



AGENDA

Town of Hillsboro Beach Commission Meeting

May 7, 2024
9:00 AM



Established 1939

MAYOR

Honorable Dawn Miller

VICE MAYOR

Honorable Barbara Baldassarre

COMMISSIONERS

Honorable Jane Reiser

Honorable David A. Ravanesi

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

May 7, 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

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

I. APPROVAL OF MINUTES

- A. April 9, 2024 Commission Meeting

II. PRESENTATIONS

- A. **Legislative Update, Senator Jason Pizzo**
Florida State Senate

III. ORDINANCES

IV. SITE PLAN REVIEW

- A. **PUBLIC HEARING** - Authorized Agent for Property Owner is Seeking Site Plan Review for Property Located at 987 Hillsboro Mile, Hillsboro Beach, FL 33062.

Owner: Mark & Tiffany Berch

Authorized Agent: Andrew Dunlap, D3 Architecture

Staff: Presented by Graham Long, Development Planner, CG&A

Address: 987 Hillsboro Mile, Hillsboro Beach, FL 33062

- B. **PUBLIC HEARING** - Authorized Agent /Property Owner, is Seeking Construction Site Management Plan Review for Property Located at 951 Hillsboro Mile, Hillsboro Beach, FL 33062.

Owner: 3636 Hillsboro Mile LLC

Authorized Agent: Lindsay Fitzpatrick, Demolition Gods

V. DISCUSSION & POSSIBLE ACTION

VI. RESOLUTIONS & CONTRACTS

- A. Resolution No. 2024-23** Consideration to Approve and Amend the Town's Mutual Benefit and Use Agreement for Emergency Debris Removal Services with Ashbritt, Inc., per Terms and Conditions of City of Deerfield Beach RFP #2016-17/26, Authorizing the June 5, 2024 Expiration Date be Extended for Ninety (90) Days to Coincide with the New Expiration of September 3, 2024.

VII. CONSENT

- A.**
- | | | | |
|---|---------------------|------------|-----------------------------------|
| A. LSF | Invoice #24-0331-26 | \$5,871.87 | |
| B. Inframark | Invoice #122042 | \$8,398.29 | |
| C. GCDE | Invoice# 59363 | \$8,635.05 | (General Matters) |
| D. GCDE | Invoice #59364 | \$120.00 | (Development- Related) |
| E. GCDE | Invoice #59365 | \$120.00 | (R. Crusco/C. Doherty ORD 12-269) |
| F. GCDE | Invoice #59366 | \$480.00 | (US HUD, Foreclosure) |
| G. Proclamation: Professional Municipal Clerks Week 55th Anniversary May 5-11, 2024 | | | |

VIII. BEACH REPORT

- A.** FEMA-4468-DR-FL Grant Extended (Florida Hurricane Dorian 2019)

IX. STAFF UPDATES

- A. Police Department**
Chief Szesnat
- B. Financial Report - FY2024 2nd Quarter**
Stephen Bloom, Inframark
- C. Building Department**
George Folles, Building Dept, CG&A
- D. Code Enforcement**
Bernard Pita, CG&A

X. TOWN MANAGER REPORT

- A. Community Rating System Recertification**
- B. Pressure Equalizing Module (PEM)**
- C. Community Events**
1. Recap for Town Shred/Electronic Recycling/Blood Drive - Sat. April 27, 2024, 9am
 2. Music on the Green - Wed, May 8, 2024, 7pm
 3. Beach Cleanup - Sat, May 18, 2024, 9am

XI. TOWN ATTORNEY REPORT

XII. TOWN COMMISSION COMMENTS/REPORTS

XIII. PUBLIC COMMENTS

XIV. 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.



**MINUTES
TOWN OF HILLSBORO BEACH
REGULAR COMMISSION MEETING
APRIL 9, 2024**

9:00 A.M.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Mayor Dawn Miller 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 Dawn Miller

Commissioner Jane Reiser

Commissioner David A. Ravanesi

Vice Mayor Barbara Baldassarre

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

I. APPROVAL OF MINUTES

A. March 5, 2024 Regular Commission Meeting

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

B. March 26, 2024 Reorganization Meeting

Motion made by Commissioner Ravanese, seconded by Commissioner Andreano, to approve the minutes of the March 26, 2024, Reorganization Meeting as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

II. DISCUSSION & POSSIBLE ACTION

A. Community Event: Beach Clean-Up

Mayor Miller shared that over the past few months, residents have brought up the idea of a community beach clean-up event. Town Manager Mac Serda shared images of trash and debris on the beach on monitor. The Hillsboro Beach Cleanup Day is Saturday, May 18, 2024, from 9am to noon. Volunteers are encouraged to register by May 15th.

Commissioner Andreano stated he did not think this was an issue of residents leaving trash on the beach, but of it washing up on the shore. He suggested everyone look behind their homes before the beach raker comes.

Commissioner Ravanese noted that a future beach access point would allow a truck to get to the beach to collect litter bags.

Mayor Miller opened public comment on the item.

Irene Kirdahy, 1035 Hillsboro Mile, pointed out that in the past, people collected bags of trash and left them on private property. She suggested the Town designate a specific drop-off location.

Mayor Miller closed public comment on the item.

Town Attorney DJ Doody advised that the Town would be requiring an agreement with private property owners giving consent for clean-up.

Commissioner Reiser suggested having the beach raker come the day before the clean-up event. Mr. Serda advised they will coordinate with the beach raker. Discussion as to the involvement of the beach raker continued. Vice Mayor Baldassarre pointed out that the beach raker is currently contracted by individual owners, not the Town.

B. Community Event: Music on the Green

Mayor Miller stated there is interest in a “Music on the Green” event. She noted the show had tentatively been set for May 8, with music beginning at 7 p.m. She suggested the music duo of Jozay and Patti (www.jozayandpatti.com).

Commissioner Ravanese commented that he thought it was a good idea to bring people together and give them something to celebrate.

Mr. Serda highlighted the budgetary consideration, noting it would be approximately \$2,000 from the General Fund.

Commissioner Reiser pointed out that parking needed to be considered, as it is limited. Discussion ensued briefly. Mayor Miller suggested people could be asked to walk to Town Hall as much as possible.

Mayor Miller noted the event would be held the following day in the event of rain.

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 45MMS AND 9MM PISTOL PACKAGE.

Mr. Doody read the Resolution by title only.

Police Chief Jay Szesnat advised that the Police Department was transitioning to 9MM weapons, and this resolution would fund the training, including ammunition.

Mayor Miller commented that the purchase would be funded by Forfeiture Funds, not from the City budget.

Motion made by Commissioner Andreano, seconded by Commissioner Ravanese, to deny Resolution 2024-21. In a roll call vote, the **motion** passed unanimously. (5-0)

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.

Mr. Doody read the Resolution by title only.

Mr. Serda stated this was not changes to the Comprehensive Plan but notice to the State of the intent to begin the process of review.

Motion made by Commissioner Ravanese, seconded by Commissioner Andreano, to adopt Resolution 2024-22. In a roll call vote, the **motion** passed unanimously. (5-0)

VI. CONSENT AGENDA

	Vendor	Invoice Number	Date	Amount	Description
1.	CG&A	297549	Feb 2024	\$48,776.22	
2.	CG&A	321372	March 2024	\$30,605.70	
3.	Inframark	111408		\$8,398.29	
4.	LSF	24-0229-26		\$5,510.94	
5.	GCDE	58881		\$4,106.30	General
6.	GCDE	58882		\$150	Development
7.	GCDE	58883		\$330	Adv. R Crusco & C Doherty (Ord 12-269)

8. Proclamation – National Boating Week, May 18-24, 2024

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

VII. BEACH REPORT

Mr. Serda shared that the Town had received an extension for use of the FEMA funds related to Hurricane Dorian. He advised the funds would be utilized for a beach renourishment by truck of just over 60,000 cubic yards within the next year. He noted the project was not yet designed or permitted and would be coming before the Commission once details are in place. Mr. Serda stated the location of the terminal groin is being reviewed, and an associated presentation is being prepared for the Hillsboro Inlet District. He discussed future nourishments, noting that expansion of the area and changes to the process are being reviewed as part of that process.

Commissioner Ravanese asked whether there would be FEMA funds available for the future nourishment. Mr. Serda advised that at this time, there is not a declaration that would allow for that. He noted FEMA had expressed that the Town needed to show they can manage the beach with their own funds.

Commissioner Ravanese inquired about the access point. Mr. Serda stated it was likely that the Deerfield Beach entry point would be utilized, but at this time, it would not be a cooperative project. He commented that he would be speaking with Deerfield Beach over the next week to keep them informed.

Mayor Miller asked when the next nourishment pursuant to the settlement agreement with Deerfield Beach would take place. Mr. Serda explained it would be at least every five (5) years.

Commissioner Andreano pointed out the beach access in Hillsboro Beach would be important for the Town for several reasons, including reduction in cost of future nourishments. Mr. Serda pointed out the agreement with Deerfield Beach was only for 30 years and five (5) years had already passed.

VIII. STAFF UPDATES

A. Police Department

Police Chief Szesnat shared his report. He highlighted an alligator which had been seen in the Intracoastal and discussed trespassing arrests in February. He noted it was a busy month, with increased traffic and active work of the safety patrol on the beach.

Mayor Miller thanked the Police Department for a wonderful job.

Vice Mayor Baldasarre asked if there needed to be a discussion regarding children digging holes on the beach following an unfortunate incident in Lauderdale-by-the-Sea. Mr. Doody pointed out they could provide reminders, but there were issues with jurisdiction for enforcement. He advised that from a liability standpoint, anyone using the beach does so at their own risk. Discussion continued regarding safety on the beach.

B. Building Department

George Folles, Building Official, CG&A, introduced himself and provided a brief overview of his background, most recently with the City of Tamarac. Mr. Serda noted there was a letter in the Commission packet from Steven Mitchell. He highlighted Mr. Folles' demeanor and expertise and stated he would be a welcome addition to the team.

C. Code Compliance

Bernard Pita, Code Enforcement, CG&A, presented his report. He stated the top violation had been work without permits and reviewed open cases. He explained the fire inspector had provided an extension to May and would be following up with an update at that time.

Commissioner Reiser asked the most common issues with property maintenance. Mr. Pita noted keeping landscaping on property rather than in the road is a common concern.

Vice Mayor Baldasarre inquired as to whether the fire inspection issues stemmed from a single issue. Mr. Pita stated it was a variety of items, typically a punch list of

noncompliant things to address. He advised that the fire inspector is proactive in responding to the concerns.

IX. TOWN MANAGER REPORT

A. Florida Department of Environmental Protection (DEP) Water Utility Audit

Mr. Serda stated the Town had undergone a Sanitary Survey, or Water Utility Audit, with the Florida Department of Environmental Protection (DEP). He commented that the audit had gone well, with a gasket identified for repair or replacement. He noted that while the tank was drained to replace the gasket, it had been cleaned and sanitized. He stated the system had passed all water quality and other tests with no concerns.

B. Community Event: Shredding and Recycling

Mr. Serda highlighted the free shredding, electronic recycling, household hazardous waste drop-off, prescription drug takeback, and blood drive scheduled for Saturday, April 27, from 9 a.m. to noon.

Commissioner Reiser pointed out Opal Towers' maintenance team had collected paint and then rented a trailer to bring it to a previous event. She stated she wished more condominiums were doing this. Mayor Miller suggested this be added to the agenda at the Condo Board meeting.

X. TOWN ATTORNEY REPORT

Mr. Doody had no report.

XI. TOWN COMMISSION COMMENTS/REPORTS

A. Commissioner Jane Reiser

Commissioner Reiser stated the Condo Forum was scheduled for Thursday, April 11 and the guest speaker would be Broward County Property Appraiser Marty Kiar. She noted he is a wealth of information and never fails to entertain. She encouraged all Condo Association Presidents and Property Managers to log-on to the zoom call.

B. Vice Mayor Barbara Baldasarre

Vice Mayor Baldasarre provided an update on the recent Broward League of Cities meeting in Pembroke Pines. She stated some of the discussion was related to the School Resource Officers, but they had also discussed an update to cyber security laws. She explained a workshop was being scheduled.

Mr. Serda outlined the legislation related to cyber security and ransomware, including the response to an attack and ongoing training. He stated the Town is on track for compliance by the deadline of January 2025.

Vice Mayor Baldasarre explained the League of Cities had also discussed the fact that Broward County has a website for public notices, but participation is low, with only five (5) municipalities utilizing the site. Mr. Serda advised that it was an additional effort to assist with reaching people via public notice, but there were issues including costs and efficiencies, especially for small municipalities such as Hillsboro Beach.

Mr. Doody highlighted the potentially adverse impacts, noting utilizing the newspaper provides a higher level of protection to the Town. Discussion continued.

Vice Mayor Baldasarre shared that Broward League of Cities was hosting a four (4) hour ethics training workshop on April 19.

XII. PUBLIC PARTICIPATION

None.

XIII. ADJOURNMENT

Motion made by Commissioner Ravanese, seconded by Commissioner Andreano, to adjourn the meeting at 9:58 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



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Legislative Update, Senator Jason Pizzo
Florida State Senate

Submitting Dept: Town Clerk, Sherry Henderson, Town Clerk

Agenda Date: May 7, 2024

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: None



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, Planning Consultant.
DATE: May 7, 2024
SUBJECT: Site Plan Amendment
LOCATION: 987 Hillsboro Mile

This Agenda report is regarding a Site Plan Amendment Request for a property located 987 Hillsboro Mile submitted to the Town on April 19, 2024. The owner of the property, Mark and Tiffany Berch (Applicant) have assigned Andrew Dunlap of D3 Architecture as the authorized agent. The Applicant has submitted plans indicating modifications to the main structure, front yard area, landscaping, a new driveway entrance, as well as a new pool and two new spas (under a separate building permit that has been approved). All of the proposed work will be located east of A1A.

Background

The original Site Plan was approved by the Town Commission on November 1, 2022. Subsequently the applicant submitted several revisions to the Building Department with modifications that significantly deviated from the approved site plan. Due to a change in the Applicant's development team, as well as conflicting interpretations of the land development code procedures and extent of modifications to the plans, revisions were approved that should have required an amended site plan. After extensive discussions between the applicant's agent and Town staff, this Site Plan Amendment application has been submitted for the Town Commission approval to rectify the inconsistencies and ensure the proposed modifications are compliant with the Town code.



987 Hillsboro Mile – Location of proposed renovations and addition

The existing property, located at 987 Hillsboro Mile, is a single lot totaling roughly 30,981 square feet (0.71 acres).

General Description of the Development Proposal

The Applicant is proposing significant alterations to the site, including renovations to the main structure, a new additional driveway entrance, renovation and repaving of the front yard area, new landscaping, a rear covered patio, open patio with a firepit, and a new pool and new spas (to be completed under a separate approved building permit).

Site Plan Review and Comments

The Consultant Planner reviewed the site plan application submitted on April 19, 2024 with the Town's Land Development Regulations. The applicant's agents also worked with consultant planner and Town staff to create a code-compliant site plan. Please find below an analysis of the proposed plans and the Planner's determination if it meets the requirements of the Town Code. Deviations from the original approved site plan are shown in **red** font:

STANDARDS / RESULTS

Town of Hillsboro Beach Zoning Code, Applicable Requirements

Sec. 12-122. - Height regulations.

Residential	Required Maximum Height	Proposed
Single-Family Residential RS-2	For property east of SR A1A, no building shall exceed 35 feet in height above the dune elevation	Newly proposed maximum building height is 34.75' in height

Sec. 12-124. - Yard regulations.

Residential	Required Setbacks	Proposed
Front Setback	On the east and west sides of State Highway A1A there shall be an open yard having a depth of not less than 85 feet from the center line of the State Highway A1A *Exception for mechanical equipment	Existing.
Side yard	Not less than 15 feet measured from the roof overhang, or 6 inches per foot of building height, whichever is greater *Exception for mechanical equipment	Existing structure (to remain) side yard setbacks shown as 14.612' and 15.386' respectively

Rear yard, ocean front	No building or part of a building shall extend easterly beyond a line as shown on plat of easterly building line as defined herein. Retaining walls, fences, barricades, whether connected with the buildings or for the improvement of lots shall not be built, erected or constructed closer than the building setback line as shown on the plat.	Modifications to the main structure and additions (other than open patio) do not cross Easterly Building Line.
------------------------	---	--

Sec. 12-262. - Yard and open space requirements.

	Required	Proposed
Open staircases and walkways permitted in side yards	No walkway, staircase or stairway, shall be wider than forty-two (42) inches	Single staircase within side yard less than 42”/ proposed walkways removed

Sec. 12-263. – Use regulations.

	Required	Proposed
Driveway location	No driveway shall be within 8 feet of the intersection of a side lot line and State Highway A1A, or street giving access to the lot	Proposed additional driveway entrance includes 8’ side setback

Sec. 12-264. – Swimming pools, pool patios and decks

Residential – Swimming Pools, pool patios and decks	Required	Proposed
Location	(1) Swimming pools (including, but not limited to jacuzzis, spas, hot tubs and the like) shall be permitted in all districts. They shall be constructed no closer than 15 feet to any side property line, or 45 feet to the center line of State Highway A1A. (2) They shall not extend east of the easterly building line or closer than 15 feet to the easterly right-of-way line of the Intracoastal	Conforming (Under separate permit)

	Waterway, or 15 feet east of any seawall erected east of this line. (3) All measurements are to be made horizontally from the water's edge of the swimming pool to the specific reference point listed above.	
Fuel Storage	Fuel for pool heaters, heating systems and generators may be stored either above the ground or underground. Fuel storage units installed above the ground shall be subject to the setback requirements otherwise set forth in the town's Code of Ordinances.	No fuel storage provided on the plans
Pool Inspection	No pools shall be filled with water prior to approval, unless required by the building department for testing purposes. Pools shall be inspected, approved and filled prior to issuance of certificate of occupancy.	Completed during building permit process
Patios	Flat and open patios with no footings may extend 15 feet east of the easterly building line and to the easterly right-of-way line of the Intracoastal Waterway.	New patios/decks extend east of the easterly building line less than 15'

Staff Recommendation

Based on the analysis of the Town code's requirements, and the modifications to the site plan, the Consultant Planner recommends approval of the amended site plan.



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

DEVELOPMENT APPLICATION

Submittal Date: 4/15/24

Zoning Board Meeting Date: _____

Property Control # _____

Town Commission Meeting Date: _____

PROPERTY OWNER(S)		AUTHORIZED AGENT	
NAME: Mark and Tiffany Berch		NAME: Andrew Dunlap	
ADDRESS: 987 Hillsboro Mile, Hillsboro Beach, FL 33062		ADDRESS: 3000 N Federal Hwy, suite 200B, Ft Lauderdale, FL 33306	
PHONE: 561-843-7893	CELL: 561-843-7893	PHONE: 754.207.2002	CELL: 754.207.2002
E-MAIL mark.berch@svcfm.com	FAX:	E-MAIL andrew@d3florida.com	FAX:

APPLICANT'S CERTIFICATION

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

Signature

Print Name

STATE OF FLORIDA, COUNTY OF BROWARD

The foregoing instrument was acknowledged before me on this 16th day of April, 2024, by Mark Berch as owner for 987 Hillsboro mile, Hillsboro Beach

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

Jaclyn Johnston-Gunning
 Notary Signature
Jaclyn Johnston-Gunning
 Print Notary Name



Jaclyn A. Johnston-Gunning
 Notary Public
 State of Florida
 Comm# HH461091
 Expires 3/11/2025

CHECK BELOW WHERE APPLICABLE

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

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

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

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

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

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

GENERAL DATA

Project Location: 987 Hillsboro Mile, Hillsboro Beach, FL 33062 District: _____

Proposed Zoning: RS-2

Existing Comprehensive Plan Designation: RS-2

Proposed Comprehensive Plan Designation: RS-2

Existing Land Use: Residential Single Family

Proposed Land Use: Residential Single Family

Total Site Area: 32,389 Sq. Ft. .744 Acres

Flood Zone Category: X, VE-8, VE-9

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

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

Describe briefly the nature of any improvements presently located on the subject property. _____
Revised Driveway approach and site improvements

Describe the type of operation or business proposed; or the proposed construction. _____
New Paving and approach to allow for off-street stacking prior to gate

Estimated construction cost: \$12,000

Describe in detail the phasing of the proposed development. New added driveway approach on
Southwest corner of property and remove existing retaining walls within the 10' FDOT easement

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

New proposed plan removes non-conforming retaining walls and complies with required car stacking off
A1A per town unified land developement requirements

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

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

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

Yes ☒ No ☐ If yes, please note date of previous approval. 11/1/2022

- (A) Every general contractor or other person being issued a building permit, shall deposit with the Town Clerk a bond in the amount of \$500 per each \$100,000 with a minimum of \$1,000 for any complete new building or an addition to existing building. The bond shall be in the form of a cashier's check.
- (B) By the deposit of the funds the contractor authorizes the Town of Hillsboro Beach, through its proper officials, to expend all or any portion of the bond to effect cleanup, during and after construction, if not satisfactorily performed by the contractor or person. Subsequent to the satisfactory cleanup of the vicinity of the construction, unused funds in whole or in part will be refunded to the contractor or person.
- (C) (1) It shall be the duty of the general contractor or other person receiving the permit to see that the premises and adjoining public areas shall be policed at all times during and after construction to prevent debris from being discarded on adjoining properties.
- (2) The DRO or the DRO's designate shall certify in writing to the Town Commission his or her determination and recommendation. The building plans and specifications shall be approved by the Town Commission prior to the issuance of a building permit. (1976 Code, CH. 12, Div. 5, Art. XV § 9)



2 SITE ELEVATION OVERALL
1/8" = 1'-0"

PROJECT DATA

PROJECT TITLE:
BERCH RESIDENCE REMODEL

PROJECT ADDRESS:
987 HILLSBORO MILE, HILLSBORO BEACH, FL 33062

SCOPE OF WORK:
A RECONSTRUCTED FOUR (4) STORY SINGLE FAMILY RESIDENCE OVER A PARTIAL EXISTING FOUNDATION SHALL INCLUDE A NEW DRIVEWAY WITH GATE, SITE AND PLANTER WALLS, WATER FEATURES, AND A POOL (BY OTHERS). (LEVEL III ALTERATION) 5

CODE REFERENCE:

CITY: HILLSBORO BEACH, FL. MUNICODE
BUILDING: FBC 7TH EDITION 2020
ELECTRICAL: NEC 2017

ZONING:

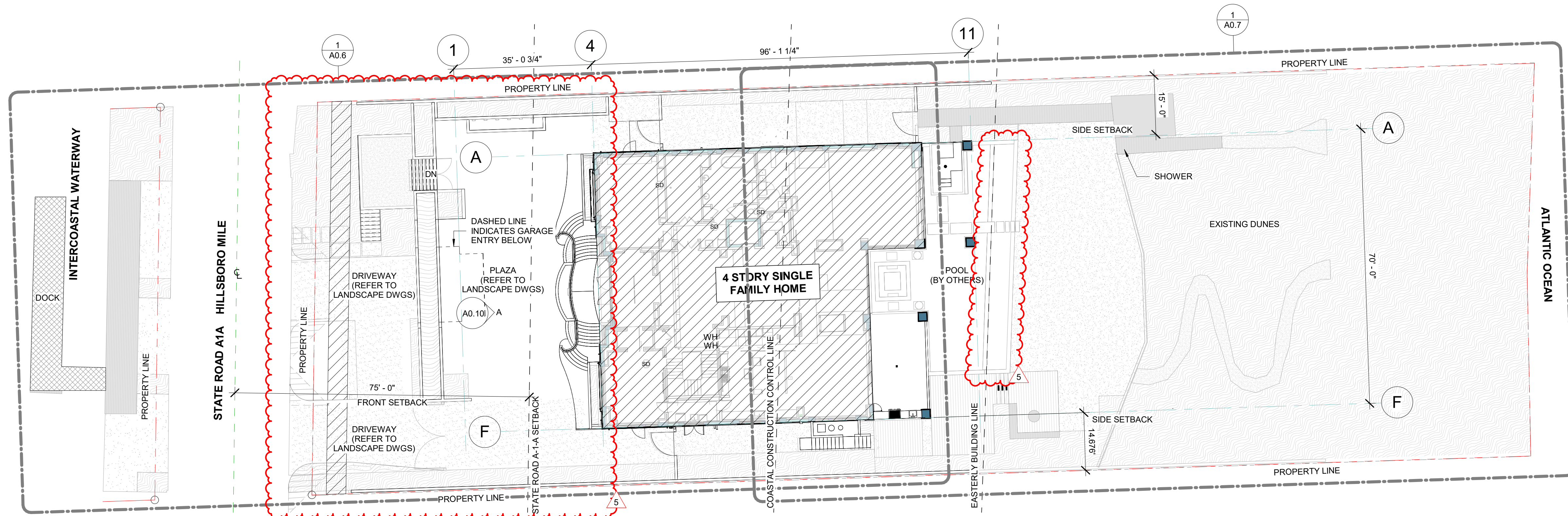
PARCEL ID: 484320000130
PROPERTY OWNER: BERCH, MARK BERCH, TIFFANY
JURISDICTION: TOWN OF HILLSBORO
DISTRICT ZONE: RS-2

LEGAL DESCRIPTION: 20-48-43 N 100 OF S 3632 OF THAT PART OF GOV LOT 1 LYING E OF INTRA- COASTAL WATERWAY

FLOOD ZONE: VE (EL9) AND AE(EL5) SPECIAL FLOOD HAZARD AREA
FEMA PANEL: 12011C0189H
FUTURE BASE ELEVATION: +9' + 1' FB = 10' FIN FLOOR MIN.

BASE FLOOD ELEVATION OR DEPTH: N/A NAVD 1988

LEVEL ALTERATION (NAVD)		
LEVELS	PERMIT SET 06.22.2022	REV. 3 08.18.2023
T.O. GARDEN LEVEL T.O.E.S 2ND LEVEL	14.00	14.41
T.O. EXIST. FIST FLOOR SLAB T.O. SLAB 3RD LEVEL	22.91	22.91 23.07
T.O. NEW SECOND FLOOR SLAB T.O.S. 4TH LEVEL	35.91	35.74
T.O. NEW ROOF DECK T.O. SLAB 5TH LEVEL	47.91	47.49
T.O. NEW ROOF TRUSS T.O.SLAB 6TH LEVEL (ROOF)	58.16	57.82



1 SITE PLAN OVERALL
1/16" = 1'-0"

PERMIT SET
11.06.2023

REVISIONS		
#	DESCRIPTION	DATE
3	COORDINATION	8.18.2023
4	COORDINATION	12.15.2023
5	PERMIT COMMENT	03.12.2024

PROJECT NAME:
**BERCH RESIDENCE
REMODEL**
PROJECT ADDRESS:
987 HILLSBORO MILE
HILLSBORO BEACH, FL 33062
D3 PROJECT NUMBER:
23008

SHEET NAME

SITE PLAN

SHEET NO.

A0.5



Andrew Dunlap
ANDREW@D3FLORIDA.COM
754.207.2002
Architectural Design

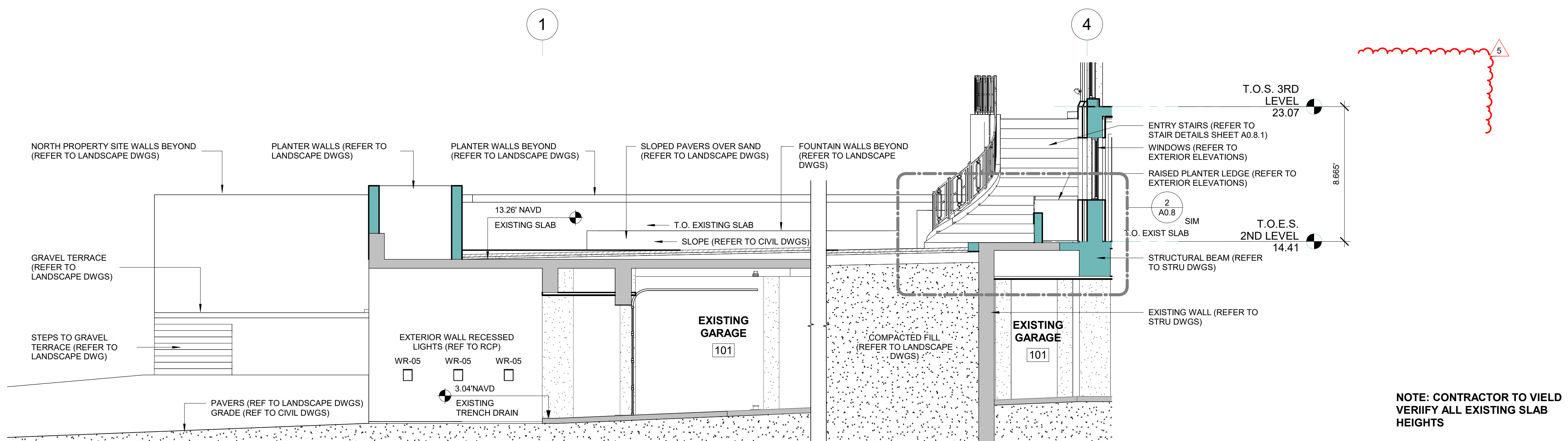
PERMIT SET
11.06.2023

REVISIONS		
#	DESCRIPTION	DATE
3	COORDINATION	8.18.2023
4	COORDINATION	12.15.2023
5	PERMIT COMMENT	03.12.2024

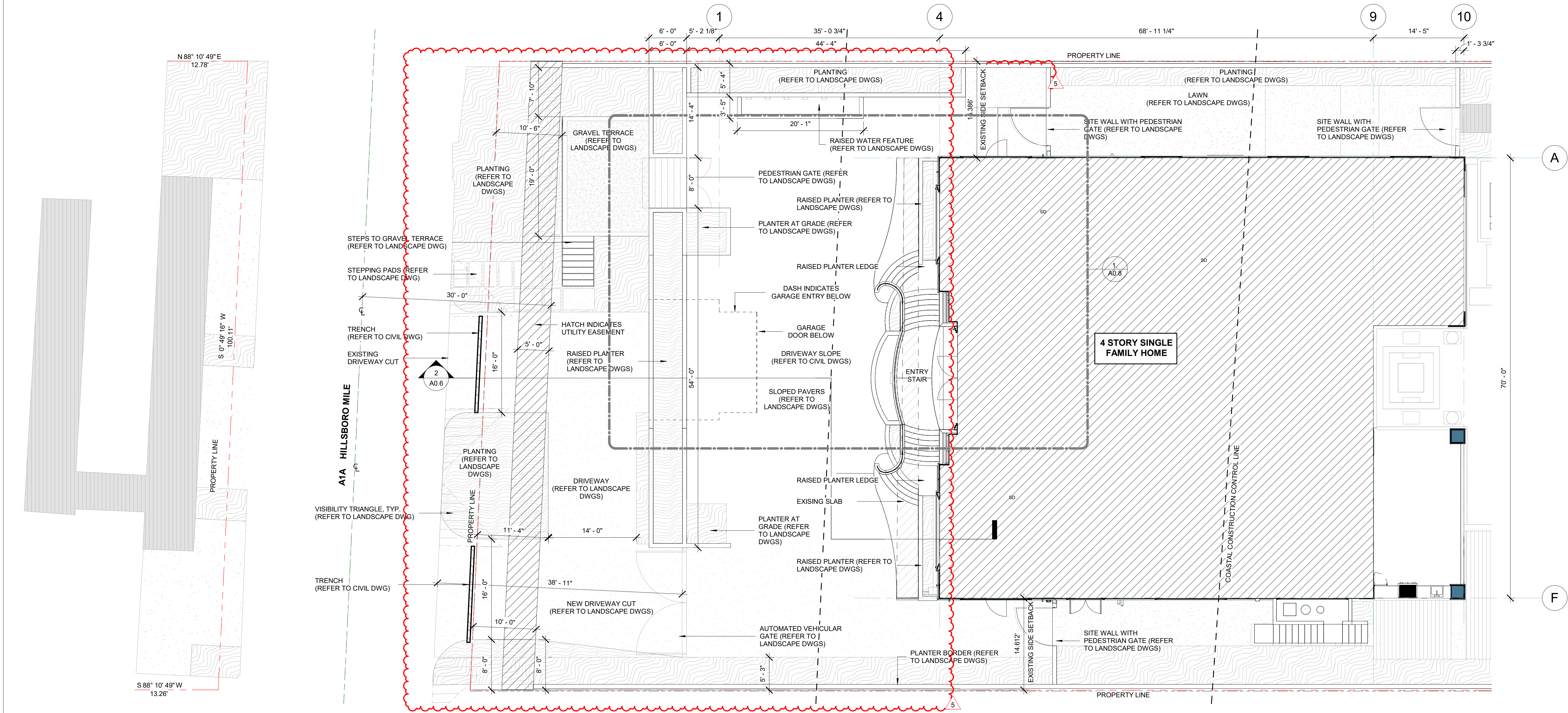
PROJECT NAME:
BERCH RESIDENCE REMODEL
PROJECT ADDRESS:
987 HILLSBORO MILE
HILLSBORO BEACH, FL 33062
D3 PROJECT NUMBER:
23008

