,000 cubic yards of loss was measured between May 2023 and December 2023 and discussed contributing factors. She advised that CPE would continue to monitor the beach, reef, and turtle activity, as well as seeking funding for ongoing renourishment and pursuing the extension of the Erosion Control Line (ECL).

Mr. Serda clarified that there was ongoing discussion of extending the ECL into Deerfield Beach as part of the settlement agreement.

Mayor Kirdahy asked if there was wind data available for the past winter. Mr. Serda and Ms. Brenner responded briefly.

Commissioner Ravanese asserted they could not continue to do the same thing repeatedly and expect a different result. He reviewed the past efforts and the costs, and stated a solution other than monitoring and renourishing was necessary for the future.

Mayor Kirdahy stated that she believed they needed to continue renourishing while exploring other options.

Ms. Brenner asserted that the team is not planning to continue doing the same things but is actively pursuing solutions. She discussed potential impacts of changing weather and the sand available off the east coast.

Commissioner Andreano asked for clarification on the availability of sand to return to the beach. Ms. Brenner discussed the impact of environmental resources such as exposed reefs and areas that can be dredged.

Commissioner Andreano discussed the ongoing need for beach maintenance and asked whether there were concerns with losing funding. Ms. Brenner advised that there is no indication State funding will be reduced, as the rate of return on dollars spent on the beach is high and the State relies heavily on tourism.

Commissioner Reiser asked if there had been an effort to bring the City of Pompano Beach into coordinated renourishment efforts. Mr. Serda stated the City of Pompano Beach is involved in discussions and is amenable to participation. Discussion continued regarding future dredging and renourishment scenarios.

Mr. Serda advised that the U.S. Army Corps of Engineers is also looking at coastline management and potential changes.

III. ORDINANCES

A. Ordinance No. 2024-01

Water Rates Increase for Domestic Use and Irrigation Use (Second Reading)

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING AND AUTHORIZING AN INCREASE TO THE WATER RATES CHARGED TO THE TOWN'S RESIDENTS; PROVIDING FOR AN AMENDMENT TO CHARTER 10 OF THE CODE OF ORDINANCES ENTITLED "WATER" BY SPECIFICALLY AMENDING SECTION 10-1 ENTITLED "WATER RATES"; PROVIDING FOR AN INCREASE OF 6.9% PERCENT FOR RESIDENTIAL DOMESTIC USE; PROVIDING FOR AN INCREASE OF 6.9% PERCENT FOR RESIDENTIAL IRRIGATION USE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

Mr. Doody read the Ordinance by title only.

Mr. Ravanesi commented on the expenses associated with ongoing water infrastructure and stated there are circumstances which require an increase. He highlighted two (2) recent water main breaks and water plant repairs. He noted the Commission had heard from residents in reference to the increase, but he had researched the issue, and it was necessary.

Motion made by Commissioner Ravanesi, seconded by Vice Mayor Baldasarre, to adopt Ordinance No. 2024-01. In a roll call vote, the **motion** passed unanimously. (5-0)

IV. DISCUSSION & POSSIBLE ACTION

A. Discussion on Leaf Blower Restrictions

Mr. Serda provided a brief overview of research he had done, including putting out calls to several landscapers, in Town and in Broward County. He stated he did not have great response yet, but not all of those he spoke with were willing to make the change. He noted

some advised that they had clients who required battery-operated blowers and the cost was approximately \$100 to \$150 more per month. Mr. Serda shared that Miami Beach had put a restriction in place, which included a nine (9) month education period and a nine (9) month warning period before they started implementing the restriction in February of this year. He advised that the change was plausible, and it was up to the discretion of the Commission as to whether staff should pursue a restriction on gas leaf blowers.

Mayor Kirdahy asked if the \$100-\$150 upcharge for using battery-operated leaf blowers was in reference to private residences or condominiums. Mr. Serda stated the landscaper who provided this information had condominium clients and explained that he carries 12 batteries which cost approximately \$300 each.

Commissioner Reiser suggested the item be tabled to the April meeting to allow for more feedback from local landscapers and condominiums and then discuss the matter again.

Commissioner Ravanese stated he had sat in on a comparison and the difference between gas and electric was large. Mr. Serda advised that he had reviewed the decibel levels with a decibel meter, and it was approximately 30 percent difference.

Mayor Kirdahy commented that it was a difference, but not everyone would agree it was a big difference. She stated the factors to review moving forward were cost and effectiveness.

Mr. Serda noted barriers in staff gathering information and asked that members of the Commission assist him in connecting with individual landscapers that they have relationships with.

Mr. Doody noted pending legislation related to landscaping and leaf blowers and encouraged the Commission to table the item until the end of the legislative session due to potential preemption of municipalities.

IV. RESOLUTIONS & CONTRACTS

A. Resolution No. 2024-07

CONSIDERATION TO APPROVE AND AUTHORIZE THE APPROPRIATE TOWN OFFICIALS TO SUBMIT A LETTER OF REQUEST TO THE FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION TO EXTEND THE NO WAKE ZONE ON THE INTRACOASTAL WATERWAY WITHIN THE TOWN OF HILLSBORO BEACH, FLORIDA JURISDICTION.

Mr. Doody read the Resolution by title only.

Mr. Serda commented that this resolution did not change the wake zone, as that was under the authority of other entities, but would allow for a letter in support of the change. He advised that discussion between staff from Hillsboro Beach, Deerfield Beach, and Lighthouse

Point had taken place as to reducing the speed for boating traffic along the Intracoastal waterway. He explained that the area south of Hillsboro Beach already has a speed limit, and this was a request to expand it. He stated the request before the Commission was to work with other adjoining cities to establish a year-round “No Wake Zone” on the Intracoastal.

Mr. Serda noted there is a State Statute that indicates what requirements are necessary to qualify, and Police Chief Jay Szesnat would be the point person on the development.

Police Chief Szesnat stated that from 1125 Hillsboro Mile to the south, there is an existing “No Wake Zone” and for six (6) months of the year there is a five (5) mile per hour slow zone for manatees, so the focus was on the area to the north for the other six (6) months of the year.

Vice Mayor Baldasarre pointed out that there was a definite advantage to having the municipalities work together. She noted there were previous requests, but the support did not exist at that time.

Motion made by Commissioner Ravanese, seconded by Commissioner Andreano, to adopt Resolution 2024-07. In a roll call vote, the **motion** passed unanimously. (5-0)

B. Resolution No. 2024-08

CONSIDERATION OF THE TOWN COMMISSION TO APPROVE THE RECOMMENDATION OF THE SELECTION/EVALUATION COMMITTEE FOR “RFQ 2021-01 ARCHITECTURAL AND ENGINEERING SERVICES FOR VARIOUS PROJECTS” AND ACCEPT PROPOSAL P24-022FL SUBMITTED BY NETTA ARCHITECTS, INC. AND AUTHORIZE STAFF TO NEGOTIATE CONTRACT WITH NETTA ARCHITECTS, INC. FOR COMMISSION CHAMBER RENOVATION SERVICES IN AN AMOUNT NOT TO EXCEED \$49,750 PLUS \$2,000 REIMBURSABLE ALLOWANCE.

Mr. Doody explained the procedure for accepting the recommendation.

Motion made by Commissioner Andreano, seconded by Commissioner Ravanese, to accept the recommendation of the selection/evaluation committee and identify the proposal from Netta Architects, Inc. as the most responsive and responsible proposal. In a roll call vote, the **motion** passed unanimously. (5-0)

Mr. Doody read the Resolution by title only.

Motion made by Commissioner Reiser, seconded by Vice Mayor Baldasarre, to adopt Resolution 2024-08. In a roll call vote, the **motion** passed unanimously. (5-0)

C. Resolution No. 2024-09

CONSIDERATION OF THE TOWN COMMISSION TO APPROVE THE RECOMMENDATION OF THE SELECTION/EVALUATION COMMITTEE FOR "RFQ 2021-01 ARCHITECTURAL AND ENGINEERING SERVICES FOR VARIOUS PROJECTS" AND ACCEPT PROPOSAL 24-8040 SUBMITTED BY CALVIN GIORDANO & ASSOCIATES, INC. AND AUTHORIZE STAFF TO NEGOTIATE CONTRACT WITH CALVIN GIORDANO & ASSOCIATES, INC. FOR WATER TREATMENT

Motion made by Commissioner Ravanese, seconded by Vice Mayor Baldassarre, to accept the recommendation of the selection/evaluation committee and identify the proposal from Calvin, Giordano, and Associates as the most responsive and responsible proposal. In a roll call vote, the **motion** passed unanimously. (5-0)

Mr. Doody read the Resolution by title only.

Motion made by Vice Mayor Baldassarre, seconded by Commissioner Reiser, to adopt Resolution 2024-09. In a roll call vote, the **motion** passed unanimously. (5-0)

D. Resolution No. 2024-10

TOWN OF HILLSBORO BEACH COMMISSION RATIFICATION OF INVOICE PAYMENT IN THE AMOUNT OF \$27,515 FOR PROFESSIONAL SERVICES PROVIDED BY LANZO CONSTRUCTION COMPANY RELATED TO EMERGENCY WATER MAIN REPAIR AT 901 HILLSBORO MILE ON JANUARY 21, 2024.

Mr. Doody read the Resolution by title only.

Mayor Kirdahy asked whether the cause of the break had been determined. Mr. Serda advised that the exact cause was not known. He stated the section that was repaired was newer pipe and was excluded from the lining project.

Motion made by Commissioner Reiser, seconded by Commissioner Ravanese, to adopt Resolution 2024-10. In a roll call vote, the **motion** passed unanimously. (5-0)

E. Resolution No. 2024-11

TOWN OF HILLSBORO BEACH COMMISSION RATIFICATION OF INVOICE PAYMENT IN THE AMOUNT OF \$29,325 FOR PROFESSIONAL SERVICES PROVIDED BY LANZO CONSTRUCTION COMPANY RELATED TO EMERGENCY WATER MAIN REPAIR AT 1050 HILLSBORO MILE ON JANUARY 22, 2024.

Mr. Doody read the Resolution by title only.

Mr. Serda advised that this section was part of the water main project, though it was not lined due to the number of valves and connections. He stated the section had been replaced, and it was an acceptable material for the water main. He noted he is having continued conversations to understand what happened and why, but the warranty expired three (3) months ago. Mr.

Serda added that Lanzo Construction Company came immediately on a Sunday and Monday when the Town's three (3) emergency contractors were unable to respond. He stated they had done a significant amount of work and benefited the Town tremendously.

Mayor Kirdahy asked about a new type of water piping with nylon veining. She noted a lot less water is used in summer, and the pipes tend to dry and crack. She asked whether there had been heavy trucks as a contributing factor. Mr. Serda commented that the water mains run parallel and not under the road. He stated neither area was especially subject to delivery traffic but following the water project there had been invasive sewer and road projects.

Vice Mayor Baldasarre asked whether there was insurance the Town could get against this type of situation. Mr. Serda stated he would investigate.

Motion made by Vice Mayor Baldasarre, seconded by Commissioner Reiser, to adopt Resolution 2024-11. In a roll call vote, the **motion** passed unanimously. (5-0)

VI. CONSENT AGENDA

	Vendor	Invoice Number	Date	Amount	Description
1.	CG&A	265397	Jan 2024	\$59,223.71	
2.	GCDE	58026	Feb 2024	\$3,692.35	General Matters
3.	GCDE	58027	Feb 2024	\$1,1110	Development - Related
4.	GCDE	58028	Feb 2024	\$795.00	
5.	GCDE	58029	Feb 2024	\$5,074.90	Adv. R Crusco & C Doherty (Ord 12-269)
6.	LSF	24-0131-26	Jan 2024	\$6,481.37	
7.	Inframark	11000106	Feb 2024	\$8,398.29	

8. Proclamation – Recognizing April as Child Abuse Prevention Month

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

VII. BEACH REPORT

Mr. Serda added additional comment to the Coastal Protection Engineering (CPE), noting the intent of the report was not to assert that the beach had not eroded.

VIII. STAFF UPDATES

A. Police Department

Police Chief Szesnat shared his report. He stated patrol contacts are on track. He advised that high-liability training and use of force training took place in January. He provided a brief update on the beach safety initiative.

Vice Mayor Kirdahy asked about the new Police Officer (Collin Josey) introduced at the last meeting. Police Chief Szesnat advised that he had graduated from the Department of Health training, and he is on his own, working as a dispatcher.

B. Building Department

Kameron Purdue, CG&A Assistant Building Official, presented the report on behalf of Steven Mitchell, Building Official. He stated permit activity had been consistent with single-family residences, condominium remodels, and concrete restoration projects. He advised that 1079 Hillsboro Mile had recently submitted plans for review and there were minimal corrections needed. He provided an update on the Related Group project and ongoing meetings to iron out the submittals.

Mayor Kirdahy asked when staff anticipates approval of the Related Group permits. Mr. Purdue advised that the ball was currently with Related Group. He stated sitework would be the initial scope of work, including test pilings. Mr. Serda commented that two (2) to three (3) months was a likely timeline.

C. Code Compliance

Bernard Pita, Code Enforcement, CG&A, presented his report. He reviewed overall open cases, explaining every case is currently in progress. He noted he had spoken with the Fire Inspectors regarding outstanding items, and they would be providing an extension to May for compliance. He reviewed the case action report, stating three (3) cases had been opened in January, including work without a permit, property maintenance, and a nuisance related to wildlife on unoccupied property. Mr. Pita advised that inspections and reinspection would increase with sea turtle season. He shared that he had attended an intensive training to become better educated on the issue. He stated he would be conducting night walks beginning March 6.

Commissioner Andreano asked about automated external defibrillator (AED) compliance. Mr. Serda stated that was inspected by the Fire Department, and then Code Enforcement handles the administration. Mr. Pita stated he could reach out to the Fire Department if there was an issue that needed follow-up. Discussion continued.

IX. TOWN MANAGER REPORT

A. Shredding, Recycling, Prescription Drug Take Back Day – Saturday, April 27, 2024, 9 a.m. to 12 p.m.

Mr. Serda shared the details of the Town's Household Hazardous Waste, Shredding, Recycling, and Prescription Drug Take Back event and noted the date may change.

B. Sea Turtle Nesting Season – March 1 to October 31, 2024

Mr. Serda highlighted the beginning of the sea turtle nesting season. He stated staff had sent emails and would send out flyers to alert residents that Code Compliance staff would be enforcing the ordinance regarding lighting.

X. TOWN ATTORNEY REPORT

Mr. Doody stated he had advised the Commission that residents had filed a lawsuit in Civil Court attacking the validity of a Town ordinance and he would provide updates as they become available.

XI. TOWN COMMISSION COMMENTS/REPORTS

A. Recognizing Mayor Irene Kirdahy for Eight Years of Service to the Town of Hillsboro Beach

Mr. Serda stated this was Mayor Kirdahy's last meeting, and each of the Commissioners made presentations on behalf of the Town to recognize her leadership and commitment to the Town of Hillsboro Beach over the past eight (8) years. Each member of the Commission shared brief comments.

Mayor Kirdahy thanked the residents for their confidence in her, electing her four (4) times to serve on the Commission. She shared that it was a privilege to serve the community and thanked everyone for their support, professionalism, and voting their conscience. She stated she could not have asked for a more informed and supportive Town staff, recognizing Town Manager Mac Serda, Town Clerk Sherry Henderson, and Town Attorney DJ Doody. She thanked her family for their continued love and support.

B. Vice Mayor Barbara Baldasarre

Vice Mayor Baldasarre thanked Mayor Kirdahy for a yeoman's job in pursuing the road elevation project. She mentioned the Hillsboro Beach Condominium Forum would be on March 14, and the Broward League of Cities meeting was scheduled for March 7 in Wilton Manors.

C. Commissioner Jane Reiser

Commissioner Reiser shared a photo from March 15, 2016, the night of Mayor Kirdahy's first election win. Commissioner Reiser expressed her appreciation for the support she received from Mayor Kirdahy serving on the Commission herself.

D. Commissioner David A. Ravanese

Commissioner Ravanese provided a brief update from the Broward County Solid Waste Authority meeting. He stated they are in the process of seeking an executive director.

E. Commissioner Vinnie Andreano

Commissioner Andreano shared that the annual bocce championship was held recently and enjoyed by all. He noted it was very competitive this year, and nearly 40 people participated. He stated the Town would eventually need one (1) additional bocce court.

F. Mayor Irene Kirdahy

Mayor Kirdahy stated the Broward County Metropolitan Planning Organization (MPO) had recently recognized her for eight (8) years working with their board.

XII. PUBLIC PARTICIPATION

(Former Mayor) Deb Tarrant, 1083 Hillsboro Mile, added her thanks and appreciation to Mayor Kirdahy, noting they had been through a lot of hurdles together and done a lot of great things for the Town.

XIII. ADJOURNMENT

Motion made by Vice Mayor Baldassarre, seconded by Commissioner Ravanese, to adjourn the meeting at 10:45 a.m. In a roll call vote, the **motion** passed unanimously. (5-0)

ADOPTED THIS _____ DAY OF _____, 2024

By: _____
Dawn Miller, Mayor

ATTEST:

Sherry D. Henderson, CMC Town Clerk



DRAFT

**MINUTES
TOWN OF HILLSBORO BEACH
REORGANIZATION MEETING**

TUESDAY

MARCH 26, 2024

9:30 A.M.

I. SWEARING-IN CEREMONY

A. 2024 ELECTED OFFICIALS

1. Jane Reiser

Town Attorney Donald J. Doody administered the Oath of Office to newly re-elected Commissioner Jane Reiser.

2. Dawn Miller

Town Attorney Donald J. Doody administered the Oath of Office to newly elected Commissioner Dawn Miller.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Commissioner Jane Reiser called the meeting to order at 9:30 a.m. Town Clerk Henderson called the roll with the Commission members and staff present as listed below.

Broward County Commissioner Lamar Fisher led the Pledge of Allegiance.

Town Commission:

Commissioner Jane Reiser
Commissioner David Ravanese

Commissioner Vinnie Andreano
Commissioner Dawn Miller

Absent:

Commissioner Barbara Baldassarre

Town Staff:

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

County Commissioner Lamar Fisher congratulated the newly elected and re-elected Commissioners of the Town of Hillsboro Beach and briefly shared his connection with the community.