SHEET NAME
SITE PARTIAL PLAN - WEST

SHEET NO.
A0.6



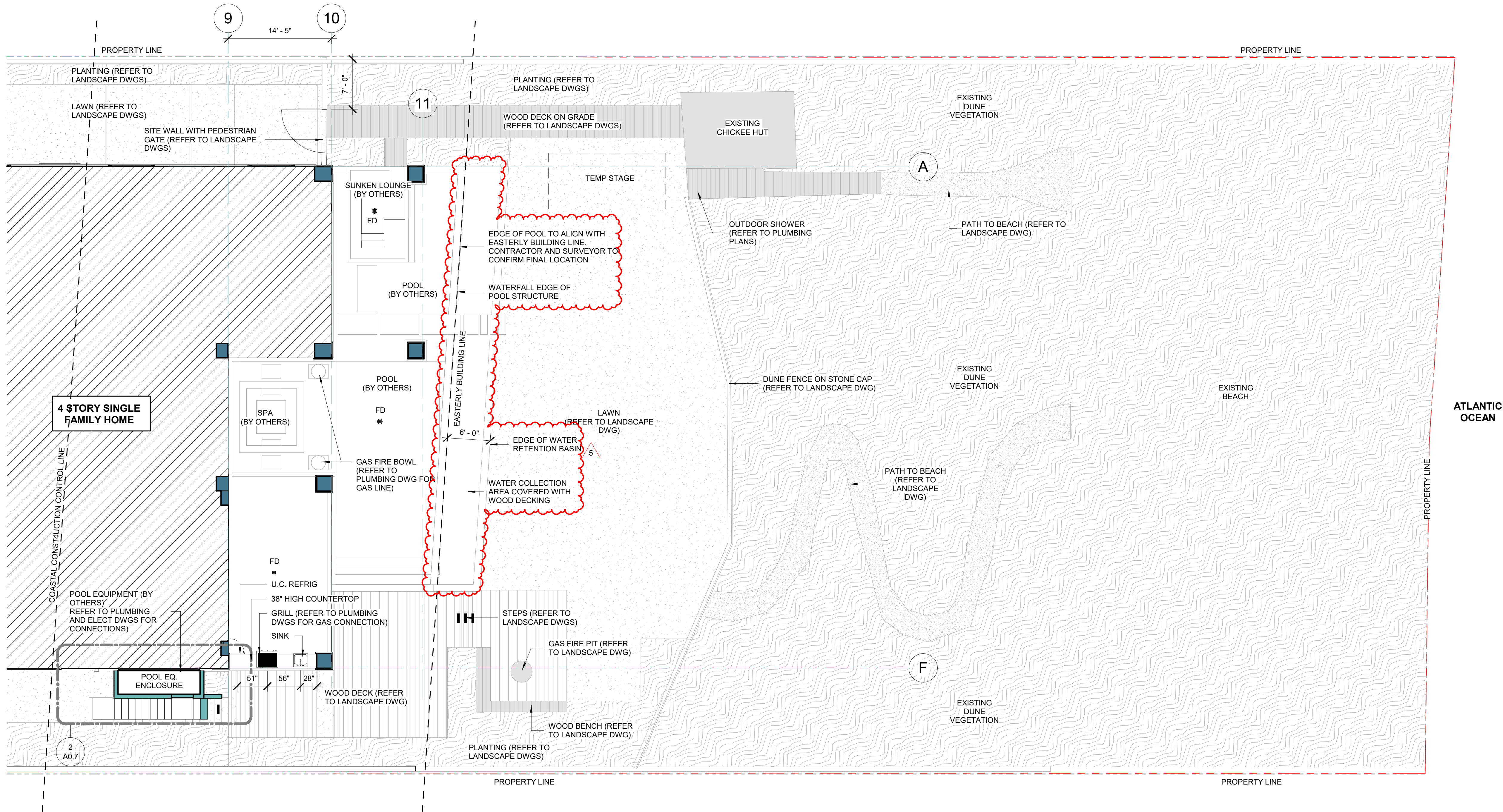
2 WEST SITE SECTION
1/4" = 1'-0"



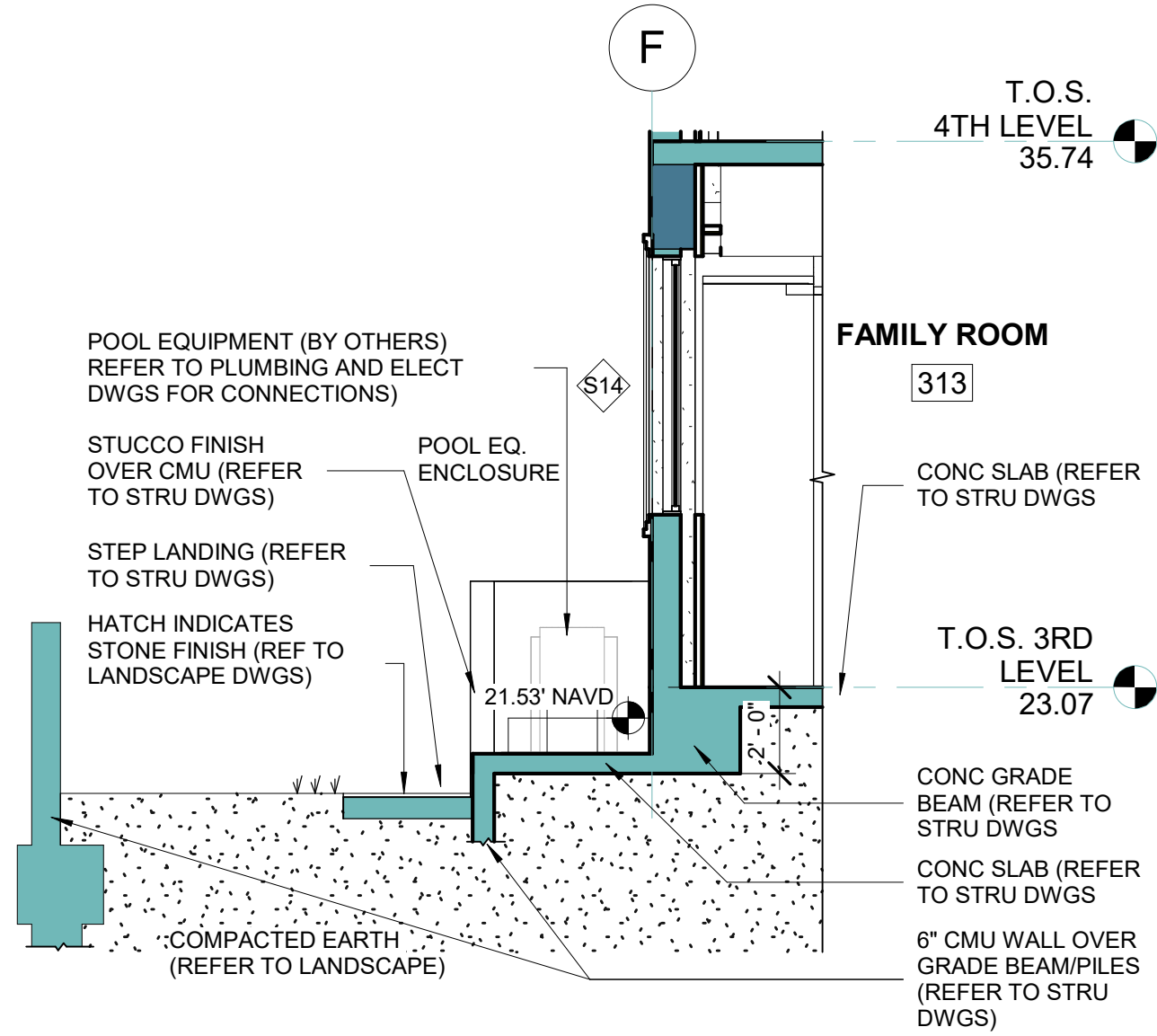
1 SITE PLAN WEST PARTIAL
1/8" = 1'-0"



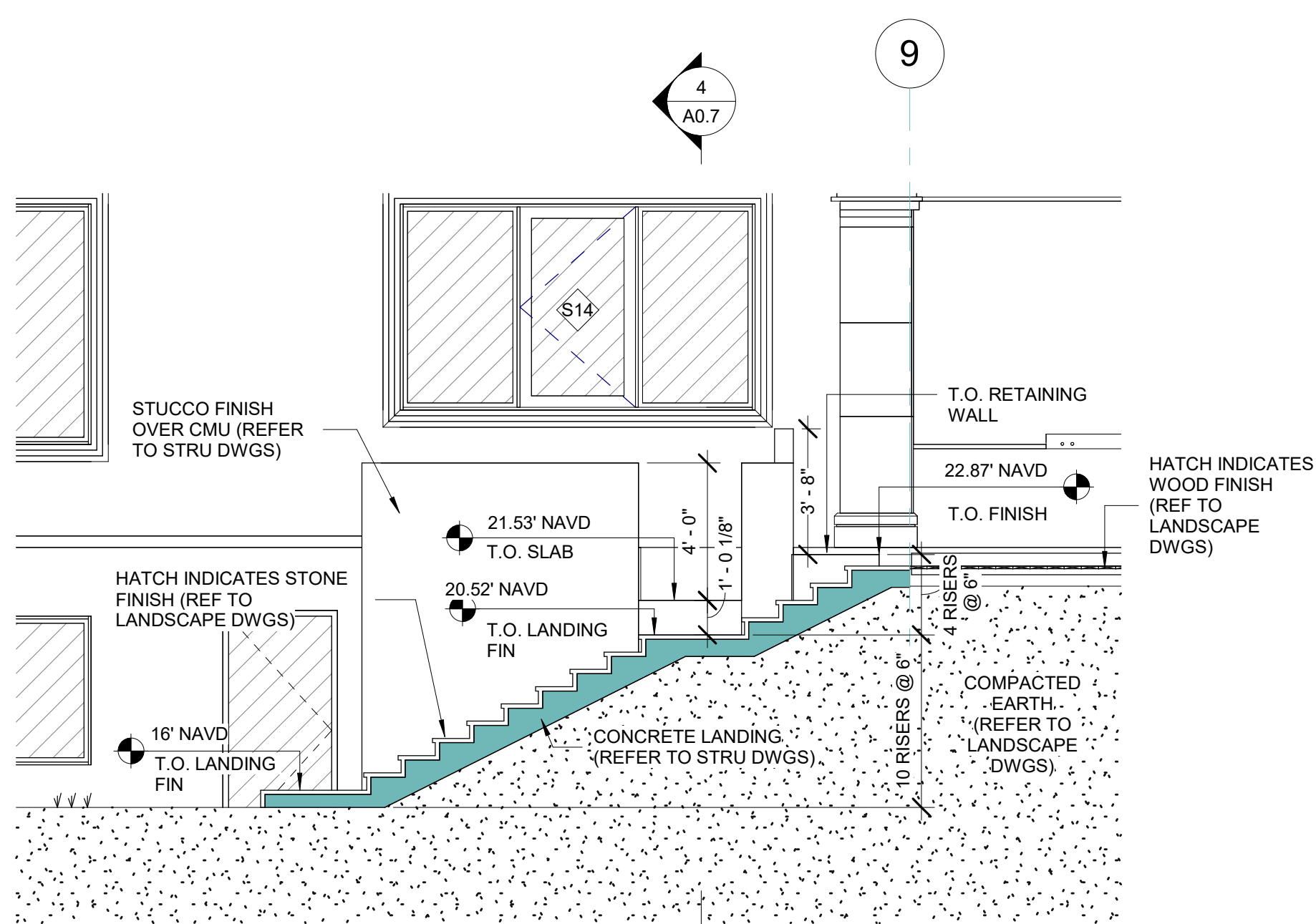
Andrew Dunlap
ANDREW@D3FLORIDA.COM
754.207.2002
Architectural Design



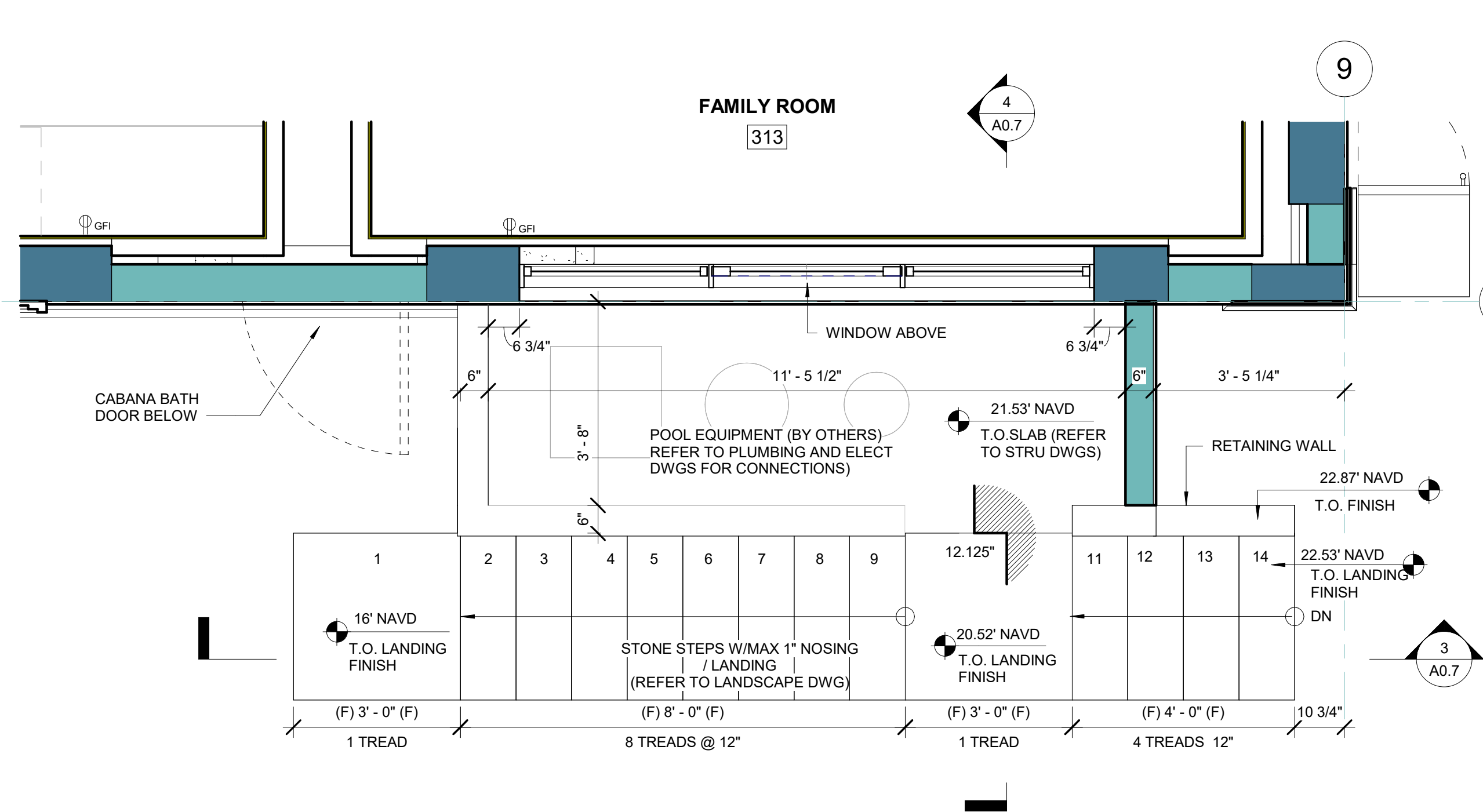
1 SITE PLAN EAST PARTIAL
1/8" = 1'-0"



4 POOL EQ SECTION 2
1/4" = 1'-0"



3 POOL EQ SECTION
1/4" = 1'-0"



2 LEVEL 2 - POOL EQ PLAN
1/2" = 1'-0"

PERMIT SET
11.06.2023

REVISIONS		
#	DESCRIPTION	DATE
3	COORDINATION	8.18.2023
4	COORDINATION	12.15.2023
5	PERMIT COMMENT	03.12.2024

PROJECT NAME:
BERCH RESIDENCE REMODEL
PROJECT ADDRESS:
987 HILLSBORO MILE
HILLSBORO BEACH, FL 33062
D3 PROJECT NUMBER:
23008

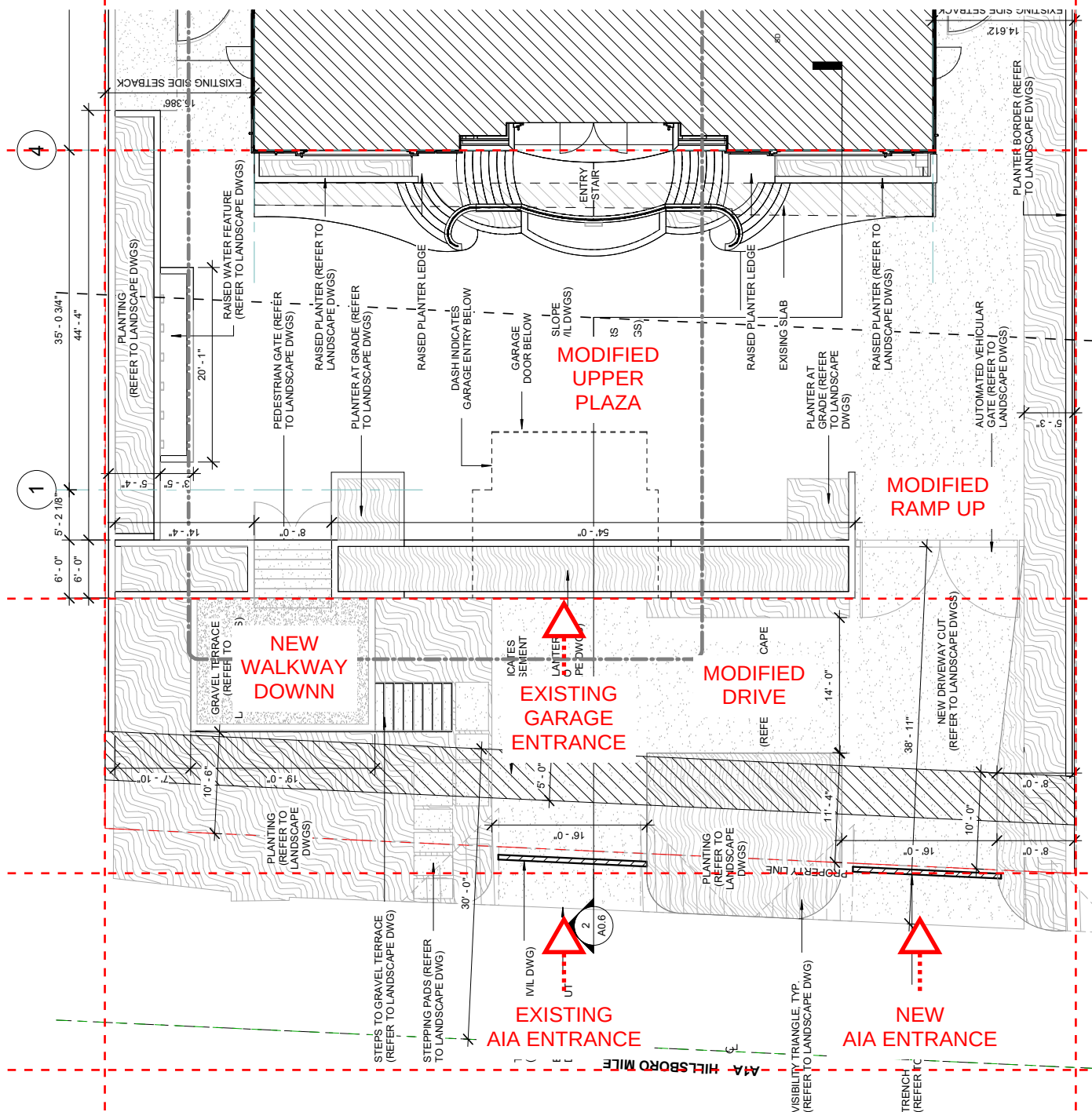
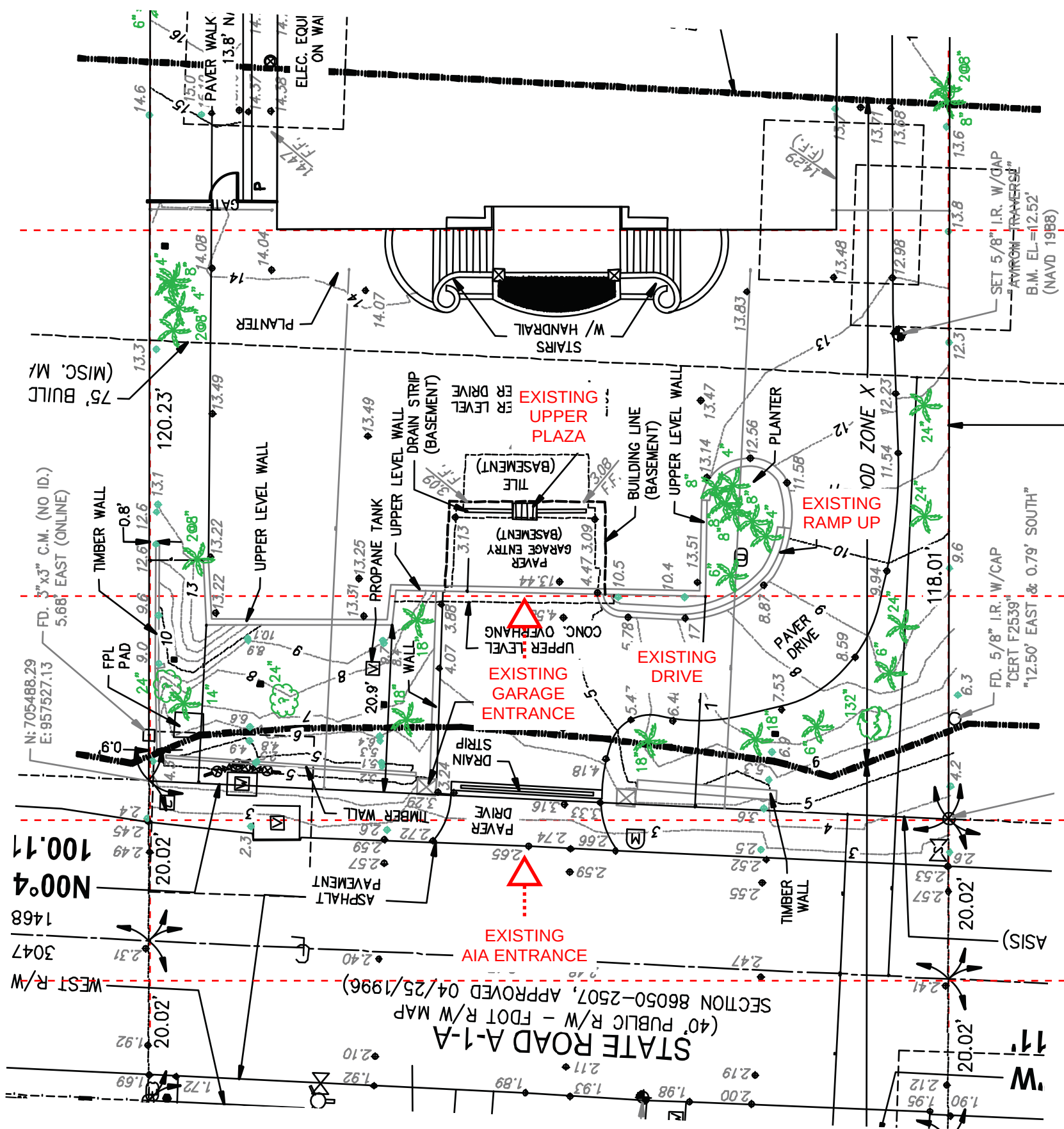
SHEET NAME

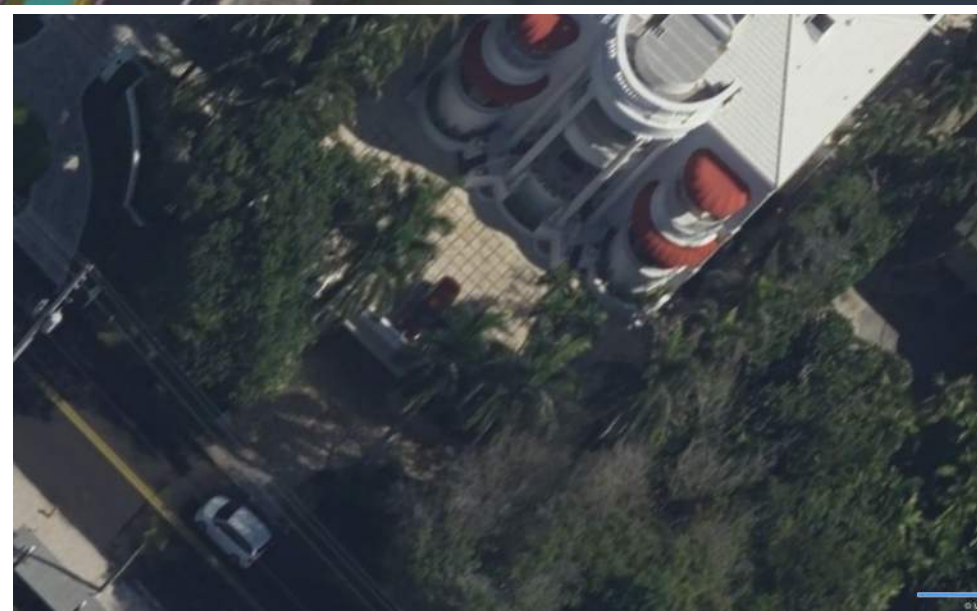
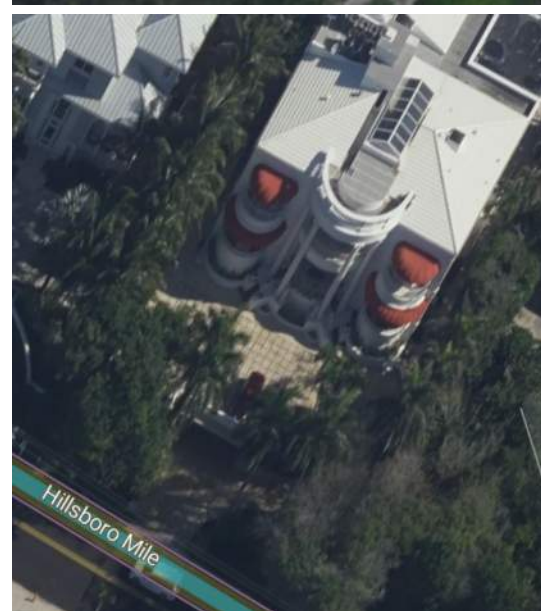
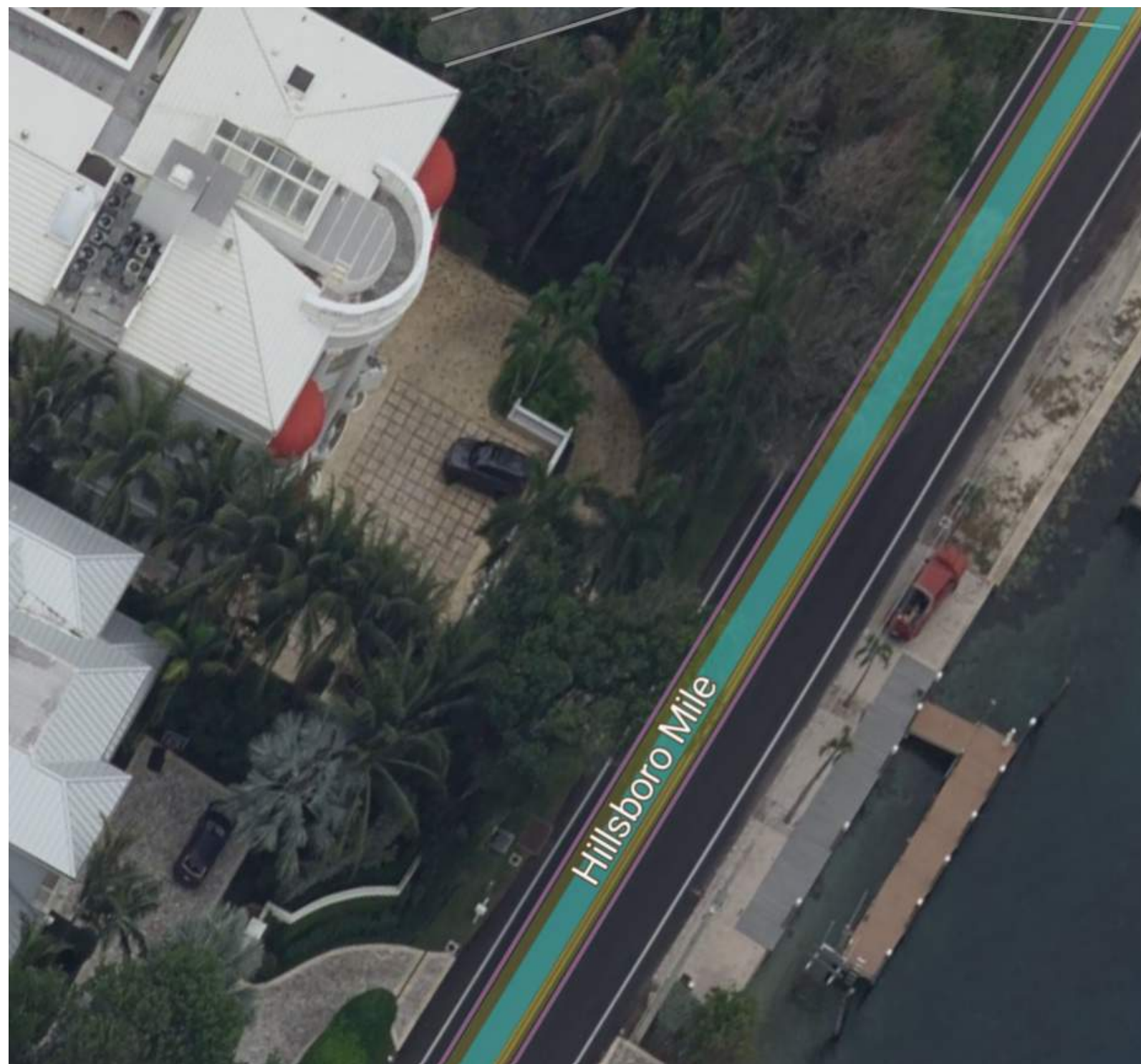
SITE PARTIAL PLAN - EAST

SHEET NO.