II. REORGANIZATION MEETING

A. Resolution No. 2024-12

PURSUANT TO ARTICLE VIII, SEC. 5 OF THE TOWN CHARTER, A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPOINTING THE MAYOR OF THE TOWN OF HILLSBORO BEACH (2024-2025); PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Motion made by Commissioner Andreano, seconded by Commissioner Ravanese, to nominate Dawn Miller as Mayor. In a roll call vote, the **motion** passed unanimously. (4-0)

Motion made by Commissioner Ravanese, seconded by Commissioner Andreano, to adopt Resolution 2024-12. In a roll call vote, the **motion** passed unanimously. (4-0)

B. Resolution No. 2024-13

PURSUANT TO ARTICLE VIII, SEC. 5 OF THE TOWN CHARTER, A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPOINTING THE VICE MAYOR OF THE TOWN OF HILLSBORO BEACH (2024-2025); PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Motion made by Commissioner Ravanese, seconded by Commissioner Reiser, to nominate Barbara Baldassarre as Vice Mayor. In a roll call vote, the **motion** passed unanimously. (4-0)

Motion made by Commissioner Ravanese, seconded by Commissioner Andreano, to adopt Resolution 2024-13. In a roll call vote, the **motion** passed unanimously. (4-0)

C. Resolution No. 2024-14

PURSUANT TO ARTICLE VIII, SEC. 5 OF THE TOWN CHARTER, A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPOINTING THE TOWN TREASURER OF THE TOWN OF HILLSBORO BEACH (2024-2025); PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Mayor Miller passed the gavel to Commissioner Reiser.

Motion made by Mayor Miller, seconded by Commissioner Andreano, to nominate David Ravanese as Town Treasurer. In a roll call vote, the **motion** passed unanimously. (4-0)

Motion made by Commissioner Ravanese, seconded by Commissioner Andreano, to adopt Resolution 2024-14. In a roll call vote, the **motion** passed unanimously. (4-0)

D. Resolution No. 2024-15

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, DESIGNATING ALL FIVE (5) COMMISSION MEMBERS AS SIGNATORIES ON THE TOWN'S BANK ACCOUNTS AND DESIGNATING THE TOWN TREASURER TO BE THE JOINT SIGNER WITH THE TOWN MANAGER FOR ELECTRONIC SIGNATURE (2024-2025); PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Motion made by Commissioner Andreano, seconded by Commissioner Reiser, to adopt Resolution 2024-15. In a roll call vote, the **motion** passed unanimously. (4-0)

E. Resolution No. 2024-16

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPOINTING A PRIMARY REPRESENTATIVE, AN ALTERNATE AND SECOND ALTERNATE TO THE BROWARD LEAGUE OF CITIES BOARD OF DIRECTORS (2024-2025); PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Mayor Miller passed the gavel to Commissioner Reiser.

Motion made by Mayor Miller, seconded by Commissioner Andreano, to nominate David Ravanese as primary representative to the Broward League of Cities Board of Directors, as well as Barbara Baldassarre as first alternate and Jane Reiser as second alternate. In a roll call vote, the **motion** passed unanimously. (4-0)

Motion made by Commissioner Ravanese, seconded by Commissioner Andreano, to adopt Resolution 2024-16. In a roll call vote, the **motion** passed unanimously. (4-0)

F. Resolution No. 2024-17

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPOINTING A TOWN REPRESENTATIVE TO ATTEND THE FLORIDA LEAGUE OF CITIES ANNUAL BUSINESS MEETING AS A VOTING DELEGATE, SATURDAY, AUGUST 17, 2024 (HOLLYWOOD, FLORIDA), PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Motion made by Commissioner Reiser, seconded by Commissioner Andreano, to nominate David Ravanese to serve as Town's Voting Delegate to the Florida League of Cities Annual Business Meeting on Saturday, August 17, 2024. In a roll call vote, the **motion** passed unanimously. (4-0)

Motion made by Commissioner Ravanese, seconded by Commissioner Andreano, to adopt Resolution 2023-17. In a roll call vote, the **motion** passed unanimously. (4-0)

G. Resolution No. 2024-18

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPOINTING A PRIMARY REPRESENTATIVE AND AN ALTERNATE TO THE GOVERNING BOARD OF THE SOLID WASTE DISPOSAL AND RECYCLABLE MATERIALS PROCESSING AUTHORITY OF BROWARD COUNTY (2024-2025); PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Motion made by Commissioner Ravanese, seconded by Commissioner Reiser, to nominate Vinnie Andreano as primary representative to the Broward County Solid Waste Authority governing board and Jane Reiser as the alternate. In a roll call vote, the **motion** passed unanimously. (4-0)

Motion made by Commissioner Ravanese, seconded by Commissioner Reiser, to adopt Resolution 2024-18. In a roll call vote, the **motion** passed unanimously. (4-0)

H. Resolution No. 2024-19

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPOINTING A BOARD MEMBER FOR BROWARD METROPOLITAN PLANNING ORGANIZATION (MPO); PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Motion made by Commissioner Reiser, seconded by Commissioner Ravanese, to nominate Vinnie Andreano as Board Member for the Broward Metropolitan Planning Organization (MPO). In a roll call vote, the **motion** passed unanimously. (4-0)

Motion made by Commissioner Ravanese, seconded by Commissioner Andreano, to adopt Resolution 2024-19. In a roll call vote, the **motion** passed unanimously. (4-0)

I. Resolution No. 2024-20

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPOINTING A REPRESENTATIVE AND AN ALTERNATE FOR THE HILLSBORO BEACH CONDO FORUM; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Mayor Miller passed the gavel to Commissioner Reiser.

Motion made by Mayor Miller, seconded by Commissioner Ravanese, to nominate Jane Reiser as representative and Vinnie Andreano as alternate to the Hillsboro Beach Condo Forum. In a roll call vote, the **motion** passed unanimously. (4-0)

Motion made by Commissioner Ravanese, seconded by Commissioner Andreano, to adopt Resolution 2024-20. In a roll call vote, the **motion** passed unanimously. (4-0)

III. TOWN MANAGER COMMENTS

Mr. Serda congratulated the newly elected and re-elected Commissioners and shared his excitement at working with the new Town Commission. He encouraged residents to stop into the office to share any feedback they may have.

IV. TOWN ATTORNEY COMMENTS

Mr. Doody congratulated the new Commission and shared the renewed commitment of himself and his law firm to the Town of Hillsboro Beach. He stated he is present to aid the Commission in making decisions for the Town to the best of his ability.

V. TOWN COMMISSION COMMENTS

Commissioner Ravanesi commented on the professionalism of Town Manager Mac Serda and Town Clerk Sherry Henderson. He stated the residents should know what great public servants they have in place at Town Hall.

Commissioner Andreano welcomed Commissioner Reiser back to her seat and stated Mayor Miller's election efforts had paid off for the Town.

Commissioner Reiser commented briefly on the campaign and thanked the residents for their support and confidence in re-electing her. She acknowledged the remaining Commissioners and thanked the Town Manager, Town Attorney, and Town Clerk. She recognized her husband and his continued support.

Mayor Miller thanked staff, former Mayor Deb Tarrant and former Mayor Irene Kirdahy, as well as the members of the Commission for their input and assistance throughout her campaign. She shared that she is grateful to serve with a team of tremendous contributors to the Town and expressed appreciation for the confidence placed in her. She thanked her family and the voters who supported her.

VI. PUBLIC COMMENTS

Irene Kirdahy, 1035 Hillsboro Mile, congratulated the new Commission and the new appointees to Mayor, Vice Mayor, and Treasurer. She commented on the breadth of issues before the Metropolitan Planning Organization (MPO) and stated the Town could not have a better staff in place.

Jonathan Grayer, 1007 Hillsboro Mile, commented on his family history in Florida and the decision to move to Hillsboro Beach. He stated he feels blessed to be here and stated the health of the beach is the most important issue and he hopes the Mayor and Commission keep this in mind.

Mayor Miller shared brief comments regarding the beach and keeping Hillsboro Beach the wonderful, warm, small community that it is.

VII. ADJOURNMENT

Motion made by Commissioner Ravanese, seconded by Commissioner Reiser, to adjourn the meeting at 10:06 a.m. In a roll call vote, the **motion** passed unanimously. (4-0)

ADOPTED THIS _____ DAY OF _____, 2024

By: _____
Dawn Miller, Mayor

ATTEST:

Sherry D. Henderson, CMC
Town Clerk



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Resolution No. 2024-21 Consideration of the Town Commission Authorizing the Use of \$22,964.90 in Federal Forfeiture Funds to Purchase a Red Dot Pistol Transition Course to Operate the Glock 45MOS 9MM Pistol Package.

Submitting Dept: Police, Sherry Henderson, Town Clerk

Agenda Date: April 9, 2024

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS:

1. PD Agenda Cover Memo
2. RES 2024-21 Federal Forfeiture Funds Glock Pkg Training Course
3. Quotes



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

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

Agenda Item Cover Memo

Agenda Item: Forfeiture Fund Requests
Submitting Department: Police Department
Agenda Date: April 9, 2024

Handwritten signature and date: 3-26-24

Handwritten signature

POLICE TRAINING

BACKGROUND / HISTORY

The Police Department has obtained (Resolution 2023-47), new Glock 45MOS Gen 5 (9MM caliber) pistols which incorporate a Red Dot Optical sighting system for improved accuracy. The pistols have been delivered and we must now complete a two-day (16 hour) Red Dot Pistol Transition course prior to implementation.

CURRENT ACTIVITY

The Police Department would like to purchase a Red Dot Pistol Transition Course to properly train all sworn personnel to operate the Glock 45MOS 9MM pistol package. The price of this course is \$6,000.00 from On Target Training and Consulting, LLC, the lowest of three quotes obtained (attached). In addition, we will need to purchase ammunition to meet the course requirements which we will purchase from Lawmen's Shooters' Supply under Florida State Contract 46000000-21-STC. The quoted price of this purchase is \$7054.00 (attached). Our duty ammunition will be purchased from SSD International Inc. under Florida State Contract 46000000-21-STC, quoted price \$1,410.90 (attached). Finally, an additional \$8,500.00 is requested for overtime, range fees, targets, and any incidental costs associated with this transition.

FINANCIAL IMPACT

Total requested from approved forfeiture funds is \$22,964.90. This amount will allow for the course training purchase and any unforeseen implementation expenses. The current amount in forfeiture funds is \$810,601.60.

RECOMMENDATION

Commission approval and for the purchase of a Red Dot Pistol Transition Course utilizing forfeiture funds.

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RESOLUTION NO. 2024-21

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING THE TOTAL EXPENDITURE OF \$22,964.90 IN FEDERAL FORFEITURE FUNDS TO PURCHASE A RED DOT PISTOL TRANSITION COURSE TO OPERATE THE GLOCK 45MOS 9MM PISTOL PACKAGE; 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 total expenditure of \$22,964.90 in Federal Forfeiture Funds to purchase a Red Dot Pistol Transition Course to operate the Glock 45MOS 9MM Pistol Package.

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 total expenditure of \$22,964.90 in Federal Forfeiture Funds to purchase a Red Dot Pistol Transition Course to operate the Glock 45MOS 9MM Pistol Package including by not limited to the following:

1. Course \$6,000.00
2. Lawmen's Shooters' Supply \$7,054.00
3. Duty Ammunition \$1,410.90
4. Overtime, range fees, targets any incidental costs \$8,500.00

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.

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ADOPTED by the Town Commission of the Town of Hillsboro Beach, Florida this ____ day
of _____ 2024.

TOWN OF HILLSBORO BEACH, FLORIDA

Dawn Miller, Mayor

ATTEST:

Sherry D. Henderson, CMC
Town Clerk

**RESOLUTION NO. 2024 - 21
RECORD OF TOWN COMMISSION**

	<u>YES</u>	<u>NO</u>
MAYOR DAWN MILLER	☐	☐
VICE MAYOR BARBARA BALDASARRE	☐	☐
COMMISSIONER JANE REISER	☐	☐
COMMISSIONER DAVID RAVANESI	☐	☐
COMMISSIONER VINNIE ANDREANO	☐	☐

09/25/2023

Quote No. 23-102

To

Deputy Chief O'Neill,

Town of Hillsboro Beach
Police Department

1210 Hillsboro Mile
Hillsboro Beach, FL
33062

Ship To

Same as recipient

Instructions

Delivery Instructions

This quote is for 20 Town of Hillsboro Beach Police Department officers to attend a 2- day RDS Certification course. This program of instruction will train the officers to carry the RDS pistol on duty. The class will be held at your training facility. The training will consist of classroom, dry fire techniques, and live fire training. Topics covered will include, but not limited to: safety, use of force, care and maintenance specific to RDS, how to transition to the RDS, close range shooting techniques as well as distance shooting techniques, how to use the weapon mounted flashlight, how to use the new holster. As discussed the department will be split into two, ten officer classes. It is best delivered on two consecutive days, if possible. Accommodations can be made if we cannot schedule back to back range days. Date and times to be determined. Any questions, please email ontargettrainingconsulting@gmail.com

Thank you,

Jack

Quantity	Description	Unit Price	Total
20	2-day RDS Pistol Certification Class.	300.00	6000.00
Subtotal			6000.00
Sales Tax			0
Shipping & Handling			0

On Target Training and Consulting, LLC

Tel 954-263-9574

934 N. University Drive
#290
Coral Springs, FL 33071

[ontargettrainingconsulting@
gmail.com](mailto:ontargettrainingconsulting@gmail.com)

RED DOT QUOTE
TRAINING

Red Dot Pistol: Fundamentals and Performance 2-Day Course / Leesburg, FL / July 27-28, 2024 / Ares Training Facility

HUNTER FREELAND

\$600.00 (Unit Price)

ADD TO CART

This course will be taught by MSP Staff Instructor, Veteran and MSP Black Belt Patch Recipient #17, #18 and #22, Hunter Freeland.

Throughout the training, we will cover a wide range of important subjects, including zeroing your red dot, draw techniques, utilizing the necessary information for accurate shots, and optimizing red dot usage at different distances. You will learn the art of speed and efficiency in draw and presentation, explore dot tracking methods, and discover different modes of practice to enhance your skills.

We will also delve into target transitions and shooting on the move.. As part of the class, you will have the opportunity to put your skills to the test and potentially earn the Black Belt Patch.

To ensure a productive learning environment, please come prepared with the necessary equipment, including a slide mounted red dot pistol, the ability to carry three magazines, a good-quality holster (excluding Serpas and old leather holsters), 700 rounds of reliable ammunition, eye and ear protection, a Sharpie marker, and, most importantly, an open mind ready to absorb valuable knowledge.

The class will take place from 8:30 am to 5 pm at Ares Training Facility 33615 N. Treasure Island Ave., Leesburg, FL 34788

Ranges fees of \$25 per day (\$50 total) are due in cash to host at beginning of TD1

Refunds are only available if the class is canceled by MSP. If students cannot attend, they can receive credit for a future class by notifying info@modernsamuraiproject.com 30 days prior to the class start date. Class credit is valid for one transfer only and expires after one year.

RED DOT
QUOTE
TRAINING
(2)

RED DOT PISTOL TRANSITION

November 18 - 19 | \$900 (Unit Price)

LOCATION: Miami-Dade Public Safety Training Institute
& Research Center

HOTEL: InterContinental at Doral Miami, \$160 Single/Double

In the Red Dot Pistol Transition course, students will be introduced and trained how to properly employ a Red Dot Sight (RDS) on a duty pistol. This skill will be of great value to the individual officer and employing agency by improving speed of sight acquisition and target accuracy. Students will learn the proper maintenance and care of setting up and maintaining the RDS on their duty pistol, finding the dot on presentation of pistol, low light shooting with RDS, marksmanship, and movement drills with RDS.

The lead instructors are active SWAT team members and certified RDS instructors. This course is open to law enforcement officers only. All students must provide a photocopy of their police identification on the first day of the course.





Quote

Page:

1

Quote expires
April 10, 2024 12:00 am

Lawmen's & Shooters' Supply
701 Columbia Blvd
Titusville, FL 32780
321-360-3030
www.lawmens.net

Invoice #: 101-Q4848
Invoice Date: 3/11/24
Station: OFFICE7

Sold to: HILLSBORO BEACH POLICE DEPT
POLICE DEPARTMENT
1210 HILLSBORO MILE, SUITE B
HILLSBORO BEACH, FL 33062
954-427-6600
Rob O'Neill

Ship to: TOWN OF HILLSBORO BEACH POLICE DEPARTMEN
1210 HILLSBORO MILE, SUITE B
HILLSBORO BEACH, FL 33062
LE AGENCY
954-427-6600

Customer #: 11314
Sales Rep: MANDY

FFL Exp Dt: 04/10/2024
Due Date :

Ship-via code:
Terms: Net due in 30 days

Quantity	Item #	Vendor's item number	Description	Ship-from location	Price	Selling unit	Ext prc
1	23851		FLORIDA STATE CONTRACT: 46000000-21-STC		0.00	EACH	0.00
25	29642	W9NATO50	WIN 9MM NATO 124GR. FULL METAL CASE		272.16	CASE20	6,804.00
1	24808	NOTE - WINCHESTER	25 CASES - 25,000RDS		0.00	EACH	0.00
1	20573		SHIPPING & HANDLING CHARGES		250.00	EACH	250.00

User: MARI

Total line items: 4

Sale subtotal: 7,054.00

Tax: 0.00

Total: 7,054.00

Thank you for shopping at
Lawmen's & Shooters' Supply!

101-Q4848

TRAINING
AMMO



**MILITARY & LAW
ENFORCEMENT SERVICES**

1349 South Orange Blossom Trail, Apopka, FL 32703 Tel. 407.410.6914

SALES QUOTATION

QUOTED BY:

Brad Ryan
Account Manager
SSD International Inc.

DATE: 03/12/2024

QUOTE: HBPD-01

PRICING PER: 46000000-21-STC

SELL TO:

Hillsboro Beach Police Department
1210 Hillsboro Mile, Suite B
Hillsboro beach, FL 33062
954-427-6600

SHIP TO:

Hillsboro Beach Police Department
1210 Hillsboro Mile, Suite B
Hillsboro beach, FL 33062
954-427-6600

ITEM #	DESCRIPTION	QTY	PRICE	TOTAL
90225	HORNADY 9MM LUGER+P 135 GR CRITICAL DUTY® LE 500 RD CS	5	\$269.18	\$1,345.90
SHIP	SHIPPING	1	\$65.00	\$65.00
			TOTAL	\$1,410.90

TERMS AND CONDITIONS

Prices are in US Dollars.
Quotes are valid for 30 days. Prices are subject to change after 30 days.
Payment Terms: Purchase Order, payable within 30 days of delivery.
Returns: All returned and cancelled orders are subject to a 25% restocking fee. Return shipments require an RA number before products can be shipped back to the manufacturer or SSD.
Shipment Terms: Delivery to agency. Freight paid on orders over \$5k in value.
Estimated time to shipping: 120-180 days after receipt of signed purchase order.