A0.7

987 Hillsboro Mile
Commission Meeting
May 7th, 2024













DOUBLE P
CUSTOM BUILDERS
454.774.7823
WWW.DOUBLEPCUSTOMBUILDERS.COM





DOUBLE
150 YEARS
CUSTOM BUILDERS

















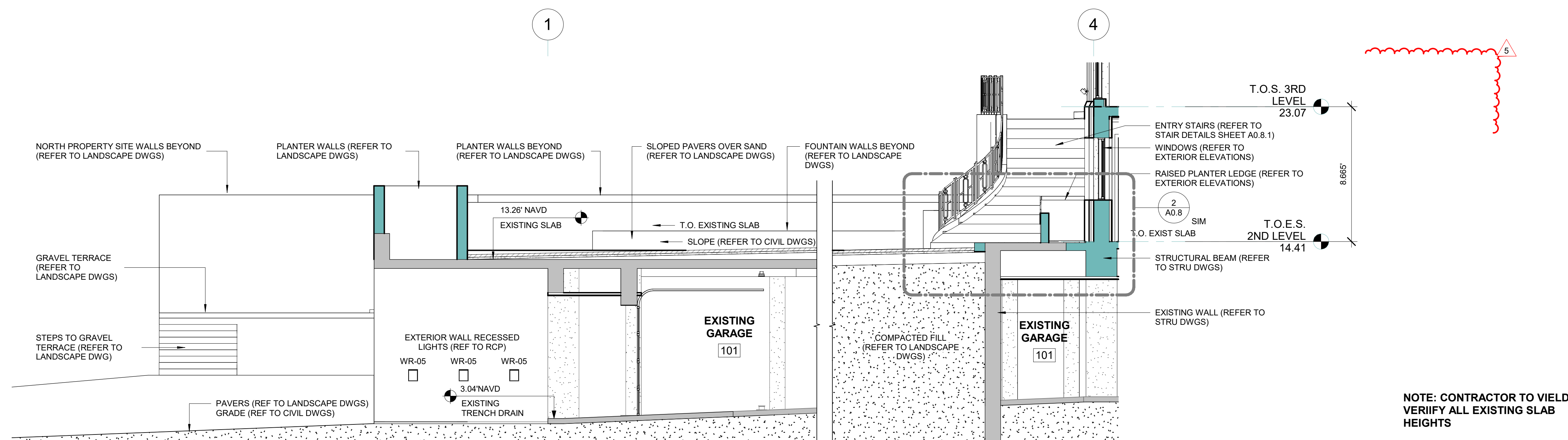
LEVEL ALTERATION (NAVD)		
LEVELS	PERMIT SET 06.22.2022	REV. 3 08.18.2023
T.O. GARDEN LEVEL T.O.E.S 2ND LEVEL	14.00	14.41
T.O. EXIST. FIST FLOOR SLAB T.O. SLAB 3RD LEVEL	22.91	22.91 23.07
T.O. NEW SECOND FLOOR SLAB T.O.S. 4TH LEVEL	35.91	35.74
T.O. NEW ROOF DECK T.O. SLAB 5TH LEVEL	47.91	47.49
T.O. NEW ROOF TRUSS T.O.SLAB 6TH LEVEL (ROOF)	58.16	57.82

A0.5

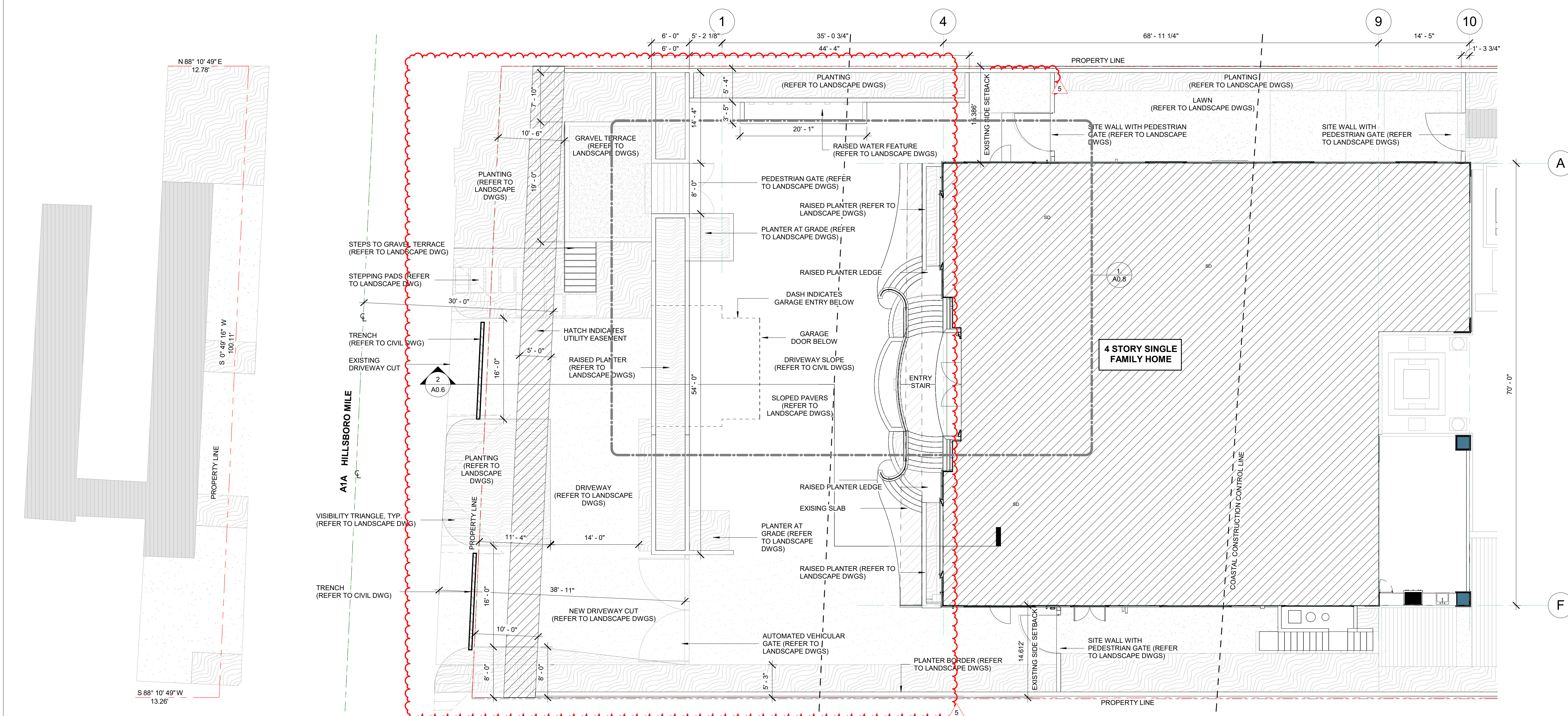


1/4" = 1'-0"

1/4" = 1'-0"



NOTE: CONTRACTOR TO VERIFY ALL EXISTING SLAB HEIGHTS



1/8" = 1'-0"

File Location: Autodesk Docs://23008 - BBB/23008 - BBB.rvt

PERMIT SET
11.06.2023

REVISIONS		
#	DESCRIPTION	DATE
3	COORDINATION	8.18.2023
4	COORDINATION	12.15.2023
5	PERMIT COMMENT	03.12.2024

PROJECT NAME:
**BERCH RESIDENCE
REMODEL**
PROJECT ADDRESS:
987 HILLSBORO MILE
HILLSBORO BEACH, FL 33062
D3 PROJECT NUMBER:
23008

SHEET NAME

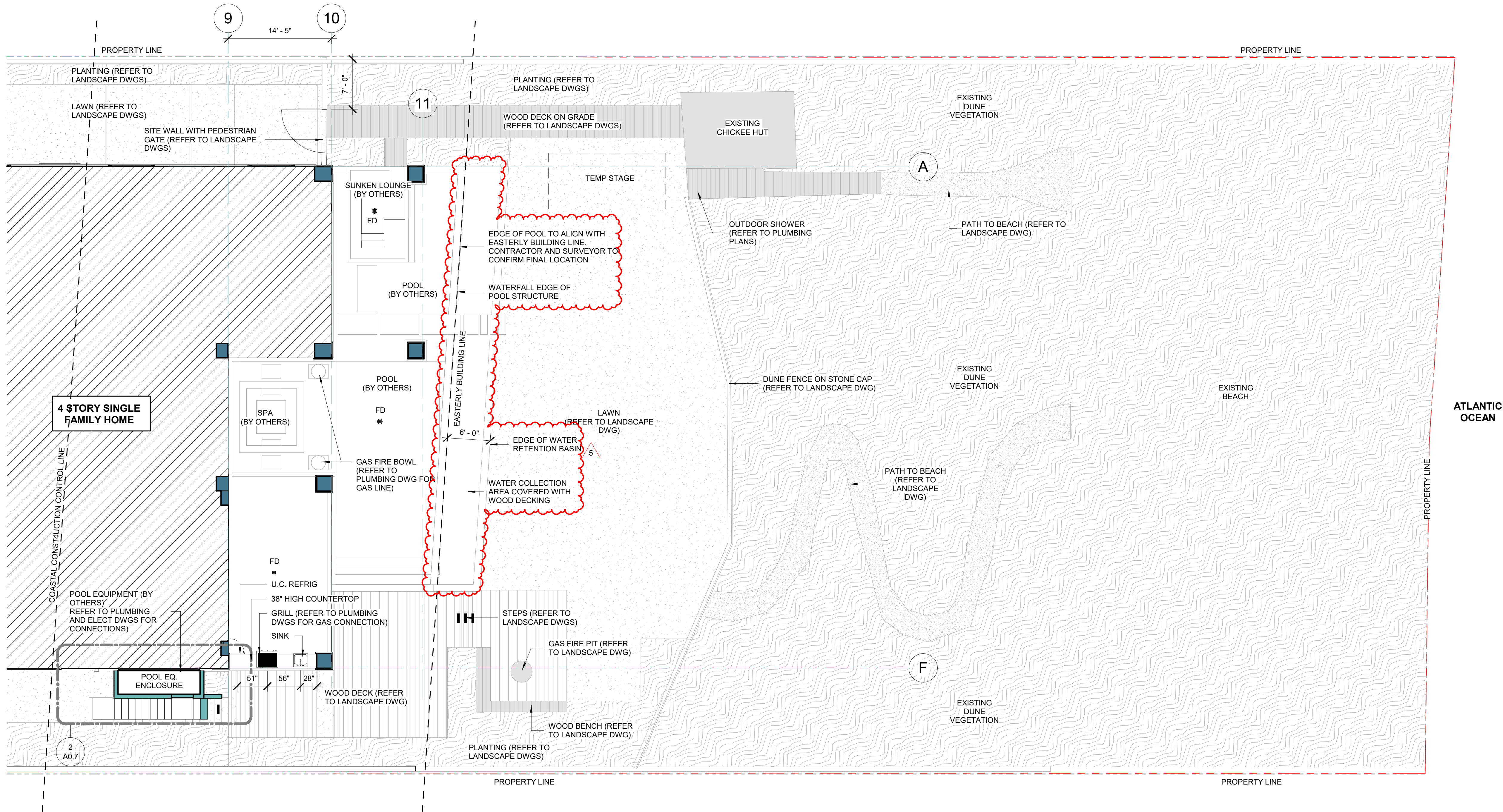
SITE PARTIAL PLAN - WEST

SHEET NO

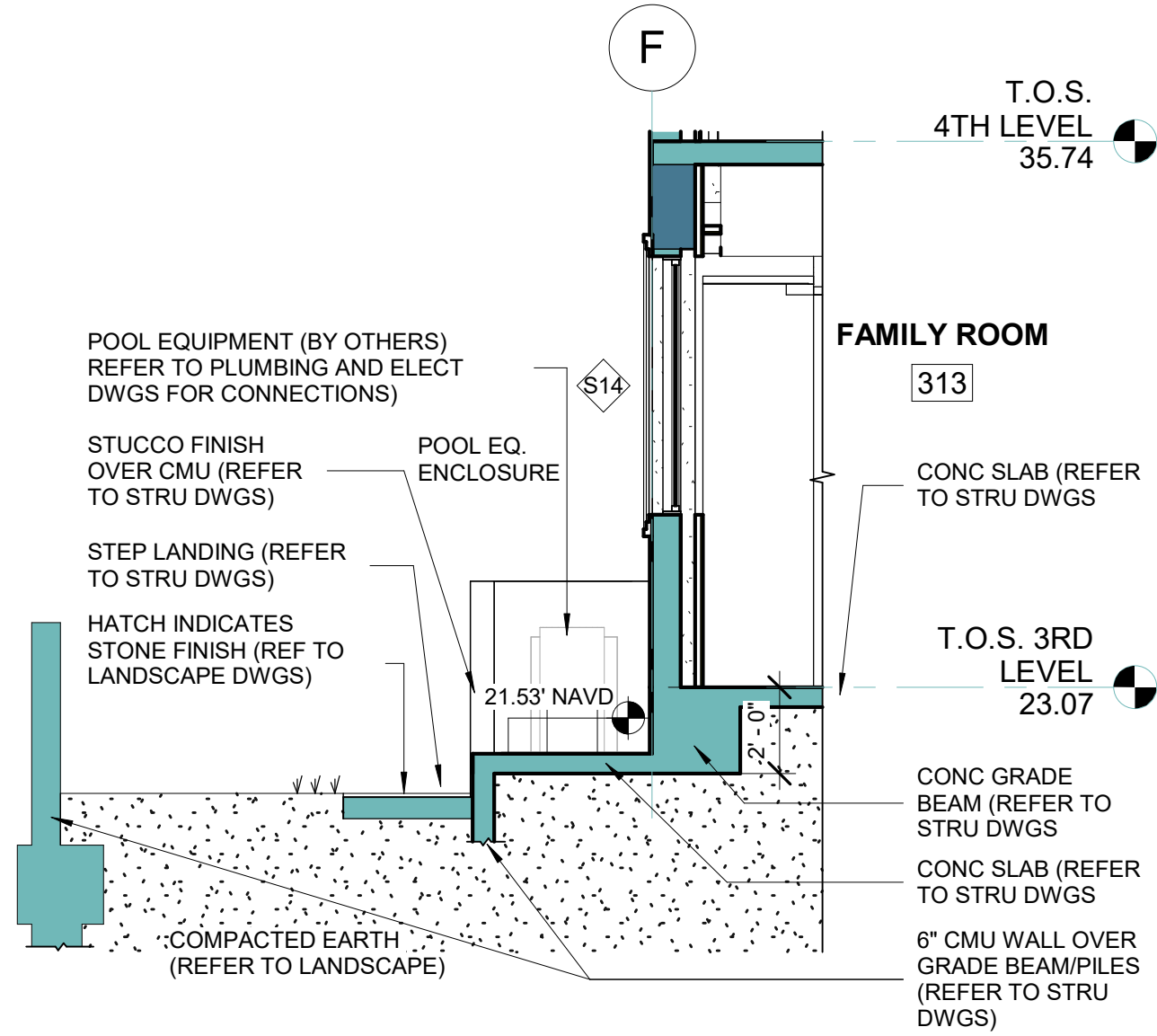
A0.6



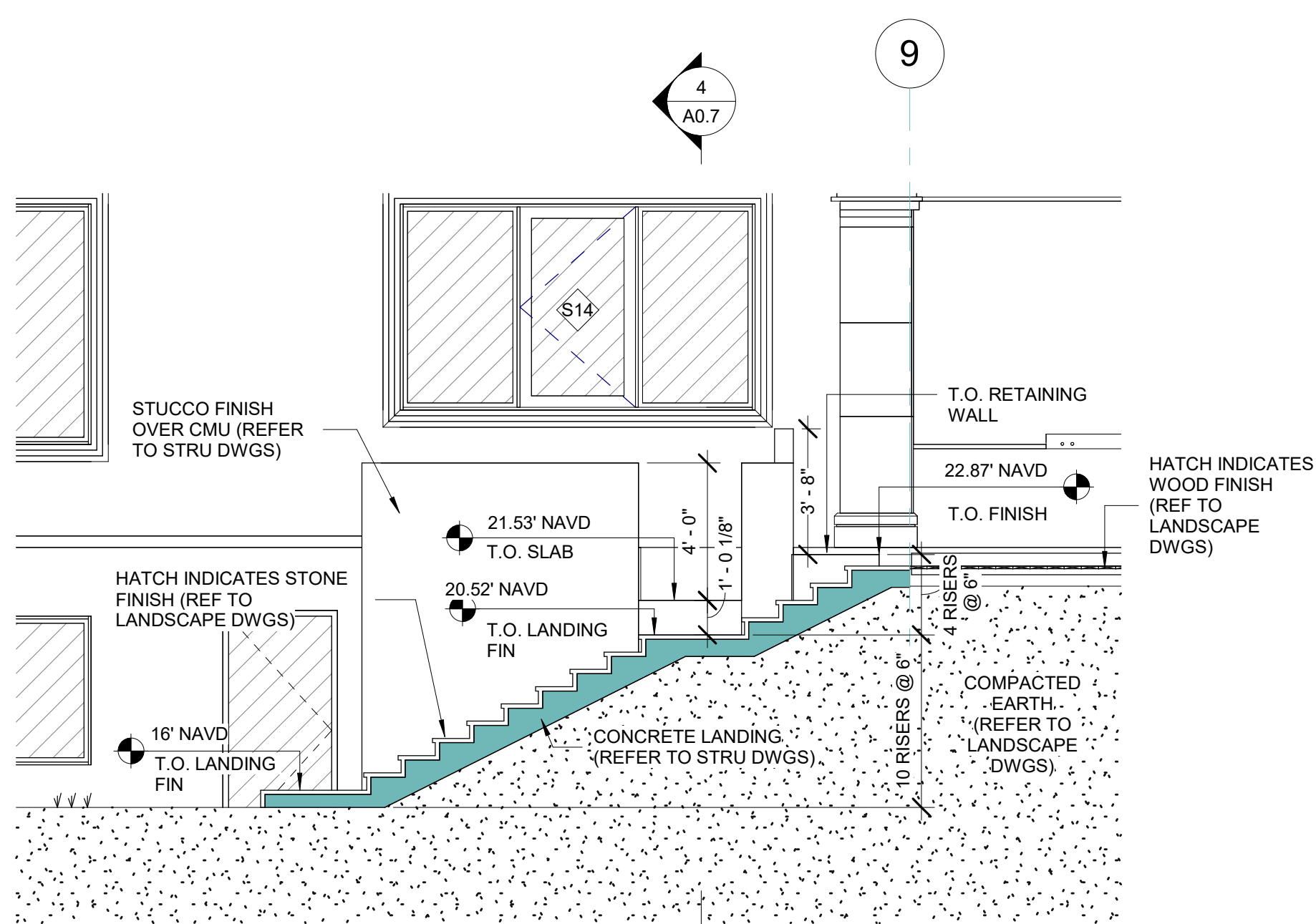
Andrew Dunlap
ANDREW@D3FLORIDA.COM
754.207.2002
Architectural Design



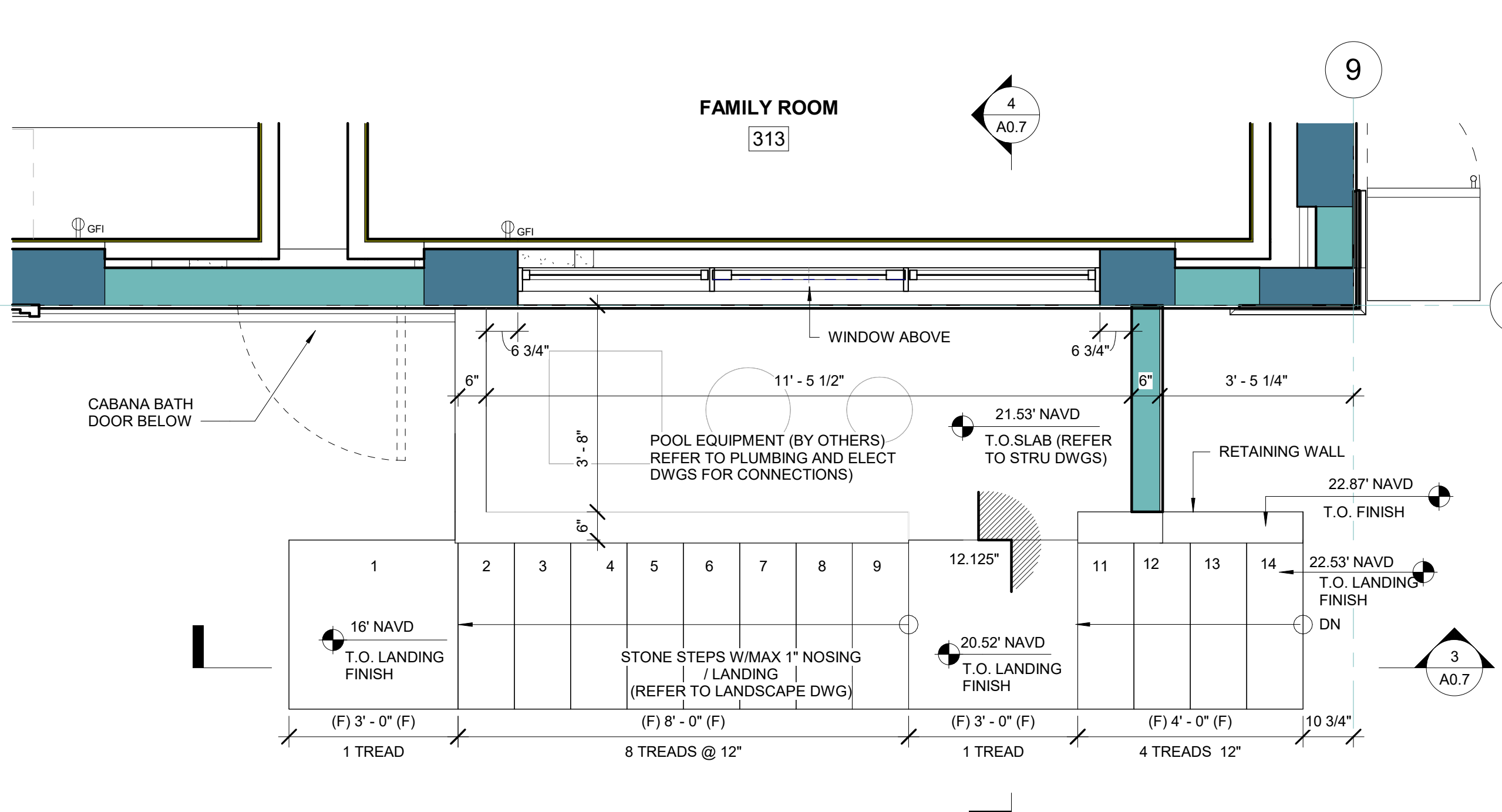
1 SITE PLAN EAST PARTIAL
1/8" = 1'-0"



4 POOL EQ SECTION 2
1/4" = 1'-0"



3 POOL EQ SECTION
1/4" = 1'-0"



2 LEVEL 2 - POOL EQ PLAN
1/2" = 1'-0"

PERMIT SET
11.06.2023

REVISIONS		
#	DESCRIPTION	DATE
3	COORDINATION	8.18.2023
4	COORDINATION	12.15.2023
5	PERMIT COMMENT	03.12.2024

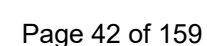
PROJECT NAME:
BERCH RESIDENCE REMODEL
PROJECT ADDRESS:
987 HILLSBORO MILE
HILLSBORO BEACH, FL 33062
D3 PROJECT NUMBER:
23008

SHEET NAME

SITE PARTIAL PLAN - EAST

SHEET NO.

A0.7



THE LOCATION AND SIZE OF ALL EXISTING UTILITIES SHOWN ON THE PLANS ARE APPROXIMATE AND ARE BASED ON THE BEST AVAILABLE INFORMATION. ADDITIONAL UTILITIES MAY EXIST WHICH ARE NOT SHOWN ON THE PLANS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL EXISTING UTILITIES. THE CONTRACTOR SHALL VERIFY ALL UTILITIES, BY ELECTRONIC METHODS AND BY HAND EXCAVATION IN COORDINATION WITH ALL UTILITY COMPANIES, PRIOR TO BEGINNING ANY CONSTRUCTION OPERATIONS. CONTRACTOR SHALL NOTIFY THE ENGINEER IN WRITING OF DISCREPANCIES PRIOR TO BEGINNING WORK. ANY AND ALL CONFLICTS OF EXISTING UTILITIES WITH PROPOSED IMPROVEMENTS SHALL BE RESOLVED BY THE ENGINEER AND THE UTILITY OWNER PRIOR TO BEGINNING ANY CONSTRUCTION OPERATIONS. THIS WORK BY THE CONTRACTOR SHALL BE CONSIDERED INCIDENTAL TO THE CONTRACT AND NO ADDITIONAL COMPENSATION SHALL BE ALLOWED.

- GENERAL NOTES:**
- ELEVATIONS ARE REFERENCED TO NAVD 1988.
 - LOCATION OF DRAINAGE PIPES AND STRUCTURES TO BE COORDINATED WITH LANDSCAPING AND UTILITIES. CONTRACTOR TO CONTACT ENGINEER SHOULD A SIGNIFICANT ADJUSTMENT BE REQUIRED.
 - CONTRACTOR TO LOCATE AND PROTECT EXISTING UTILITIES AND REPLACE/REPAIR ALL UTILITIES DAMAGED DURING CONSTRUCTION
 - CONTRACTOR TO ADJUST ALL UTILITY BOXES AND COVERS LOCATED WITHIN THE CONSTRUCTION AREA TO BE LEVEL WITH THE NEW GRADES.
 - CONTRACTOR RESPONSIBLE FOR REMOVING AND RELOCATING EXISTING ITEMS IN CONFLICT WITH NEW CONSTRUCTION.
 - CONTRACTOR TO VERIFY EXISTING GRADES PRIOR TO CONSTRUCTION. CONTRACTOR TO CONTACT ENGINEER SHOULD A SIGNIFICANT ADJUSTMENT BE REQUIRED.
 - MAXIMUM CROSS-SLOPE ON WALKWAYS TO BE 2% (50:1).
 - REFER TO HARDSCAPE PLANS FOR SITE LAYOUT AND DIMENSIONS.
 - REFER TO HARDSCAPE PLANS FOR PAVEMENT MATERIALS, SITE FINISHES, PAVEMENT INSTALLATION DETAILS AND STEP DETAILS.
 - REFER TO HARDSCAPE PLANS FOR DETAILS ON GATES.

- FLOOD INFORMATION:**
- THE PROPERTY DESCRIBED HEREON IS SUBJECT TO FLOOD ZONE AE (EL 5), ZONE X, ZONE VE (EL 8), ZONE VE (EL 9) AND ZONE VE (EL 12) AS SHOWN ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP, MAP NUMBER 12011C0189H, COMMUNITY NO. 120040, DATED 08/18/2014.
 - FLOOD ZONE LINES SHOWN HEREON WERE SCALED FROM THE ABOVE 1" = 500' FEMA FLOOD INSURANCE RATE MAP.
 - (A) THE TIDAL WATER SURVEY DEPICTED HEREON COMPLIES WITH CHAPTER 177, PART II FLORIDA STATUTES AND IS RECORDED IN THE PUBLIC REPOSITORY OF THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, BUREAU OF SURVEYING AND MAPPING AS MEAN HIGH WATER SURVEY FILE NUMBER 8244.
 - ATLANTIC OCEAN MEAN HIGH WATER ELEVATION IS 0.44 FEET, NAVD 1988 AS LOCATED ON 07/26/2021.
 - INTRACOASTAL WATERWAY MEAN HIGH WATER ELEVATION IS 0.30 FEET, NAVD 1988 AS LOCATED ON 07/26/2021.
 - MEAN HIGH WATER ELEVATIONS INDICATED HEREON ARE BASED ON ESTABLISHED DATA PROVIDED BY THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION.

LEGAL DESCRIPTION:

THE NORTH 100 FEET OF S 3,632 OF THAT PART OF GOV LOT 1 LYING E OF INTRA-COASTAL WATERWAY THE NORTH 100 FEET OF THE SOUTH 3,632 FEET OF GOVERNMENT LOT 1, BROWARD COUNTY, FLORIDA.

SAID LANDS SITUATE IN BROWARD COUNTY, FLORIDA AND CONTAINING 90,978 SQUARE FEET (0.711 ACRES) MORE OR LESS.

NOTE:

ALL FILL MATERIAL PLACE SEAWARD OF THE COOL SHALL MEET THE REQUIREMENTS OF 62B-33.005(7)F.A.C.

LEGEND

- | | | | |
|--|-------------------------------------|--|------------------------------|
| | PROPOSED PAVERS | | EXISTING MONITORING WELL |
| | PROPOSED STABILIZED SOD | | EXISTING SIGN (AS INDICATED) |
| | PROPOSED ASPHALT | | EXISTING VALVE BOX |
| | PROPOSED 4" THICK CONCRETE | | EXISTING WATER METER |
| | PROPOSED 6" THICK CONCRETE | | EXISTING CONCRETE POLE |
| | PROPOSED REINFORCED TURF | | EXISTING FENCE |
| | PROPOSED GRADE ELEVATION | | |
| | PROPOSED FIRE HYDRANT | | |
| | PROPOSED WATER METER | | |
| | PROPOSED VALVE | | |
| | PROPOSED FIRE DEPARTMENT CONNECTION | | |
| | PROPOSED CATCH BASIN | | |
| | PROPOSED YARD DRAIN | | |
| | PROPOSED SIGN (AS INDICATED) | | |
| | PROPOSED CLEANOUT | | |
| | PROPOSED RPZ BACKFLOW PREVENTER | | |
| | PROPOSED PIPING | | |
| | PROPOSED SURFACE FLOW | | |
| | EXISTING PAVERS TO REMAIN | | |
| | EXISTING PIPING AND APPURTENANCES | | |
| | EXISTING BACKFLOW PREVENTOR | | |
| | EXISTING CATCH BASIN | | |
| | EXISTING CLEANOUT | | |
| | EXISTING ELEVATION | | |
| | EXISTING GAS METER | | |
| | EXISTING MANHOLE (AS DESIGNATED) | | |

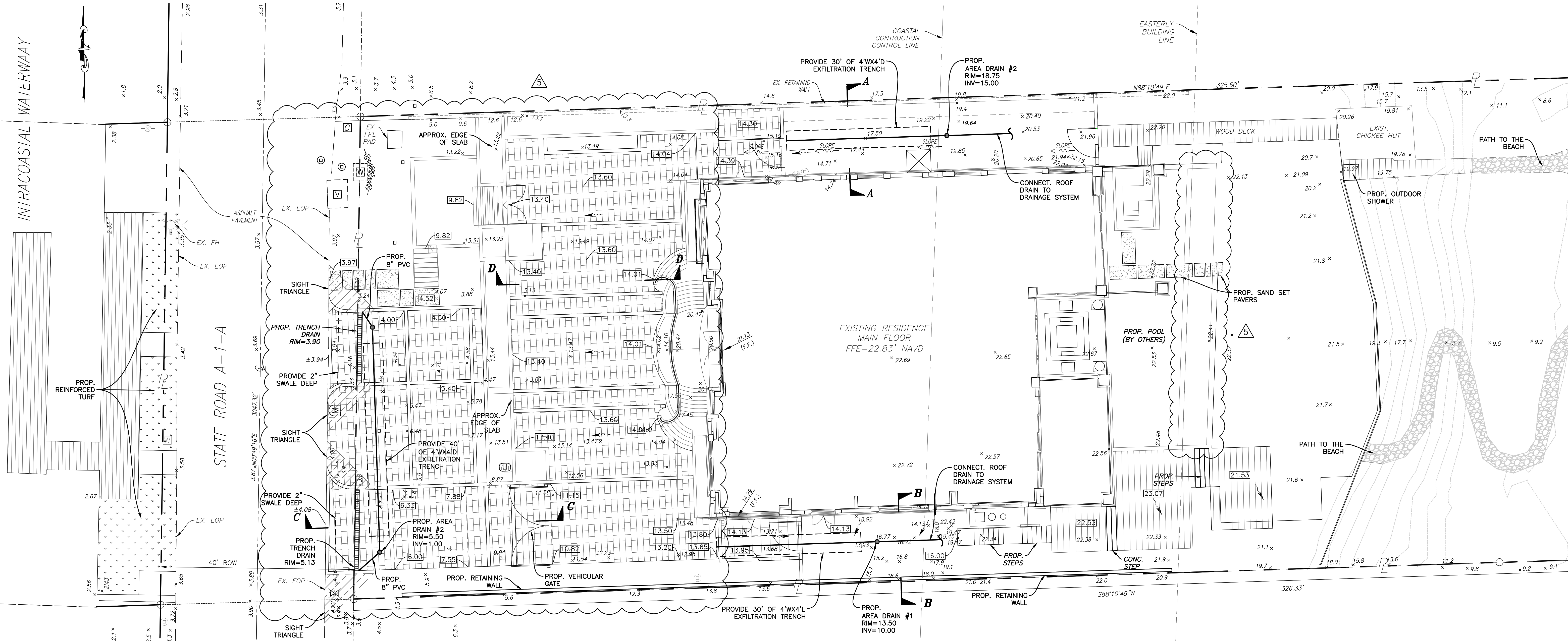
CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND SITE CONDITIONS BEFORE PROCEEDING WITH WORK. IF ANY DISCREPANCIES, ERRORS OR OMISSIONS SHOULD BE ENCOUNTERED ON PLANS, CONTRACTOR SHALL NOTIFY ARCHITECT BEFORE ANY PART OF THE WORK IS STARTED, SO THAT PROPER CORRECTIONS BE MADE. IF ARCHITECT IS NOT NOTIFIED PRIOR TO COMMENCING OF THE WORK, THE CONTRACTOR SHALL BEAR FULL RESPONSIBILITY FOR ANY DISCREPANCIES, ERRORS OR OMISSIONS.



LOCATION MAP

N.T.S.
SEC 20, TWSP 48S, RNG 43E

NOTE:
ALL ELEVATIONS ARE REFERENCED TO N.A.V.D. 1988



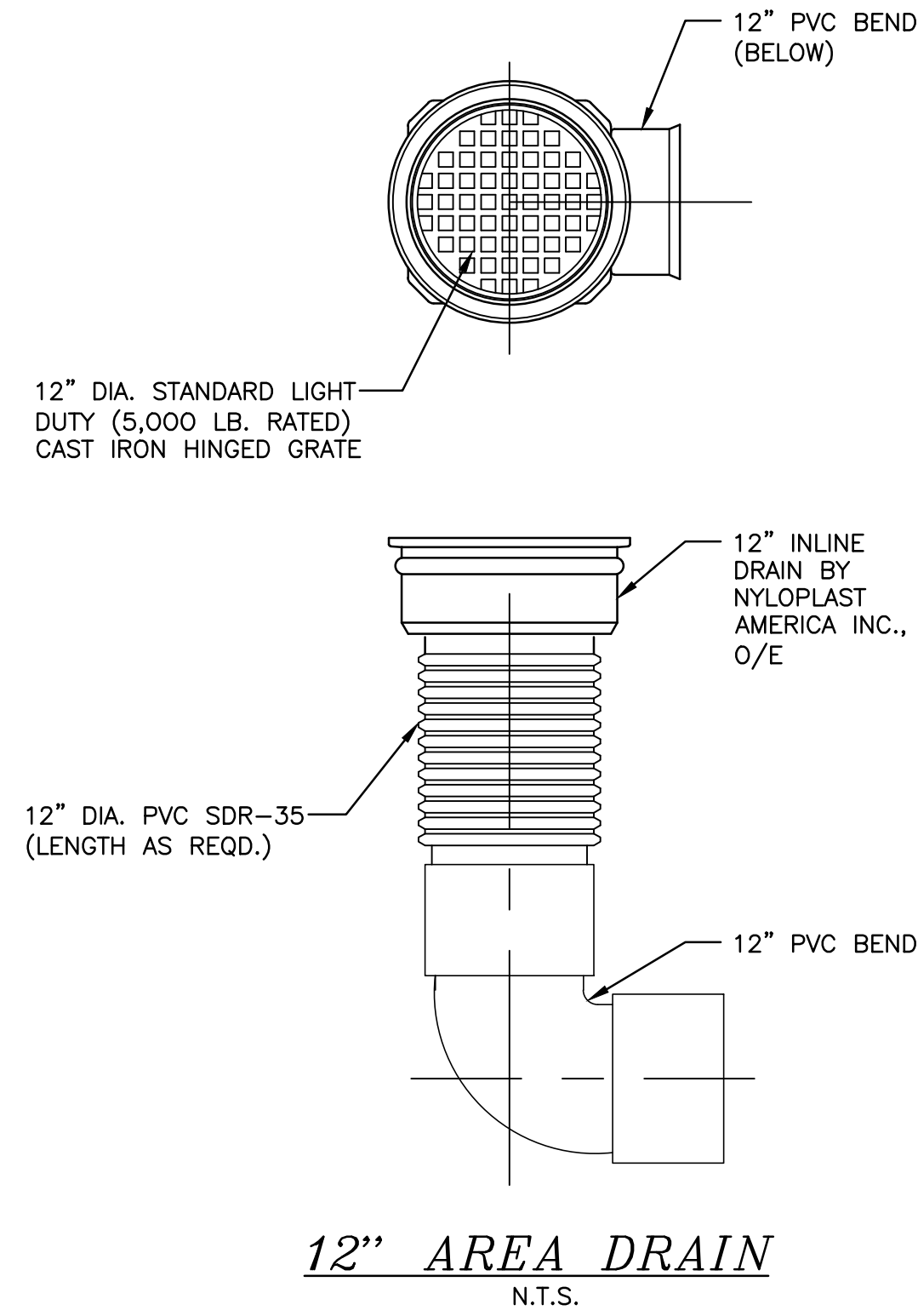
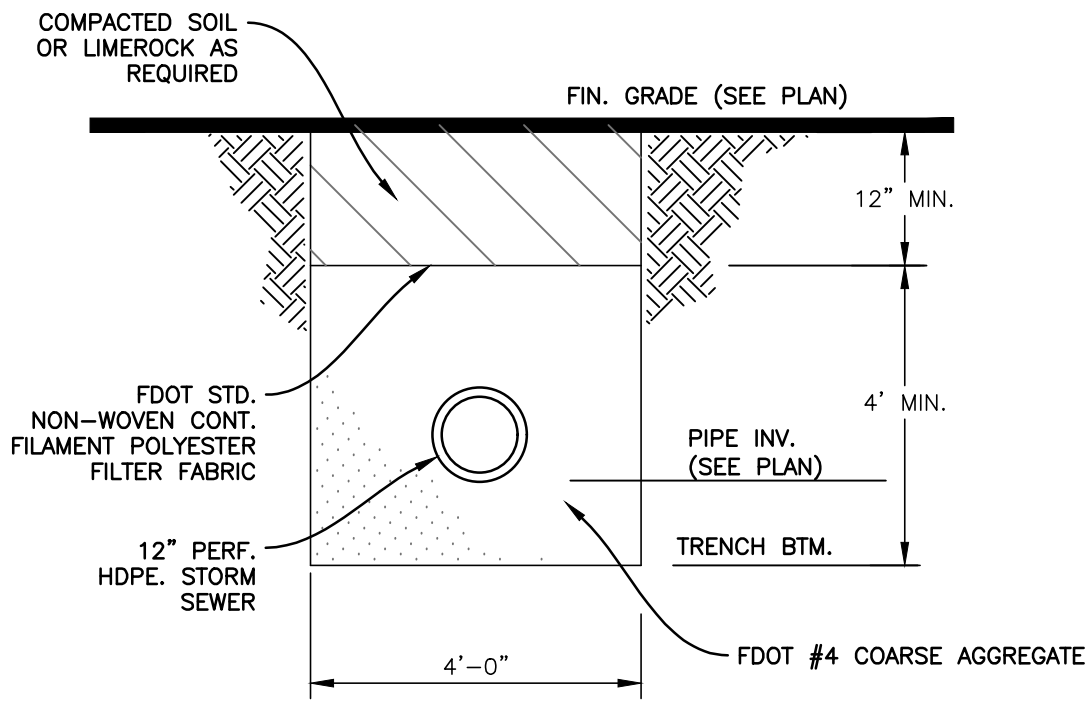
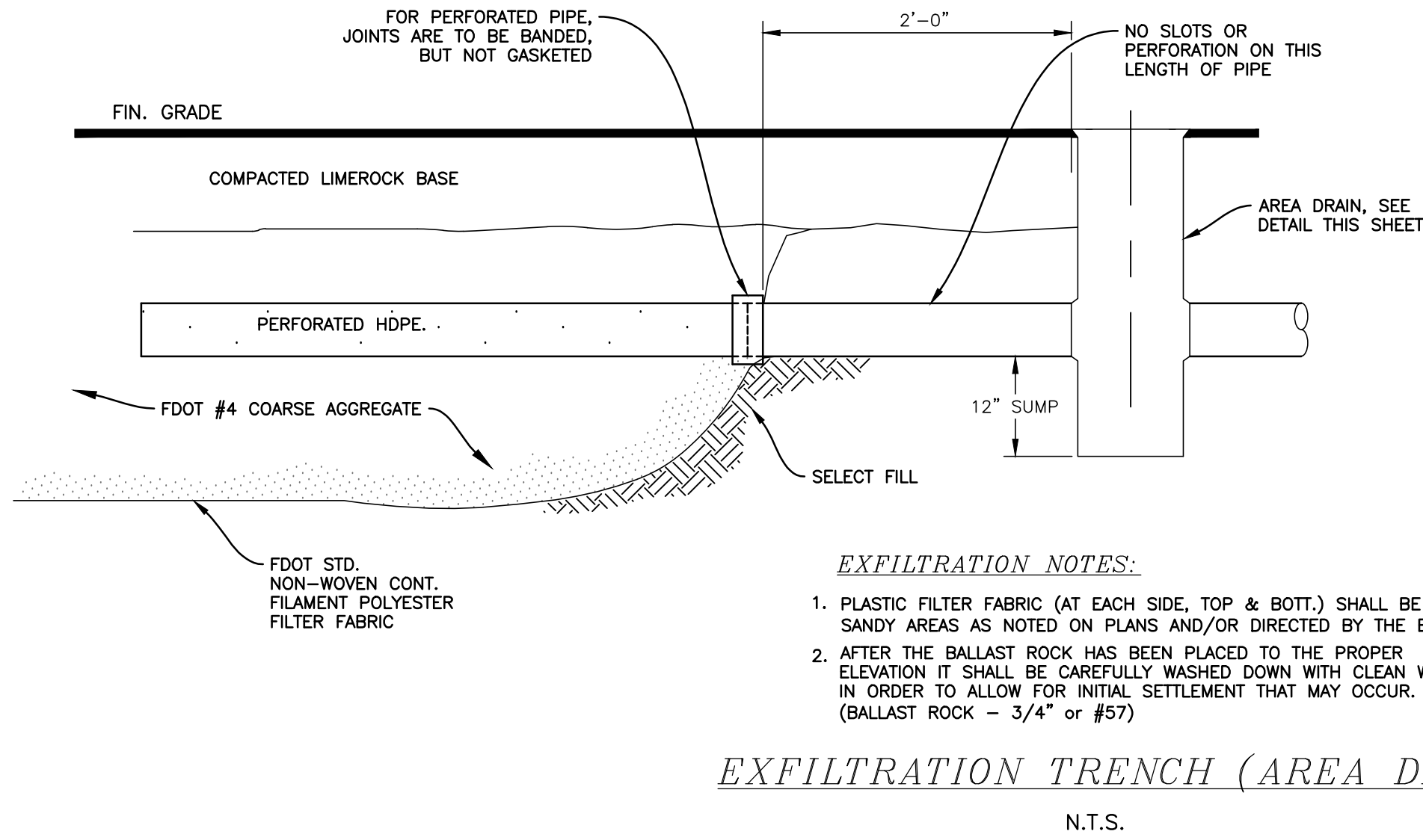
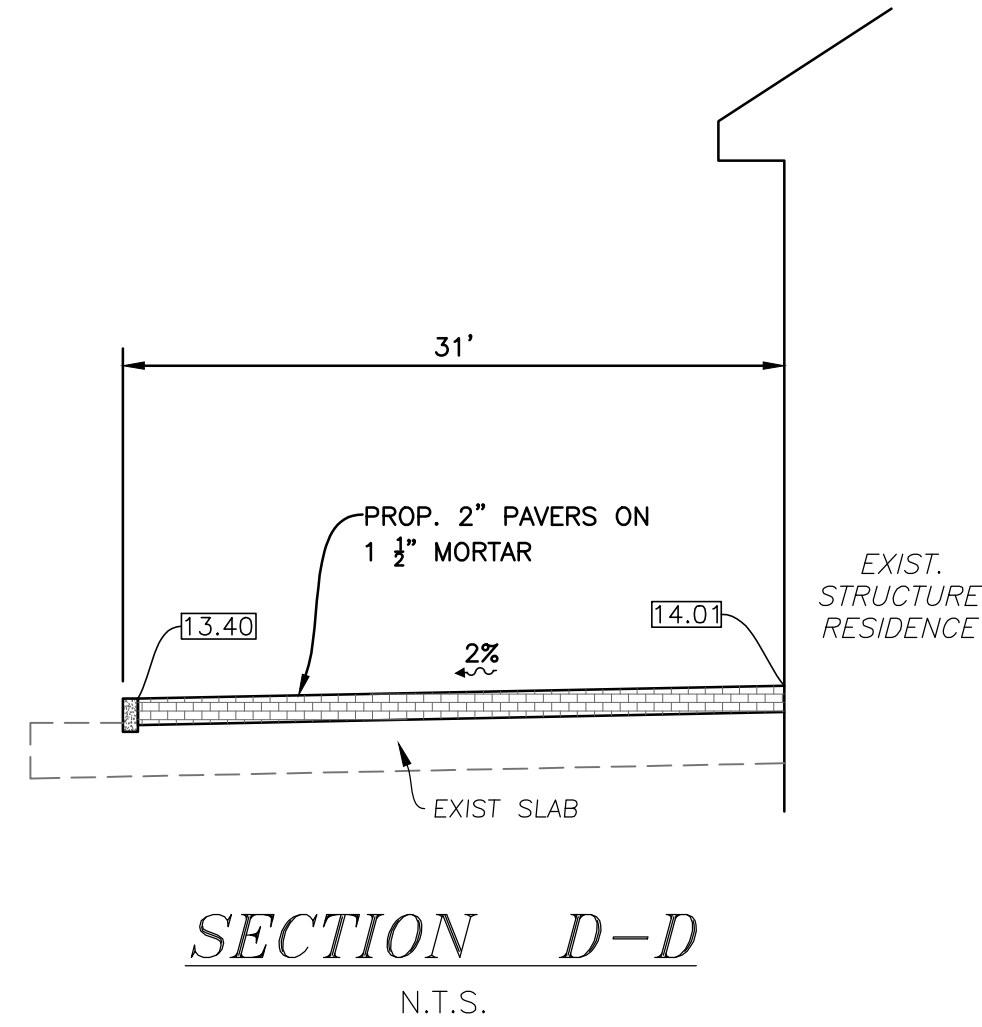
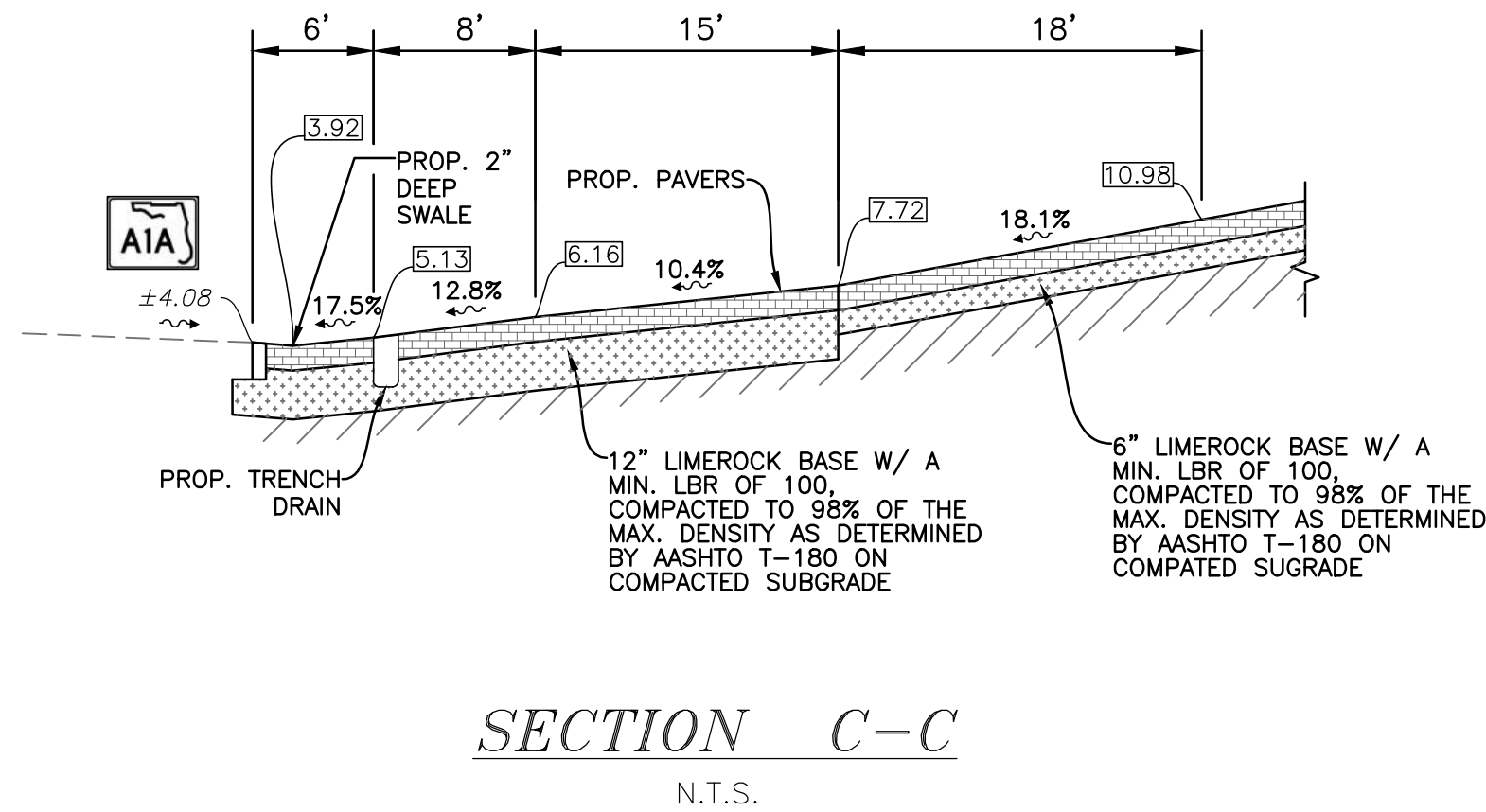
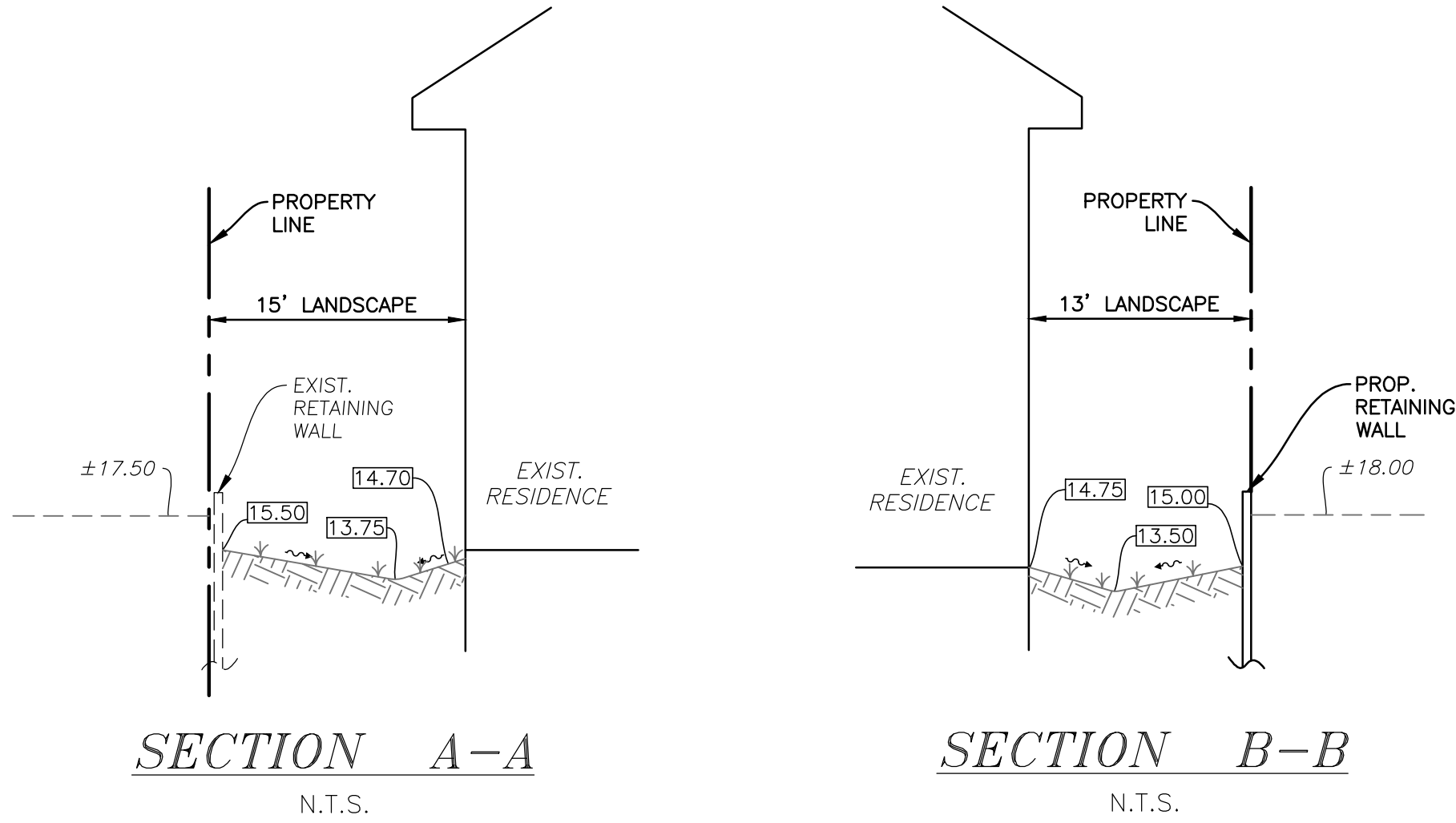
PAVING, GRADING & DRAINAGE PLAN

SCALE: 1"=10'



FINAL APPROVAL		SCALE: 1"=10'	DRAWN BY: HS	DESIGNED BY: SCH	CHECKED BY: SCH	DATE: 08/18/23	FIELD BOOK: N/A
HOLLAND ENGINEERING CIVIL ENGINEERING SOLUTIONS 301 SW 7th Street Fort Lauderdale, Florida 33315 Phone: 954.367.0371 Certificate of Authorization 7925		NO. OF SHEETS: 2					
SUSAN C. HOLLAND STATE OF FLORIDA PROFESSIONAL ENGINEER LICENSE NO. 4181		SHEET NO.: C-1					
MARK BERCH & TIFFANY BERCH RESIDENCE 987 HILLSBORO MILE HILLSBORO, FLORIDA 33062		CAD FILE NO. 22-02					
REVISIONS		NO. OF SHEETS: 2					
NO.	DATE	BY	CHK'D	DESCRIPTION	DATE	BY	CHK'D
1	8/9/22	HS	SCH	CITY COMMENTS	8/9/22	HS	SCH
2	10/18/22	A.A.	SCH	FDEP COMMENTS	10/18/22	A.A.	SCH
3	8/23/23	HS	SCH	COORDINATION	8/23/23	HS	SCH
4	12/15/23	HS	SCH	COORDINATION	12/15/23	HS	SCH
5	3/12/24	HS	SCH	PERMIT COMMENT	3/12/24	HS	SCH

J:\CAD\22-02\CAD Files\22-02_C-1_Site Plan.dwg - 8/23/2023 4:06 PM



ENTIRE SHEET REVISED

DETAILS & SECTIONS
SCALE: N.T.S.

Sunshine811
Call 811 or visit sunshine811.com two full business days before digging to have buried facilities located and marked.
Check positive response codes before you dig!

MARK BERCH & TIFFANY BERCH RESIDENCE 987 HILLSBORO MILE HILLSBORO, FLORIDA 33062				NO. OF SHEETS: 2			
				SHEET NO.: C-2			
CAD FILE NO.				22-02			
REVISIONS							
NO.	DATE	BY	CHK'D	DESCRIPTION			
1	8/3/22	HS	SCH	CITY COMMENTS			
2	10/18/22	A.A.	SCH	FDEP COMMENTS			
3	8/23/23	HS	SCH	COORDINATION			
							
SUSAN C. HOLLAND FLORIDA PROFESSIONAL ENGINEER LICENSE NO. 41831							
HOLLAND ENGINEERING CIVIL ENGINEERING SOLUTIONS 301 SW 7th Street Fort Lauderdale, Florida 33315 Phone: 954.367.0371 Certificate of Authorization 7325				DRAWN BY: HS		SCALE: N.T.S.	
				DESIGNED BY: SCH		DATE: 08/18/23	
				CHECKED BY: SCH		FIELD BOOK: N/A	

Order ID: 7625259

* Agency Commission not included

GROSS PRICE * : **\$113.74**

PACKAGE NAME: SSC_Notice of Public Meeting

Order ID: 7625259

* Agency Commission not included

GROSS PRICE * : \$113.74

PACKAGE NAME: SSC_Notice of Public Meeting

Product(s): Sun Sentinel, Affidavit, Floridapublicnotices.com, Classified.ss.com_Legal

AdSize(s): 1 Column

Run Date(s): Friday, April 26, 2024

Zone: Full Run

Color Spec. B/W

Preview

**TOWN OF HILLSBORO BEACH, FLORIDA
TUE, MAY 7, 2024, AT 9:00 AM
SITE PLAN REVIEW FOR
987 HILLSBORO MILE, HILLSBORO
BEACH, FLORIDA 33062**

NOTICE IS HEREBY GIVEN the Town of Hillsboro Beach, Florida Town Commission will meet Tuesday, May 7, 2024, at 9:00 am to consider Site Plan Approval for property located at 987 Hillsboro Mile, Hillsboro Beach, Florida 33062.

Information on the SITE PLAN REVIEW can be obtained at Town Hall, 10 days prior to the meeting. Public comments on the request will be at the meeting on May 7, 2024.

The public can attend in person at Town Hall, located at 1210 Hillsboro Mile, Hillsboro Beach, Florida or virtually via Zoom video conference and provide public comment. Zoom Meeting log-in details are provided on Town Website.

If any person decides to Appeal any decision made with respect to any matter considered at the Public Hearing, he/she will need a record of the proceedings and for such purposes may need to ensure that a verbatim recording of the proceedings is made, which records include the testimony and evidence upon which the Appeal is to be based.

In accordance with the American with Disabilities Act and Florida Statute 286.26, persons with disabilities needing special accommodations to participate in these proceedings should contact the Town Clerk no later than two days prior to the Public Hearing at 954-427-4011 for assistance.

Sherry D. Henderson, CMC Town Clerk
TOWN OF HILLSBORO BEACH, FLORIDA
04/26/2024 7625259



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, Planning Consultant
DATE: May 7, 2024
SUBJECT: Construction Site Management Plan - Demolition
LOCATION: 951 Hillsboro Mile

This agenda report concerns the proposed demolition and required construction site management plan ("CSMP") for the property located at 951 Hillsboro Mile, within the RS-2 single-family zoning district. The owner of the property, Michael Rappaport (through 3636 Hillsboro Mile LLC, the Applicant) has assigned Lindsay Fitzpatrick of Demolition Gods Inc. as the authorized agent. Authorized agent submitted an application for CSMP and required submittals to the Town on April 18, 2024.

Section 12-50 of the Town Code requires a construction site management plan to be approved by the Town Commission prior to the issuance of a development order or building permit. This requirement includes most construction-related activities including demolitions, as proposed. Most requirements for submittal in the Town code regarding CSMPs pertain to new development. The Applicant proposes to demolish all structures on site and leave the property vacant (pending sale to a new owner).

Property Description

The applicant is requesting approval for the demolition of all structures on the property located at 951 Hillsboro Mile. The property is a single lot totaling roughly 35,214 square feet (0.8 acres). The portion of the parcel east of A1A contains a single-family house (completed 1976), driveway and parking area, front yard swimming pool, rear yard wood deck and beach stairs. The portion of the parcel west of A1A is currently vacant, with the exception of the existing dock and seawall.

951 Hillsboro Mile – Location of proposed demolition:



Construction Site Management Plan Submittals and Review

At the request of the Town Consultant Planner, the authorized agent submitted a CSMP reflecting the scope of work limited to a complete demolition only. The plan provides a survey of the property, notation of structures to be removed, trees and landscaping to remain intact, and the location of proposed temporary fencing and required silt screening. The plan also includes a written erosion and sediment control plan, as requested by staff.

The Consultant Planner reviewed the CSMP application submitted on April 18, 2024 with the Town's Land Development Regulations, specifically section 12-50 regarding construction management. Consultant Planner finds the plan submitted complies with all the requirements of section 12-50 which pertain to demolition and future use as a vacant lot.

As the lot is proposed to remain vacant following the demolition, Consultant Planner recommends as a condition of approval of the plan, that the applicant and any subsequent owner of the parcel be required *to contain all sand and soil on site for the duration of time the property shall remain vacant*, as required by sections 12-49 and 12-50 of the Town Code.

Proposed Site Activities

The applicant proposes to demolish all structures on site, maintain existing landscaping, and leave the site vacant. The applicant states that the property is to be marketed for sale as a vacant single-family parcel. Any new development of the property, whether by the applicant or a future owner, must conform to the requirements of the Town Code regarding new development, which would include a future CSMP for the new development.

Staff Recommendation

Based on the analysis of the Hillsboro Beach Code of Ordinances, the Consultant Planner recommends approval of the proposed construction site management plan, with the following condition:

1. The site shall be maintained such that all sand and soil be contained on premises, through an erosion and sediment control plan, in compliance with the Town Code, for the duration the property shall remain vacant.



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

DEVELOPMENT APPLICATION

Submittal Date: 4/17/24

Zoning Board Meeting Date: _____

Property Control # 4843 20 00 0330

Town Commission Meeting Date: _____

PROPERTY OWNER(S)		AUTHORIZED AGENT	
NAME: 3636 HILLSBORO MILE LLC		NAME: Lindsay Fitzpatrick	
ADDRESS: 660 NW 110 AVE PLANTATION FL 33324		ADDRESS: 7533 Roosevelt St Hollywood, FL 33024	
PHONE:	CELL:	PHONE: 954-822-3353	CELL:
E-MAIL mrappaport03@yahoo.com	FAX:	E-MAIL lindsay@demolitiongods.com	FAX:

APPLICANT'S CERTIFICATION

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

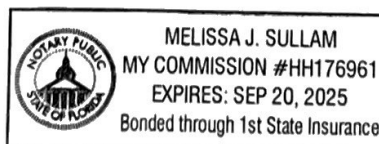
Signature

Michael Rappaport
 Print Name

STATE OF FLORIDA, COUNTY OF BROWARD

The foregoing instrument was acknowledged before me on this 17 day of April, 2024, by Michael Rappaport as Owner for 3636 Hillsboro Mile, LLC
 Personally know Y or has produced identification _____. Type of Identification _____

Notary Signature
MELISSA SULLAM
 Print Notary Name



CHECK BELOW WHERE APPLICABLE

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

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

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

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

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

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

GENERAL DATA

Project Location: 951 Hillsboro Mile Hillsboro Beach, FL 33062 District: _____

Proposed Zoning: RS-2

Existing Comprehensive Plan Designation: _____

Proposed Comprehensive Plan Designation: Demolition of structure and pool

Existing Land Use: Residential

Proposed Land Use: Residential

Total Site Area: Approx 20,000 Sq Ft Sq. Ft. _____ Acres

Flood Zone Category: _____

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

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

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

Describe the type of operation or business proposed; or the proposed construction. N/A

Estimated construction cost: \$58,500

Describe in detail the phasing of the proposed development. _____

Total demolition of existing structure and pool

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

Please see attached statement letter

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

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

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

Yes ☐ No ☒ If yes, please note date of previous approval. _____

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

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

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

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



TYPE OF SURVEY:

- ☐ BOUNDARY
☐ ALTA/NSPS
☒ CONSTRUCTION
☐ TOPOGRAPHIC
☐ CONDOMINIUM
☐ SPECIAL PURPOSE

PRINTING INSTRUCTIONS

WHEN PRINTING THIS PDF IN ADOBE, SELECT "ACTUAL SIZE" TO ENSURE CORRECT SCALING. DO NOT USE "FIT".