DUTY
AMMO



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. 2024-22 Consideration of the Town Commission to Approve and Authorize the Appropriate Town Officials to Issue Letter of Notice to the Florida Department of Commerce of the Town Commission's Intention to Amend the Town's Comprehensive Plan.

Submitting Dept: Planning & Zoning, Sherry Henderson, Town Clerk

Agenda Date: April 9, 2024

1. BACKGROUND/HISTORY

In order to update and amend the Town's Comprehensive Plan, as required by Florida state statutes and to implement the policy priorities of the Town Commission, the Town must notify the state of its intent to do so. In accordance with state statute, the mayor must transmit a letter of intent to amend the Comprehensive Plan to the state Department of Commerce by April 1, 2024. This resolution authorizes the transmittal of the letter, dated April 1, 2024, declaring the Town Commission's intention to amend the Comprehensive Plan.

Background

The current Comprehensive Plan for the Town of Hillsboro Beach dates to January 2018. In accordance with State of Florida statutes, a municipality must evaluate its comprehensive plan to determine whether the need exists to amend the plan to reflect changes in state requirements since the last time the plan was amended. This must occur at least every seven years, pursuant to section 163.3191, Florida Statutes. Other state statutes govern how the process must unfold, and the Town itself also has an interest in updating the Comprehensive Plan beyond the State requirements.

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS:

1. Staff Report 4-9-2024 (Ltr of Intent, Commerce Dept)
2. RES 2024-22 Letter of Notice Comp Plan
3. Ltr - Evaluation & Appraisal Review (EAR) Determination



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

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

TO: Mayor Miller and Town Commission
THROUGH: Mac Serda, Town Manager
FROM: Graham Long, Town Planner
DATE: April 9, 2024
SUBJECT: Resolution authorizing notification to the state Department of Commerce of the Town's intention to amend its Comprehensive Plan

In order to update and amend the Town's Comprehensive Plan, as required by Florida state statutes and to implement the policy priorities of the Town Commission, the Town must notify the state of its intent to do so. In accordance with state statute, the mayor must transmit a letter of intent to amend the Comprehensive Plan to the state Department of Commerce by April 1, 2024. This resolution authorizes the transmittal of the letter, dated April 1, 2024, declaring the Town Commission's intention to amend the Comprehensive Plan.

Background

The current Comprehensive Plan for the Town of Hillsboro Beach dates to January 2018. In accordance with State of Florida statutes, a municipality must evaluate its comprehensive plan to determine whether the need exists to amend the plan to reflect changes in state requirements since the last time the plan was amended. This must occur at least every seven years, pursuant to section 163.3191, Florida Statutes. Other state statutes govern how the process must unfold, and the Town itself also has an interest in updating the Comprehensive Plan beyond the State requirements.

Actions Required

The Town Commission must authorize the notice of intent to update and amend the Comprehensive Plan, and the letter of notification must be signed by the mayor. The current timeframe to notify the state Department of Commerce of the Town's intent to amend the Comprehensive Plan was April 1, 2024. Transmittal of the letter will reflect that date.

Staff Recommendation

Staff recommends approval of the resolution authorizing the letter of notice to the state Department of Commerce.

Next Steps

The Town must prepare and file the proposed amendments to the Comprehensive Plan with the Department of Commerce within one year of notification, April 1, 2025. Staff will conduct a workshop with the Commission to discuss priorities and policies, make proposed amendments to the Plan, and present the amended Plan before the Town Commission for approval.

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RESOLUTION NO. 2024-22

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF
HILLSBORO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE
APPROPRIATE TOWN OFFICIALS TO ISSUE A LETTER OF NOTICE TO
THE FLORIDA DEPARTMENT OF COMMERCE OF THE TOWN'S
INTENTION TO AMEND THE TOWN'S COMPREHENSIVE PLAN;
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 issue a Letter of Notice to the
Florida Department of Commerce of the Town's Intention to Amend the Town's
Comprehensive Plan.

**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 issue a Letter of Notice
to the Florida Department of Commerce of the Town's Intention to Amend the Town's
Comprehensive Plan; a copy of the Letter of Notice 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 _____ 2024.
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6 TOWN OF HILLSBORO BEACH, FLORIDA
7

8 _____
9 Dawn Miller, Mayor
10

11 ATTEST:
12
13

14 _____
15 Sherry D. Henderson, CMC
16 Town Clerk

RESOLUTION NO. 2024 - 22
RECORD OF TOWN COMMISSION

	<u>YES</u>	<u>NO</u>
MAYOR DAWN MILLER	☐	☐
VICE MAYOR BARBARA BALDASARRE	☐	☐
COMMISSIONER JANE REISER	☐	☐
COMMISSIONER DAVID RAVANESI	☐	☐
COMMISSIONER VINNIE ANDREANO	☐	☐



TOWN OF HILLSBORO BEACH

Dawn Miller, Mayor

OFFICE OF THE MAYOR

1210 Hillsboro Mile • Hillsboro Beach, FL 33062

Phone 954-427-4011 • DMiller@TownofHillsboroBeach.com

April 1, 2024

James Stanbury, Chief
Bureau of Community Planning and Growth
Department of Commerce
Caldwell Building
107 East Madison– MSC 160
Tallahassee, FL 32399

RE: Town of Hillsboro Beach - Evaluation and Appraisal Review (EAR) Determination

Dear Mr. Stanbury,

Pursuant to Chapter 163.3191(1), Florida Statutes (F.S.), this letter is provided to notify you that the Town of Hillsboro Beach has determined that amendments to the Comprehensive Plan are necessary to reflect recent changes in Chapter 163, F.S. since the last plan update in 2018.

The Town will update the goals, objectives, policies and data, inventory, analysis of each element to be consistent with Florida Statutes as well as regional and county comprehensive plans. The Town intends to transmit the appropriate amendments upon completion of all updates in accordance with the requirements of Chapter 163.3191(2), F.S.

If you have any questions or comments, please contact:

Graham Long, AICP
Town Consultant Planner
1800 Eller Drive, Suite 600
Fort Lauderdale, FL 33316
Tel: 202-938-9211
glong@cgasolutions.com

TOWN OF HILLSBORO BEACH, FLORIDA

Sincerely,

Dawn Miller
MAYOR



Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Hillsboro Beach, FL, Town of
Attn: Henderson, Sherry
1210 Hillsboro Mile
Hillsboro, FL 33062
shenderson@townofhillsborobeach.com

Invoice

Invoice Number: 297549
Invoice Date: 2/29/2024
Terms: Net 30 Days
Due Date: 3/30/2024
Customer #: AJ-0005085
Customer PO #:

RECEIVED
MAR 04 2024

Fixed Fee Main Contract - Building Code Services
Summary

Description	Current Amount
Building Insp %Fee	\$48,776.22
Invoice Total	\$48,776.22

Supporting Detail

Building Insp %Fee				
Date	Units	Rate	Amount	Description
2/29/2024	1.00	\$48,776.22	\$48,776.22	Building Permit Services % of Fee
Subtotal	1.00		\$48,776.22	

Please remit to:
1800 Eller Drive, Suite 600
Fort Lauderdale, FL 33316

Net Invoice:	\$48,776.22
Freight:	\$0.00
Sales Tax:	\$0.00
Invoice Total:	\$48,776.22



Town of Hillsboro Beach
Building Department
Finance Report

Start Date: 2/1/2024
End Date: 2/29/2024

RECEIVED

MAR 04 2024

	Permit Fees	Town Revenue	Fire Fees	Zoning Fees	Admin Fees	CGA Revenue	BORA	DBPR	DCA
MTD	\$57,001.43	\$8,550.21	\$900.00	\$1,350.00	\$325.00	\$48,451.22	\$980.04	\$534.32	\$770.53
YTD	\$1,690,964.50	\$253,644.68	\$5,400.00	\$6,900.00	\$1,975.00	1,437,319.83	\$4,522.48	\$2,660.45	\$3,837.93

Sherry D. Henderson <shenderson@townofhillsborobeach.com>

Hillsboro Beach - February Invoice 297549

Alex Meggison <ameggison@safebuilt.com>

Mon, Mar 4, 2024 at 10:59 AM

To: "Sherry D. Henderson" <shenderson@townofhillsborobeach.com>, "mserda@townofhillsborobeach.com" <mserda@townofhillsborobeach.com>, "Stephen.Bloom@inframark.com" <Stephen.Bloom@inframark.com>, "terri.lusk@inframark.com" <terri.lusk@inframark.com>

Cc: Steven Mitchell <SMitchell@cgasolutions.com>, Pete Deveaugh <PDeveaugh@cgasolutions.com>, Mariana El-Sayed <mel-sayed@cgasolutions.com>, Chris Giordano <cgiordano@safebuilt.com>, Hope Baker <hbaker@cgasolutions.com>, Jesus Cruz <JCruz@cgasolutions.com>

Good Morning Sherry,

I hope this email finds you well,

Please see attached invoice for February 2024 and reports.

- **Summary**

Hillsboro Beach February 2024 Fees	
Total Permit Fees	\$ 57,001.43
Town Rev - 15%	\$ 8,550.21
CGA Rev - 85%	\$ 48,451.22
• CGA Admin Fees	\$ 325.00
CGA TOTAL	\$ 48,776.22

Kind Regards

Alex Meggison

Revenue Accounting Manager

RECEIVED
MAR 04 2024



Calvin, Giordano & Associates, Inc. - a SAFEbuilt Company

1800 Eller Drive | Suite 600 | Fort Lauderdale, FL 33316

Office: 954.921.7781 | Cel Phone: 561-384-0744

Fort Lauderdale | Miami-Dade | West Palm Beach | Clearwater/Tampa | Estero | Port St. Lucie

3 attachments



FEB 2024 FINANCE SUMMARY.pdf

168K



FEB 2024 FINANCE DETAIL.xlsx

89K



297549 - Hillsboro Beach (February).pdf

261K



Calvin, Giordano & Associates, Inc.

A SAFEbuilt COMPANY

Hillsboro Beach, FL, Town of
Attn: Bloom, Stephen
1210 Hillsboro Mile
Hillsboro, FL 33062
Stephen.Bloom@inframark / terri.lusk@inframark
/Sh

Invoice

Invoice Number: 321373

Invoice Date: 3/31/2024

Terms: Net 30 Days

Due Date: 4/30/2024

Customer #: AJ-0005085

Customer PO #:

Fixed Fee Main Contract - Building Code Services

Summary

Description	Current Amount
Building Insp Fixed	\$30,605.70
Invoice Total	\$30,605.70

Supporting Detail

Building Insp Fixed				
Date	Units	Rate	Amount	Description
3/31/2024	1.00	\$30,605.70	\$30,605.70	Building Permit Services % of Fee
Subtotal	1.00		\$30,605.70	

Please remit to:
1800 Eller Drive, Suite 600
Fort Lauderdale, FL 33316

Net Invoice:	\$30,605.70
Freight:	\$0.00
Sales Tax:	\$0.00
Invoice Total:	\$30,605.70

Hillsboro Beach March 2024 Fees	
Total Permit Fees	\$ 35,771.41
Town Rev - 15%	\$ 5,365.71
CGA Rev - 85%	\$ 30,405.70
➤ CGA Admin Fees	\$ 200.00
CGA TOTAL	\$ 30,605.70



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

**Start Date: 3/1/2024
End Date: 3/31/2024**

	Permit Fees	Town Revenue	Fire Fees	Zoning Fees	Admin Fees	CGA Revenue	BORA	DBPR	DCA
MTD	\$35,771.41	\$5,365.71	\$150.00	\$1,200.00	\$200.00	\$30,405.70	\$627.88	\$346.35	\$496.06
YTD	\$1,726,735.91	\$259,010.39	\$5,550.00	\$8,100.00	\$2,175.00	1,467,725.52	\$5,150.36	\$3,006.80	\$4,333.99



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

Start Date: 03/01/2024
End Date: 03/31/2024

Transaction #	Application #	Fee Description	Quantity	Amount	Date
586916	883721	Building Permit Fee	8311.49	\$ 220.25	3/1/2024
586916	883721	BRA - Board of Rules & Appeals Fee	8311.49	\$ 4.68	3/1/2024
586916	883721	Government Fees FL BCAIF Surcharge	220.25	\$ 3.30	3/1/2024
586916	883721	Government Fees FL DBPR Surcharge	220.25	\$ 2.20	3/1/2024
586970	452256	Plan Review Fee	1	\$ 95.00	3/4/2024
586986	888185	Building Permit Fee	2100	\$ 125.00	3/4/2024
586986	888185	BRA - Board of Rules & Appeals Fee	2100	\$ 2.00	3/4/2024
586986	888185	Government Fees FL BCAIF Surcharge	125	\$ 2.00	3/4/2024
586986	888185	Government Fees FL DBPR Surcharge	125	\$ 2.00	3/4/2024
586987	887673	Building Permit Fee	6500	\$ 172.25	3/4/2024
586987	887673	BRA - Board of Rules & Appeals Fee	6500	\$ 3.64	3/4/2024
586987	887673	Government Fees FL BCAIF Surcharge	172.25	\$ 2.58	3/4/2024
586987	887673	Government Fees FL DBPR Surcharge	172.25	\$ 2.00	3/4/2024
586992	890978	Building Permit Fee	1675	\$ 125.00	3/4/2024
586992	890978	BRA - Board of Rules & Appeals Fee	1675	\$ 2.00	3/4/2024
586992	890978	Government Fees FL BCAIF Surcharge	125	\$ 2.00	3/4/2024
586992	890978	Government Fees FL DBPR Surcharge	125	\$ 2.00	3/4/2024
587047	885237	Building Permit Fee	4800	\$ 125.00	3/5/2024
587047	885237	BRA - Board of Rules & Appeals Fee	4800	\$ 2.60	3/5/2024
587047	885237	Government Fees FL BCAIF Surcharge	125	\$ 2.00	3/5/2024
587047	885237	Government Fees FL DBPR Surcharge	125	\$ 2.00	3/5/2024
587073	889613	Building Permit Fee	9550	\$ 253.07	3/5/2024
587073	889613	BRA - Board of Rules & Appeals Fee	9550	\$ 5.20	3/5/2024
587073	889613	Government Fees FL BCAIF Surcharge	253.07	\$ 3.79	3/5/2024
587073	889613	Government Fees FL DBPR Surcharge	253.07	\$ 2.53	3/5/2024
587082	878178	Building Permit Fee	12995	\$ 344.36	3/5/2024
587082	878178	BRA - Board of Rules & Appeals Fee	12995	\$ 6.76	3/5/2024
587082	878178	Government Fees FL BCAIF Surcharge	344.36	\$ 5.16	3/5/2024
587082	878178	Government Fees FL DBPR Surcharge	344.36	\$ 3.44	3/5/2024
587082	878178	Plan Review Fee	1	\$ 95.00	3/5/2024
587085	897378	Building Permit Fee	6664	\$ 176.59	3/6/2024
587085	897378	BRA - Board of Rules & Appeals Fee	6664	\$ 3.64	3/6/2024
587085	897378	Government Fees FL BCAIF Surcharge	176.59	\$ 2.64	3/6/2024
587085	897378	Government Fees FL DBPR Surcharge	176.59	\$ 2.00	3/6/2024
587099	657624	Expired Permit - 180 Days Or Less	242.74	\$ 121.37	3/6/2024
587099	657624	Government Fees FL BCAIF Surcharge	121.37	\$ 2.00	3/6/2024
587099	657624	Government Fees FL DBPR Surcharge	121.37	\$ 2.00	3/6/2024
587099	657624	Expired Permit - 180 Days Or Less	125	\$ 62.50	3/6/2024
587099	657624	Government Fees FL BCAIF Surcharge	62.5	\$ 2.00	3/6/2024
587099	657624	Government Fees FL DBPR Surcharge	62.5	\$ 2.00	3/6/2024
587099	657624	Expired Permit - 180 Days Or Less	125	\$ 62.50	3/6/2024
587099	657624	Government Fees FL BCAIF Surcharge	62.5	\$ 2.00	3/6/2024