ABBREVIATION LEGEND

(SOME ITEMS IN LEGEND MAY NOT APPEAR ON DRAWING):

A OR AL = ARC LENGTH	PCC = POINT OF COMPOUND CURVATURE
C/O = CLEANOUT	PH = POOL HEATER
CA = CENTRAL ANGLE	PI = POINT OF INTERSECTION
CATV = CABLE TV RISER	PK = PARKER KALON
CH = CHORD DISTANCE	POB = POINT OF BEGINNING
CONC. = CONCRETE	POC = POINT OF COMMENCEMENT
CR = CALCULATED FROM RECORD	PP = POOL PUMP
DE = DRAINAGE EASEMENT	PRC = POINT OF REVERSE CURVATURE
EL OR ELEV = ELEVATION	PT = POINT OF TANGENCY
F.F.E. = FINISHED FLOOR ELEV.	QTR = QUARTER
FIR = FOUND IRON ROD	R = RADIUS
FN = FOUND NAIL	RNG = RANGE
FND = FOUND	ROW = RIGHT OF WAY
G.F.E. = GARAGE FINISHED FLOOR	SEC = SECTION
L = LEGAL DESCRIPTION	TR = TELEPHONE RISER
M = MEASURED	TWP = TOWNSHIP
OHC = OVERHEAD CABLE	UE = UTILITY EASEMENT
P = PLAT	UP = UTILITY POLE
PC = POINT OF CURVATURE	WM = WATER METER
	WV = WATER VALVE

SYMBOLS - NOT-TO-SCALE

(SOME ITEMS IN LEGEND MAY NOT APPEAR ON DRAWING):

⊕ = UTILITY POLE	⊙ = WELL
☆ = LIGHT POLE	⊕ = CENTER LINE
⊕ = CATCH BASIN	⊕ = PARTY WALL
⊕ = FIRE HYDRANT	⊕ = AIR CONDITIONER
⊕ = MANHOLE	⊕ = SEPTIC LID
⊕ = WATER VALVE	⊕ = ELEV. SHOT
⊕ = WATER METER	⊕ = SEC. QTR. CORNER
⊕ = HANDICAP PARKING SPACE	
⊕ = SECTION CORNER	

CERTIFICATION

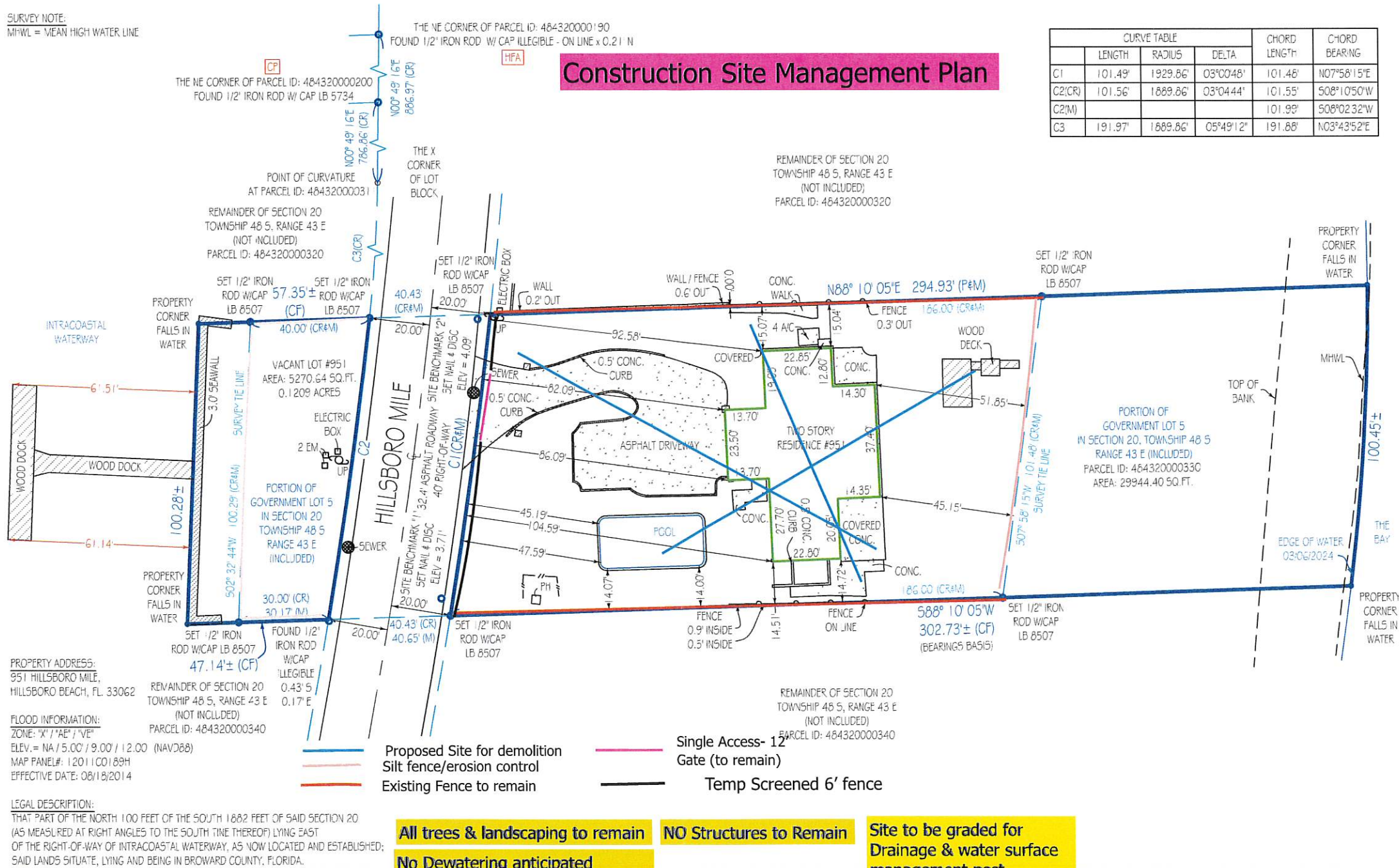
I HEREBY CERTIFY THAT THIS SURVEY MEETS THE STANDARDS OF PRACTICE AS OUTLINED IN CHAPTER 5J-17.051 & 5J-17.052 OF THE FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES, AND THAT THE ELECTRONIC SIGNATURE AND SEAL (IF AFFIXED) HEREON MEETS PROCEDURES AS SET FORTH IN CHAPTER 5J-17.062, PURSUANT TO SECTION 472.025, FLORIDA STATUTES.



Digitally signed by
Pablo A Alvarez
Date: 2024.03.11
13:56:49 -04'00'

SIGNATURE _____ DATE: 3-11-2024
PABLO ALVAREZ - PROFESSIONAL SURVEYOR AND MAPPER FLORIDA REGISTRATION NO. 7274 (NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OR THE ELECTRONIC SEAL (IF AFFIXED) OF THE FLORIDA LICENSED SURVEYOR AND MAPPER SHOWN ABOVE)

SURVEY NOTE:
MHWL = MEAN HIGH WATER LINE



CURVE TABLE				CHORD LENGTH	CHORD BEARING
	LENGTH	RADIUS	DELTA		
C1	101.49'	1929.86'	03°00'48"	101.48'	N07°58'15"E
C2(CR)	101.56'	1889.86'	03°04'44"	101.55'	S08°10'50"W
C2(M)				101.99'	S08°02'32"W
C3	191.97'	1889.86'	05°49'12"	191.88'	N03°43'52"E

Aerial Photograph
May not show latest improvements. Not-to-scale.



GENERAL NOTES:

1. THIS SURVEY IS BASED UPON RECORD INFORMATION PROVIDED BY CLIENT. NO SPECIFIC SEARCH OF THE PUBLIC RECORD HAS BEEN MADE BY THIS OFFICE UNLESS OTHERWISE NOTED.
2. ANY FENCES SHOWN HEREON ARE ILLUSTRATIVE OF THEIR GENERAL POSITION ONLY. FENCE TIES SHOWN ARE TO GENERAL CENTERLINE OF FENCE. THIS OFFICE WILL NOT BE RESPONSIBLE FOR DAMAGES RESULTING FROM THE REMOVAL OF, OR CHANGES MADE TO, ANY FENCES UNLESS WE HAVE PROVIDED A SURVEY SPECIFICALLY LOCATING SAID FENCES FOR SUCH PURPOSES. DETERMINATION OF FENCE POSITIONS SHOULD BE BASED SOLELY ON THEIR PHYSICAL RELATIONSHIP TO THE MONUMENTED BOUNDARY LINES.
3. GRAPHIC REPRESENTATIONS MAY HAVE BEEN EXAGGERATED TO MORE CLEARLY ILLUSTRATE MEASURED RELATIONSHIPS - DIMENSIONS SHALL HAVE PRECEDENCE OVER SCALED POSITIONS.
4. UNDERGROUND IMPROVEMENTS HAVE NOT BEEN LOCATED EXCEPT AS SPECIFICALLY SHOWN.
5. ELEVATIONS ARE BASED UPON NATIONAL GEODETIC VERTICAL DATUM (N.G.V.D. 1929) OR NORTH AMERICAN VERTICAL DATUM (N.A.V.D. 1988) AS SHOWN HEREON.
6. ALL BOUNDARY AND CONTROL DIMENSIONS SHOWN ARE FIELD MEASURED AND CORRESPOND TO RECORD INFORMATION UNLESS SPECIFICALLY NOTED OTHERWISE.
7. ANY CORNERS SHOWN AS "SET" HAVE EITHER BEEN SET ON THE DATE OF FIELD WORK, OR WILL BE SET WITHIN 2 BUSINESS WEEKS OF SAID DATE AND ARE IDENTIFIED WITH A CAP MARKED LB (LICENSED BUSINESS) #8507.

CERTIFIED TO
3636 HILLSBORO MILE LLC

BEARING REFERENCE:

THE SOUTH LINE OF SUBJECT LOT AS S 88°10'05" W
ALL BEARINGS SHOWN HEREON REFERENCED THERETO.

PURPOSE OF SURVEY: PROPERTY IMPROVEMENTS-OTHER

REVISIONS

Job Number : 201226-SE	Field:
Drawn By : I.M.	Date of Field Work : 03/06/2024

Platted Easements & Notable Conditions (unplatted easements also listed if provided): IF APPLICABLE, RECIPIENTS OF THIS SURVEY SHOULD REVIEW THE POSITION OF ANY FENCE LINES SHOWN AND THEIR RELATIONSHIP TO THE BOUNDARY LINE.
- WOOD DOCK CROSSES THE BOUNDARY LINE ON WESTERLY SIDE OF LOT AS SHOWN.

LINETYPES:

BOUNDARY	BUILDING
EASEMENT	CHAIN LINK FENCE
WOOD FENCE	PLASTIC FENCE
OVERHEAD CABLE	

Elevations, if shown:

Benchmark: N 765
Benchmark Elev.: 7.63'
Benchmark Datum: N.G.V.D.29
Elevations on Drawing are in:
N.G.V.D.29 ☒ N.A.V.D.88

"CP" = CONTROLLING POINT (POINT OF ROTATION) "HFA" = HELD FOR ALIGNMENT - ALL OTHER MONUMENTATION AND IMPROVEMENTS RELATIVE THERETO

This survey has been issued by the following Landtec Surveying office:

840 US Hwy 1, Suite 330
North Palm Beach, Florida 33408
Office: (561) 210-9344 www.LandtecSurvey.com
Email: Construction@landtecsurvey.com

LANDTEC

LICENSED BUSINESS No. 8507

EROSION AND SEDIMENT CONTROL PLAN

1. The contractor is responsible for the following best erosion and sediment control practices as outlined in the plans ,specifications and applicable water management District permits for this project
2. This plan indicates the minimum erosion and sediment control measures required for the project the contractor is responsible for meeting all applicable rules, regulations and water quality guidelines and may need to install additional controls.
3. All excavations and earthwork shall be done in a manner to minimize water turbidity and pollution.Discharge shall be controlled and rerouted through filters, siltation diapers and sumps. The contractor should be responsible for the prevention correction, control and abatement of a erosion and water pollution in accordance with the chapter 62-302 Florida administrative code.
4. Silt fences shall be used along the property line so minimize off site siltation migration.
5. Filer Fabric shall be installed Under inlet grates and extend a minimum of 1 foot Beyond each side of the inlet structure.
6. Sediment deposits should be removed after each rainfall and as needed.
7. Any discharge from dewatering activity shall be filtered and conveyed to the outfall in a manner which prevents a erosion and transportation of suspended solids to the receiving outfall.
8. Dewatering pumps are not to exceed the capacity of that which requires a consumptive use permit from the applicable water management District.
9. All disturbed areas show the grassed fertilized ,mulched and maintained until permanent vegetation cover it is established.
10. Sod shall be placed in areas which may require immediate relief erosion protection to ensure water quality standards are maintained.
11. Any sediment deposits remaining in place after barrier are no longer required shall be dressed to conform to the existing grade, prepared and seeded.
12. All dewatering , erosion And sediment control shower remain in place until after completion of construction and shall be removed when areas have been stabilized.

Order ID: 7625243

* Agency Commission not included

GROSS PRICE * : **\$120.79**

PACKAGE NAME: SSC_Notice of Public Meeting

Order ID: 7625243

* Agency Commission not included

GROSS PRICE * : \$120.79

PACKAGE NAME: SSC_Notice of Public Meeting

Product(s): Sun Sentinel, Affidavit, Floridapublicnotices.com, Classified.ss.com_Legal

AdSize(s): 1 Column

Run Date(s): Friday, April 26, 2024

Zone: Full Run

Color Spec. B/W

Preview

Order ID: 7625243

* Agency Commission not included

GROSS PRICE * : \$120.79

PACKAGE NAME: SSC_Notice of Public Meeting

**TOWN OF HILLSBORO BEACH, FLORIDA
TUE, MAY 7, 2024, AT 9:00 AM**

**CONSTRUCTION SITE MANAGEMENT
PLAN REVIEW FOR
951 HILLSBORO MILE, HILLSBORO
BEACH, FLORIDA 33062**

NOTICE IS HEREBY GIVEN the Town of Hillsboro Beach, Florida Town Commission will meet Tuesday, May 7, 2024, at 9:00 am to consider Site Plan Approval for property located at 951 Hillsboro Mile, Hillsboro Beach, Florida 33062.

Information on the Construction Site Management Plan Review can be obtained at Town Hall, 10 days prior to the meeting. Public comments on the request will be at the meeting on May 7, 2024.

The public can attend in person at Town Hall, located at 1210 Hillsboro Mile, Hillsboro Beach, Florida or virtually via Zoom video conference and provide public comment. Zoom Meeting log-in details are provided on Town Website.

If any person decides to Appeal any decision made with respect to any matter considered at the Public Hearing, he/she will need a record of the proceedings and for such purposes may need to ensure that a verbatim recording of the proceedings is made, which records include the testimony and evidence upon which the Appeal is to be based.

In accordance with the American with Disabilities Act and Florida Statute 286.26, persons with disabilities needing special accommodations to participate in these proceedings should contact the Town Clerk no later than two days prior to the Public Hearing at 954-427-4011 for assistance.

Sherry D. Henderson, CMC Town Clerk
TOWN OF HILLSBORO BEACH, FLORIDA
4/26/24 7625243



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. 2024-23 Consideration to Approve and Amend the Town's Mutual Benefit and Use Agreement for Emergency Debris Removal Services with Ashbritt, Inc., per Terms and Conditions of City of Deerfield Beach RFP #2016-17/26, Authorizing the June 5, 2024 Expiration Date be Extended for Ninety (90) Days to Coincide with the New Expiration of September 3, 2024.

Submitting Dept: Town Clerk, Sherry Henderson, Town Clerk

Agenda Date: May 7, 2024

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. Agenda Cover Memo Recommendation of Extension
 2. Resolution
 3. Acknowledge & Accept Terms - Use Benefit Agreement
 4. Ashbritt extension



MEMORANDUM

DATE: April 24, 2024

TO: Mac Serda, Town Manager

FROM: Donna Rockfeld, Procurement Manager

RE: **Approval of Extension of Mutual Use and Benefit Agreement -Ashbritt, Inc. for Emergency Debris Removal**

BACKGROUND:

To ensure the protection of public health and safety following the impact of a natural disaster such as a hurricane, and in order to qualify for FEMA reimbursement following a declared emergency, the Town must comply with FEMA's procurement guidelines, which require advanced contracts prior to the event. FEMA in general does not allow agencies to piggyback other agencies awarded agreements unless it falls under exigency or emergency exception. The Town of Hillsboro Beach has prepared and recently released *RFP#2024-04-01– Disaster Debris Removal Services*. Proposals are due back on Thursday, May 30, 2024.

On July 11, 2023, Resolution 2023-32 was approved by the Town Commission for the Town to enter into a Mutual Use and Benefit Agreement with Ashbritt, Inc for Emergency Debris Removal Services, in accordance with the terms and conditions of the City of Deerfield Beach RFP #2016-17/26. The agreement will expire on June 5, 2024. Pursuant to Article 2 - Term and Time of Performance, the City of Deerfield Beach has exercised its right to extend the contract with Ashbritt, Inc. for ninety (90) days past the contract expiration date. The new contract expiration date was amended to September 3, 2024. Ashbritt, Inc. has also agreed to extend the Town's Mutual Benefit and Use Agreement.

Fiscal Impact

These services are on based on an as-needed basis and will only be utilized in the event of an emergency. The Town will seek FEMA reimbursement following a declared emergency.

Recommendation:

Recommendation is made to extend the Mutual Use and Benefit Agreement for ninety (90) days in the event that a declared emergency occurs prior to the evaluation of proposal submittal and subsequent approval to award by the Town Commission

The extension of the Mutual Use and Benefit Agreement with Ashbritt, Inc. will ensure that the necessary services will be provided to the Town for the clearing of roadways, access routes, public property including but not limited to the "emergency push", debris removal, processing of hangers/leaners/stumps, demolition of structures, disposal, and other right of entry services as necessary in the event of natural disasters in accordance with the most current Federal, State, and local government standards/guidelines. All terms and conditions of the Mutual Use and Benefit Agreement with Ashbritt, Inc. are in accordance with the executed agreement of the City of Deerfield Beach RFP #2016-17/26.

C: Jay Szenat, Chief of Police

Attachments:

Ashbritt Approval to Extend Mutual Use and Benefit Agreement – Town of Hillsboro Beach
Mutual Benefit Agreement – Town of Hillsboro Beach and Ashbritt, Inc.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52

RESOLUTION NO. 2024-23

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING THE EXTENSION OF MUTUAL USE AND BENEFIT AGREEMENT WITH ASHBRIIT, INC. FOR EMERGENCY DEBRIS REMOVAL SERVICES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission deems it to be in the best interests of the Town to approve the Extension of Mutual Use and Benefit Agreement with Ashbriit, Inc. for Emergency Debris Removal Services.

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

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

SECTION 2. The Town Commission of the Town of Hillsboro Beach, Florida, hereby approves the Extension of Mutual Use and Benefit Agreement with Ashbriit, Inc. for Emergency Debris Removal Services; a copy of the Approval to Extend Mutual Use and Benefit Agreement is attached hereto as Exhibit "A".

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

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

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

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

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

TOWN OF HILLSBORO BEACH, FLORIDA

Dawn Miller, Mayor

ATTEST:

Sherry D. Henderson, CMC
Town Clerk

**RESOLUTION NO. 2024 - 23
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 Hall
1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

Phone: (954) 427-4011
Fax: (954) 427-4834
townofhillsborobeach.com

April 23, 2024

Email: response@ashbritt.com
JRyan@ashbritt.com

Brittany Perkins Castillo, CEO
Ashbritt, Inc.
565 E. Hillsboro Blvd.
Deerfield Beach, FL 33441

RE: *Extension Mutual Use Agreement Emergency Debris Removal*

Dear Ms. Perkins Castillo,

The Town of Hillsboro Beach's Mutual Benefit and Use Agreement for Emergency Debris Removal with your company, will expire on June 5, 2024. The terms and conditions of the Mutual Benefit and Use Agreement are as per the City of Deerfield Beach RFP #2016-17/26.

Pursuant to Article 2 - Term and Time of Performance, the City of Deerfield Beach has exercised its right to extend the contract for ninety (90) days past the contract expiration date. The new contract expiration date was amended to September 3, 2024. The Town of Hillsboro Beach would like to extend the Mutual Benefit and Use Agreement with Ashbritt, Inc. to coincide with the expiration of September 3, 2024.

May you please signify your acceptance below. If you have any questions concerning this letter, please contact me at (954) 675-1632.

Sincerely,

Donna Rockfeld, Procurement Manager

Acknowledged and accepted by:

Dow Knight, Senior Vice President

Name and Title

Signature

04/23/2024

Date

C: Jackie Ryan, Ashbritt, Inc., Contract Manager
Mac Serda, Town Manager, Town of Hillsboro Beach

MUTUAL BENEFIT AND USE AGREEMENT

WHEREAS, it is foreseen that it may be in the public interest to provide for the expedient removal of storm debris within the corporate limits of Town of Hillsboro Beach, FL resulting from a storm or manmade event; and

WHEREAS, the Public Health and Safety of all the citizens will be at serious risk; and

WHEREAS, the immediate economic recovery of Town of Hillsboro Beach, FL and its citizens is a major concern and the primary priority for recovery; and

WHEREAS, Town of Hillsboro Beach, FL has a community of interest in City of Deerfield Beach, FL with respect to the debris services that may be necessary to affect a recovery from an anticipated storm event; and

WHEREAS, City of Deerfield Beach, FL has selected through competitive process a firm proficient in providing debris services; and

WHEREAS, Town of Hillsboro Beach, FL has reviewed the contract for debris services between City of Deerfield Beach, FL and Ashbritten, Inc. and has found the Scope of Services, prices, terms, and conditions as set out in this Contract to be reasonable, acceptable and of benefit to their citizens, and

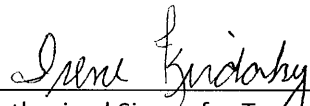
THEREFORE, having reached concurrence and acceptance of the procurement process and the contract stipulations, Town of Hillsboro Beach, FL agrees to enter a contract with Ashbritten, Inc, for debris services without modification to the original terms, conditions, or pricing. Having full authority, the parties do hereby complete this Agreement by signing below:

Authorized Signor for Ashbritten, Inc.

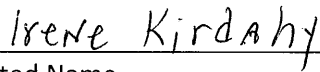
Printed Name

Title

Date



Authorized Signor for Town of Hillsboro Beach, FL



Printed Name

Mayor

Title

July 11, 2023

Date



January 25, 2024

Gerardo Castillo
Ashbritt, Inc.
565 E. Hillsboro Blvd.
Deerfield Beach, FL 33441

RE: Emergency Debris Removal
RFP #2016-17/26

Dear Mr. Castillo,

Please be advised that the referenced contract will expire on June 5, 2024. Pursuant to Article 2 – Term and Time of Performance, the City of Deerfield Beach is exercising its right to extend the current contract for ninety (90) days past the contract expiration date. The new contract expiration date will be September 3, 2024.

If you have any questions concerning this letter, please contact me at (954) 480-4486.

Sincerely,

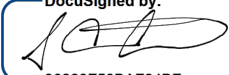
Bogdan Avasiloae

Bogdan Avasiloae
Purchasing Manager

I hereby acknowledge the City's right to exercise a ninety (90) day extension of the contract.

Gerardo Castillo

Print

DocuSigned by:

96223F58BAF248F...

Sign

1/31/2024

Date



A TRANSPORTATION AMERICA COMPANY

Invoice Date: 31/3/2024
Date Invoice Submitted: 04/04/2024
Invoice #: 24-0331-26
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

Mar-2024

SHUTTLE BUS

3 days a week 9:00am to 5:50pm (8.522/day)

110.79

Service Hrs @ \$53.00/Hr.

\$ 5,871.87

Mon - Wed - Fri

13

Svc Days @ 8.83 Svc Hrs/Day

Total Amount due this Invoice

\$ 5,871.87

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

Remittance Instructions:

Limousines of South Florida, Inc.

PO Box 14661

Miami, FL 33101-4661

Thank you for the Opportunity to Service your Transportation Needs



Service Disruption Log
For the Month of March, 2024

HILLSBORO BEACH Trolley Routes								
No.	TYPE OF SERVICE DISRUPTION Collision Accident CA; Roadcall RC; Passenger Injury PI; Driver not Available DNA; Vehicle Not Available VNA; Other Incident OI	BUS #	DAY	DATE	TIME OUT	TIME IN	TOTAL TIME LOST	TOTAL TIME LOST
							(in minutes)	(in decimal hours)
1	Missed, No Operator / REPLACED 2017	2017	Monday	03/25/24	9:00 AM	1:00 PM	4:00	4.00
Total Time Lost							4:00	4.00



INVOICE

2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE#

#122042

DATE

4/3/2024

BILL TO

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

CUSTOMER ID

C1312

NET TERMS

Net 30

PO#**DUE DATE**

5/3/2024

Services provided for the Month of: April 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.

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
05/01/2024
ACCOUNT NO: 1182-0606490
STATEMENT NO: 59363

General Matters

			HOURS
04/01/2024	DJD	Review agenda	0.20
04/02/2024	DJD	Review and approve the Agreements with Lakdas/Yohalen and Engenuity Group LLC	0.60
04/03/2024	DJD	Prepare items for agenda; telephone call with Town Manager	0.90
04/04/2024	SMS	Draft 3 template authorizations and hold harmless agreements for coastal cleanup.	1.20
	DJD	Telephone conference with Town Manager; initial preparation of forms for Beach clean up	1.20
04/05/2024	SMS	Review/revise Authorization forms for Beach Clean-up.	0.70
	DJD	Revise release and access agreements for beach clean up event; review emails re: beach	1.10
04/08/2024	SMS	Review of consultant agreement and federally required contract provisions; Research and review related to workers compensation and disclosure of Protected health information.	1.50
	DJD	Telephone conference with Town Manager; review email re: Nolan; address CCNA issue; review worker compensation inquiry from Town Clerk	1.30
04/09/2024	SMS	Review of RFQ Documents and Agreements for compliance with FEMA and CCNA.	1.50
	DJD	Attend Town Commission Meeting	2.60
04/11/2024	DJD	Address agreement for beach.	0.70
	SMS	Review related to procurement documents and ability to amend agreement.	0.50
04/15/2024	DJD	Revise Variance Section of the Code.	0.60
	SMS	Review and research on piggybacking and 287.055, F.S.	0.50
04/16/2024	DJD	Review emails associated with contract and CCNA for Beach Renourishment Project.	0.60
04/17/2024	SMS	Correspondence and review related to TRC Worldwide.	0.30
04/22/2024	AMR	review town clerk's file, research town code for enactment date of dock setback requirements in relation to 949 hillsboro mile dock	1.80
	DJD	Address inquiry from Mayor; review Broward County Code of Ethics; review Town Records regarding 949 dock.	1.20

General Matters

			HOURS	
04/23/2024	AMR	review town clerk's file, research town code for enactment date of dock setback requirements in relation to 949 hillsboro mile dock, obtain original ordinances from clerk	1.30	
	DJD	Review Town Ordinance history; telephone conference with Town Manager; review ILA and PACE ordinance.	1.60	
04/24/2024	AMR	review town clerk's file, research town code for enactment date of dock setback requirements in relation to 949 hillsboro mile dock, obtain original ordinances from clerk	0.70	
	DJD	Continuation of review of PACE documents.	0.40	
04/25/2024	SMS	Research and review related to PACE program and egibility for condominiums; Research on Homebased business and relevant law.	2.60	
04/26/2024	DJD	Address agenda items; telephone conference with Mayor Miller.	1.50	
04/30/2024	DJD	Address inquiry from Town Manager regarding PACE; telephone conference with Walter Keller; address TRC Worldwide Engineering.	1.40	
		FOR CURRENT SERVICES RENDERED	28.50	8,550.00

RECAPITULATION

<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
D.J. Doody	15.90	\$300.00	\$4,770.00
Sean M. Swartz	8.80	300.00	2,640.00
Aylin M. Ruiz	3.80	300.00	1,140.00

Photocopies	85.05
TOTAL OUT-OF-POCKET EXPENSES THROUGH 04/30/2024	85.05
TOTAL CURRENT WORK	8,635.05
BALANCE DUE	<u>\$8,635.05</u>

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
05/01/2024
ACCOUNT NO: 1182-1200993
STATEMENT NO: 59364

Development (Related)

04/04/2024	DJD	Final revisions to Declaration	HOURS		
			0.40		
		FOR CURRENT SERVICES RENDERED	0.40		120.00
		RECAPITULATION			
	<u>TIMEKEEPER</u>		<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
	D.J. Doody		0.40	\$300.00	\$120.00
		TOTAL CURRENT WORK			120.00
		BALANCE DUE			<u>\$120.00</u>



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

05/01/2024

ACCOUNT NO: 1182-1201004
STATEMENT NO: 59365

04/18/2024		DJD Telephone conference with Jeff Bass; schedule hearing date.	HOURS	
			0.40	
		FOR CURRENT SERVICES RENDERED	0.40	120.00
RECAPITULATION				
<u>TIMEKEEPER</u>			<u>HOURS</u>	<u>HOURLY RATE</u>
D.J. Doody			0.40	\$300.00
				<u>TOTAL</u>
				\$120.00
TOTAL CURRENT WORK				120.00
BALANCE DUE				<u>\$120.00</u>

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

Page: 1
05/01/2024
ACCOUNT NO: 1182-1201005
STATEMENT NO: 59366

Attn: Mac Serda, Town Manager

adv. U.S. Department of Housing and Urban Development (Aylene Rudomen - Foreclosure)

			HOURS	
04/08/2024	DJD	Review complaint and prepare response	1.20	
04/15/2024	DJD	Finalize responsive pleading.	0.40	
		FOR CURRENT SERVICES RENDERED	1.60	480.00
RECAPITULATION				
	<u>TIMEKEEPER</u>		<u>HOURS</u>	<u>HOURLY RATE</u>
	D.J. Doody		1.60	\$300.00
				<u>TOTAL</u>
				\$480.00
		TOTAL CURRENT WORK		480.00
		BALANCE DUE		<u>\$480.00</u>





P

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

May 5-11, 2024

Professional Municipal Clerks Week

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world. The Office of the Municipal Clerk is the oldest among public servants; and

Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels; and

Whereas, municipal clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all. The Office of the Municipal Clerk is responsible for providing transparency in local government; and

Whereas, the municipal clerk serves as the information center on functions of local government and the community, tasks are dictated by law or statute and include some of the most basic services expected by residents; and

Whereas, municipal clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county, and international professional organizations; and

Whereas, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk; and

Now, Therefore, I, Dawn Miller, by virtue vested in me as Mayor of the Town of Hillsboro Beach, on behalf of myself, Vice Mayor Barbara Baldassarre, Town Commission Members – Jane Reiser, David Ravanesi, and Vinnie Andreano do hereby find it fitting and proper to recognize the week of May 5 through May 11, 2024 as the 55th Anniversary of Professional Municipal Clerks Week, and further extend appreciation to our Certified Municipal Clerk, Sherry D. Henderson and to all municipal clerks for the vital services they perform and their exemplary dedication to the communities they represent.

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

By:

Honorable Dawn Miller
Mayor

(seal)

Attested By:

Sherry D. Henderson, CMC
Town Clerk





FEMA

March 19, 2024

Mr. Kevin Guthrie, Director
Florida Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

Attention: Ms. Melissa Shirah

Reference: FEMA-4468-DR-FL
Town of Hillsboro Beach - PA ID: 011-30850-00
Time Extension Request
Grants Manager Project 130748/Project Worksheet 259

Dear Director Guthrie:

This is in response to your request, dated July 18, 2023, that the Federal Emergency Management Agency (FEMA) grant a time extension through April 30, 2026, for the Town of Hillsboro Beach (Subrecipient) to complete the approved Scope of Work (SOW) associated with the above-referenced project. The Florida Division of Emergency Management (Recipient) previously approved a time extension for this project, under its own authority, through October 21, 2023.

According to its request, the Subrecipient experienced delays in November 2022, due to an unresponsive bid solicitation caused by equipment shortages. Additionally, it submitted an SOW change request to FEMA on January 11, 2023, which FEMA approved on August 4, 2023. The Subrecipient states that the work is currently 0 percent complete, anticipates further delays, and projects that the project will be complete by October 11, 2026.

According to Title 44 Code of Federal Regulations (44 C.F.R.) § 206.204 (d), the FEMA Regional Administrator may grant time extensions to complete eligible work if based on extenuating circumstances or unusual project requirements beyond the control of the Recipient or Subrecipient. These regulations also require that the Subrecipient provide a detailed justification for the delay and an estimated completion date. FEMA's review of your submission indicates that the Subrecipient has fulfilled these requirements; **therefore, this request is partially approved through April 30, 2025.**

This approval will also extend the Disasters Prime Award Period of Performance through **April 30, 2025**. This approval only applies to Project Worksheet 259. Please update the quarterly report and retain this document for your records.

The Subrecipient may submit additional time extension requests, if later warranted, with a detailed reason for the requests, along with an explanation of progress. Please remind the Subrecipient that, as required by 44 C.F.R. § 206.204(d)(2), no federal funding will be provided if a project is not completed.

If this office can be of further assistance, please contact Mr. Michael A. Phillips, Public Assistance Branch Chief, at (770) 220-5300.

Sincerely,

SAIDAT O
THOMAS

 Digitally signed by SAIDAT O
THOMAS
Date: 2024.03.19 14:46:50 -04'00'

Saidat O. Thomas
Director, Recovery Division



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 Szesnat

Submitting Dept: Police, Sherry Henderson, Town Clerk

Agenda Date: May 7, 2024

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. March 2024



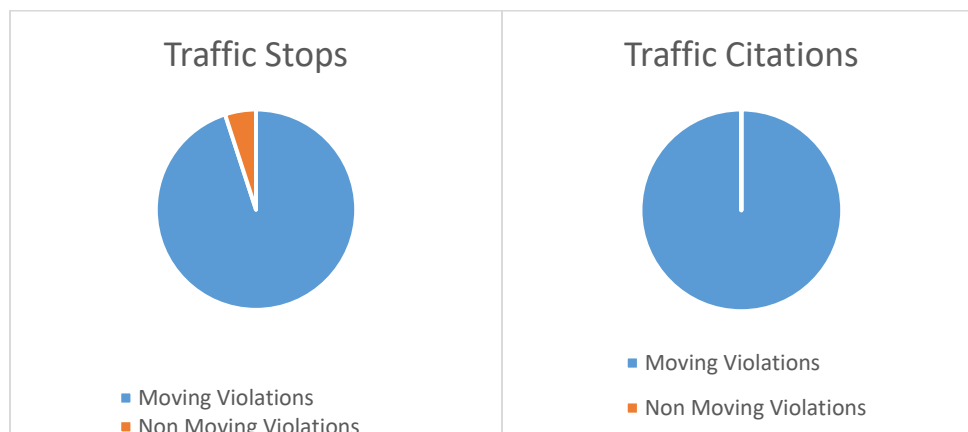
Hillsboro Beach Police Monthly Report

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

Patrol Snapshot:

Activity	Current Month	Feb 2024	March 2023
Contacts:			
Motor Vehicle	252	216	168
Crosswalk	121	151	140
Marine Unit	156	126	126
Beach Unit	54	21	43
Cyclists	230	283	105
Arrests	2	2	0
Service:			
Alarms	17	6	20
Assist Other Agency	5	3	8
Dogs on Beach/Animal	13	11	4
Vessel	9	5	15
Noise	1	1	1
Open Doors	0	1	12
Police Assists	115	128	126
Domestic/Disturbances	5	1	3
Sick/Injured	22	28	23
Crash	3	0	4
Trespassing	2	2	1
Security Checks	6473	6701	6482
Total Calls	312	304	272

Traffic:



March Notable Events:

On March 2nd HBPD received a complaint from Security regarding several boats that are trespassing and creating a disturbance in the 900 block of Hillsboro Mile. Our HBPD Officers arrived and made contact with the anchored boats, they were advised both in reference to the disturbance and trespass. Vessel occupants complied by turning their music down, and those on private property left the area. Assistance rendered.

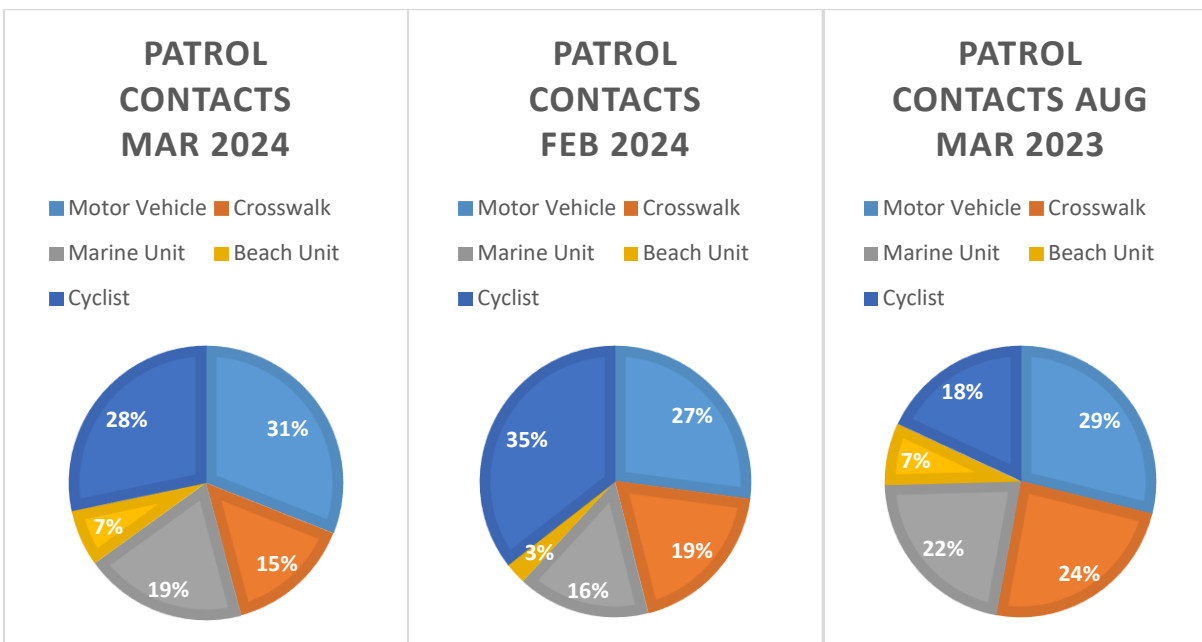
On March 3rd HBPD received a 911/CAD alert regarding a Hit and Run crash in the 900 block of Hillsboro Mile. A bicyclist was struck and knocked off of his bicycle, sustaining minor injuries fortunately. Officers broadcast a BOLO with the vehicle description to all surrounding law enforcement jurisdictions. Broward Sheriff's Office in Deerfield spotted and detained the suspect vehicle. Our HBPD Officers responded to the scene and as a result of their investigation, the Hit and Run driver was arrested for Driving Under the Influence. The suspect was taken into custody and transported to the BSO Main Jail.

On March 5th HBPD received a 911/CAD alert regarding a 38YOA male subject who had passed out in the 900 block of Hillsboro Mile. The subject was utilizing a gas operated machine at the time, and the caller expressed concern over possible fumes being the cause. Our Officers responded along with the Broward Sheriff's Office Fire Rescue Paramedics. It was determined the subject had succumbed to the heat, he was treated on scene. Fire Rescue Hazmat response was cancelled. Assistance rendered.

On March 8th HBPD received a call from security in the 1100 block of Hillsboro Mile, regarding a delayed burglary attempt to a vehicle in the parking lot. Officers responded and made contact with the vehicle owner who was a contractor working at the address. Several pry marks were noted around the driver's door however, the suspects weren't successful in gaining entry. A criminal investigation and an offense/incident report were initiated. Assistance rendered.

On March 11th HBPD unit on patrol conducted a traffic stop for Careless Driving in the 1000 block of Hillsboro Mile. The driver of the vehicle and two other passengers in the vehicle were run through FCIC/NCIC and DAVIDS with no records found. United States Border Patrol was notified and responded to the scene, they determined the individuals were here illegally. U.S. Border Patrol took custody of all three subjects. Vehicle was towed and the driver was issued criminal traffic citations. Assistance rendered.

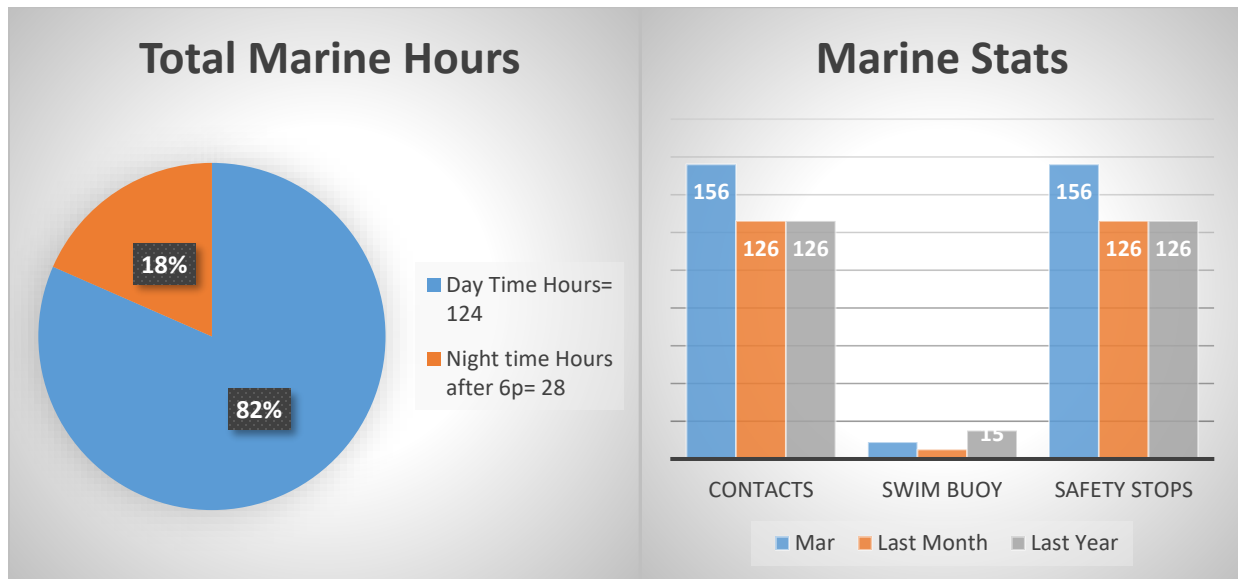
Patrol Services:



Investigations Snapshot:

March. 2024 (new)	Actively Working	Inactivated/Cleared
	Fraud (#240162)	Burglary Conv (#231874)
	Fraud (#233113)	Petit Theft (#240689)
	Death Investigation(232738)	Att. Burglary Conv (#240685)
	Fraud (#232634)	Petit Theft (#240513)
	Identity Theft (#240278)	Grand Theft (#233012)
	Forgery (#240326)	
	Fraud (#240498)	
	Elderly Exploit (#231504)	
	Fraud (#232634)	
	Burg Conv./Theft (#240150)	

Marine/Beach Patrol:



Training:

Police Law Institute (Online): Pretextual Stops of Pedestrians and Motorists
Supreme Court Ruling

Power DMS Topics: Bloodborne Pathogens Annual Refresher Training

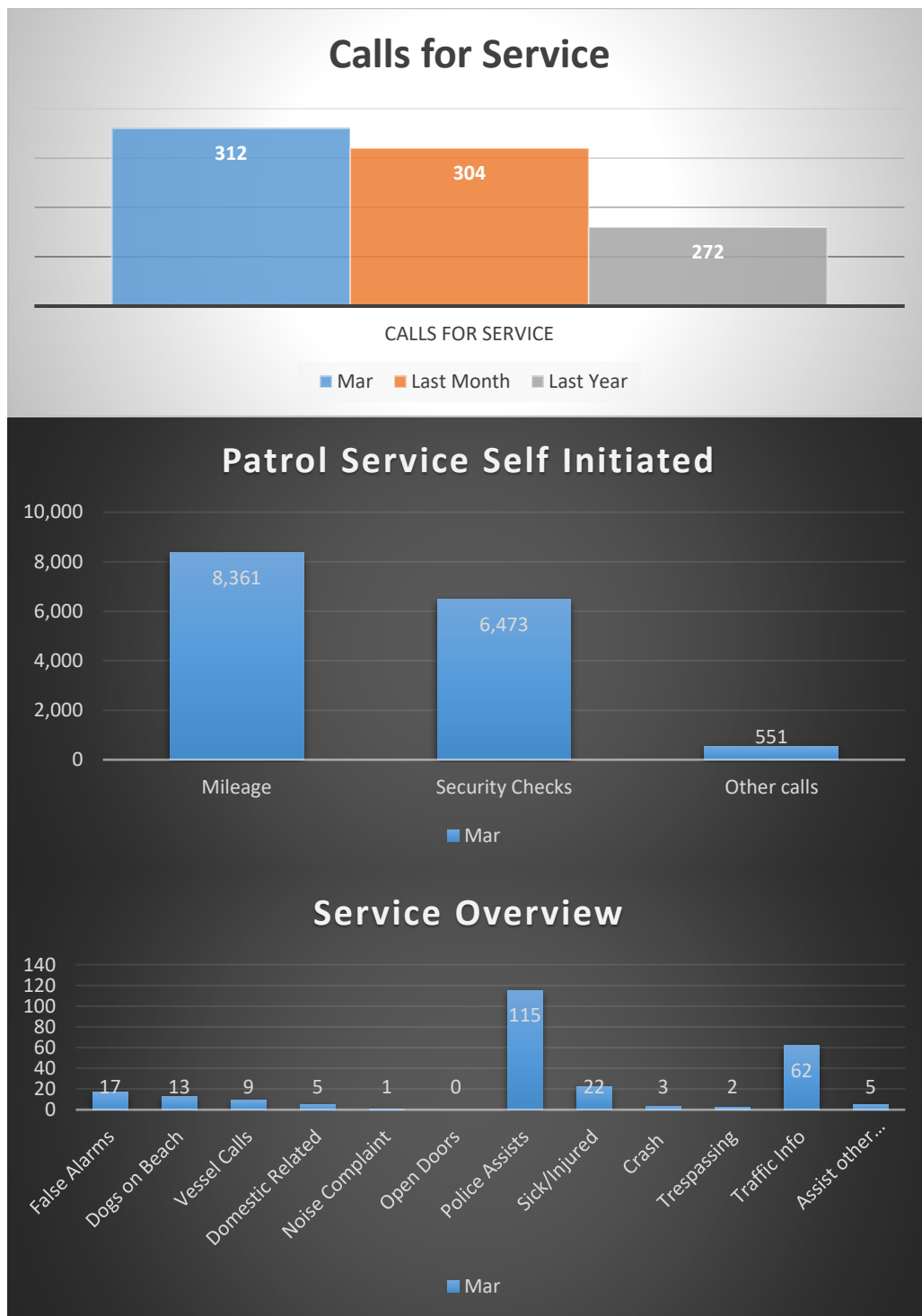
Hillsboro Beach PD: Dogs on the Beach Initiative

Personnel News:

CRS. Collin Josey has successfully completed the Department of Health 911 Telecommunicators training course and is preparing for his State Exam.

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: Financial Report - FY2024 2nd Quarter
Stephen Bloom, Inframark

Submitting Dept: Finance, Sherry Henderson, Town Clerk

Agenda Date: May 7, 2024

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS:

1. Finance Dept Presentation Slides
2. FY24 2nd Qtr Financial Report



TOWN OF HILLSBORO BEACH



FINANCIAL REPORT FY2024 2ND QUARTER – MARCH 2024

Meeting Date: May 7, 2024

1

GENERAL FUND

Overview

(50% Year Complete)

- ▶ Surplus of \$2.7 million through March. (Total funding over/under Expenditures)

Revenue / Other Sources

- ▶ Total Funding through March was 82.2% of the annual budget.
 - Total Property tax collections were 91% of the annual budget through March.

Description	Budget	Actual	% of Budget
Property Taxes	\$ 6,086,954	\$ 5,538,765	91.0%
Other Local Taxes	317,000	161,547	51.0%
Intergovernmental Revenues	223,593	111,109	49.7%
Fines & Forfeitures	2,050	1,383	67.5%
Miscellaneous Revenues	125,000	48,893	39.1%
Interest Income	35,100	180,733	514.9%
Transfer In	50,000	25,000	50.0%
Total Funding	\$ 6,839,697	\$ 6,067,429	88.7%



2

Financial Report - March 2024

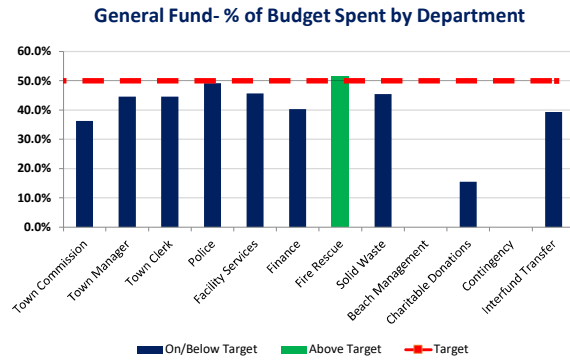
2

GENERAL FUND

(50% Year Complete)

Expenditures

- ▶ Total expenditures through March were 46.2% of the annual budget or \$3.4 million.
- ▶ The Interfund Transfer amount includes \$196.5 thousand for Capital improvements; 59.2 thousand for Debt Service; \$16.2 thousand for P&Z expenditures.



3

Financial Report - March 2024

3

SPECIAL REVENUE FUNDS

(50% Year Complete)

Fund Highlights

- ▶ Community Bus Fund – Surplus of \$8.7 thousand.
 - Revenue collected from Transportation Grant and Local Option Gas Tax was 41.9% of annual budget or \$48.6 thousand.
 - Expenses are 34.4% of annual budget or \$39.6 thousand.
- ▶ Marine Law Enforcement Fund – 70% of annual budget or \$26.1 thousand.
 - Revenue received from County Marine Grant.
- ▶ Building Permits Fund - Surplus of \$235 thousand.
 - The revenue collected from Permitting Fees was 49% of the annual budget or \$1.71 million.
 - Expenditures 47.9% of annual budget or \$1.4 million.
- ▶ P&Z, Code Compliance Fund –Total funding and expenditures through March 33.7% of annual budget.
 - The revenue was collected from Planning & Zoning fees as well as Fire fees.
- ▶ Federal Forfeitures / Asset Sharing Fund - Current Cash Balance as of March was \$811 thousand.
 - Expenses include panic buttons, glass walls in briefing room, Saferwatch alert system, traffic safety truck equipment, guns and shotguns.



4

Financial Report - March 2024

4

OTHER FUNDS

(50% Year Complete)

Debt Service Fund – (2023 Beach Loan)

- The first interest payment was made on the 2023 Beach Loan in November for \$59.7 thousand.

Capital Projects Fund – (General Fund Improvements)

- The total expenditures through March were \$196.5 thousand or 92.5% of the annual budget.
 - \$81.1 thousand for Beach projects.
 - \$79.2 thousand for 2 Police vehicles and equipment.
 - \$27.8 thousand for Commission Chambers upgrades.



5

Financial Report - March 2024

5

WATER FUND

(50% Year Complete)

Overview

- ▶ Overall, the Water fund had a deficit of \$81.3 thousand.
- ▶ Operations had a surplus of \$44.6 thousand.
- ▶ Debt Service had a deficit of \$30 thousand.

Revenue/Other Sources

- ▶ Total funding for the water fund (operations) is 49.7% of the annual budget or \$720.5 thousand.
- ▶ Total water service revenue is 46% of the annual budget or \$634.4 thousand.
- ▶ The water usage billings through March is **down** by 14.2% compared to last year at this same time.



6

Financial Report - March 2024

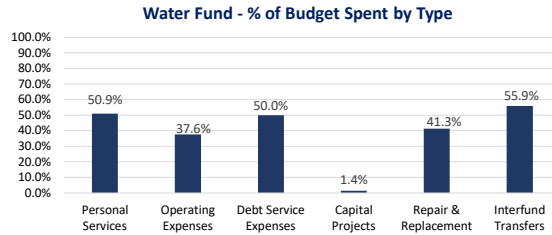
6

WATER FUND

(50% Year Complete)

Expenses

- ▶ Total expenses through March were at 45.5% of the annual budget or \$505.7 thousand.
- Debt Service Expenses:
 - Loan payment for Water Plant project was made on March 15, 2024.
 - Loan payment for Water Main project was made on April 15, 2024.



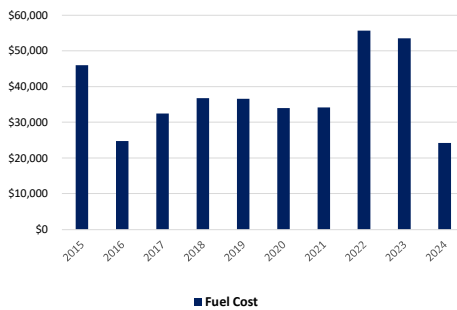
7

Financial Report - March 2024

7

FUEL COSTS ANALYSIS

Fuel Cost by Fiscal Year



Fuel Comparison by Fiscal Year (Full year)

Fiscal Year	Fuel Cost	Gallons Purchased	Avg Price / Gallon
2011	\$56,162		
2012	\$58,320		
2013	\$57,515		
2014	\$54,888		
2015	\$46,030		
2016	\$24,771	11,858	\$2.09
2017	\$32,433	13,405	\$2.42
2018	\$36,733	12,320	\$2.98
2019	\$36,586	13,666	\$2.68
2020	\$33,942	15,133	\$2.24
2021	\$34,170	14,480	\$3.45
2022	\$55,678	15,464	\$3.60
2023	\$53,497	15,665	\$3.42
2024	\$24,224	7,569	\$3.20

Fuel Comparison by Fiscal Year (through 2nd Quarter Only)

Through March			
Fiscal Year	Fuel Cost	Gallons Used	Avg Price / Gallon
2020	\$23,844	7,104	\$3.36
2021	\$13,231	6,537	\$2.02
2022	\$23,030	7,533	\$3.06
2023	\$25,714	7,715	\$3.33
2024	\$24,224	7,569	\$3.20



8

Financial Report - March 2024

8

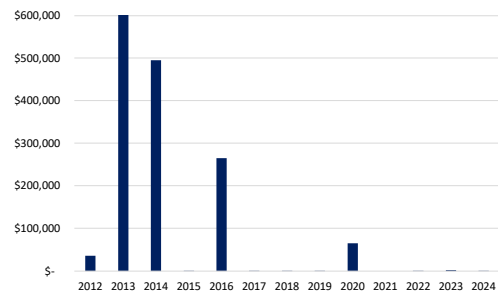
WORKERS' COMPENSATION INSURANCE - ANALYSIS OF CLAIMS

Amount & Status of Claims by Fiscal Year

Fiscal Year	Amount by Fiscal Year	Claim Status
2012	\$ 35,536	Closed
2013	\$ 609,507	Open Claim
2014	\$ 494,929	Open Claim
2015	\$ 404	Closed
2016	\$ 264,562	Closed
2017	\$ 102	Closed
2018	\$ 608	Closed
2019	\$ 368	Closed
2020	\$ 65,072	Open Claim
2021	\$ -	Closed
2022	\$ 320	Closed
2023	\$ 1,692	Open Claim
2024	\$ 105	Open Claim

** Updated through February 29, 2024

Total Claims by Fiscal Year



9

Financial Report - March 2024

9

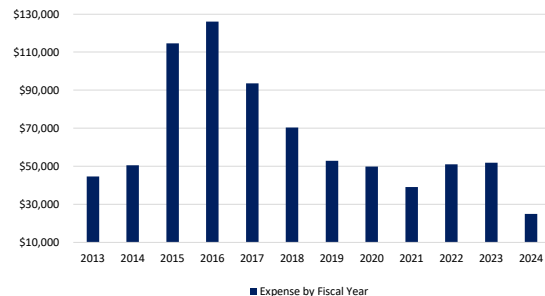
WORKERS' COMPENSATION INSURANCE - PREMIUM COST

Cost by Fiscal Year & Department

Fiscal Year	Admin	Police	Water	Total
2013	\$ 1,324	\$ 34,957	\$ 8,418	\$ 44,699
2014	\$ 1,653	\$ 39,343	\$ 9,560	\$ 50,556
2015	\$ 5,350	\$ 81,530	\$ 27,726	\$ 114,606
2016	\$ 5,897	\$ 89,829	\$ 30,361	\$ 126,086
2017	\$ 4,180	\$ 65,618	\$ 23,855	\$ 93,653
2018	\$ 3,313	\$ 49,202	\$ 17,897	\$ 70,412
2019	\$ 2,648	\$ 35,306	\$ 14,940	\$ 52,894
2020	\$ 2,577	\$ 32,766	\$ 14,552	\$ 49,894
2021	\$ 1,488	\$ 29,819	\$ 7,863	\$ 39,170
2022	\$ 1,930	\$ 39,039	\$ 10,030	\$ 50,999
2023	\$ 1,893	\$ 39,959	\$ 9,949	\$ 51,802
2024	\$ 902	\$ 19,200	\$ 4,854	\$ 24,957
TOTAL	\$ 33,154	\$ 556,567	\$ 180,007	\$ 769,728

** Updated through March 31, 2024

Total Cost by Fiscal Year



10

Financial Report - March 2024

10

MEMORANDUM

TO: Mayor Dawn Miller and Commissioners
FROM: Stephen Bloom, Finance Director
CC: Commissioner David Ravanese, Treasurer
DATE: May 1, 2024
SUBJECT: March 2024 Financial Report

Please find below the quarterly update from the Finance Department. At this point in the fiscal year (through March), the revenues and expenditures should be at approximately 50% of the adopted budget. To further assist with your review, an overview of each of the Town's funds is provided below.

General Fund

- Total funding through March was at 82.2% of the annual budget.
 - Ad valorem taxes are 91.2% collected through March.
- Total expenditures through March were at 46.2% of the annual budget.

Special Revenue Funds

Community Bus

- Total funding through March were at 41.9% of the annual budget.
- Total expenditures through March were at 34.4% of the annual budget.

Marine Law Enforcement Grant

- Total funding through March were at 70% of the annual budget.

Building Permits

- Total funding and expenditures through March were at 55.5% of the annual budget.
- Total expenditures through March were at 47.9% of the annual budget.

P&Z and Code Compliance

- Total funding and expenditures through March were at 33.7% of the annual budget.

Federal Forfeitures / Asset Sharing

- Total funds available through March: \$811,036.

Debt Service Fund – (2023 Beach Loan)

- The principal and interest payment was made in April.

Capital Projects Fund – (General Fund Improvements)

- Total funding and expenditures through March were at 92.5% of the annual budget.

MEMORANDUM

Town of Hillsboro Beach

Subject: March Financial Report

Page 2

Water Fund – (Operations)

- Total funding through March was at 49.7% of the annual budget.
- The water usage billing through March (YTD) is down by 14.2% compared to last year at the same time.
- The chart below compares the usage for March by category (Single Family, Multi Family, Irrigation) with last month and with the prior year - March 2023. The “Change in usage” and “% change” compares the current month with the prior month.
 - Total gallons used for the month of March was up by 2.9% or (495) thousand gallons compared to last month.

Usage Comparison in thousands)

Service Type	(Prior Yr)			Month-to-Month Change	
	Mar-23	Feb-24	Mar-24	Change in Usage	% Change
Irrigation	12,990	7,942	8,273	331	4.2%
Single Family	3,154	1,493	1,665	172	11.5%
Multi Family	8,613	7,896	7,888	-8	-0.1%
Total	24,757	17,331	17,826	495	2.9%

- Total expenses through March were at 46.6% of the annual budget.

Debt Service – (State Revolving Loans)

- Total funding through March was 45.7% of the annual budget.
- The loan payment for the water plant was made on March 15, 2024.
- The next loan payment for the water main project will be made on May 15, 2024.

Capital Projects Fund – (Water Fund Improvements)

- Total expenditures through March were at 11% of the annual budget.

Town of Hillsboro Beach

Financial Report

March 31, 2024

Prepared by



Town of Hillsboro Beach

Table of Contents

FINANCIAL STATEMENTS

<u>Balance Sheet</u>	Page 1-2
<u>General Fund</u>	
Summary of Fund	Page 3
Revenues	Page 4-5
Expenditures by Department	
Town Commission	Page 6
Town Manager	Page 7
Town Clerk	Page 8
Police	Page 9-10
Facility Services	Page 11
All Other Departments	
Finance	Page 12
Fire Rescue	Page 12
Solid Waste	Page 12
Beach Management	Page 12
Charitable Donations	Page 12
Contingency / Transfers	Page 12
Notes to the Financial Statements - General Fund	Page 13-14
<u>Special Revenue Funds</u>	
Community Bus	Page 15
Marine Law Enforcement Grant	Page 16
Building Permits	Page 17
P&Z, Code Compliance	Page 18
Federal Forfeitures / Asset Sharing	Page 19
<u>Debt Service Fund - 2023 Beach Loan</u>	
Statement of Revenues, Expenses and Changes in Fund Balances	Page 20
<u>Capital Projects Fund - General Fund Improvements</u>	
Statement of Revenues, Expenses and Changes in Fund Balances	Page 21
<u>Water Fund</u>	
Summary of Fund	Page 22
Statement of Revenues, Expenses and Changes in Net Assets	Page 23-24
Notes to the Financial Statements - Water Fund	Page 25
<u>Debt Service Fund - Water Loans</u>	
Statement of Revenues, Expenses and Changes in Net Assets	Page 26
<u>Capital Projects Fund - Water Fund Improvements</u>	
Statement of Revenues, Expenses and Changes in Net Assets	Page 27

SUPPORTING SCHEDULES

Cash and Investment Balances	Page 28
Investment Portfolio	Page 29
Town of Hillsboro Ridership Summary	Page 30

Town of Hillsboro Beach

Financial Statements

(Unaudited)

March 31, 2024



Balance Sheet
March 31, 2024

ACCOUNT DESCRIPTION	GENERAL FUNDS	SPECIAL REVENUE FUNDS	CAPITAL PROJECT FUNDS	WATER FUNDS	TOTAL
<u>ASSETS</u>					
Current Assets					
Equity in Pooled Cash	\$ 5,990,755	\$ 677,193	\$ 15,000	\$ 3,517,976	\$10,200,924
Accounts Receivable	108,753	-	-	182,210	290,963
Lease Receivable	-	-	-	230,728	230,728
Allow -Doubtful Accounts	(26,072)	-	-	(57,027)	(83,099)
Due From Other Gov'tl Units	57,357	34,404	227,517	49,660	368,938
Deferred Outflow of Resources	-	-	-	46,151	46,151
Fuel	9,298	-	-	-	9,298
Money Market Account	-	811,036	-	-	811,036
Prepaid Items	90,761	68,622	-	-	159,383
Deposits	-	-	-	174,238	174,238
Total Current Assets	6,230,852	1,591,255	242,517	4,143,936	12,208,560
Noncurrent Assets					
Fixed Assets					
Buildings	-	-	-	2,038,779	2,038,779
Accum Depr - Buildings	-	-	-	(1,100,231)	(1,100,231)
Distribution System	-	-	-	11,743,713	11,743,713
Plant Improvements	-	-	-	608,583	608,583
Infrastructure	-	-	-	102,068	102,068
Accum Depr - Infrastructure	-	-	-	(3,452,882)	(3,452,882)
Equipment	-	-	-	144,706	144,706
Meters	-	-	-	412,136	412,136
Vehicles	-	-	-	104,552	104,552
Accum Depr - Equip/Furniture	-	-	-	(638,100)	(638,100)
Total Noncurrent Assets	-	-	-	9,963,324	9,963,324
TOTAL ASSETS	\$ 6,230,852	\$ 1,591,255	\$ 242,517	\$14,107,260	\$22,171,884

LIABILITIES

Current Liabilities

Accounts Payable	\$ 52,077	\$ 82,295	\$ 15,000	\$ 24,593	\$ 173,965
Accrued Expenses	56,530	5,872	-	3,529	65,931
DBPR/DCA/BRA Surcharges	-	4,708	-	-	4,708
Notes/Loans Payable - Current	-	-	-	574,831	574,831
Compensated Absences-Current	26,673	-	-	-	26,673
Accrued Interest Payable	-	-	-	25,668	25,668
Accrued Wages Payable	43,756	-	-	8,026	51,782
Accrued Taxes Payable	3,403	-	-	626	4,029
Police Benevolent Association	26	-	-	-	26
ICMA-Retirement Health Savings	1,325	-	-	-	1,325
Flexible Spending Account	1,014	-	-	1,553	2,567
Deposits	8,125	(55,501)	-	-	(47,376)
Deferred Revenue	-	-	227,517	-	227,517
Total Current Liabilities	192,929	37,374	242,517	638,826	1,111,646



Balance Sheet

March 31, 2024

ACCOUNT DESCRIPTION	GENERAL FUNDS	SPECIAL REVENUE FUNDS	CAPITAL PROJECT FUNDS	WATER FUNDS	TOTAL
Long-Term Liabilities					
Note/Loan Payable - LT (Water Plant)	-	-	-	2,323,726	2,323,726
Note/Loan Payable - LT (Water Main)	-	-	-	4,915,899	4,915,899
Compensated Absences-Long-Term	-	-	-	99,876	99,876
OPEB Liability	-	-	-	5,928	5,928
Deferred Inflow of Resources	-	-	-	7,471	7,471
Net Pension Liability	-	-	-	294,906	294,906
Deferred inflows - Leases	-	-	-	222,164	222,164
Total Long-Term Liabilities	-	-	-	7,869,970	7,869,970
TOTAL LIABILITIES	192,929	37,374	242,517	8,508,796	8,981,616
FUND BALANCES / NET ASSETS					
<i>Fund Balances</i>					
Nonspendable:					
Prepaid Items	90,761	68,622	-	-	159,383
Restricted for:					
Special Revenue	-	1,485,259	-	-	1,485,259
Assigned to:					
Reserves - Beach Assessment	8,207	-	-	-	8,207
Unassigned:	5,938,955	-	-	-	5,938,955
<i>Net Assets</i>					
Invested in capital assets, net of related debt	-	-	-	2,148,868	2,148,868
Unrestricted/Unreserved	-	-	-	3,449,596	3,449,596
TOTAL FUND BALANCES / NET ASSETS	\$ 6,037,923	\$ 1,553,881	\$ -	\$ 5,598,464	\$13,190,268
TOTAL LIABILITIES & FUND BALANCES / NET ASSETS	\$ 6,230,852	\$ 1,591,255	\$ 242,517	\$14,107,260	\$22,171,884