The Town of Hillsboro Beach
All Fees Collected

Start Date: 03/01/2024

End Date: 03/31/2024

587099	657624	Goverment Fees FL DBPR Surcharge	62.5	\$	2.00	3/6/2024
587109	855179	Building Permit Fee	3852	\$	125.00	3/6/2024
587109	855179	BRA - Board of Rules & Appeals Fee	3852	\$	2.08	3/6/2024
587109	855179	Goverment Fees FL BCAIF Surcharge	125	\$	2.00	3/6/2024
587109	855179	Goverment Fees FL DBPR Surcharge	125	\$	2.00	3/6/2024
587109	855179	Plan Review Fee	1	\$	95.00	3/6/2024
587110	855168	Building Permit Fee	4698	\$	125.00	3/6/2024
587110	855168	BRA - Board of Rules & Appeals Fee	4698	\$	2.60	3/6/2024
587110	855168	Goverment Fees FL BCAIF Surcharge	125	\$	2.00	3/6/2024
587110	855168	Goverment Fees FL DBPR Surcharge	125	\$	2.00	3/6/2024
587110	855168	Plan Review Fee	1	\$	95.00	3/6/2024
587111	890542	Building Permit Fee	2450	\$	125.00	3/6/2024
587111	890542	BRA - Board of Rules & Appeals Fee	2450	\$	2.00	3/6/2024
587111	890542	Goverment Fees FL BCAIF Surcharge	125	\$	2.00	3/6/2024
587111	890542	Goverment Fees FL DBPR Surcharge	125	\$	2.00	3/6/2024
587126	692744	Re-Inspection Fee	1	\$	95.00	3/6/2024
587127	889554	Building Permit Fee	33970	\$	900.20	3/6/2024
587127	889554	BRA - Board of Rules & Appeals Fee	33970	\$	17.68	3/6/2024
587127	889554	Goverment Fees FL BCAIF Surcharge	900.2	\$	13.50	3/6/2024
587127	889554	Goverment Fees FL DBPR Surcharge	900.2	\$	9.00	3/6/2024
587129	892410	Building Permit Fee	7683.26	\$	203.60	3/6/2024
587129	892410	BRA - Board of Rules & Appeals Fee	7683.26	\$	4.16	3/6/2024
587129	892410	Goverment Fees FL BCAIF Surcharge	203.6	\$	3.05	3/6/2024
587129	892410	Goverment Fees FL DBPR Surcharge	203.6	\$	2.03	3/6/2024
587130	637333	Building Permit Fee	11999	\$	317.97	3/6/2024
587130	637333	BRA - Board of Rules & Appeals Fee	11999	\$	6.24	3/6/2024
587130	637333	Goverment Fees FL BCAIF Surcharge	317.97	\$	4.76	3/6/2024
587130	637333	Goverment Fees FL DBPR Surcharge	317.97	\$	3.17	3/6/2024
587130	637333	Plan Review Fee	1	\$	95.00	3/6/2024
587211	637333	Plan Review Fee	2	\$	190.00	3/8/2024
587222	837377	Building Administrative Fee	1	\$	25.00	3/8/2024
587222	837377	Zoning Plan Review	1	\$	150.00	3/8/2024
587222	837377	Zoning Inspection Fee	1	\$	150.00	3/8/2024
587222	837377	Building Administrative Fee	1	\$	25.00	3/8/2024
587222	837377	Building Permit Fee	125000	\$	3,312.50	3/8/2024
587222	837377	BRA - Board of Rules & Appeals Fee	125000	\$	65.00	3/8/2024
587222	837377	Goverment Fees FL BCAIF Surcharge	3312.5	\$	49.68	3/8/2024
587222	837377	Goverment Fees FL DBPR Surcharge	3312.5	\$	33.12	3/8/2024
587222	837377	Plan Review Fee	1	\$	95.00	3/8/2024
587265	792062	Plan Review Fee	1	\$	95.00	3/11/2024
587281	882040	Building Permit Fee	4978.23	\$	125.00	3/11/2024
587281	882040	BRA - Board of Rules & Appeals Fee	4978.23	\$	2.60	3/11/2024
587281	882040	Goverment Fees FL BCAIF Surcharge	125	\$	2.00	3/11/2024
587281	882040	Goverment Fees FL DBPR Surcharge	125	\$	2.00	3/11/2024



The Town of Hillsboro Beach
All Fees Collected

Start Date: 03/01/2024
End Date: 03/31/2024

587363	659155	Plan Review Fee	2	\$	190.00	3/12/2024
587383	902639	Building Permit Fee	5342	\$	141.56	3/12/2024
587383	902639	BRA - Board of Rules & Appeals Fee	5342	\$	3.12	3/12/2024
587383	902639	Government Fees FL BCAIF Surcharge	141.56	\$	2.12	3/12/2024
587383	902639	Government Fees FL DBPR Surcharge	141.56	\$	2.00	3/12/2024
587407	833906	Building Permit Fee	500	\$	125.00	3/12/2024
587407	833906	BRA - Board of Rules & Appeals Fee	500	\$	2.00	3/12/2024
587407	833906	Government Fees FL BCAIF Surcharge	125	\$	2.00	3/12/2024
587407	833906	Government Fees FL DBPR Surcharge	125	\$	2.00	3/12/2024
587407	833906	Building Permit Fee	500	\$	125.00	3/12/2024
587407	833906	BRA - Board of Rules & Appeals Fee	500	\$	2.00	3/12/2024
587407	833906	Government Fees FL BCAIF Surcharge	125	\$	2.00	3/12/2024
587407	833906	Government Fees FL DBPR Surcharge	125	\$	2.00	3/12/2024
587407	833906	Plan Review Fee	1	\$	95.00	3/12/2024
587407	833906	Plan Review Fee	1	\$	95.00	3/12/2024
587454	792359	Building Permit Fee	191550	\$	5,076.07	3/13/2024
587454	792359	BRA - Board of Rules & Appeals Fee	191550	\$	99.84	3/13/2024
587454	792359	Government Fees FL BCAIF Surcharge	5076.07	\$	76.14	3/13/2024
587454	792359	Government Fees FL DBPR Surcharge	5076.07	\$	50.76	3/13/2024
587454	792359	Building Administrative Fee	2	\$	50.00	3/13/2024
587454	792359	Zoning Plan Review	2	\$	300.00	3/13/2024
587454	792359	Zoning Inspection Fee	1	\$	150.00	3/13/2024
587454	792359	Building Administrative Fee	1	\$	25.00	3/13/2024
587454	792359	Plan Review Fee	2	\$	190.00	3/13/2024
587537	508000	Fire Inspection	1	\$	150.00	3/14/2024
587550	692744	Re-Inspection Fee	1	\$	95.00	3/14/2024
587576	864266	Building Permit Fee	94000	\$	2,491.00	3/14/2024
587576	864266	BRA - Board of Rules & Appeals Fee	94000	\$	48.88	3/14/2024
587576	864266	Government Fees FL BCAIF Surcharge	2491	\$	37.36	3/14/2024
587576	864266	Government Fees FL DBPR Surcharge	2491	\$	24.91	3/14/2024
587576	864266	Zoning Inspection Fee	1	\$	150.00	3/14/2024
587576	864266	Building Administrative Fee	1	\$	25.00	3/14/2024
587576	864266	Zoning Plan Review	2	\$	300.00	3/14/2024
587576	864266	Building Administrative Fee	2	\$	50.00	3/14/2024
587576	864266	Plan Review Fee	1	\$	95.00	3/14/2024
587658	874030	Building Permit Fee	37000	\$	980.50	3/18/2024
587658	874030	BRA - Board of Rules & Appeals Fee	37000	\$	19.24	3/18/2024
587658	874030	Government Fees FL BCAIF Surcharge	980.5	\$	14.70	3/18/2024
587658	874030	Government Fees FL DBPR Surcharge	980.5	\$	9.80	3/18/2024
587659	874021	Building Permit Fee	37000	\$	980.50	3/18/2024
587659	874021	BRA - Board of Rules & Appeals Fee	37000	\$	19.24	3/18/2024
587659	874021	Government Fees FL BCAIF Surcharge	980.5	\$	14.70	3/18/2024
587659	874021	Government Fees FL DBPR Surcharge	980.5	\$	9.80	3/18/2024
587660	888480	Building Permit Fee	800	\$	125.00	3/18/2024



The Town of Hillsboro Beach
All Fees Collected

Start Date: 03/01/2024
End Date: 03/31/2024

587660	888480	BRA - Board of Rules & Appeals Fee	800	\$	2.00	3/18/2024
587660	888480	Government Fees FL BCAIF Surcharge	125	\$	2.00	3/18/2024
587660	888480	Government Fees FL DBPR Surcharge	125	\$	2.00	3/18/2024
587660	888480	Plan Review Fee	1	\$	95.00	3/18/2024
587684	852284	Building Permit Fee	3250	\$	125.00	3/18/2024
587684	852284	BRA - Board of Rules & Appeals Fee	3250	\$	2.08	3/18/2024
587684	852284	Government Fees FL BCAIF Surcharge	125	\$	2.00	3/18/2024
587684	852284	Government Fees FL DBPR Surcharge	125	\$	2.00	3/18/2024
587726	882152	Building Permit Fee	1500	\$	125.00	3/19/2024
587726	882152	BRA - Board of Rules & Appeals Fee	1500	\$	2.00	3/19/2024
587726	882152	Government Fees FL BCAIF Surcharge	125	\$	2.00	3/19/2024
587726	882152	Government Fees FL DBPR Surcharge	125	\$	2.00	3/19/2024
587726	882152	Plan Review Fee	1	\$	95.00	3/19/2024
587776	894605	Building Permit Fee	15900	\$	421.35	3/20/2024
587776	894605	BRA - Board of Rules & Appeals Fee	15900	\$	8.32	3/20/2024
587776	894605	Government Fees FL BCAIF Surcharge	421.35	\$	6.32	3/20/2024
587776	894605	Government Fees FL DBPR Surcharge	421.35	\$	4.21	3/20/2024
587776	894605	Plan Review Fee	2	\$	190.00	3/20/2024
587800	637333	Re-Inspection Fee	1	\$	95.00	3/20/2024
587812	489938	Re-Inspection Fee	1	\$	95.00	3/20/2024
587835	880275	Building Permit Fee	413000	\$	10,944.50	3/20/2024
587835	880275	BRA - Board of Rules & Appeals Fee	413000	\$	214.76	3/20/2024
587835	880275	Government Fees FL BCAIF Surcharge	10944.5	\$	164.16	3/20/2024
587835	880275	Government Fees FL DBPR Surcharge	10944.5	\$	109.44	3/20/2024
587839	761267	Permit Card Replacement; CO/CC	1	\$	25.00	3/21/2024
587890	912761	Building Permit Fee	7400	\$	196.10	3/22/2024
587890	912761	BRA - Board of Rules & Appeals Fee	7400	\$	4.16	3/22/2024
587890	912761	Government Fees FL BCAIF Surcharge	196.1	\$	2.94	3/22/2024
587890	912761	Government Fees FL DBPR Surcharge	196.1	\$	2.00	3/22/2024
587891	911746	Building Permit Fee	6731	\$	178.37	3/22/2024
587891	911746	BRA - Board of Rules & Appeals Fee	6731	\$	3.64	3/22/2024
587891	911746	Government Fees FL BCAIF Surcharge	178.37	\$	2.67	3/22/2024
587891	911746	Government Fees FL DBPR Surcharge	178.37	\$	2.00	3/22/2024
587926	499817	Building Permit Fee	50000	\$	1,325.00	3/22/2024
587926	499817	BRA - Board of Rules & Appeals Fee	50000	\$	26.00	3/22/2024
587926	499817	Government Fees FL BCAIF Surcharge	1325	\$	19.87	3/22/2024
587926	499817	Government Fees FL DBPR Surcharge	1325	\$	13.25	3/22/2024
587926	499817	Plan Review Fee	2	\$	190.00	3/22/2024
587991	910544	Building Permit Fee	3000	\$	125.00	3/25/2024
587991	910544	BRA - Board of Rules & Appeals Fee	3000	\$	2.00	3/25/2024
587991	910544	Government Fees FL BCAIF Surcharge	125	\$	2.00	3/25/2024
587991	910544	Government Fees FL DBPR Surcharge	125	\$	2.00	3/25/2024
587992	910562	Building Permit Fee	5700	\$	151.05	3/25/2024
587992	910562	BRA - Board of Rules & Appeals Fee	5700	\$	3.12	3/25/2024



The Town of Hillsboro Beach
All Fees Collected

Start Date: 03/01/2024
End Date: 03/31/2024

587992	910562	Government Fees FL BCAIF Surcharge	151.05	\$	2.26	3/25/2024
587992	910562	Government Fees FL DBPR Surcharge	151.05	\$	2.00	3/25/2024
587993	910567	Building Permit Fee	25800	\$	683.70	3/25/2024
587993	910567	BRA - Board of Rules & Appeals Fee	25800	\$	13.52	3/25/2024
587993	910567	Government Fees FL BCAIF Surcharge	683.7	\$	10.25	3/25/2024
587993	910567	Government Fees FL DBPR Surcharge	683.7	\$	6.83	3/25/2024
587994	911803	Building Permit Fee	5700	\$	151.05	3/25/2024
587994	911803	BRA - Board of Rules & Appeals Fee	5700	\$	3.12	3/25/2024
587994	911803	Government Fees FL BCAIF Surcharge	151.05	\$	2.26	3/25/2024
587994	911803	Government Fees FL DBPR Surcharge	151.05	\$	2.00	3/25/2024
588046	508000	Re-Inspection Fee	1	\$	95.00	3/26/2024
588052	505801	Building Permit Fee	6000	\$	159.00	3/26/2024
588052	505801	BRA - Board of Rules & Appeals Fee	6000	\$	3.12	3/26/2024
588052	505801	Government Fees FL BCAIF Surcharge	159	\$	2.38	3/26/2024
588052	505801	Government Fees FL DBPR Surcharge	159	\$	2.00	3/26/2024
588052	505801	Plan Review Fee	2	\$	190.00	3/26/2024
588058	916145	Building Permit Fee	300	\$	125.00	3/26/2024
588058	916145	BRA - Board of Rules & Appeals Fee	300	\$	2.00	3/26/2024
588058	916145	Government Fees FL BCAIF Surcharge	125	\$	2.00	3/26/2024
588058	916145	Government Fees FL DBPR Surcharge	125	\$	2.00	3/26/2024
588060	633516	Expired Permit - Greater Than 180 Days	161.75	\$	161.75	3/26/2024
588060	633516	Government Fees FL BCAIF Surcharge	161.75	\$	2.42	3/26/2024
588060	633516	Government Fees FL DBPR Surcharge	161.75	\$	2.00	3/26/2024
588060	633516	Change Of Contractor	1	\$	95.00	3/26/2024
588063	511801	Expired Permit - Greater Than 180 Days	320.38	\$	320.38	3/26/2024
588063	511801	Government Fees FL BCAIF Surcharge	320.38	\$	4.80	3/26/2024
588063	511801	Government Fees FL DBPR Surcharge	320.38	\$	3.20	3/26/2024
588075	915947	Building Permit Fee	1500	\$	125.00	3/27/2024
588075	915947	BRA - Board of Rules & Appeals Fee	1500	\$	2.00	3/27/2024
588075	915947	Government Fees FL BCAIF Surcharge	125	\$	2.00	3/27/2024
588075	915947	Government Fees FL DBPR Surcharge	125	\$	2.00	3/27/2024
588111	507542	Re-Inspection Fee	1	\$	95.00	3/27/2024
588115	892934	Building Permit Fee	10050	\$	266.32	3/27/2024
588115	892934	BRA - Board of Rules & Appeals Fee	10050	\$	5.72	3/27/2024
588115	892934	Government Fees FL BCAIF Surcharge	266.32	\$	3.99	3/27/2024
588115	892934	Government Fees FL DBPR Surcharge	266.32	\$	2.66	3/27/2024
588115	892934	Building Permit Fee	5700	\$	151.05	3/27/2024
588115	892934	BRA - Board of Rules & Appeals Fee	5700	\$	3.12	3/27/2024
588115	892934	Government Fees FL BCAIF Surcharge	151.05	\$	2.26	3/27/2024
588115	892934	Government Fees FL DBPR Surcharge	151.05	\$	2.00	3/27/2024
					\$38,791.70	



2002 West Grand Parkway North
Suite 100
Katy, TX 77449

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

Services provided for the Month of: March 2024

INVOICE

INVOICE#
#111408

CUSTOMER ID
C1312

PO#

DATE
3/1/2024

NET TERMS
Net 30

DUE DATE
3/31/2024

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Financial Accounting Service 001-532004-51308-5000	1	Ea	8,387.19		8,387.19
Storage 001-544025-51307-5000	1	Ea	11.10		11.10
Subtotal					8,398.29

Subtotal	\$8,398.29
Tax	\$0.00
Total Due	\$8,398.29

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

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

To pay via ACH or Wire, please refer to our banking information below:
Account Name: INFRAMARK, LLC

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

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

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



A TRANSPORTATION AMERICA COMPANY

Invoice Date: 29/2/2024
Date Invoice Submitted: 03/01/2024
Invoice #: 24-0229-26
Account: 32-TOWNH

TO: TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile

Hillsboro Beach, FL 33062

Mac Serda

INVOICE

Transportation Services Provided

For the month of

Feb-2024

SHUTTLE BUS

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

105.98

Service Hrs @ \$53.00/Hr.

\$ 5,616.94

Mon - Wed - Fri

12

Svc Days @ 8.83 Svc Hrs/Day

Downtime: 2.00 Hrs

(\$ 106.00)

Total Amount due this Invoice

\$ 5,510.94

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

Remittance Instructions:

Limousines of South Florida, Inc.

PO Box 14661

Miami, FL 33101-4661

Thank you for the Opportunity to Service your Transportation Needs

Service Disruption Log
For the Month of February, 2024

HILLSBORO BEACH Trolley Routes

No.	TYPE OF SERVICE DISRUPTION	BUS #	DAY	DATE	TIME OUT	TIME IN	TOTAL	TOTAL
	Collision Accident CA; Roadcall RC; Passenger Injury PI; Driver not Available DNA; Vehicle Not Available VNA; Other Incident OI						TIME LOST	TIME LOST
	Details of Service Interruption						(in minutes)	(in decimal hours)
1	Running Behind Schedule / REPLACED 2017	2017	Tuesday	02/20/24	9:00 AM	10:00 AM	1:00	1.00
2	Battery - Mechanical Beyond Our Control / REPLACED 2017	2017	Monday	02/26/24	9:00 AM	10:00 AM	1:00	1.00
Total Time Lost							2:00	2.00

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

TOWN OF HILLSBORO BEACH
1210 Hillsboro Mile
Hillsboro Beach FL 33062

Attn: Mac Serda, Town Manager

Page: 1
04/01/2024
ACCOUNT NO: 1182-0606490
STATEMENT NO: **58881**

General Matters

			HOURS	
03/04/2024	DJD	Review suggested revisions to Agreement No. RFQ 2021-01; email Donna Rockfield; prepare for Town Commission Meeting	2.20	
03/05/2024	DJD	Prepare for and attend Town Commission Meeting	3.70	
03/11/2024	DJD	Telephone conference with Commissioner and Town Manager re: Winter Sun Investment; address agenda for organizational meeting	1.20	
03/12/2024	DJD	Prepare resolutions for organizational meeting	0.60	
03/13/2024	DJD	Telephone conference with Town Manager	0.30	
03/15/2024	DJD	Telephone conference with Town Manager	0.20	
03/21/2024	DJD	Telephone conference with Town Commissioner	0.30	
03/25/2024	DJD	Prepare for organizational meeting	0.50	
03/26/2024	DJD	Attend Town Commission meeting	1.50	
03/27/2024	DJD	Review email	0.30	
03/28/2024	DJD	Address hotel issues; review florida statues; telephone conference with Town Manager.	1.40	
03/29/2024	AMR	research chapter 509, Florida Statutes on duty of hotel owners to remain on-site	1.00	
		FOR CURRENT SERVICES RENDERED	13.20	3,960.00

RECAPITULATION			
<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
D.J. Doody	12.20	\$300.00	\$3,660.00
Aylin M. Ruiz	1.00	300.00	300.00

Color photocopies	60.20
Photocopies	86.10
TOTAL OUT-OF-POCKET EXPENSES THROUGH 03/31/2024	146.30

General Matters

TOTAL CURRENT WORK

4,106.30

BALANCE DUE

\$4,106.30



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

TOWN OF HILLSBORO BEACH
 1210 Hillsboro Mile
 Hillsboro Beach FL 33062

Attn: Mac Serda, Town Manager

Page: 1
 04/01/2024
 ACCOUNT NO: 1182-1200993
 STATEMENT NO: 58882

Development (Related)

03/29/2024	DJD	Revise Declaration of Restrictions.	HOURS	
			0.50	
		FOR CURRENT SERVICES RENDERED	0.50	150.00

	RECAPITULATION			
<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>	
D.J. Doody	0.50	\$300.00	\$150.00	

TOTAL CURRENT WORK	150.00
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BALANCE DUE	<u>\$150.00</u>
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AMOUNTS PREVIOUSLY BILLED NOT INCLUDED ABOVE

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

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

Attn: Mac Serda, Town Manager

adv. Richard Crusco & Charles Doherty (re: ORD12-269)

Page: 1
04/01/2024
ACCOUNT NO: 1182-1201004
STATEMENT NO: 58883

			HOURS	
02/28/2024	DJD	Telephone conference with Jeff Bass, Esq.	0.30	
02/29/2024	DJD	Finalize Motion to Dismiss	0.80	
		FOR CURRENT SERVICES RENDERED	1.10	330.00

RECAPITULATION				
<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>	
D.J. Doody	1.10	\$300.00	\$330.00	

TOTAL CURRENT WORK 330.00

BALANCE DUE 330.00

AMOUNTS PREVIOUSLY BILLED NOT INCLUDED ABOVE

*P*roclamation of the Town of Hillsboro Beach, Florida recognizing: **National Safe Boating Week**

May 18-24, 2024



For over 100 million Americans, boating continues to be a popular recreational activity. From coast to coast, and everywhere in between, people are taking to the water and enjoying time together boating, sailing, paddling and fishing. During National Safe Boating Week, the U.S. Coast Guard and its federal, state, and local safe boating partners encourage all boaters to explore and enjoy America's beautiful waters responsibly.