**Statement of Revenues, Expenditures and Changes in Fund Balances
General Fund**

For the Period Ending March 31, 2024

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Mar-23	Variance Fav (unfav)
FUNDING						
Revenues						
Property Taxes	\$ 6,086,954	\$ 5,538,765	\$ 548,189	91.0%	\$ 5,182,152	\$ 356,613
Other Local Taxes	317,000	161,547	155,453	51.0%	183,009	(21,462)
Intergovernmental Revenues	223,593	111,109	112,484	49.7%	111,433	(324)
Fines & Forfeitures	2,050	1,383	667	67.5%	801	582
Miscellaneous Revenues	125,000	48,893	76,107	39.1%	73,173	(24,280)
Interest Income	35,100	180,733	(145,633)	514.9%	34,595	146,138
Total Revenues	6,789,697	6,042,429	747,268	89.0%	5,585,163	457,266
Other Sources						
Transfer In	50,000	25,000	25,000	50.0%	25,000	-
Use / (Add't) Fund Balance	537,456	-	-	0.0%	-	-
Total Other Sources	587,456	25,000	25,000	4.3%	25,000	-
TOTAL FUNDING	7,377,153	6,067,429	772,268	82.2%	5,610,163	457,266
EXPENDITURES						
Town Commission	62,210	22,567	39,643	36.3%	24,799	2,232
Town Manager	434,198	193,446	240,752	44.6%	176,634	(16,812)
Town Clerk	315,294	140,590	174,704	44.6%	118,618	(21,972)
Police	3,813,290	1,876,968	1,936,322	49.2%	1,718,976	(157,992)
Facility Services	275,000	125,536	149,464	45.6%	120,023	(5,513)
Finance	136,939	55,152	81,787	40.3%	57,520	2,368
Fire Rescue	1,003,009	514,689	488,320	51.3%	493,704	(20,985)
Solid Waste	452,982	205,931	247,051	45.5%	196,949	(8,983)
Beaches	72,000	-	72,000	0.0%	3,057	3,057
Charitable Donations	7,108	1,100	6,008	15.5%	3,981	2,881
Contingency	112,670	-	112,670	0.0%	-	-
TOTAL EXPENSES	6,684,700	3,135,979	\$ 3,548,721	46.9%	2,914,261	(221,718)
Interfund Transfer - Out	692,453	272,512	419,941	39.4%	182,299	(90,213)
TOTAL EXPENDITURES	7,377,153	3,408,491	\$ 3,968,662	46.2%	3,096,560	(311,931)
Total Funding over (under)						
Expenditures	\$ -	2,658,937			\$ 2,513,602	\$ 145,335
Fund Balance - Beginning		3,378,985				
Fund Balance - Ending		\$ 6,037,923				



General Fund - Revenue
For the Period Ending March 31, 2024

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Mar-23	Variance Fav (unfav)
FUNDING						
Revenues						
Property Tax						
Ad Valorem Taxes	\$ 6,314,431	\$ 5,758,932	\$ 555,499	91.2%	\$ 5,400,782	\$ 358,149
Ad Valorem Taxes - Prior Years	3,000	1,507	1,493	50.2%	(10,790)	12,296
Ad Valorem Taxes - Discounts	(230,477)	(221,674)	(8,803)	96.2%	(207,841)	(13,833)
Total - Property Tax	6,086,954	5,538,765	548,189	91.0%	5,182,152	356,613
Other Local Taxes						
FPL Franchise	290,000	147,187	142,813	50.8%	166,317	(19,130)
Local Communications Tax	27,000	14,359	12,641	53.2%	16,692	(2,332)
Total - Other Local Taxes	317,000	161,547	155,453	51.0%	183,009	(21,462)
Intergovernmental Revenues						
Occupational Licenses	1,900	399	1,501	21.0%	1,217	(818)
FDLE - JAG grant	-	563	(563)	n/a	561	1
State Revenue Sharing	61,146	29,962	31,184	49.0%	26,800	3,163
Alcoholic Beverage License	636	-	636	0.0%	-	-
Half-Cent Sales Tax	159,911	80,185	79,726	50.1%	82,855	(2,670)
Total - Intergov. Revenues	223,593	111,109	112,484	49.7%	111,433	(324)
Fines & Forfeitures						
Judgments and Fines	2,000	1,383	617	69.1%	801	582
Other Fines and/or Forfeits	50	-	50	0.0%	-	-
Total - Fines & Forfeitures	2,050	1,383	667	67.5%	801	582
Miscellaneous Revenue						
Miscellaneous	10,000	1,412	8,588	14.1%	3,906	(2,494)
Police Reimbursement	85,000	41,681	43,319	49.0%	39,581	2,100
Insurance Reimbursements	-	-	-	n/a	10,611	(10,611)
Lien Search Fee	15,000	5,800	9,200	38.7%	6,500	(700)
Sale of Surplus Equipment	15,000	-	15,000	0.0%	12,575	(12,575)
Total - Misc. Revenue	125,000	48,893	76,107	39.1%	73,173	(24,280)



General Fund - Revenue
For the Period Ending March 31, 2024

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Mar-23	Variance Fav (unfav)
Interest Income						
Interest - Investments	40,000	141,999	(101,999)	355.0%	31,671	110,328
Interest - Tax Collector	100	3,701	(3,601)	3701.1%	2,924	777
Net Incr (Decr) In FMV-Invest	(5,000)	35,033	(40,033)	-700.7%	-	35,033
Total - Interest Income	35,100	180,733	(145,633)	514.9%	34,595	146,138
Total Revenue	6,789,697	6,042,429	747,268	89.0%	5,585,163	457,266
Transfer In						
Water Fund	50,000	25,000	25,000	50.0%	25,000	-
Total - Transfer In	50,000	25,000	25,000	50.0%	25,000	-
Use / (Add't) Fund Balance	537,456	-	537,456	0.0%	-	-
TOTAL FUNDING	7,377,153	6,067,429	1,309,724	82.2%	5,610,163	457,266



General Fund - Town Commission

For the Period Ending March 31, 2024

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Mar-23	Variance Fav (unfav)
Personal Services						
Mayor/Commission Stipend	\$ 40,000	\$ 19,866	\$ 20,134	49.7%	\$ 21,458	\$ 1,593
FICA	3,060	1,520	1,540	49.7%	1,642	122
Total Personal Services	43,060	21,386	21,674	49.7%	23,100	1,714
Operating Expenses						
Election Fees	4,900	225	4,675	4.6%	300	75
Annual Conf. - League of Cities	4,750	-	4,750	0.0%	-	-
Conferences/Seminars	6,000	-	6,000	0.0%	150	150
Mayor/Commission Expense	3,500	956	2,544	27.3%	1,249	293
Total Operating Expenses	19,150	1,181	17,969	6.2%	1,699	518
TOTAL COMMISSION	\$ 62,210	\$ 22,567	\$ 39,643	36.3%	\$ 24,799	\$ 2,232



General Fund - Town Manager
For the Period Ending March 31, 2024

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Mar-23	Variance Fav (unfav)
Personal Services						
Salaries	\$ 158,429	\$ 79,214	\$ 79,215	50.0%	\$ 71,930	\$ (7,283)
Car Allowance	4,200	2,100	2,100	50.0%	2,100	-
FICA	12,441	6,267	6,174	50.4%	5,573	(694)
Florida Retirement System	54,690	27,295	27,395	49.9%	22,683	(4,612)
Health and Life Insurance	28,615	11,219	17,396	39.2%	10,852	(367)
Workers' Comp Insurance	323	92	231	28.6%	106	14
Total Personal Services	258,698	126,187	132,511	48.8%	113,244	(12,943)
Operating Expenses						
Town Attorney	90,000	25,376	64,624	28.2%	36,409	11,033
Prof. Services - IT Services	20,000	10,313	9,687	51.6%	9,557	(757)
Prof. Services - Lobbyist	60,000	30,511	29,489	50.9%	17,367	(13,143)
Miscellaneous	1,000	969	31	96.9%	57	(912)
Computer Expense / Supplies	1,000	90	910	9.0%	-	(90)
Training Expenses	3,500	-	3,500	0.0%	-	-
Total Operating Expenses	175,500	67,259	108,241	38.3%	63,390	(3,869)
TOTAL TOWN MANAGER	\$ 434,198	\$ 193,446	\$ 240,752	44.6%	\$ 176,634	\$ (16,812)



General Fund - Town Clerk
For the Period Ending March 31, 2024

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Mar-23	Fav (unfav)
Personal Services						
Salaries	\$ 144,102	\$ 59,488	\$ 84,614	41.3%	\$ 44,551	\$ (14,936)
FICA	11,024	4,535	6,489	41.1%	3,392	(1,143)
Florida Retirement System	19,555	7,102	12,453	36.3%	5,290	(1,812)
Health and Life Insurance	30,271	8,760	21,511	28.9%	8,350	(410)
Workers' Comp Insurance	293	84	209	28.6%	95	12
Unemployment Compensation	250	-	250	0.0%	-	-
Total Personal Services	205,495	79,968	125,527	38.9%	61,679	(18,289)
Operating Services						
Coding Ordinance	3,000	1,435	1,565	47.8%	597	(837)
Prof. Services- Digitize records	15,000	1,419	13,581	9.5%	1,216	(203)
Contracts - Minutes Preparation	4,250	919	3,331	21.6%	1,744	825
Temporary Labor	6,500	23,771	(17,271)	365.7%	17,139	(6,632)
Contracts - Other Services	7,500	2,061	5,439	27.5%	2,132	71
Software Maintenance/Support	22,475	8,757	13,718	39.0%	7,950	(806)
Postage and Freight	2,500	695	1,805	27.8%	1,660	965
Copier	5,000	1,629	3,371	32.6%	1,413	(216)
Advertising	10,000	2,487	7,513	24.9%	3,195	709
Office Supplies	5,900	2,022	3,878	34.3%	5,329	3,307
Website Support	6,783	8,297	(1,514)	122.3%	1,654	(6,643)
Subscriptions and Memberships	5,891	2,429	3,462	41.2%	2,100	(329)
Office Equipment	1,000	-	1,000	0.0%	-	-
Training Expenses	4,000	75	3,925	1.9%	1,544	1,469
Resident Mailings	10,000	4,628	5,372	46.3%	9,266	4,638
Total Operating Services	109,799	60,622	49,177	55.2%	56,939	(3,683)
TOTAL TOWN CLERK	\$ 315,294	\$ 140,590	\$ 174,704	44.6%	\$ 118,618	\$ (21,972)



General Fund - Police

For the Period Ending March 31, 2024

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date	Variance
					Mar-23	Fav (unfav)
Personal Services						
Salaries	\$ 1,851,925	\$ 917,950	\$ 933,975	49.6%	\$ 880,115	\$ (37,835)
Paid Holidays	53,873	35,238	18,635	65.4%	32,246	(2,992)
Payroll-Other	6,600	7,500	(900)	113.6%	7,500	-
Car Allowance	39,000	18,463	20,538	47.3%	15,000	(3,463)
Longevity Pay	9,000	9,000	-	100.0%	7,000	(2,000)
Overtime	28,000	24,601	3,399	87.9%	10,321	(14,279)
Overtime - Task Force	35,000	24,663	10,337	70.5%	23,719	(944)
Overtime - Special Duty	25,000	12,428	12,572	49.7%	17,227	4,799
Sick Leave Cash Out	31,000	66,686	(35,686)	215.1%	23,444	(43,242)
Incentive	18,330	8,616	9,714	47.0%	9,960	1,344
FICA	160,476	86,724	73,752	54.0%	78,481	(8,243)
Florida Retirement System	600,526	302,556	297,970	50.4%	244,043	(58,513)
Health and Life Insurance	509,672	223,488	286,184	43.8%	217,669	(5,819)
Workers' Comp Insurance	67,167	19,200	47,967	28.6%	22,460	3,259
Tuition Reimbursement	2,250	-	2,250	0.0%	-	-
AD&D Insurance	859	374	486	43.5%	374	-
Unemployment Compensation	1,000	-	1,000	0.0%	-	-
Total Personal Services	3,439,678	1,757,486	1,682,192	51.1%	1,589,558	(167,928)
Operating Expenses						
Contracts - Other Services	25,000	9,433	15,567	37.7%	14,064	4,631
Town Attorney	10,000	-	10,000	0.0%	-	-
Prof. Services - IT Services	12,500	3,451	9,049	27.6%	5,411	1,960
Telephone Services	4,100	1,921	2,179	46.9%	1,655	(266)
Mobile Phones	6,340	2,979	3,361	47.0%	1,890	(1,088)
Postage	1,000	33	967	3.3%	-	(33)
Electricity	15,071	6,803	8,268	45.1%	6,522	(281)
Liability and Property Insurance	46,031	21,546	24,485	46.8%	11,227	(10,319)
Building Repairs & Maintenance	10,000	2,539	7,461	25.4%	8,348	5,809
Radio Maintenance	5,300	270	5,030	5.1%	-	(270)
Auto Repairs and Maintenance	25,000	7,357	17,643	29.4%	7,379	23
Boat Repairs and Maintenance	50,000	4,523	45,477	9.0%	10,147	5,624
ATV Repairs and Maintenance	1,500	-	1,500	0.0%	-	-
Rental - Vehicles	15,000	4,590	10,410	30.6%	4,590	-
Vehicles - GPS	1,770	516	1,254	29.2%	389	(128)
Copier	4,000	1,355	2,645	33.9%	1,402	47
Miscellaneous Services	5,000	-	5,000	0.0%	20	20
Internet Service	8,000	4,763	3,237	59.5%	3,369	(1,394)



General Fund - Police

For the Period Ending March 31, 2024

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Mar-23	Variance Fav (unfav)
Physical Examinations	2,500	570	1,930	22.8%	231	(339)
Office Supplies	3,000	715	2,285	23.8%	493	(223)
Operating Supplies	10,000	3,494	6,506	34.9%	4,890	1,396
Fuel & Oil	60,000	21,526	38,474	35.9%	23,521	1,994
Uniforms Supplies	15,000	2,494	12,506	16.6%	7,475	4,981
Investigation Division	7,500	421	7,079	5.6%	3,970	3,549
Subscriptions and Memberships	5,000	5,190	(190)	103.8%	3,679	(1,511)
Protective PPE	2,500	840	1,661	33.6%	240	(600)
Protective PPE (Facilities)	2,500	-	2,500	0.0%	-	-
Education / Training	20,000	12,152	7,848	60.8%	8,505	(3,647)
Total Operating Expenses	373,612	119,482	254,130	32.0%	129,418	9,936
TOTAL POLICE	\$ 3,813,290	\$ 1,876,968	\$ 1,936,322	49.2%	\$ 1,718,976	\$ (157,992)



General Fund - Facility Services

For the Period Ending March 31, 2024

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Mar-23	Variance Fav (unfav)
Personal Services						
Salaries	\$ 55,432	\$ 28,686	\$ 26,747	51.7%	\$ 26,833	\$ (1,852)
Vacation Leave Cash Out	4,061	-	4,061	0.0%	-	-
Sick Leave Cash Out	2,162	2,273	(111)	105.1%	1,624	(648)
FICA	4,717	2,339	2,378	49.6%	2,154	(185)
Florida Retirement System	13,028	6,530	6,498	50.1%	5,284	(1,246)
Health and Life Insurance	25,301	11,342	13,959	44.8%	10,765	(578)
Workers' Comp Insurance	2,540	726	1,814	28.6%	868	142
Total Personal Services	107,241	51,896	55,345	48.4%	47,528	(4,368)
Operating Expenses						
Telephone Service	4,500	1,921	2,579	42.7%	1,655	(266)
Utility - Water	7,000	2,893	4,107	41.3%	3,414	521
Electricity	7,500	2,476	5,024	33.0%	2,584	108
Utility - Sewer	900	367	533	40.7%	367	0
Internet Service	6,500	3,487	3,013	53.7%	2,850	(638)
Liability and Property Insurance	44,879	21,619	23,260	48.2%	10,946	(10,673)
Pest Control - Building/Grounds	1,280	630	650	49.2%	637	7
R&M - Equipment	10,000	3,365	6,635	33.6%	5,315	1,951
R&M - Grounds	10,000	573	9,427	5.7%	4,730	4,157
Landscape Maintenance	10,000	2,820	7,180	28.2%	2,522	(298)
Town Hall Maint. / Repairs	20,000	8,111	11,889	40.6%	7,050	(1,062)
Generator Maint. Contract	5,200	348	4,852	6.7%	2,058	1,710
R&M - Bocce Court	7,500	4,560	2,940	60.8%	5,893	1,333
Operating Supplies - General	3,500	822	2,678	23.5%	568	(254)
Town Events	25,000	19,648	5,352	78.6%	21,907	2,259
A/C Maintenance Contract	4,000	-	4,000	0.0%	-	-
Total Operating Expenses	167,759	73,640	94,119	43.9%	72,496	(1,145)
TOTAL FACILITY SERVICES	\$ 275,000	\$ 125,536	\$ 149,464	45.6%	\$ 120,023	\$ (5,513)



General Fund - Other Departments

For the Period Ending March 31, 2024

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Mar-23	Variance Fav (unfav)
Finance						
Auditing Services	\$ 20,000	\$ -	\$ 20,000	0.0%	\$ 2,644	\$ 2,644
Accounting/Financial Services	105,439	50,323	55,116	47.7%	50,209	(114)
Investment Services	11,500	4,829	6,671	42.0%	4,667	(162)
Total Finance Expense	136,939	55,152	81,787	40.3%	57,520	2,368
Fire Rescue						
Fire Service Agreement	961,891	473,571	488,320	49.2%	452,586	(20,985)
Fire Service Agreement - Capital	41,118	41,118	-	100.0%	41,118	-
Total Fire Rescue Expense	1,003,009	514,689	488,320	51.3%	493,704	(20,985)
Solid Waste						
Contracts Services	452,982	203,519	249,463	44.9%	196,949	(6,570)
County Contribution	-	2,412	(2,412)	n/a	-	(2,412)
Total Solid Waste Expense	452,982	205,931	247,051	45.5%	196,949	(8,983)
Beach Management						
Engineering – Deerfield Joint Project	55,000	-	55,000	0.0%	1,057	1,057
Engineering – Legal Matters	10,000	-	10,000	0.0%	-	-
Beach Salvage (Boat removal)	2,000	-	2,000	0.0%	2,000	2,000
Buoys	5,000	-	5,000	0.0%	-	-
Total Beach Management Expense	72,000	-	72,000	0.0%	3,057	3,057
Charitable Donations						
Lighthouse Preservation Contrib.	2,500	1,100	1,400	44.0%	-	(1,100)
Area Council on Aging Contrib.	4,608	-	4,608	0.0%	3,981	3,981
Total Charitable Donations	7,108	1,100	6,008	15.5%	3,981	2,881
Contingency						
	112,670	-	112,670	0.0%	-	-
Total Expense before Transfer Out	1,784,708	776,872	1,007,836		755,211	(21,661)
Transfer Out						
To P&Z and Code Enf. Fund	35,000	16,217	18,783	46.3%	37,268	21,051
To Debt Service Fund	537,453	59,722	477,731	11.1%	-	(59,722)
To General Fund CIP	120,000	196,573	(76,573)	163.8%	145,031	(51,542)
Total Transfer Out	692,453	272,512	419,941	39.4%	182,299	(90,213)
TOTAL OTHER DEPARTMENTS	\$ 2,477,161	\$ 1,049,384	\$ 1,427,777	42.4%	\$ 937,510	\$ (111,874)
TOTAL GENERAL FUND EXPENDITURES	\$ 7,377,153	\$ 3,408,491	\$ 3,968,662	46.2%	\$ 3,096,560	\$ (311,931)



Notes to the Financial Statements - General Fund March 31, 2024

The notes below are intended to provide additional information helpful when reviewing the financial statements. Per the Adopted Budget, the revenues and expenditures should be at 50% through March. Below is an analysis of revenues and expenditures that have significant variances compared to the budget.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
Revenues				
Interest - Investments	40,000	141,999	355.0%	Money market and investment accounts.
Ad Valorem Taxes	6,314,431	5,758,932	91.2%	Collections were at 92.3% at this time last year.
Interest-Tax Collector	100	3,701	3701.1%	Quarterly interest on assessments collected.
Expenditures				
<u>Town Manager</u>				
ProfServ-IT Services	20,000	10,313	51.6%	Includes monthly server maintenance, endpoint mgmt, Office 365, archive emails, diagnose issues with Surface, email issues Town Hall door & key FOBS, update website.
ProfServ-Lobbyist	60,000	30,511	50.9%	Lobbyist fees.
Miscellaneous Services	1,000	969	96.9%	Commission & Staff gifts, lunch for tree trimmers, work through lunch meal, Yeti Ramblers for Water Dept.
<u>Town Clerk</u>				
Temporary Labor	6,500	23,771	365.7%	Staffing company help.
Website Support	6,783	8,297	122.3%	Website support and redesign of Town's website and PD's header.
<u>Police</u>				
Paid Holidays	53,873	35,238	65.4%	Paid for holidays.
Payroll-Other	6,600	7,500	113.6%	Detective & Dispatcher incentive payout per PBA contract.
Longevity Pay	9,000	9,000	100.0%	Longevity pay per PBA contract.
Overtime	28,000	24,601	87.9%	Staffing during vacations, sick time, meetings and special duty.
Overtime - Task Force	35,000	24,663	70.5%	DEA overtime.
Sick Leave Cash Out	31,000	66,686	215.1%	Paid out annually in December plus includes large payout for 1 retiring officer.
Internet Service	8,000	4,763	59.5%	Monthly internet service with Comcast and Google.
Subscriptions and Memberships	5,000	5,190	103.8%	Annual memberships for BCCPA, FPCA, FL MLUR, IACP, NIGPSEFL, FBINAA, Adobe, Webroot antivirus annual subscription.
Education / Training	20,000	12,152	60.8%	FLA-PAC conference, CFA conference, CJIS training, gun range training supplies, FBINA training, self defense supplies, pizza for BSO help, CPR training, 911 Certification, IAPE training, LEO Tactical Lab.



Notes to the Financial Statements - General Fund
March 31, 2024

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
Expenditures (continued)				
<u>Facility Services</u>				
Sick Leave Cash Out	2,162	2,273	105.1%	Paid out annually in December.
Internet Service	6,500	3,487	53.7%	Monthly internet charges from Comcast, Google and HXC Hosting.
R&M - Bocce Court	7,500	4,560	60.8%	Re-thatch tiki huts at bocce courts.
Town Events	25,000	19,648	78.6%	Community shredding event, holiday lights, decorations & donation gifts, Mayor's event gift bags, Commissioner Baldassarre's event gifts, promotional pens, newly elected Commission photos.
<u>Fire Rescue</u>				
Fire Service Agreement-Capital	41,118	41,118	100.0%	FY 2024 annual amount paid in full.
<u>Solid Waste</u>				
County Contribution	-	2,412	N/A	Year 1 of pro-rata share of solid waste disposal and recyclable materials processing authority of Broward County. New this year.
<u>Charitable Donations</u>				
Lighthouse Preservation Contrib.	2,500	1,100	44.0%	Paid partial year.



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

For the Period Ending March 31, 2024

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Mar-23	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Local Option Gas Tax	34,289	16,747	17,542	48.8%	16,884	(138)
County Transportation Grant	81,900	31,911	49,989	39.0%	31,875	35
Total Revenues	116,189	48,657	67,532	41.9%	48,760	(102)
TOTAL FUNDING 116,189 48,657 67,532 41.9% 48,760 (102)						
<u>EXPENDITURES</u>						
Contractual Services	81,900	30,950	50,950	37.8%	31,964	1,014
Roadways - R&M	10,000	9,000	1,000	90.0%	-	(9,000)
Reserves - Future Use	24,289	-	24,289	0.0%	-	-
TOTAL EXPENDITURES	116,189	39,950	\$ 76,239	34.4%	31,964	(7,986)
Total Funding over (under)						
Expenditures	<u>\$ -</u>	<u>8,708</u>			<u>\$ 16,795</u>	<u>\$ (8,088)</u>
Fund Balance - Beginning		120,270				
Fund Balance - Ending		<u>\$ 128,978</u>				



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

For the Period Ending March 31, 2024

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Mar-23	Variance Fav (unfav)
FUNDING						
Revenues						
Marine Law Enforcement Grant	37,280	26,112	11,168	70.0%	22,447	3,666
Total Revenues	37,280	26,112	11,168	70.0%	22,447	3,666
TOTAL FUNDING						
	37,280	26,112	11,168	70.0%	22,447	3,666
EXPENDITURES						
Police Wages	37,280	26,112	11,168	70.0%	22,447	(3,666)
TOTAL EXPENDITURES	37,280	26,112	\$ 11,168	70.0%	22,447	(3,666)
Total Funding over (under)						
Expenditures	\$ -	-			\$ -	\$ -
Fund Balance - Beginning			-			
Fund Balance - Ending		\$ -				



Statement of Revenues, Expenditures and Changes in Fund Balances
Special Revenue Fund - Building Permits
For the Period Ending March 31, 2024

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Mar-23	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Building Permit Fees	3,500,000	1,714,033	1,785,967	49.0%	408,913	1,305,120
Building Admin Fees	50,000	1,975	48,025	4.0%	4,640	(2,665)
Total Revenues	3,550,000	1,716,008	1,833,992	48.3%	413,553	1,302,455
<u>Other Sources</u>						
Use / (Add't) Fund Balance	(458,000)	-	(458,000)	0.0%	-	-
Total Other Sources	(458,000)	-	(458,000)	0.0%	-	-
TOTAL FUNDING						
	3,092,000	1,716,008	1,375,992	55.5%	413,553	1,302,455
<u>EXPENDITURES</u>						
Building Permits						
ProfServ-Building Permits - CGA	2,975,000	1,469,901	1,505,099	49.4%	346,392	(1,123,508)
ProfServ-Digitize Records	30,000	-	30,000	0.0%	-	-
Code Compliance	1,000	1,110	(110)	111.0%	780	(330)
Temporary Labor	6,000	-	6,000	0.0%	-	-
Credit Card Processing Fees	30,000	9,854	20,146	32.8%	10,623	769
Building Room	50,000	-	50,000	0.0%	-	-
Total Building Permits	3,092,000	1,480,864	1,611,136	47.9%	357,795	(1,123,069)
TOTAL EXPENDITURES						
	3,092,000	1,480,864	\$ 1,611,136	47.9%	357,795	(1,123,069)
Total Funding over (under)						
Expenditures	\$ -	235,144			\$ 55,758	\$ 179,386
Fund Balance - Beginning		312,406				
Fund Balance - Ending		\$ 547,550				



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

For the Period Ending March 31, 2024

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Mar-23	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Planning & Zoning Fees	35,000	6,900	28,100	19.7%	9,750	(2,850)
Fire Fees	15,000	5,550	9,450	37.0%	5,850	(300)
Total Revenues	50,000	12,450	37,550	24.9%	15,600	(3,150)
<u>Other Sources</u>						
Transfer In	35,000	16,217	18,783	46.3%	37,268	(21,051)
Total Other Sources	35,000	16,217	18,783	46.3%	37,268	(21,051)
TOTAL FUNDING	85,000	28,667	56,333	33.7%	52,868	(24,201)
<u>EXPENDITURES</u>						
P&Z and Code Compliance						
ProfServ-Site Planning - CGA	50,000	21,815	28,185	43.6%	43,909	22,093
ProfServ-General Admin - CGA	5,000	-	5,000	0.0%	-	-
Flood Insurance Program (CRS)	5,000	-	5,000	0.0%	-	-
Code Compliance	25,000	6,851	18,149	27.4%	8,959	2,108
Total P&Z, and Code Compliance	85,000	28,667	56,333	33.7%	52,868	24,201
TOTAL EXPENDITURES	85,000	28,667	\$ 56,333	33.7%	52,868	24,201
Total Funding over (under)						
Expenditures	\$ -	-			\$ -	\$ -
Fund Balance - Beginning			-			
Fund Balance - Ending		\$ -	-			



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

For the Period Ending March 31, 2024

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Mar-23	Variance Fav (unfav)
FUNDING						
Revenues						
Federal Forfeitures	-	221,739	(221,739)	n/a	86,810	134,929
Interest Income	-	18,644	(18,644)	n/a	2,378	16,266
Total Revenues	-	240,383	(240,383)	n/a	89,188	151,195
TOTAL FUNDING						
	-	240,383	(240,383)	n/a	89,188	151,195
EXPENDITURES						
Personal Services						
Overtime - Special Duty	-	9,428	(9,428)	n/a	-	(9,428)
Total Personal Services	-	9,428	(9,428)	n/a	-	(9,428)
Capital Outlay/ Other						
Education / Training	-	-	-	n/a	8,800	8,800
Operating Supplies	-	735	(735)	n/a	-	(735)
Subscriptions and Memberships	-	5,000	(5,000)	n/a	-	(5,000)
Police Vehicles	-	-	-	n/a	80,797	80,797
Building Improvements	-	37,022	(37,022)	n/a	46,400	9,378
Boat Motor	-	-	-	n/a	-	-
Police Equipment	-	53,774	(53,774)	n/a	35,909	(17,865)
Total Capital Outlay / Other	-	96,531	(96,531)	n/a	171,906	75,376
TOTAL EXPENDITURES						
	-	105,958	\$ (105,958)	n/a	171,906	65,948
Total Funding over (under)						
Expenditures	\$ -	134,425			\$ (82,718)	\$ 217,143
Fund Balance - Beginning		742,927				
Fund Balance - Ending		\$ 877,352				

*Current available cash balance is \$811,036.