Safe boating begins with preparation. The Coast Guard estimates that human error accounts for most boating accidents and that life jackets could prevent nearly 83 percent of boating fatalities. Through basic boating safety procedures – carrying lifesaving emergency distress and communications equipment, wearing life jackets, attending safe boating courses, participating in free boat safety checks, and staying sober when navigating – we can help ensure boaters on America's coastal, inland, and offshore waters stay safe throughout the season.

National Safe Boating Week is observed to bring attention to important life-saving tips for recreational boaters so that they can have a safer, more fun experience out on the water throughout the year.

Whereas, on average, 650 people die each year in boating-related accidents in the U.S.; 75 percent of these are fatalities caused by drowning; and

Whereas, the vast majority of these accidents are caused by human error or poor judgment and not by the boat, equipment or environmental factors; and

Whereas, a significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets.

Now, Therefore, I, Dawn Miller, Mayor of the Town of Hillsboro Beach do hereby support the goals of the Safe Boating Campaign and recognize May 18-24, 2024 as National Safe Boating Week, and I call this observance to the attention of all our citizens.

In Witness Whereof, I have hereunto set my hand on this day, the 9th of April, 2024 and cause the official seal of the Town of Hillsboro Beach, Florida to be affixed.

TOWN OF HILLSBORO BEACH, FLORIDA

By:

Attested By:

Dawn Miller
Mayor

(seal)

Sherry D. Henderson, CMC
Town Clerk

On Mon, Apr 1, 2024 at 11:36 AM Dawn Miller <dmiller@townofhillsborobeach.com> wrote:

Dear Ms.Henderson,

I would be delighted to place a Proclamation by Consent recognizing **National Safe Boating Week, May 18-24, 2024** on the agenda for approval at the April 9 Commission meeting.

Thank you for taking care of this.

Best,
Dawn

On Apr 1, 2024, at 11:23 AM, Sherry D. Henderson <shenderson@townofhillsborobeach.com> wrote:

Good Morning Mayor Miller,

The Town is in receipt of a Proclamation Request for your consideration. US Coast Guard Auxiliary Officer Gregory Boan requests a proclamation from the Town to recognize **National Safe Boating Week, May 18-24, 2024**. The Town prepared a proclamation last year and is requesting a proclamation this year for continued support.

Please note the email below. Please advise the Clerk's Office if this meets your approval and if we can proceed with a proclamation for the April 9th Meeting Agenda.

please advise - thank you for your time.

Respectfully,
Sherry D. Henderson, CMC **TOWN CLERK**
TOWN OF HILLSBORO BEACH

Sent: Saturday, March 23, 2024 11:22 AM
To: shenderson@townofhillsborobeach.com
Subject: National Safe Boating Week Proclamation, May 18th-24th

Dear Ms. Henderson,

Thank you for taking my call. It was a sincere pleasure speaking with you. I am the U.S.Coast Guard Auxiliary Flotilla Staff Officer for Marine Safety. Our primary mission is saving lives through safe boating education and assisting the Active U.S. Coast Guard with a variety of missions. Each year we kick off the Summer with National Safe Boating Week. Our goal is to raise the boating public's awareness of the need to boat safely and take a Safe Boating Class. The attached Proclamation is an announcement most municipalities wish to sign and proclaim they support safe boating practices within their communities. Last year your Mayor kindly signed the Proclamation and returned a signed copy to us via email. Once signed off please email me a copy at the earliest convenience.

Most Respectfully,

Gregory Boan, FSO-MS, FSO-PV
U.S. Coast Guard Auxiliary Flotilla 36
Flotilla Staff Officer for Marine Safety
Flotilla Staff Officer RBS Program Visitor
561-251-6887 direct or text
gregboan@gmail.com



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
Chief Jay Szesnat

Submitting Dept: Town Clerk, Sherry Henderson, Town Clerk

Agenda Date: April 9, 2024

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. February 2024 - PD Activity Report



Hillsboro Beach Police Monthly Report

To: Town Manager, Mac Serda
 From: Police Chief, Jay Szesnat
 Subject: February 2024 Monthly Report

Patrol Snapshot:

Activity	Current Month	Jan 2024	Feb 2023
Contacts			
Motor Vehicle	216	209	121
Crosswalk	151	96	155
Marine Unit	126	127	95
Beach Unit	21	0	54
Cyclists	283	173	111
Arrests	2	3	3
Service			
Alarms	6	19	10
Assist Other Agency	3	1	7
Dogs on Beach/Animal	11	3	7
Vessel	5	5	9
Noise	1	3	3
Open Doors	1	11	17
Police Assists	128	106	104
Domestic/Disturbances	1	1	4
Sick/Injured	28	31	24
Crash	0	2	4
Trespassing	2	4	0
Security Checks	6701	6144	6262
Total Calls	304	298	259

Investigations Snapshot:

Jan. 2024 (new)	Actively Working	Inactivated/Cleared
Trespass (#240433)	Fraud (#240162)	Burglary Conv (#230118)
Fraud/Contractor(#240498)	Burglary Conv (#231874)	Trespass (#240433)
	Fraud (#232634)	
	Death Investigation(232738)	
	Fraud (#233113)	
	Grand Theft (#233012)	
	Identity Theft (#240278)	
	Forgery (#240326)	

Personnel News:

February Notable Events:

On February 4th our HBPD Marine Unit observed an 8.5 foot long alligator swimming in the Intracoastal Waterway adjacent to 1210 Hillsboro Mile. The Florida Fish and Wildlife Commission's nuisance alligator trapping program was notified. We were also in contact with the Lighthouse Point Police Department that had received complaints regarding the alligators close proximity to civilians at their park. Assistance rendered.

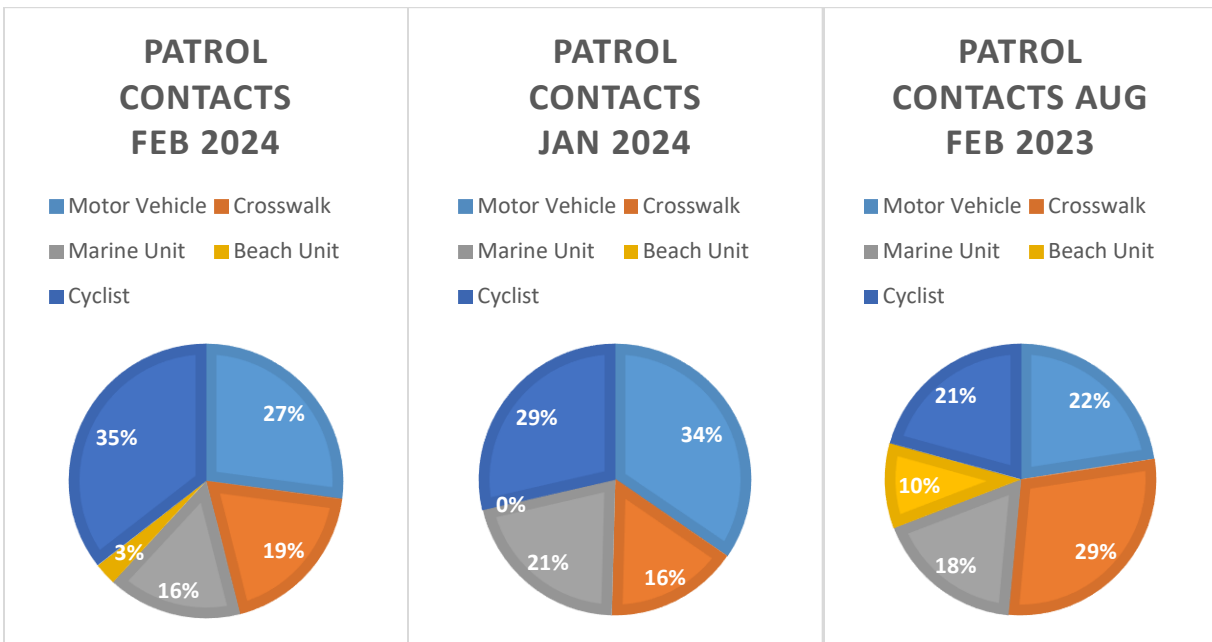
On February 14th HBPD received a 911/CAD complaint in the 900 block of Hillsboro Mile, regarding a residential burglary in-progress. Complainant advised a W/F suspect had entered the residence without consent. Our Officer's arrived and made contact with the W/F suspect outside of the residence. The suspect claimed she had been walking along the beach and entered the property through an open construction gate. Subject was issued a trespass warning at the homeowners request and removed from the property. Assistance rendered.

On February 22nd HBPD received a complaint from the property manager regarding a subject trespassing in the 900 block of Hillsboro Mile. The subject had been previously arrested for trespass and was once again on the property. Our Officer's arrived and made contact with the suspect who was again taken into custody for trespassing. The suspect was processed, medically cleared, and transported to the Broward County Sheriff's Office Main Jail. Assistance rendered

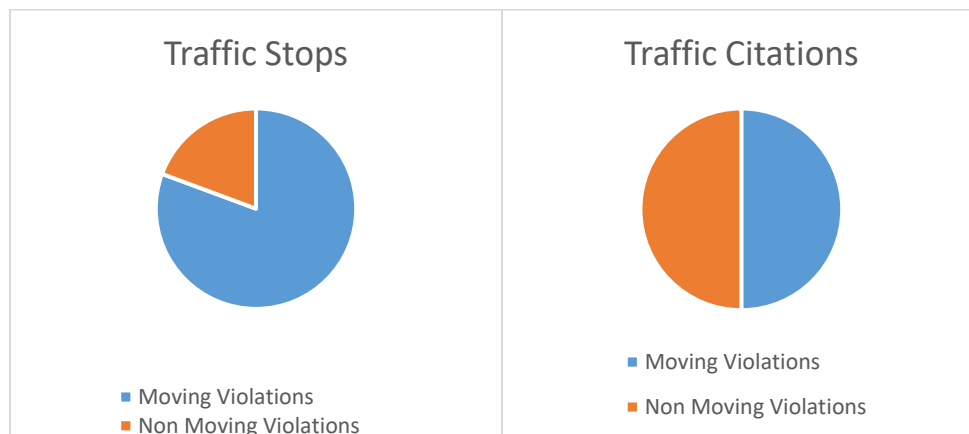
On February 25th HBPD received a call in the 1100 block of Hillsboro Mile, regarding a subject who digging a large hole in the sand on the beach with children present. Due to the recent tragic events highlighted in the media, the caller was concerned for the safety of the children. Officers made contact with the individual and requested the hole be filled in to avoid any injury. Assistance rendered.

On February 25th HBPD received a call from a resident in the 1200 block of Hillsboro Mile, regarding another resident who had fallen into the Intracoastal Waterway and is screaming for help. Our HBPD Officers arrived and found the subject clinging to the seawall and in extreme distress. Officers assisted the subject out of the water and he was evaluated by Broward County Fire Rescue Paramedics. Assistance rendered.

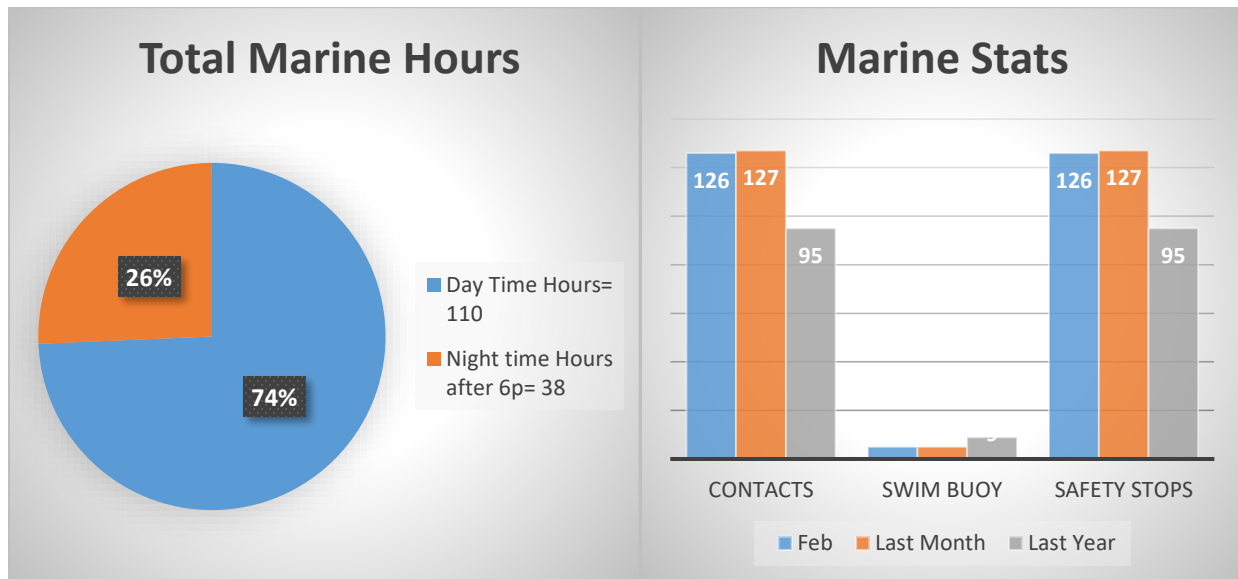
Patrol Services:



Traffic:



Marine/Beach Patrol:



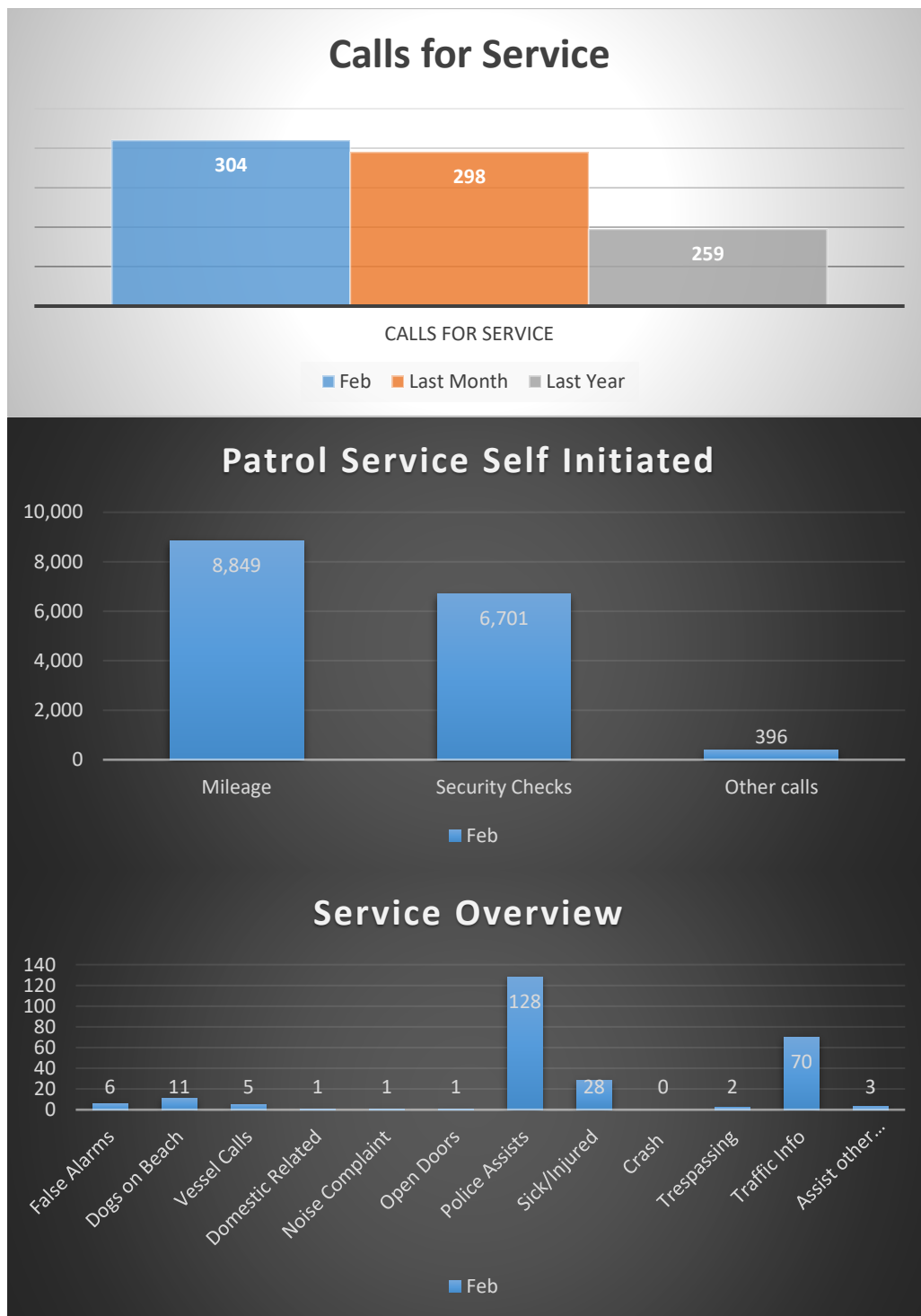
Training:

Police Law Institute (Online): Autism Spectrum Disorder Awareness

Power DMS Topics: Risk Protection Orders

Letters:

Overall Calls for Service:





TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Building Department
CG&A Building Official

Submitting Dept: Town Clerk, Sherry Henderson, Town Clerk

Agenda Date: April 9, 2024

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Building Dept Report (Feb 2024)



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

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

TO: Mayor and Commission

FROM: Steve Mitchell, Building Official

DATE: March 20, 2024

SUBJECT: February 2024 - Building Department Report

The Building Department is quite busy as we move into Spring. There is a steady stream of interior remodel permits coming from the condominium community including new permits and revisions of work in progress.

Many of the new construction and major remodel projects in the single-family category have for single-family reached their mid-point, with a couple nearing completion. The department should continue to be busy with individual homes through 2025.

The Related projects have received most of the required permits and approvals and should be issued in the very near future, if they have not already been issued since the preparation of this report.

Finally, I would like to thank this Commission, their recent predecessors, and Mac Serda for the opportunity to serve this community. Without Mac's leadership and the support of the commissioners none of our accomplishments would have been possible. Additionally, the support of the amazing Town Clerk Sherry Henderson, Chief Jay Szesnat and his department, and with the guidance of Attorney DJ Doody, have all worked to create an amazing team. I am leaving you in good hands with the CGA staff and hope the Town continues on this very positive track.

Respectfully Submitted,

Steven Mitchell

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



Calvin, Giordano & Associates, Inc.

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

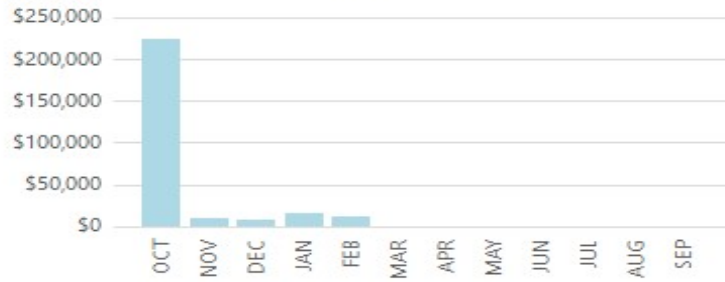


**Town of Hillsboro Beach
Building Department
Summary Report**

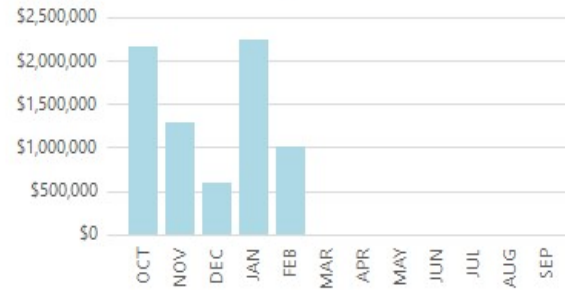
**Start Date:
2/1/2024
End Date:**

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD
Construction Value	\$2,161,896	\$1,286,866	\$592,139	\$2,248,535	\$1,014,969	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,304,405
Building Permit Fees	\$1,480,093	\$47,873	\$37,117	\$68,881	\$57,001	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,690,965
Fire & Zoning Fees	\$3,000	\$1,950	\$900	\$4,200	\$2,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,300
Total Revenue	\$1,483,093	\$49,823	\$38,017	\$73,081	\$59,251	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,703,265
CGA Expense	\$1,258,079	\$40,692	\$31,549	\$58,549	\$48,451	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,437,320
Town Revenue	\$225,014	\$9,131	\$6,467	\$14,532	\$10,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$265,945

Net Revenue



Construction Value





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

**Start Date: 2/1/2024
End Date: 2/29/2024**

	Permit Fees	Town Revenue	Fire Fees	Zoning Fees	Admin Fees	CGA Revenue	BORA	DBPR	DCA
MTD	\$57,001.43	\$8,550.21	\$900.00	\$1,350.00	\$325.00	\$48,451.22	\$980.04	\$534.32	\$770.53
YTD	\$1,690,964.50	\$253,644.68	\$5,400.00	\$6,900.00	\$1,975.00	1,437,319.83	\$4,522.48	\$2,660.45	\$3,837.93



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

**Start Date: 2/1/2024
End Date: 2/29/2024**

Permit Type	# Issued	Building Permit Fees
COMMERCIAL BACKFLOW	1	125.00
COMMERCIAL CONCRETE RESTORATION	3	1,156.02
COMMERCIAL PLUMBING MISCELLANEOUS	1	785.00
COMMERCIAL STRUCTURAL MISCELLANEOUS	2	21,187.27
COMMERCIAL WINDOWS/DOORS	3	890.39
RESIDENTIAL A/C CHANGE OUT	7	1,492.54
RESIDENTIAL ALTERATION	10	12,241.14
RESIDENTIAL FIRE SPRINKLER	1	95.00
RESIDENTIAL GAS TANK	1	598.76
RESIDENTIAL MECHANICAL MISCELLANEOUS	1	813.20
RESIDENTIAL RE-ROOF	1	1,183.43
RESIDENTIAL SERVICE CHANGE/REPAIR	1	125.00
RESIDENTIAL STRUCTURAL MISCELLANEOUS	2	622.81
RESIDENTIAL SWIMMING POOL/SPA	3	9,296.40
RESIDENTIAL WATER FOUNTAIN/WATER FEATURE	1	95.00
RESIDENTIAL WATER HEATER	2	150.00
RESIDENTIAL WINDOWS/DOORS/SHUTTERS	8	5,639.47
SINGLE FAMILY RESIDENCE	2	505.00
	50	\$57,001.43



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

**Start Date: 2/1/2024
End Date: 2/29/2024**

Discipline	Total # of Inspections	Plan Review	Permits Applied
Building	85	45	28
Electrical	26	21	13
Plumbing	33	14	9
Mechanical	19	15	8
Fire	3	5	3
Zoning	0	2	3
Totals	166	102	64



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

**Start Date: 2/1/2024
End Date: 2/29/2024**

Folio #	Permit #	Date Issued	Job Address	Job Sub Division	Construction Value
RESIDENTIAL ALTERATION					
484317NW0270	24363030-0	2/2/2024	1045 HILLSBORO MILE, UNIT 9B	HILLSBORO MILE OCEAN APTS	\$94,755.00
484308BC0830	24363270-0	2/14/2024	1239 HILLSBORO MILE, UNIT 408	PORT DE MER CONDO	\$121,500.00
484317AB1480	24363282-0	2/14/2024	1050 HILLSBORO MILE, UNIT 807W	HILLSBORO LE BARON CONDO APTS	\$8,720.00
484317AB0680	24363460-0	2/21/2024	1051 HILLSBORO MILE, UNIT 802E (BATHROOM VANITY)	HILLSBORO LE BARON CONDO APTS	\$1,450.00
484308CM0220	24363477-0	2/22/2024	1169 HILLSBORO MILE, UNIT 305	HILLSBORO WINDSOR CONDO	\$60,000.00
484308BD0340	24363522-0	2/23/2024	1150 HILLSBORO MILE, UNIT 404	OPAL TOWERS WEST CONDO	\$43,700.00
Grand Total					\$330,125.00



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

**Start Date: 2/1/2024
End Date: 2/29/2024**

	Number of Reviews	Average Days In Review	Most Days In Review
Completed Reviews	111	5.73	25.75



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
Bernard Pita, CG&A Code Compliance Supv.

Submitting Dept: Town Clerk, Sherry Henderson, Town Clerk

Agenda Date: April 9, 2024

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS:

1. Code Summary Report Feb 2024
2. Code Action Report Feb 2024
3. Monthly Code Report Feb 2024



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

Code Compliance Summary Report

From 2/1/2024

To 2/29/2024

Corridor (All Corridors)

Case Totals for Period

Cases Open at Start of Period	45
Cases Opened During Period	4
Cases Opened as result of Complaint	4
Cases Closed During Period	2
Cases Closed due to compliance	1
Cases Open at End of Period	47
Inspections	4
Reinspections	22
Total	26
Special Magistrate Cases During Period	0

Case Summary by Officer

Officer	Open at Start	Opened During Period	Opened as result of Complaint	Closed During Period	Closed due to compliance	Open at End of Period
B. Pita/N/A	42	1	1	2	1	41
V. Padilla	3	3	3	0	0	6
Total	45	4	4	2	1	47



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

Code Compliance Summary Report

From 2/1/2024

To 2/29/2024

Corridor (All Corridors)

Inspections by Officer

Officer	Inspections	Reinspections	Total
B. Pita/N/A	1	21	22
V. Padilla	3	1	4
Total	4	22	26

Summary of Cases Opened by Incident Type

Incident Type	Number
Beach & Dune Maintenance	1
Building Permit Requirement	1
Mechanical Equipment Screening	1
Property Maintenance	1
Total	4

Revenue Summary

	Period Start	During Period	Period End
Total Fines Assessed	\$1,441,125.00	\$46,450.00	\$1,487,575.00
Total Payments	\$0.00	\$0.00	\$0.00
Balance	\$1,441,125.00		\$1,487,575.00



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

Case Action Report*

From 2/1/2024 To 2/29/2024 Corridor (All Corridors)

Date Issue	Incident Type	Site Address	Status	Documents Issued		
				Date Issue	Type	Officer Assigned
2/6/2024	Beach & Dune Maintenance	1225 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	2/7/2024	Complaint	V. Padilla
				2/12/2024	Courtesy Notice	V. Padilla
2/27/2024	Property Maintenance	1117 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	Date Issue	Type	Officer Assigned
				2/28/2024	Notice of Violation	B. Pita
				2/28/2024	Complaint	V. Padilla
				2/29/2024	Notice of Hearing	T. Fortune

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

Hillsboro Beach All Open Cases

	Incident Type	Owner	Site Address
1	Beach & Dune Maintenance	COMMON AREA	1225 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
2	Property Maintenance	DONOHU,TIM & DEBORAH	1075 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
3	Building Permit Requirement	GELFAND, SCOTT & GINA	1073 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 6-N
4	Construction Site Violation	BAYLESS,BENJAMIN W BAYLESS,RACHEL A	1009 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
5	Construction Site Violation	SEAGRAPE REV TR PRATT,DAVID TRSTEE	963 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
6	Construction Site Violation	CELENTANO,MARY VINCENT & MARY CELENTANO 2012 TR	987 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
7	Construction Site Violation	DONOHU,TIM & DEBORAH	1075 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
8	Building Permit Requirement	SHAPIRO,JOEL L	1230 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 207
9	Building Permit Requirement	ROBERTAZZI,DONALD & ROBERTAZZI,ANNA MARIE	1189 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 9
10	Fire Inspection Violation	1159 HILLSBORO MILE LLC BNH IV HM TRI LLC	1159 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
11	Fire Inspection Violation	WOODWORTH,ELIZABETH D & E WOODWORTH REV LIV TR	1170 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 302
12	Fire Inspection Violation	HILLSBORO CLUB INC	901 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
13	Fire Inspection Violation	COMMON AREA	1045 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
14	Fire Inspection Violation	COMMON AREA	1045 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
15	Fire Inspection Violation	COMMON AREA	1063 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
16	Fire Inspection Violation	COMMON AREA	1051 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
17	Fire Inspection Violation	COMMON AREA	1051 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
18	Fire Inspection Violation	COMMON AREA	1231 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
19	Fire Inspection Violation	COMMON AREA	1212 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
20	Fire Inspection Violation	COMMON AREA	1202 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
21	Fire Inspection Violation	COMMON AREA	1221 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
22	Fire Inspection Violation	COMMON AREA	1221 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
23	Fire Inspection Violation	COMMON AREA	1169 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
24	Fire Inspection Violation	COMMON AREA	1169 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
25	Fire Inspection Violation	COMMON AREA	1167 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
26	Fire Inspection Violation	1223 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	1223 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
27	Fire Inspection Violation	COMMON AREA	1161 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
28	Fire Inspection Violation	COMMON AREA	1167 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
29	Fire Inspection Violation	COMMON AREA	1155 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
30	Fire Inspection Violation	COMMON AREA	1237 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
31	Fire Inspection Violation	COMMON AREA	1199 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
32	Fire Inspection Violation	COMMON AREA	1228 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
33	Fire Inspection Violation	COMMON AREA	1166 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
34	Fire Inspection Violation	COMMON AREA	1200 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
35	Fire Inspection Violation	COMMON AREA	1225 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
36	Property Maintenance	HENN,BETTY D	1117 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
37	Construction Site Violation	MIRCHANDANI,KISHORE H/E MIRCHANDANI,ANJALI	995 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
38	Property Maintenance	COMMON AREA / RAINBOW OCEAN SHORES APTS CO-OP	1231 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 #Property Manager
39	Landscape Maintenance Violation	WINTER SUN INVESTMENTS LLC	1206 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
40	Property Maintenance	WINTER SUN INVESTMENTS LLC	1205 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 101
41	Nuisance	MILLIONAIRE PORTFOLIO GROUP LLC	1150 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 812



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

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

Agenda Item Cover Memo

Agenda Item: FI Dept of Environmental Protection – Sanitary Survey

Submitting Dept: Town Manager

Agenda Date: April 1, 2024

1. BACKGROUND / HISTORY

On February 7, 2024 the Florida Department of Environmental Protection (FDEP) scheduled an onsite Sanitary Survey of our Water Utility Plant. This is done periodically at the request of FDEP, and the last survey was completed in 2021.

2. CURRENT ACTIVITY

The Sanitary Survey report indicated no contamination or water quality issues, but did find a small hatch on the water tank behind Town Hall that had an old seal which caused a slight leak.

The Town's part-time Procurement Manager found a piggy-back contract with West Palm Beach that we were able to use for the maintenance service. CROM was contracted utilizing the contracted pricing to repair the seal, and while the tank was empty, the scope included inspecting, cleaning and sanitizing the tank.

3. FINANCIAL IMPACT

The total contracted price is \$14,996 utilizing the City of West Palm Beach's contract # 20696. This repair will be funded from the Water Fund.

4. RECOMMENDATION

No Commission approval is needed, this item is for informational purpose only.



FLORIDA DEPARTMENT OF Environmental Protection

Southeast District Office
3301 Gun Club Road, MSC 7210-1
West Palm Beach, FL 33406
561-681-6600

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Shawn Hamilton
Secretary

March 1, 2024

William Serda, Town Manager
Town of Hillsboro Beach
1210 Hillsboro Mile
Pompano Beach, FL 33064
MSerda@townofhillsborobeach.com

Re: Compliance Assistance Offer
Town of Hillsboro Beach
PW Facility ID #4060615
Broward County

Dear Mr. Serda:

A Sanitary Survey inspection was conducted at your facility on February 7, 2024, under the authority of Section 403.091, Florida Statutes (F.S.). During this Sanitary Survey, potential non-compliance was noted. The purpose of this letter is to offer compliance assistance as a means of resolving this matter.

Specifically, potential non-compliance with the requirements of Chapter 403, F.S., and Chapters 62-555, Florida Administrative Code (F.A.C.) were observed. Please see the attached inspection report for a full account of Department observations and recommendations.

We request you review the item of concern noted and respond in writing within **15 days** of receipt of this Compliance Assistance Offer. Your written response should include one of the following:

1. Describe what has been done to resolve the non-compliance issue or provide a schedule describing how/when the issue will be addressed.
2. Describe what steps have been taken to prevent, to the extent practicable, a recurrence of the non-compliance.
3. Provide the requested information, or information that mitigates the concerns or demonstrates them to be invalid, or
4. Arrange for the case manager to visit your facility to discuss the item(s) of concern.

It is the Department's desire that you are able to adequately address the aforementioned issues so that this matter can be closed. Your failure to respond promptly may result in the initiation of formal enforcement proceedings.

Please address your response and any questions to Calvin Williams of the Southeast District Office at 561-681-6735 or via e-mail at Calvin.E.Williams@floridadep.gov. We look forward to your cooperation with this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'G. Kennedy', is shown above the typed name.

Greg Kennedy, Environmental Administrator
Southeast District
Florida Department of Environmental Protection

Enclosure: February 7, 2024, Sanitary Survey Report

ec: Greg Kennedy, DEP/WPB Greg.A.Kennedy@floridadep.gov
Calvin Williams, DEP/WPB Calvin.E.Williams@floridadep.gov
Jocelyn Labbé, DEP/WPB Jocelyn.Labbe@floridadep.gov
Clerk, Town of Hillsboro Beach Clerk@townofhillsborobeach.com
Elliot Garay, Operator EGaray@townofhillsborobeach.com

SURVEY SUMMARY

SURVEY ESSENTIALS

Water System Name: Town of Hillsboro Beach
 Date(s) Surveyed: 2/07/2024
 Survey Inspector(s): Calvin Williams
 Person(s) Contacted: Elliot Garay

WATER SYSTEM INFORMATION

PWS ID: 4060615 System (Office) Address: 925 Sample Road, Pompano Beach, FL 33064
 Phone: 954-341-8937 Cell: 954-703-0623 Email: EGaray@townofhillsborobeach.com

OWNER INFORMATION

Owner Name: Town of Hillsboro Beach c/o William Serda Owner Title: Town Manager
 Owner Address: 1210 Hillsboro Mile City: Pompano Beach State: FL Zip: 33064
 Owner Phone: 954-427-4011 Cell: N/A Email: EGaray@townofhillsborobeach.com

OPERATOR INFORMATION

Operator Name: Elliot Garay Lead Operator Class & Certification Number: B-18907
 Operator Phone: 954-941-8937 Cell: 954-703-0623 Email: EGaray@townofhillsborobeach.com

SYSTEM CHARACTERISTICS SUMMARY

Source Summary:		Treatment Summary:	
Number of Sources: <u>2</u> <u>Surficial Wells - (#1 is OOS)</u>		Number of Plants: <u>1</u>	Number of Operators: <u>5</u>
☐ Surface Name of Source(s): _____		☒ Disinfection	☐ Aeration ☐ Coagulation
☒ Purchase Name of Source(s): <u>BCWWS 2A</u>		☐ Stabilization	☐ Filtration ☐ Flocculation
		☒ Corrosion Control	☐ Softening ☐ Reverse Osmosis

Service Area Characteristics Summary:

☒ City/Community ☐ Residential ☐ Mobile Home Park ☐ Institution ☐ Medical ☐ School ☐ Wholesaler ☐ Other: _____
 Number of Service Connections: 214 Population Served: 2,000 Approximate number of outstanding DEP permits: 0

Demand & Capacity:

Maximum Daily Demand: <u>1,100,600</u>	Total Design Capacity: <u>2,250,000</u>	Total Storage Capacity: <u>850,000</u>
Average Daily Demand: <u>725,000</u>	Stand-by Power Capacity: <u>249 kw</u>	Firm Capacity: <u>960,000</u>

Comments: Well #1 is Out Of Service.

SYSTEM COMPLIANCE SUMMARY

Past Compliance Status Summary:

Date of last inspection: 3/11/2021 Results: ☐ In compliance ☒ Deficiencies, but not significant ☐ Out of compliance
 Date of last sanitary survey: 3/11/2021 Results: ☐ In compliance ☒ Deficiencies, but not significant ☐ Out of compliance

Current Sanitary Survey Results:

☐ In Compliance ☒ Deficiencies, but not significant ☐ Out of compliance

Comment: On 5/01/19 the five-year tank inspections indicated repairs are needed for the 100,000-gallon clearwell. A scope of work from a consultant, dated 1/31/2024, was present. A new 260,000-gallon tank will replace the clearwell. This is pending approval from the town. The elevated storage tank is currently bypassed and is not connected to the system. Additionally, the Beach re-pump station aboveground storage tank is leaking from the tank entry/exit location.

TREATMENT

TREATMENT CAPACITY

Treatment Capacity: 2,250,000 Standby Power Capacity: 249 kw Treatment Firm Capacity: 960,000
 Maximum demand under 75% of operating capacity? ☒ Yes ☐ No *If not, what is the percentage?* N/A

Firm capacity exceeds the average daily demand? ☒ Yes ☐ No Stand-by power capacity exceeds average daily demand? ☒ Yes ☐ No

Comments:

CHEMICAL FEED SYSTEMS

Chemicals used? Hydrofluorosilicic Acid, Sodium Hypochlorite, Calcium Hydroxide, Tripolyphosphate
 Chemicals meet the NSF Standards? ☒ Yes ☐ No ☐ Unknown Chemical storage appear to be compliant? ☒ Yes ☐ No
 Facilities & chemicals properly labeled? ☒ Yes ☐ No Are all chemical feed systems tied to flow? ☐ Yes ☒ No
 Doses & quantities measured & recorded? ☒ Yes ☐ No Are injection points visible? ☒ Yes ☐ No
 Operators trained to use safety equipment? ☒ Yes ☐ No SOP for chemical handling? ☒ Yes ☐ No
 Redundant equipment & spare parts kept? ☒ Yes ☐ No Do treatment rooms have adequate room lighting? ☒ Yes ☐ No
 Corrosive vapors properly controlled? ☒ Yes ☐ No Safety comply with *Water Treatment Plant Design*, Table 15.5? ☒ Yes ☐ No
 Injection point proper & ensures mixing? ☒ Yes ☐ No Treated sample tap compliant? ☒ Yes ☐ No

Comments:

Source (Groundwater)
GROUNDWATER WELLS

Well Name or Number	Well 1	Well 3	Well 4
Florida Unique Well Identification	AAH0008	AAH0010	AAH0011
Year Drilled	1952	1956	1967
Depth Drilled	71'	104'	138'
Aquifer Name	Biscayne	Biscayne	Biscayne
Depth & Diameter of casing?	61' & 8"	128' & 12"	128' & 12"
Depth of Screen & Material	Unknown	Unknown	Unknown
Depth of grouting & type?	Unknown	Unknown	Unknown
Depth to Static Water Level?	16'	15'	15'
Is the drawdown measured?	No	No	No
Is the site subject to flooding?	No	No	No
Is the well below grade?	No	No	No
Potential pollution sources near?	No	No	No
Contaminated, UDI, or ASR Well?	No	No	No
Is lightning protection provided?	Yes	Yes	Yes
Is the well housed or fenced?	Yes	Yes	Yes
Pump Type	Verticle Turbine	Verticle Turbine	Verticle Turbine
Horsepower (hp)	15	50	75
Rated Pump Capacity (GPM@PSI)	300	1,200	1,250
Normal Yield (GPM @ PSI)	400	615	1,400
Proper raw water tap?	Yes	Yes	Yes
Proper casing height?	Yes	Yes	Yes
Well head properly sealed?	Yes	Yes	Yes
Proper casing vent?	Yes	Yes	Yes
Dumpline installed?	Yes	Yes	Yes
Proper Check Valve?	Unknown	Yes	Yes
Air-relief valve installed?	Yes	Yes	Yes
Proper Water Meter?	Yes	Yes	Yes
Meter check for accuracy?	Yes	Yes	Yes
Stand-by Capacity?	Yes	Yes	Yes
Overall Site Condition	Good	Good	Good

Comments: Well #1 is Out of Service.

GROUNDWATER QUANTITY, QUALITY, AND PROTECTION

Total Source Capacity (TSC) exceeds Maximum Daily Demand (MDD)?	☒ Yes	☐ No	
TSC (excluding best well) exceed the Average Daily Demand?	☒ Yes	☐ No	
Does the Water Management Permitted Capacity exceed the MDD?	☒ Yes	☐ No	
Any routinely utilized interconnections with neighboring systems?	☒ Yes	☐ No	BCWWA 2A- Opened during chlorine burns.
Any unused or improperly abandoned wells within the system?	☒ Yes	☐ No	Well #1 is OOS.
Is water system using the highest quality sources known?	☒ Yes	☐ No	
Are there any trends toward decreasing raw water quality?	☐ Yes	☒ No	
Does the system have a well head protection program?	☒ Yes	☐ No	
System enact a wellhead protection program (with setbacks)?	☒ Yes	☐ No	
Does the system have an emergency spill response plan?	☒ Yes	☐ No	
Are the synthetic organic chemical (SOC) waivers accurate?	☒ Yes	☐ No	

Comments:



DISINFECTION - PLANT INFORMATION	Main Plant	Comments
Chlorinator Type (gas, hypo, chloramination)	Hypo	
Condition of Chlorination Equipment	Good	
Capacity (PPD, GPD)	90 GPD	
Chlorine Feed Rate (PPD, GPD)	18–20 GPD	
Max Day Run Time (Hr/Day)	16	
Is chlorinator manual or flow paced?	Manual	
Loss of chlorination alarm function?	Yes	
Chlorine leak detection functioning?	NA	
Chlorine detection equipment & alarms tested?	Yes	
Operation and maintenance manual onsite?	Yes	
Compliant housing/security	Yes	
Overall condition of facility	Good	
Stand-by Power Capability?	Yes	
POE Chlorine Residual/pH	2.7 / 9.6	

HYPO CHLORINATION

Sodium or Calcium Hypo Chlorite?	Sodium	
Positive Displacement Pump?	Yes	
Solution strength	12.0%	
How often replenished?	Every 3 weeks	
Solution tank compliant? (cover/measure/drain)	Yes	
Adequate spill containment?	Yes	

Comments: Additional chlorine pumps used during summer months.

OTHER TREATMENTS**CORROSION CONTROL**

Why is corrosion control practiced? For lead and copper control
 What chemicals are used? ☒ PO4 ☐ Aqua-Mag® ☐ Other: Tripolyphosphate
 Results of current lead and copper exceed action level? ☐ Yes ☒ No Are water quality parameters are tested? ☒ Yes ☐ No
 What are the characteristics of the water entering and leaving the treatment plant? Positive Langelier Index
 Distribution system sampling for the corrosion control program conducted? ☒ Yes ☐ No

Comments:

IRON AND MANGANESE REMOVAL

What treatment process is used? Pre-chlorine and Lime Softening.
 Is the process performing adequately based on visual observation? ☒ Yes ☐ No
 What chemicals are used? Calcium Hydroxide; Sand; Sodium Hypochlorite

Comments:

SOFTENING

Why is softening used? For control of the Hardness.
 What are treatment goals? ≤ 80 mg/L Hardness
 Performing adequate process control testing? ☒ Yes ☐ No Is the facility tracking the chemicals used? ☒ Yes ☐ No
 Is the facility meeting the TOC removal requirements of the Stage 2 DBP Rule? ☒ Yes ☐ No

Comments:

FLUORIDATION

Proper concentration of fluoride in the distribution system? ☒ Yes ☐ No Fluoride concentrations tested in the system daily? ☒ Yes ☐ No
 Is fluoride concentration consistent? ☒ Yes ☐ No Is the testing performed correctly? ☒ Yes ☐ No
 When was the testing instrument last calibrated? Daily How often is the saturator tank cleaned? Rarely
 Is the electrical system wired with a fail-safe? ☒ Yes ☐ No Is there a scale for weighing the solution tank? ☒ Yes ☐ No ☐ NA

Comments:

FILTRATION

Type of filtration system is being used? ☒ Gravity ☐ Pressure ☐ Constant ☐ Declining rate ☐ Other: _____
 What kind of media has been installed? ☐ Mono ☒ Dual ☐ Multi Anthracite and Filter Silica Sand
 Filtration process performing adequately (mudballs/cracks)? ☒ Yes ☐ No Is there adequate pre-treatment? ☒ Yes ☐ No
 Are there rapid fluctuations in the flow through of the filter? ☐ Yes ☒ No Are filters ever “bumped” to extend filter runs? ☐ Yes ☒ No
 Is filter performance assessed? ☒ Yes ☐ No Are filters & related equipment in good condition? ☒ Yes ☐ No
 Meters calibrated or checked for accuracy? ☒ Yes ☐ No Filter gallery piping in good condition? ☒ Yes ☐ No Is it color coded? ☒ Yes ☐ No



Are there any cross-connections observed? ☐ Yes ☒ No A floor drain to remove all leaking water from the filter gallery floor? ☐ Yes ☐ No ☒ NA
What initiates a backwash? All four are backwashed simultaneously every 16 hours with the wells off
Is there a backwash SOP in place? ☒ Yes ☐ No Backwash flow rate measurable? ☒ Yes ☐ No Backup backwash system? ☒ Yes ☐ No
Operating filter flow rates reduced when another filter is backwashed? ☐ Yes ☒ No
Can the backwash flow be varied to allow for the varying conditions? ☒ Yes ☐ No If so, can the operator adjust the rate of flow? ☒ Yes ☐ No
Are newly backwashed filters brought back into service at low rates that are gradually increased (ramped-up)? ☒ Yes ☐ No
Re-wash (filter-to-waste) capability available? ☒ Yes ☐ No Used? ☒ Yes ☐ No ☐ N/A
System meeting the disinfection byproduct precursor removal requirements of the Stage 1 Disinfectants/Disinfection Byproducts Rule? ☒ Yes ☐ No
System required to prepare disinfection profile? ☐ Yes ☒ No Is the profile available for review? ☐ Yes ☒ No
Any individual filter excursions occurred in past? ☐ Yes ☒ No If so, actions taken : _____
Operators received thorough Actiflo training? ☐ Yes ☒ N/A
Comment:

DISTRIBUTION**MAINS, HYDRANTS, & VALVES**

Material: ☒ PVC ☒ Ductile Iron ☒ Steel ☐ Concrete ☐ Asbestos-Cement Pipe Size Max. (in) 16 Min 6 PSI Max 58 Min 63
Are main breaks recorded? ☒ Yes ☐ No Standard Operating Procedures (SOP) for main repair? ☒ Yes ☐ No
Are all connections metered? ☒ Yes ☐ No Meters (installed after 2003) NSF approved? ☒ Yes ☐ No
Flushing program compliant? ☒ Yes ☐ No # dead ends: 2 # flush points/hydrants? 52 # fire hydrants? 52 Any Auto-flush? ☐ Yes ☒ No
Valve maintenance program compliant? ☒ Yes ☐ No # of in-line valves: 159 How often exercised? Annually
Comments: Recommend the addition of all source water valves to the exercise program

CROSS-CONNECTION CONTROL (CCC)

Written CCC Program Compliant? ☒ Yes ☐ No Is the program adequately implemented? ☒ Yes ☐ No Annual Testing Required: ☒ Yes ☐ No
Total Number of Devices: 216 Approx. # RPZ's: 182 DCVA's: 2 PVB's: 32 Other: N/A Approx. # of tests last year: 40
Any cross-connections observed during survey? ☐ Yes ☒ No If yes, describe: _____
Comments:

MAPS, ENGINEERING, AND PERMITTING

MAPS INCLUDE: ☒ Lines (all) ☒ Valves ☒ Flush/Fire Hydrants ☒ Storage/Booster Pumps ☐ Interconnections
☒ Line Size ☒ Line Material ☒ Updates ☐ Air relief/Blow-off Valves ☐ Complaints
SOP for new line installation and clearance? ☐ Yes ☐ No ☒ N/A Hydraulic model been performed? ☐ Yes ☒ No
Approximate number of outstanding permits distribution permits? 0 Any currently in use without clearance? ☐ Yes ☒ No

RESIDUAL DISINFECTANT AND MONITORING

Chlorine Residual Max (mg/L): 2.0 Min 2.8 Are residuals tested in the system daily? ☒ Yes ☐ No How many sampling sites? 2
Comments:

FIELD TESTING	POE	Remote
Free Cl (MGL)		
pH		

STORAGE FACILITIES

Tank Name or Number	1	2 (OOS)	3
Storage Type	Ground	Elevated	Clearwell
Tank Material	Concrete	Steel	Steel
Capacity (Gallons)	750,000	100,000	100,000
Watertight Roof/Hatch?	Yes	Yes	Yes
Venting/Screens Proper?	Yes	Yes	Yes
Overflow Proper?	Yes	Yes	Yes
Level/PSI Indicator Functional?	Yes	Yes	N/A
On/Off PSI	N/A	N/A	N/A
Flow-through or Float?	Float	Float	Flow
Drain & Bypass Installed?	Yes	Yes	Yes
Compliant Security?	Yes	Yes	Yes
Overall Condition?	Good	OOS	Fair
Date of last annual inspection	Weekly	Weekly	Weekly
Year of last 5-year inspection?	05/19/2019	05/19/2019	05/19/2019

Storage capacity exceed 25% of the max day? ☒ Yes ☐ No Is the interior tank coating NSF/ANSI approved? ☒ Yes ☐ No
Do any of the ground storage tanks have baffles? ☐ Yes ☒ No Any elevated storage tanks utilize altitude valves? ☐ Yes ☒ No
Do the storage tanks have a proper turnover? ☒ Yes ☐ No Do the storage facilities utilize low level alarms? ☒ Yes ☐ No
How are tanks levels controlled: ☐ Manually ☐ Auto (onsite) ☒ Auto (SCADA)

Comment: The clearwell will be demolished and replaced by a 260,000-gallon GST.

PUMPS AND CONTROLS

Pump Name or Model	HSP 5	HSP 6	HSP 7	BSP 1	BSP 2
Type	Centrifugal	Centrifugal	Centrifugal	Centrifugal	Centrifugal
Year Installed	2012	2012	2012	2012	2012
Horsepower	50	50	50	50	50
Pump Capacity-MG/day	1.152	1.152	1.152	2.16	2.16
Proper valves/gauges?	Yes	Yes	Yes	Yes	Yes
Overall Condition?	Good	Good	Good	Good	Good
Housing/Security?	Yes	Yes	Yes	Yes	Yes

Adequate access for maintenance & pump removal? ☒ Yes ☐ No Pump lubrication NSF/ANSI Approved? ☒ Yes ☐ No
 Are transmission lines visible and in good condition? ☒ Yes ☐ No Low flow or failure alarm provided? ☒ Yes ☐ No
 Are Protective Guards/Fire Extinguishers Provided? ☒ Yes ☐ No Are adequate spares available? ☒ Yes ☐ No
 Overall Capacity Compliant? ☒ Yes ☐ No Firm Capacity Compliant? ☒ Yes ☐ No Standby Power Capacity Compliant? ☒ Yes ☐ No

Comment:

MONITORING, REPORTING, & DATA VERIFICATION

MONITORING PLANS AND PROGRAMS

Required Monitoring Plans: ☒ Bacteriological ☒ DBP ☒ Pb/Cu ☒ CCC ☒ Emergency Preparedness ☐ Other: _____
 Adequate monitoring in place? ☒ Yes ☐ No Is monitoring program adequately maintained and followed? ☒ Yes ☐ No
 Proper monitoring procedures? ☒ Yes ☐ No Results adequately recorded? ☒ Yes ☐ No Records maintained? ☒ Yes ☐ No
 Timely submittal of samples? ☒ Yes ☐ No Compliance samples analyzed by a Certified Lab? ☒ Yes ☐ No

Comment:

MONITORING FACILITIES AND EQUIPMENT

Testing facilities adequate? ☒ Yes ☐ No ☐ Not Applicable Testing equipment adequate? ☒ Yes ☐ No
 Are the reagents out of date? ☐ Yes ☒ No Proper procedures for calibrating monitoring equipment? ☒ Yes ☐ No
 Which parameters does the system monitor? ☒ Chlorine ☒ pH ☒ F ☒ PO4 ☒ Fe ☐ H2S ☐ Other(s) _____

FILE REVIEW

Does the system maintain adequate compliance records? ☒ Yes ☐ No System in compliance with parameters below? ☒ Yes ☐ No
Compliance Schedule: The following parameters are due during the year shown.
 NO₂/NO₃: 2024 Inorganic: 2024 Secondary: 2024 VOC: 2024 Pb/Cu: 2024 THMs: 2024 Rads: 2027 SOC: 2024 Asbestos: 2030

Comment:

SYSTEM MANAGEMENT AND OPERATION

ADMINISTRATION

Formal Organization Chart: ☒ Available ☐ Not available Operating authority to make decisions: ☒ Sufficient ☐ Insufficient
 Administrators familiar with the SDWA: ☒ Yes ☐ No Planning Process: Formal and adequate: ☒ Yes ☐ No

Comment:

INFORMATION MANAGEMENT

Does the utility manage the following information (check if yes):
☒ Maintaining plans ☒ Updating maps ☒ Handling customer complaints
☒ Collecting O & M data ☒ SOPs ☒ Maintenance Records ☐ Financial Records
 Does the system track typical operating data such as unaccounted-for water? ☒ Yes ☐ No
 Cost/unit of production? ☒ Yes ☐ No Customer Complaints? ☒ Yes ☐ No
 Are financial, operational data and maintenance records tracked via a PC? ☒ Yes ☐ No

Comment: 4.36 % water loss tracked in 2020.

COMMUNICATION

Communication effective between management, operations, & FDEP? ☒ Yes ☐ No
 Cooperation adequate between the system & other agencies/organizations? ☒ Yes ☐ No
 Cooperation level between system and local fire department? ☒ Effective ☐ Needs improvement.

PLANNING

Emergency response plan includes: ☒ Communication Chart ☒ Written Agreements ☒ Disaster Plan ☒ Standby Power Info ☒ Inventories
 Written available plans for: ☒ Sampling & monitoring ☒ Materials Survey ☒ Water Quality Parameters ☒ Repair replacement & expansion

**PERSONNEL**Proper staffing ☒ Yes ☐ NoProper qualifications ☒ Yes ☐ NoProper training ☒ Yes ☐ No**FACILITIES AND EQUIPMENT**Preventative Maintenance Program in place? ☒ Yes ☐ NoFacilities for storing parts, equipment, vehicles, traffic control devices, & supplies sufficient? ☒ Yes ☐ NoAre facilities for personnel adequate? ☒ Yes ☐ NoAre system facilities adequate? ☒ Yes ☐ NoMaintenance of facilities adequate? ☒ Yes ☐ NoEquipment properly sized? ☒ Yes ☐ NoStand-by capacity meet requirements? ☒ Yes ☐ NoIs stand-by equipment exercised at least monthly? ☒ Yes ☐ No**FINANCE**Financing & budget satisfactory: ☒ Yes ☐ NoFunds allocated properly: ☒ Yes ☐ NoTraining funds sufficient: ☒ Yes ☐ NoIs there a water conservation policy/program? ☒ Yes ☐ NoWere any deficiencies identified or is technical assistance recommended for this element? ☐ Yes ☒ No

Comment:

OPERATOR STAFFING REQUIREMENTSTreatment Category/Class: Cat 1/ Class BLead Operator Name & Class/Cert. Number: Elliot Garay-B 18907Treatment Category/Level: Cat 1/ Level 3Total Number of Operators Staffed: 5Staffing meet FAC 62-699? ☒ Yes ☐ No

Name(s) of all other operator(s) and Class

Robert Knapstein C-13428; Garth Charles C-22842; Rashaan Bullard

& Cert. number:

DS3-19070; Juan Rivera-26213

Comment:

TECHNICAL ASSISTANCETechnical assistance providers (tap) recommended? ☐ Yes (see enclosed tap information) ☒ No tap recommended at this timeCPE required? ☐ Yes ☒ NoShould a CTA be performed? ☐ Yes ☒ No

Comment:

Inspector Signature

Date: March 1, 2024

Reviewer's Signature

Date: March 1, 2024

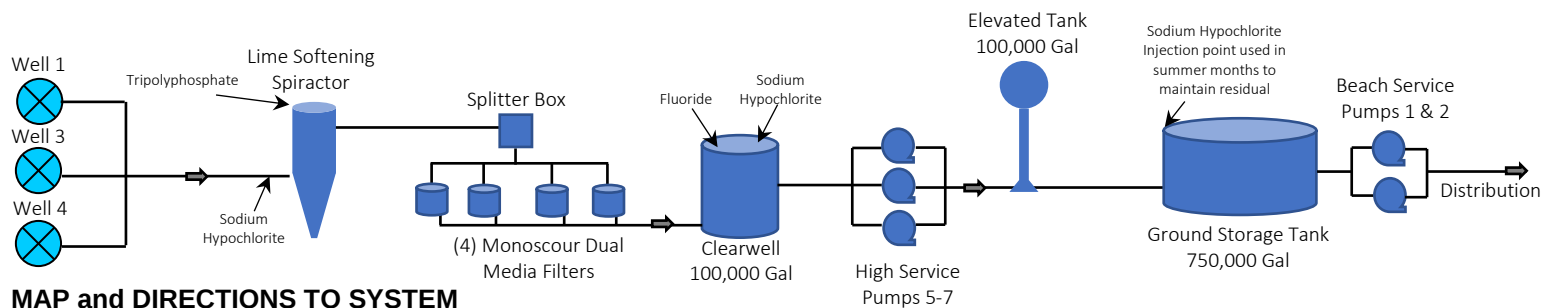
DEFICIENCIES

- The Beach repump station 750,000-gallon above ground storage (AST) tank has a leaking access panel.

REMARKS AND RECOMMENDATIONS

- Please repair or replace the leaking access panel on the 750,000-gallon AST at the Beach repump station.

SYSTEM SCHEMATIC



MAP and DIRECTIONS TO SYSTEM



- Head South on I-95 for 21.5 miles
- Take Exit 39 to merge onto FL-834/ Sample Road
- Turn Left onto FL-834/ Sample Road for 1.1 miles
- Make a U-turn and turn right onto the unnamed restricted usage road.
- Destination is through the gate and on the right.

SYSTEM PICTURES



Well #3



Well #4



Chlorine Bulk & Day Tank



Treatment Chemical Storage



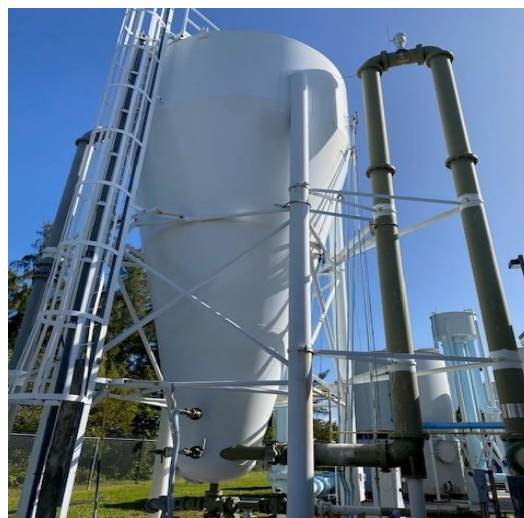
Dual Media Filters



Treatment Splitter



Clearwell (To be Replaced)



Spiractor (Lime Softening)



WTP HS Pump



Disconnected Elevated Tank



Beach Repump Station GST



Leaking GST Entry Point

TOWN OF HILLSBORO BEACH

Procurement Validation Form

*** (All purchased over \$5,000 must have attached)***



Date: March 27th, 2024

Department: Water Department

Employee Name: Elliott Garay

Service/Product Description:

Crom - Dry Tank Inspection & Cleaning, Gasket Repair work on lower access panel.

750,000-Gallon Crom tank behind pump station located behind Town Hall.

Purchase Cost: \$14,996.80

Recommended Vendor: Crom

Method of Procurement:

 N/A (Total Cost < \$5,000)

 X Piggyback

(Attach contract including termination date, pricing, and highlight relevant info)

 State Contract
(Attach contract, pricing info)

* West Palm Beach - Piggyback
Contract # - ~~2009~~ 20694
Crom Corp

 Comparative Quotes
(Attach companies contracted, and responses)

* Sole Source Letter
- Attached -

 Demandstar/Other E-Bid System
(Attach bid no, commodity description, no of vendors)

 Waiver of Bid
(Attach memo justification with TM approval)

Procurement Code: 0 - \$5,000 no comps needed; \$5,001 - \$15,000 - \$25,000 written comps and commission approval, \$25,001, formal solicitation (RFP, etc) and Commission approval.

Town Manager Approval: Wm M. [Signature]

- 750,000-Gallon Storage Tank
100'-0" ID x 12'-9" SWD
(CROM Job No. 1967-M-022)
- a. Review of tank design, drawings, and existing conditions as required to provide an evaluation on the current condition and integrity of the above wire-wound prestressed concrete tank.
- b. On-site visual inspection and evaluation of the interior and exterior of the ground storage tank including:
 - (1) Foundation and Wall Exterior:
 - (a) Wall foundation or footing, if exposed (dips, damp spots, bearing and/or joint filler pads, if present, and gap between wall and subgrade or wall and footing)
 - (b) Check for cracks
 - (c) Check architectural finish coating (paint)
 - (d) Manhole (cover, frame, bolts, and gasket)
 - (e) Pipe sleeves, if present (frame and seal by modular, mechanical type, interlocking, synthetic rubber "link" units)
 - (f) Ladder (risers, rungs, wall brackets, all connections including welds, fasteners, and safety rail)
 - (g) Liquid level indicator, if present (fiberglass board, target, wall brackets, connections, fasteners, cables, float, pulleys, and mechanism)
 - (2) Dome Exterior:
 - (a) Check for cracks and hollows
 - (b) Check architectural finish coating (paint)
 - (c) Ventilator if present (screens, fasteners, and caulking)
 - (d) Handrail, if present (rails, posts, toe-boards, flanges, brackets, all connections including welds, and fasteners)
 - (e) Hatch, if present (precast concrete curb, fiberglass cover, insect barriers, hasp, fasteners, and mechanism)
 - (f) Aerator, if present (screens, fiberglass, bolts)
 - (g) Overflows, if present (precast concrete, screens, fasteners, and caulking)
 - (h) Pipe penetrations, if present (frame and seal by modular, mechanical type, interlocking, synthetic rubber "link" units)
 - (3) Wall Interior:
 - (a) Check for cracks
 - (b) Ladder (risers, rungs, wall and base brackets, braces, connections, fasteners, and safety rail)
 - (c) Baffle walls/curtains, if present
 - (4) Floor Interior:
 - (a) Check for cracks (note size and length)
 - (b) Pipes (encasements, coatings, support brackets, and bolts)
 - (c) Waterstop, if applicable (irregularities, holes, encasement)
 - (d) Gap between wall and waterstop, if applicable
 - (5) Dome Interior:
 - (a) Check for damage from hydrogen sulfide attack
 - (b) Check for cracks (note size and length)
- c. Tank Cleaning to Meet the Requirements of Florida Administrative Code 62-555.350: Rinsing of up to **1" of soft silty sediment only** from the previously drained tank interior sufficiently so that they are clean

required to provide all materials for this process. The Client will be responsible for demonstrating to CCR that the lock-out procedure is complete and the tank is rendered "safe" before CCR will perform air quality testing to enter each tank.

- l. All professional engineering design services.
- m. Hazardous material removal and disposal as required by the specifications.

5. BACK CHARGES AND CLAIMS FOR EXTRAS

No claim for extra services rendered or materials furnished will be valid by either party unless written notice thereof is given during the first ten days of the calendar month following that in which the claim originated. CCR's claims for extras shall carry 30% for overhead and 10% for profit. Any mutually agreed upon deductive change order will provide only a credit for 10% profit but will not provide a credit for 30% overhead.

6. LIMIT ON INDIVIDUAL LIABILITY OF DESIGN PROFESSIONAL

LIMITATION ON INDIVIDUAL LIABILITY OF DESIGN PROFESSIONAL - TO THE EXTENT PERMITTED BY LAW, AN EMPLOYEE, AGENT, DESIGN PROFESSIONALS, OR ENGINEERS EMPLOYED BY CCR SHALL NOT BE INDIVIDUALLY LIABLE FOR NEGLIGENCE OCCURRING WITHIN THE COURSE AND SCOPE OF EMPLOYMENT WITH CCR UNDER THIS PROPOSAL TO AN OWNER, CONTRACTOR, SUBCONTRACTOR, OR TO ANY THIRD PARTY CLAIMING BY AND THROUGH THESE PARTIES.

7. RISK ALLOCATION

Client agrees that CCR's liability for any damage on account of any error, omission or other professional negligence will be limited to a sum not to exceed \$50,000 or CCR's fee, whichever is greater. Client agrees that the foregoing limits of liability extend to all of CCR's employees and professionals who perform any services for Client. If Client prefers to have higher limits on general or professional liability, CCR agrees to increase the limits up to a maximum of \$1,000,000.00 upon Client's written request at the time of accepting our proposal provided that Client agrees to pay an additional consideration of four percent of the total fee, or \$400.00, whichever is greater. The additional charge for the higher liability limits is because of the greater risk assumed and is not strictly a charge for additional professional liability insurance.

8. ASSIGNMENT AND THIRD PARTIES

Neither the Client nor CCR may delegate, assign, sublet or transfer their duties or any interest in this Proposal without the written consent of the other party. Both parties agree there are no intended third-party beneficiaries to this Proposal including other contractors or parties working on the project, or, if necessary, a surety of CCR.

9. LABOR

This proposal is predicated on open-shop labor conditions, using our own personnel. If we are required to employ persons of an affiliation desirable to the Client or other contractor employed by him or the general contractor thereby resulting in increased costs to us, the contract price shall be adjusted accordingly. Such requirement shall not provide that CCR sign a contract with any labor organization. In the event of a labor stoppage, we shall not be in default or be deemed responsible for delay of the progress of this contract or damage to the Client or the contractor so long as CCR has sufficient qualified employees available to perform the work.

costs for third party contracts and billing management services, or use of any software, as may be required by the Customer or Owner, will be added to the Contract Price, by change order. Final payment shall not be held due to delays in testing. Payment not received by that date will be considered past due and will be subject to a late payment charge of 1½% per calendar month, or any fraction thereof until received in our office.

If CCR does not receive payment within 7 days after such payment is due, as defined herein, CCR may give notice, without prejudice to and in addition to any other legal remedies and may stop work until payment of the full amount owing has been received. The Proposal Amount and Time shall be adjusted by the amount of CCR's reasonable and verified cost of shutdown, delay, and startup, which shall be effected by an appropriate change order.

Any reasonable legal or other expense necessary for the enforcement of this Proposal or for the collection of monies due shall be borne by the party at fault. If sales tax is excluded from our price, or on materials contained in our price, in accordance with project specifications, such exclusion is subject to receipt of adequate tax exemption documents from you or the project owner prior to commencement of Work to allow for our application of same. If proper tax exemption documentation is not received or is not adequate to provide exemption, we reserve the right to receive reimbursement of all sales tax CCR is obligated to pay due to the tardiness, lack of, or inadequate exemption documentation on behalf of you or the owner.

12. ARBITRATION/DISPUTE RESOLUTION AND VENUE

Any controversy or claim relating to the contract between us shall be settled by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, and judgment by the arbitrator(s) may be entered in any court having jurisdiction. The claim will be brought and tried in judicial jurisdiction of the court of the state and county where CCR's principal place of business is located and Client waives the right to remove the action to any other county or judicial jurisdiction, and the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' fees and other claim related expenses the venue for any litigation under this Agreement shall be in Alachua County, Florida. If CCR engages an attorney for the collection of the amounts due from the Client, the Client shall pay CCR its reasonable attorney's fees and costs through any appeal. The laws of the State of Florida will govern the validity of these terms, their interpretation and performance. If any of the provisions contained in this Agreement are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions will not be impaired. Limitations of liability and indemnities will survive termination of this Agreement for any cause.

13. CHANGES IN SCOPE AND LIMITATIONS

If the Client wishes to have CCR perform any additional repairs or remediation of the tank or accessories, it shall authorize such work in writing and pay CCR its standard charges for such work.

It is agreed that CCR shall not be responsible for any consequential, special or delay damages. CCR does not assume responsibility for differing, latent or concealed conditions, which differ materially from those indicated in the subcontract/Contract documents or from those ordinarily found to exist and not inherent in the Work, including but not limited to weather or subsurface conditions, and not caused by CCR's fault or negligence.

14. TERMINATION

This agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination shall be effective if that substantial failure has been redeemed before expiration of the period specified in the written notice. In the event of termination, CCR shall be paid for services performed to the termination notice date plus reasonable termination expenses.

In the event of termination, or suspension for more than three (3) months prior to completion of all work contemplated by the proposal, CCR may complete such analyses and records as necessary to complete their



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Date: March 26, 2024

Via Email: egaray@townofhillsborobeach.com

Elliott Gray
Hillsboro Beach Water Department
925 E Sample Road,
Pompano Beach, FL 33064

RE: Level 2 Dry Tank Inspection and Cleaning & Manway Gasket Replacement
Hillsboro Beach, Florida
CCR PR# 20240112.A & B

Dear Mr. Gray,

CROM Coatings and Restorations ("CCR") is offering ground storage tank inspection and repair services as an approved representative of CROM, LLC. CCR is a division of CROM, LLC which was formed to carry out the specific tasks to inspect, repair and modify prestressed composite tanks as well as other concrete structures.

The construction of prestressed composite tanks is a unique form of construction. The combination of materials and construction methods make the structures difficult to understand if not thoroughly knowledgeable in this technology. In order to properly address modifications, maintenance and repairs on prestressed tanks, the companies involved need to have considerable experience in how the tanks are designed and built. Current AWWA Standards state that maintenance and inspections performed on prestressed tanks should only be "performed under the direction of a professional engineer thoroughly familiar with wire- and strand-wrapped prestressed composite tanks and their construction." CROM, LLC approves CCR as the sole company for any repairs and modifications performed on all of their prestressed composite tanks. CCR has unparalleled experience in the design, construction, modification and repair of prestressed composite tanks. No other service company provides this background.

The warranty as stated by the tank manufacturer requires that they be notified before any work is performed. Any work performed is required to be done by an approved contractor. Any work performed by an unapproved contractor will void any written or implied warranties.

Thank you for giving us the opportunity to assist you. Please let us know if you have any further questions.

Sincerely,

CROM COATINGS AND RESTORATIONS

Robert G. Oyenarte, P.E.
President



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Community Event - Sat. April 27 (9am-12pm)

Shred, Electronic Recycling, HHW drop-off, Used/Expired Prescription Drug Take-Back, Blood Drive

Submitting Dept: Town Clerk, Sherry Henderson, Town Clerk

Agenda Date: April 9, 2024

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Shred Recycle Event 4-27-2024



Town of Hillsboro Beach



FREE EVENT

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

Saturday, April 27, 2024

9:00 am - 12:00 pm



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