Statement of Revenues, Expenditures and Changes in Fund Balances
Debt Service Fund - (2023 Beach Loan)
For the Period Ending March 31, 2024

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Mar-23	Variance Fav (unfav)
<u>FUNDING</u>						
Other Sources						
Transfer In	537,453	59,722	477,731	11.1%	-	59,722
Total Other Sources	537,453	59,722	477,731	11.1%	-	59,722
TOTAL FUNDING						
	537,453	59,722	477,731	11.1%	-	59,722
<u>EXPENDITURES</u>						
Debt Service Expenses						
Principal Debt Retirement	358,976	-	358,976	0.0%	-	-
Interest Expense	178,477	59,722	118,755	33.5%	-	(59,722)
Total Debt Service Expense	537,453	59,722	477,731	11.1%	-	(59,722)
TOTAL EXPENDITURES						
	537,453	59,722	\$ 477,731	11.1%	-	(59,722)
Total Funding over (under)						
Expenditures	\$ -	-			\$ -	\$ -
Fund Balance - Beginning			-			
Fund Balance - Ending		\$ -	-			



Statement of Revenues, Expenditures and Changes in Fund Balances
Capital Projects Fund - (General Fund Improvements)
For the Period Ending March 31, 2024

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Mar-23	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
FEMA reimbursement	\$ 92,470	\$ -	\$ 92,470	0.0%	\$ 10,406	\$ (10,406)
Total Revenues	92,470	-	92,470	0.0%	10,406	(10,406)
Other Sources						
Transfer From General Fund	120,000	196,573	(76,573)	163.8%	145,031	51,542
Total Other Sources	120,000	196,573	(76,573)	163.8%	145,031	51,542
TOTAL FUNDING	212,470	196,573	15,897	92.5%	155,437	41,136
<u>EXPENDITURES</u>						
Beach Projects						
Engineering – Monitoring	75,000	-	75,000	0.0%	42,433	42,433
Engineering – FY23 Project	-	24,365	(24,365)	n/a	65,585	41,220
Engineering – Qtrly Monitoring	12,000	-	12,000	0.0%	-	-
Construction – FY23 Project	-	56,747	(56,747)	n/a	16,999	(39,748)
Total Beach Project Expense	87,000	81,112	5,888	93.2%	125,017	43,905
Miscellaneous						
Beach Tilling / Scarp Removal	5,470	8,396	(2,926)	153.5%	-	(8,396)
Underground Utility Project	-	-	-	n/a	8,250	8,250
Police Cars / Equipment	70,000	79,265	(9,265)	113.2%	-	(79,265)
Comm. Chambers Upgrade	50,000	27,800	22,200	55.6%	22,170	(5,630)
Total Misc. Expense	125,470	115,461	10,009	92.0%	30,420	(85,041)
TOTAL EXPENDITURES	212,470	196,573	15,897	92.5%	155,437	(41,136)
Total Funding over (under)						
Expenditures	\$ -	-			\$ -	\$ 82,272
Fund Balance - Beginning			-			
Fund Balance - Ending		\$ -				



**Statement of Revenues, Expenses and Changes in Net Assets
Water Fund (Summary)**

For the Period Ending March 31, 2024

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Mar-23	Variance Fav (unfav)
FUNDING						
Revenue						
Water Service Revenue	\$ 1,380,246	\$ 634,381	\$ 745,865	46.0%	\$ 697,068	\$ (62,687)
Water Surcharge	347,148	173,710	173,438	50.0%	173,569	141
Grant Revenue	875,000	-	875,000	0.0%	67,146	(67,146)
Other Miscellaneous Revenue	70,744	86,091	(15,347)	121.7%	24,008	62,083
Total Revenue	2,673,138	894,182	1,778,956	33.5%	961,792	(67,609)
Other Sources						
Transfer In	290,168	145,084	145,084	50.0%	145,084	-
Use (Add to) Net Assets	60,302	-	60,302	0.0%	-	-
Total Other Sources	350,470	145,084	205,386	41.4%	145,084	-
TOTAL FUNDING	3,023,608	1,039,266	1,984,342	34.4%	1,106,876	(67,609)
EXPENSES						
Personal Services	661,830	336,871	324,959	50.9%	309,853	(27,018)
Operating Expenses	448,992	168,868	280,124	37.6%	143,852	(25,015)
Debt Service Expenses	697,618	348,809	348,809	50.0%	348,809	0
Capital Projects	810,000	11,037	798,964	1.4%	450	(10,587)
Repair & Renewal	65,000	84,865	(19,865)	130.6%	72,507	(12,358)
Transfer Out	340,168	170,084	170,084	50.0%	170,084	-
TOTAL EXPENSES	3,023,608	1,120,533	1,903,075	37.1%	1,045,556	(74,978)
Total Funding over (under)						
Expenses	\$ -	\$ (81,267)			\$ 61,320	\$ 7,368
Net Assets - Beginning		5,679,730				
Net Assets - Ending		\$ 5,598,463				



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

For the Period Ending March 31, 2024

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Mar-23	Variance Fav (unfav)
<u>FUNDING</u>						
Revenue						
Water Service						
Water-Base Rate	\$ 472,300	\$ 239,053	\$ 233,247	50.6%	\$ 236,130	\$ 2,923
Water-Usage	907,946	395,329	512,617	43.5%	460,938	(65,609)
Total Water Service Revenue	1,380,246	634,381	745,865	46.0%	697,068	(62,687)
Other Revenue						
Miscellaneous Revenues	7,500	2,838	4,662	37.8%	3,769	(931)
T-Mobile Cell Tower	37,244	15,501	21,743	41.6%	17,885	(2,385)
Hillsboro Inlet	6,000	2,500	3,500	41.7%	3,000	(500)
Interest	25,000	43,383	(18,383)	173.5%	(646)	44,028
Net Incr (Decr) In FMV-Invest	(5,000)	21,870	(26,870)	-437.4%	-	21,870
Total Other Revenue	70,744	86,091	(15,347)	121.7%	24,008	62,083
TOTAL FUNDING	1,450,990	720,472	730,518	49.7%	721,077	(604)

EXPENSES

Personal Services

Salaries	402,534	203,164	199,370	50.5%	188,475	(14,689)
Overtime	30,000	17,192	12,808	57.3%	14,205	(2,986)
Vacation Leave Cash Out	16,119	15,929	190	98.8%	13,931	(1,998)
Sick Leave Cash Out	13,069	12,561	508	96.1%	13,320	759
Longevity Pay	1,556	-	1,556	0.0%	-	-
FICA	35,441	18,729	16,712	52.8%	17,299	(1,429)
Florida Retirement System	71,749	33,629	38,120	46.9%	27,385	(6,243)
Health and Life Insurance	73,880	30,814	43,067	41.7%	29,625	(1,188)
Workers' Comp Insurance	16,982	4,854	12,128	28.6%	5,611	757
Unemployment Compensation	500	-	500	0.0%	-	-
Total Personal Services	661,830	336,871	324,959	50.9%	309,853	(27,018)

Operating Expenses

Auditing Services	16,500	-	16,500	0.0%	1,356	1,356
Contracts - Other Services	750	-	750	0.0%	-	-
Postage and Freight	1,000	-	1,000	0.0%	-	-
Telephone Service	8,500	4,064	4,436	47.8%	4,175	111
Electricity	74,663	32,024	42,639	42.9%	29,169	(2,855)
Liability and Property Insurance	98,419	46,567	51,852	47.3%	24,005	(22,563)



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

For the Period Ending March 31, 2024

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Mar-23	Variance Fav (unfav)
Maint - Distribution System	7,500	2,393	5,107	31.9%	2,338	(56)
Maint - Bldgs / Grounds	15,000	9,449	5,551	63.0%	9,469	19
Maint - SCADA System	10,000	-	10,000	0.0%	-	-
Repair & Maint - Equipment	32,000	11,283	20,717	35.3%	15,848	4,565
Tools and Equipment	1,000	47	954	4.7%	28	(18)
Advertising	1,000	-	1,000	0.0%	-	-
Licenses & Permits	5,400	-	5,400	0.0%	495	495
Office Supplies	1,500	248	1,252	16.5%	105	(143)
Computer Expense	6,500	6,080	420	93.5%	3,794	(2,285)
Uniform Supplies	7,100	130	6,970	1.8%	3,227	3,097
Fuel and Oil	6,500	2,697	3,803	41.5%	2,193	(504)
Sand Change	13,000	7,192	5,808	55.3%	6,308	(884)
Chemicals - Water Treatment	116,000	41,657	74,343	35.9%	38,688	(2,970)
Lab Test Analysis & Supplies	11,800	5,034	6,766	42.7%	2,528	(2,506)
Subscriptions and Memberships	2,645	-	2,645	0.0%	126	126
Contingency	12,215	-	12,215	0.0%	-	-
Total Operating Expenses	448,992	168,868	280,124	37.6%	143,852	(25,015)
Total Exp. Before Transfer Out	1,110,822	505,739	605,083	45.5%	453,705	(52,034)
Transfer Out						
General Fund	50,000	25,000	25,000	50.0%	25,000	-
Water Debt Service Fund	290,168	145,084	145,084	50.0%	145,084	-
Total Transfer Out	340,168	170,084	170,084	50.0%	170,084	-
TOTAL EXPENSES	1,450,990	675,823	775,167	46.6%	623,789	(52,034)
Total Funding over (under)						
Expenses	\$ -	44,649			\$ 97,287	\$ (52,638)
Net Assets - Beginning		2,797,347				
Net Assets - Ending		\$ 2,841,997				



Notes to the Financial Statements - Water Fund March 31, 2024

The notes below are intended to provide additional information helpful when reviewing the financial statements. Per the Adopted Budget, the revenues and expenses should be at 50% through March. Below is an analysis of revenues and expenses that have significant variances compared to the budget.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
Operations Fund				
Revenues				
Water-Base Rate	472,300	239,053	50.6%	Monthly charges for Water Base
Water-Usage	907,946	395,329	43.5%	The water usage billings are down by 14.2% over this time last year.
Miscellaneous Revenues	7,500	2,838	37.8%	Monthly revenue from late charges.
Expenses				
<u>Personal Services</u>				
Payroll - Overtime	30,000	17,192	57.3%	Overtime due to sand change, water main breaks and covering vacations.
Vacation Leave Cash Out	16,119	15,929	98.8%	Paid out annually in December.
Sick Leave Cash Out	13,069	12,561	96.1%	Paid out annually in December.
<u>Operating Expenses</u>				
Maint - Bldgs / Grounds	15,000	9,449	63.0%	Monthly landscaping & pest control, repair AC evaporator coil, supplies, bulbs, asphalt, new air compressor, flex hose,
Computer Expense	6,500	6,080	93.5%	Monthly Google expense, annual Quikwaters charge, annual Sensus autoread software support.
Sand Change	13,000	7,192	55.3%	Sand, shrink film and forklift rental - done twice a year.



Statement of Revenues, Expenses and Changes in Net Assets
Water Debt Service Fund - (State Revolving Loans)
For the Period Ending March 31, 2024

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Mar-23	Variance Fav (unfav)
FUNDING						
Revenues						
Water Surcharge	\$ 347,148	\$ 173,710	\$ 173,438	50.0%	\$ 173,569	\$ 141
Total Revenues	347,148	173,710	173,438	50.0%	173,569	141
Other Sources						
Operating Transfers-In	290,168	145,084	145,084	50.0%	145,084	-
Use of Fund Balance	60,302	-	60,302	0.0%	-	-
Total Other Sources	350,470	145,084	205,386	41.4%	145,084	-
TOTAL FUNDING	697,618	318,794	378,824	45.7%	318,653	141
EXPENSES						
Debt Service Expenses						
<i>State Revolving Loan - Water Plant</i>						
Principal Debt Retirement	229,510	114,065	115,445	49.7%	111,354	(2,711)
Interest Expense	60,658	31,019	29,639	51.1%	33,730	2,711
<i>State Revolving Loan - Water Main Project</i>						
Principal Debt Retirement	345,321	190,628	154,693	55.2%	178,425	(12,203)
Interest Expense	62,129	13,097	49,032	21.1%	25,300	12,203
Total Debt Services Expenses	697,618	348,809	348,809	50.0%	348,809	-
TOTAL EXPENSES	697,618	348,809	348,809	50.0%	348,809	-
Total Funding over (under)						
Expenses	\$ -	(30,015)			\$ (30,156)	\$ 141
Net Assets - Beginning		1,865,745				
Net Assets - Ending		\$ 1,835,730				



Statement of Revenues, Expenses and Changes in Net Assets
Capital Projects Fund - (Water Fund Improvements)
For the Period Ending March 31, 2024

(50% Yr Complete)

Description	Annual Budget	Year to Date Actual	Amount Remaining	% of Annual Budget	PRIOR YEAR	
					Year to Date Mar-23	Variance Fav (unfav)
<u>FUNDING</u>						
Revenues						
Grant Revenue	875,000	-	875,000	0.0%	67,146	(67,146)
Total Revenues	875,000	-	875,000	0.0%	67,146	(67,146)
TOTAL FUNDING 875,000 - 875,000 0.0% 67,146 (67,146)						
<u>EXPENSES</u>						
Distribution Project (Water Main)						
Water Main Relocation	50,000	-	50,000	0.0%	-	-
Total Distribution Project	50,000	-	50,000	0.0%	-	-
Plant Project						
Well Rehabilitation	300,000	-	300,000	0.0%	-	-
Storage Tank	350,000	11,037	338,964	3.2%	-	(11,037)
Total Plant Project	650,000	11,037	638,964	1.7%	-	(11,037)
Other Expenses						
Repair & Renewal	65,000	84,865	(19,865)	130.6%	72,507	(12,358)
Truck	80,000	-	80,000	0.0%	-	-
A1A Design / Relocation	-	-	-	n/a	225	225
Perimeter Fence	30,000	-	30,000	0.0%	-	-
Total Other Expenses	175,000	84,865	90,135	48.5%	72,732	(12,133)
TOTAL EXPENSES	875,000	95,902	779,098	11.0%	72,732	(23,169)
Total Funding over (under)						
Expenses	\$ -	(95,902)			\$ (5,586)	\$ (90,316)
Net Assets - Beginning		1,016,637				
Net Assets - Ending		\$ 920,736				

Town of Hillsboro Beach

Supporting Schedules

March 31, 2024



**Cash and Investment Balances
March 31, 2024**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>BALANCE</u>	<u>NOTES</u>
Checking Account	BankUnited	0.00%	\$390,890	Earns a credit allowance of 0.40%. Yield is 0 since fees are netted against credit allowance. Operating account for AP invoices and payroll.
Money Market Account	BankUnited	5.25%	\$4,415,667	Excess cash from General & Water Funds.
Money Market Account	BankUnited	5.25%	\$870,748	(1) Reserve for both SRL Loans.
Money Market Account	BankUnited	5.25%	\$811,036	(2) Federal Forfeitures/Asset sharing.
State Board Account	Florida Prime	5.52%	\$469,299	Excess cash from the General Fund.
Investment Account	Truist	2.81%	\$3,566,956	See Investment Report for further details.
			TOTAL	
			<u><u>\$10,524,595</u></u>	

Footnotes:

- (1) Restricted funds for State Revolving Loans.
(2) Restricted funds for Federal Forfeiture/Asset sharing.



Investment Portfolio

Trades Settled as of 03/31/24

CUSIP #	Description	Rating	Maturity Date	Par Value	Tax Cost Basis	Premium / Discount	Market Value	Accrued Interest	Annual Income	Yield at Market
SA0000560	TRUIST BK TRUST DEPOSIT ACCT-RIS			4,431	4,431	-	4,431	-	231	5.21%
Subtotal				4,431	4,431	-	4,431	-	231	5.21%
023135CE4	AMAZON.COM INC 3.000% 4/13/25	A1	04/13/25	50,000	48,658	(1,342)	48,959	622	1,500	3.06%
037833BY5	APPLE INC 3.250% 2/23/26	AAA	02/23/26	60,000	58,741	(1,259)	58,319	163	1,950	3.34%
084670BS6	BERKSHIRE HATHAWAY 3.125% 3/15/26	AA2	03/15/26	50,000	48,247	(1,753)	48,411		1,563	3.23%
30231GBD3	EXXON MOBIL CORP 2.275% 8/16/26	AA2	08/16/26	50,000	46,821	(3,179)	47,339		1,138	2.40%
3130ANE48	FHLB 1.000% 8/17/26	AAA	08/17/26	200,000	200,000	-	183,386	-	2,000	1.09%
3130ATG35	FHLB 5.000% 10/17/25	AAA	10/17/25	200,000	200,000	-	199,872	239	10,000	5.00%
3130AXZQ4	FHLB 5.400% 12/13/28	AAA	12/13/28	90,000	89,955	(45)	90,027	-	4,860	5.40%
3133EL3P7	FFCB 0.530% 8/12/25	AAA	08/12/25	250,000	249,750	(250)	235,760	55	1,325	0.56%
3133EPTV7	FFCB 5.710% 8/22/28	AAA	08/22/28	100,000	100,000	-	100,126	-	5,710	5.70%
3134GVYP7	FHLMC MTN 0.500% 5/27/25	AAA	05/27/25	210,000	209,003	(998)	199,454	79	1,050	0.53%
3134GX7G3	FHLMC MTN 5.750% 11/26/27	AAA	11/26/27	200,000	200,000	-	199,452	-	11,500	5.77%
3136G45H2	FNMA 0.500% 10/29/25	AAA	10/29/25	55,000	54,945	(55)	51,320	-	275	0.54%
341271AD6	FLORIDA ST BRD 1.258% 7/01/25	AA3	07/01/25	185,000	185,000	-	176,373	228	2,327	1.32%
341271AD6	FLORIDA ST BRD 1.258% 7/01/25	AA3	07/01/25	40,000	40,019	19	38,135	-	503	1.32%
341271AE4	FLORIDA ST BRD 1.705% 7/01/27	AA3	07/01/27	125,000	113,825	(11,175)	113,326	485	2,131	1.88%
392274M60	GTR ORLANDO FL AVIA 2.722% 10/01/27	AA3	07/01/25	200,000	186,865	(13,135)	187,518	2,601	5,444	2.90%
43232VVH1	HILLSBOROUGH CNTY FL 1.915% 7/01/25	A2	07/01/25	200,000	200,000	-	191,920	-	3,830	2.00%
478160BY9	JOHNSON & JOHNSON 2.450% 3/01/26	AAA	03/01/26	50,000	47,641	(2,359)	47,908		1,225	2.56%
54289SBG1	LONGBOAT KEY FL SPL 4.000% 8/01/24	AA+	08/01/24	30,000	29,747	(253)	29,886	-	1,200	4.01%
59334PJC2	MIAMI-DADE CNTY FL 1.250% 7/01/27	AA	07/01/27	75,000	67,481	(7,519)	67,380	315	938	1.39%
593561BE2	MIAMI GARDENS FL 1.339% 7/01/25	AA3	07/01/25	125,000	125,000	-	119,249	-	1,674	1.40%
661046BV3	NORTH MIAMI BEACH FL 2.021% 8/01/24	A+	08/01/24	160,000	160,000	-	158,210	-	3,234	2.04%
740189AM7	PRECISION CASTPARTS 3.250% 6/15/25	AA2	06/15/25	50,000	50,682	682	48,902	343	1,625	3.32%
758449RV6	REEDY CREEK FL IMPT 1.669% 6/01/24	AA3	06/01/24	150,000	150,000	-	149,034	-	2,504	1.68%
91282CJW2	U.S. TREASURY NOTES 4.000% 1/31/29		01/31/29	170,000	169,230	(770)	168,247	168	6,800	4.04%
91282CJX0	U.S. TREASURY NOTES 4.000% 1/31/31		01/31/31	170,000	168,566	(1,434)	167,770	168	6,800	4.05%
91282CKC4	U.S. TREASURY NOTES 4.250% 2/28/31	AAA	02/28/31	315,000	313,437	(1,563)	315,542	-	13,388	4.24%
931142ED1	WALMART INC 3.550% 6/26/25	AA2	06/26/25	50,000	48,913	(1,087)	49,165	256	1,775	3.61%
Subtotal				3,610,000	3,562,526	(47,474)	3,490,989	5,723	98,267	2.81%
Total				3,614,431	3,566,956	(47,474)	3,495,419	5,723	98,498	2.81%



Ridership Summary

March 31, 2024

Daily Passengers:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				36	
36		34		36	
36		37		37	
36		38		36	
12		37		38	

Total Monthly Passengers:

449

Daily Revenue Miles:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				98.00	
97.00		86.00		92.00	
97.00		97.00		97.00	
98.00		97.00		98.00	
64.00		97.00		96.00	

Total Monthly Revenue Miles:

1214.0

Total Scheduled Revenue Miles

1414.9

Total Vehicle Hours

121.7

Total Revenue Hours

110.8

Service Days

13

Missed Service in Minutes

240

Passengers per revenue hour

4.1

Total Monthly Vehicle Miles:

1,519.5

	<u>AM - 1st day this month</u>	<u>PM - Last day this month</u>
Veh 2017	54,487	56,151



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

George Folles, Building Dept, CG&A

Submitting Dept: Building Permits, Sherry Henderson, Town Clerk

Agenda Date: May 7, 2024

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. March 2024 Commission Report



1210 Hillsboro Mile
Hillsboro Beach, FL 33062

TOWN OF HILLSBORO BEACH

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

TO: Mayor Dawn Miller and Commission

FROM: George Folles Building Official

DATE: May 7, 2024 Commission Meeting

SUBJECT: March 2024 - Building Department Report

- The Building Department has completed their portion of reviews for the Related Group Parcel B project. Most of the review requires many deferred submittals that were discussed with the Related Group in detail, however, the majority of the plans are shown to be code compliant. The plan review still requires Zoning & Engineering approval. The permit can be issued once those issues are addressed.
- Parcel A is being reviewed and awaiting corrections to be submitted. It is expected that site work for Parcel B will begin soon. As stated earlier, the initial work will be primarily earth-moving, followed by the installation of test pilings.
- Permit activity has been steady with minimal issues and inspections in both single-family construction and condominium remodeling. Plan review for the most recently applied new SFR, 1079 Hillsboro Mile, has had its first review and is awaiting corrections to be submitted by the contractor.
- We are in the process of continuing our review of 25 Year & 40 Year required building inspection reports.
- Before Parcel B of Rosewood begins; I would like to discuss the possibility of early start times for construction when the contractor is going to have concrete pours or requires an early start.

Respectfully Submitted,

George Folles Building Official
Building Code Services | Town of Hillsboro Beach

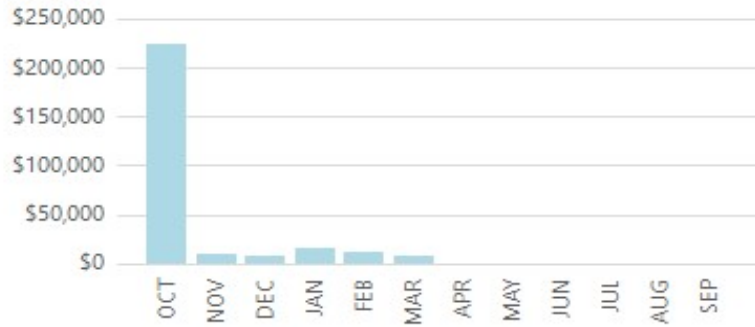


**Town of Hillsboro Beach
Building Department
Summary Report**

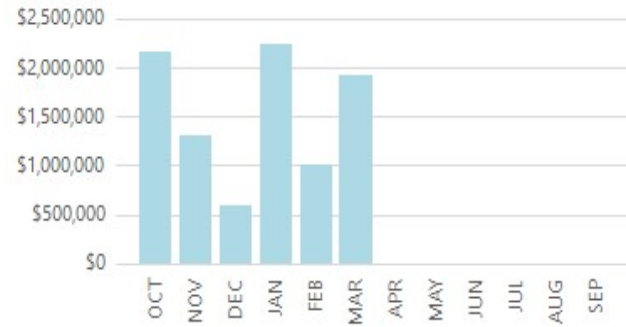
**Start Date: 3/1/2024
End Date: 3/31/2024**

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD
Construction Value	\$2,161,896	\$1,298,865	\$592,139	\$2,248,535	\$1,016,469	\$1,917,738	\$0	\$0	\$0	\$0	\$0	\$0	\$9,235,642
Building Permit Fees	\$1,480,093	\$47,873	\$37,117	\$68,881	\$57,001	\$35,771	\$0	\$0	\$0	\$0	\$0	\$0	\$1,726,736
Fire & Zoning Fees	\$3,000	\$1,950	\$900	\$4,200	\$2,250	\$1,350	\$0	\$0	\$0	\$0	\$0	\$0	\$13,650
Total Revenue	\$1,483,093	\$49,823	\$38,017	\$73,081	\$59,251	\$37,121	\$0	\$0	\$0	\$0	\$0	\$0	\$1,740,386
CGA Expense	\$1,258,079	\$40,692	\$31,549	\$58,549	\$48,451	\$30,406	\$0	\$0	\$0	\$0	\$0	\$0	\$1,467,726
Town Revenue	\$225,014	\$9,131	\$6,467	\$14,532	\$10,800	\$6,716	\$0	\$0	\$0	\$0	\$0	\$0	\$272,660

Net Revenue



Construction Value





**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



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

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

Permit Type	# Issued	Building Permit Fees
COMMERCIAL A/C CHANGE OUT	1	256.75
COMMERCIAL BACKFLOW	2	250.00
COMMERCIAL FIRE SPRINKLERS	1	95.00
COMMERCIAL RE-ROOF	1	10,944.50
COMMERCIAL SEAWALL	1	5,266.07
RESIDENTIAL A/C CHANGE OUT	4	692.62
RESIDENTIAL ALTERATION	6	2,588.74
RESIDENTIAL DOCK	1	440.00
RESIDENTIAL DRIVEWAY CONCRETE	1	2,586.00
RESIDENTIAL IRRIGATION SYSTEM/SPRINKLERS	1	349.00
RESIDENTIAL NEW ROOF	1	697.97
RESIDENTIAL RE-ROOF	4	2,667.35
RESIDENTIAL SEAWALL	1	3,407.50
RESIDENTIAL SERVICE CHANGE/REPAIR	2	250.00
RESIDENTIAL STRUCTURAL MISCELLANEOUS	1	190.00
RESIDENTIAL TEMP POLE	1	220.00
RESIDENTIAL WATER HEATER	1	220.00
RESIDENTIAL WINDOWS/DOORS/SHUTTERS	18	4,554.91
SINGLE FAMILY RESIDENCE	1	95.00
	49	\$35,771.41



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

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

Discipline	Total # of Inspections	Plan Review	Permits Applied
Building	97	55	29
Electrical	32	21	12
Plumbing	42	19	14
Mechanical	31	17	11
Fire	18	4	3
Zoning	0	4	2
Totals	220	120	71



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

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

RESIDENTIAL ALTERATION						
Folio #	Permit #	Date Issued	Job Address	Job Sub Division	Construction Value	
484308BD0470	24363976-0	3/11/2024	1150 HILLSBORO MILE, UNIT 502	OPAL TOWERS WEST CONDO	\$4,978.23	
484308CH0040	24364581-0	3/27/2024	1167 HILLSBORO MILE (UNIT 104)	OVERLOOK CONDO	\$15,750.00	
				Grand Total	\$20,728.23	



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

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

	Number of Reviews	Average Days In Review	Most Days In Review
Completed Reviews	114	4.26	40.10



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Code Enforcement
Bernard Pita, CG&A

Submitting Dept: Code Enforcement , Sherry Henderson, Town Clerk

Agenda Date: May 7, 2024

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS:

1. March 2024 All Open Code Cases Report
2. March 2024 Case Action Summary
3. March 2024 Code Compliance Summary

ALL OPEN CODE CASES

	Incident Type	Owner	Site Address
1	Other	1159 HILLSBORO MILE LLC BNH IV HM TRI LLC	1159 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
2	Property Maintenance	DONOHO,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	DONOHO,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	Nuisance	WINTER SUN INVESTMENTS LLC	1205 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 101
37	Beach & Dune Maintenance	MACMILLAN,PATRICIA A	1125 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
38	Beach & Dune Maintenance	COMMON AREA/ROYAL FLAMINGO VILLAS	1225 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
39	Property Maintenance	HENN,BETTY D	1117 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
40	Construction Site Violation	MIRCHANDANI,KISHORE H/E MIRCHANDANI,ANJALI	995 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
41	Property Maintenance	COMMON AREA / RAINBOW OCEAN SHORES APTS CO-OP	1231 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 #Property Manager
42	Landscape Maintenance Violation	WINTER SUN INVESTMENTS LLC	1206 HILLSBORO MILE, HILLSBORO BEACH, FL 33062
43	Property Maintenance	WINTER SUN INVESTMENTS LLC	1205 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 101
44	Nuisance	MILLIONAIRE PORTFOLIO GROUP LLC	1150 HILLSBORO MILE, HILLSBORO BEACH, FL 33062 812



Case Action Report*

From 3/1/2024

To 3/31/2024

Corridor (All Corridors)

<u>Date Issue</u>	<u>Incident Type</u>	<u>Site Address</u>	<u>Status</u>	<u>Documents Issued</u>		
3/21/2024	Beach & Dune Maintenance	1125 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	<u>Date Issue</u>	<u>Type</u>	<u>Officer Assigned</u>
				3/24/2024	Complaint	V. Padilla
				3/27/2024	Courtesy Notice	B. Pita
				4/11/2024	Affidavit of Non-Compliance	
				4/12/2024	Notice of Violation	B. Pita
				4/22/2024	Notice of Hearing	B. Pita
3/26/2024	Other	1159 HILLSBORO MILE, HILLSBORO BEACH, FL 33062	Open	<u>Date Issue</u>	<u>Type</u>	<u>Officer Assigned</u>
				3/27/2024	Courtesy Notice	B. Pita
				4/1/2024	Complaint	B. Pita

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



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

Code Compliance Summary Report

From 3/1/2024 To 3/31/2024 Corridor (All Corridors)

Case Totals for Period

Cases Open at Start of Period	47
Cases Opened During Period	3
Cases Opened as result of Complaint	3
Cases Closed During Period	1
Cases Closed due to compliance	1
Cases Open at End of Period	49
Inspections	3
Reinspections	2
Total	5
Special Magistrate Cases During Period	1

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	41	3	3	1	1	43
V. Padilla	6	0	0	0	0	6
Total	47	3	3	1	1	49



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

Code Compliance Summary Report

From 3/1/2024

To 3/31/2024

Corridor (All Corridors)

Inspections by Officer

Officer	Inspections	Reinspections	Total
B. Pita/N/A	2	2	4
V. Padilla	1	0	1
Total	3	2	5

Summary of Cases Opened by Incident Type

Incident Type	Number
Beach & Dune Maintenance	1
Nuisance	1
Other	1
Total	3

Revenue Summary

	Period Start	During Period	Period End
Total Fines Assessed	\$1,487,575.00	\$48,050.00	\$1,535,625.00
Total Payments	\$0.00	\$0.00	\$0.00
Balance	\$1,487,575.00		\$1,535,625.00



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Community Rating System Recertification

Submitting Dept: Town Clerk, Sherry Henderson, Town Clerk

Agenda Date: May 7, 2024

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: 1. Community Rating System - brochure (Mar 2023)



Community Rating System

A Local Official's Guide to Saving Lives, Preventing Property Damage, and Reducing the Cost of Flood Insurance

FEMA B 573 / 2023

March 2023



FEMA

This page intentionally left blank.

The Community Rating System Works

Every year, flooding causes hundreds of millions of dollars' worth of damage to homes and businesses around the country. Standard homeowners and commercial property insurance policies do not cover flood losses. To meet the need for this vital coverage, the Federal Emergency Management Agency (FEMA) administers the National Flood Insurance Program (NFIP).

The NFIP offers reasonably priced flood insurance to all properties in participating communities. To participate, communities must implement the NFIP's minimum floodplain management standards.

The NFIP's Community Rating System (CRS) credits community efforts beyond those minimum standards by providing discounts on flood insurance premiums for the community's property owners.

CRS discounts on flood insurance premiums range from 5% up to 45% (see Table 1), based on the participating community's CRS class. A community's CRS class is determined by credit points that are awarded to communities. The discounts provide an incentive for communities to implement additional flood protection activities that can help save lives and property when a flood occurs.

The CRS provides credit under 19 public information and floodplain management activities described in the CRS Coordinator's Manual.

You're probably already doing many of these activities. To get credit, community officials will need to prepare documentation that verifies these efforts.

The CRS assigns credit points for each activity. Table 2 lists the activities and the possible number of credit points for each one. The table also shows the average number of credit points communities earn for each activity. These averages may give you a better indication than the maximums of what your community can expect.

To be eligible for a CRS discount, your community must do Activity 310 (Elevation Certificates). If you're a designated repetitive loss community, you must also take the steps described in Section 502, Repetitive Loss Category. All other activities are optional.



The total number of points your community earns determined your CRS class. Your discount on flood insurance premiums is based on your CRS class.

For example, if your community earns 4,500 points or more, it qualifies for Class 1, and property owners get a 45% discount on their insurance

premiums. If your community earns as little as 500 points, it's in Class 9, and property owners get a 5% discount. If a community does not apply or fails to receive at least 500 points, it's in Class 10, and property owners get no discount.

Table 1, below, shows the number of points required for each class and the corresponding discount.

Table 1. How Much Discount Property Owners in Your Community Can Get

<i>CRS Class</i>	<i>CRS Discount</i>	<i>Credit Points Required</i>
1	45%	4,500+
2	40%	4,000–4,499
3	35%	3,500–3,999
4	30%	3,000–3,499
5	25%	2,500–2,999
6	20%	2,000–2,499
7	15%	1,500–1,999
8	10%	1,000–1,499
9	5%	500–999
10	0%	0–499

Table 2. What You Can Do to Get Credit

Series 300	Public Information	Maximum Points*	Average Points*
	This series credits programs that advise people about the flood hazard, flood insurance, and ways to reduce flood damage. The activities also provide data insurance agents need for accurate flood insurance rating.		
310	Elevation Certificates - Have written procedures for managing floodplain-related certificates for new construction in the floodplain. (At a minimum, a community must maintain certificates for buildings built after the date of its CRS application.) - Maintain a rate of 90% accuracy of all certificates.	116	36
320	Map Information Service Provide Flood Insurance Rate Map information to those who inquire, and publicize this service.	90	78
330	Outreach Projects Distribute outreach projects with messages about flood hazards, flood insurance, flood protection measures, and/or the natural and beneficial functions of floodplains.	350	87
340	Hazard Disclosure - Real estate agents advise potential purchasers of flood-prone property about the flood hazard. - Regulations require notice of the hazard.	80	15
350	Flood Protection Information The public library and/or community's website maintains references on flood insurance and flood protection.	125	48
360	Flood Protection Assistance Give inquiring property owners technical advice on protecting their buildings from flooding, and publicize this service.	110	59
370	Flood Insurance Promotion Assess flood insurance coverage in the community; promote flood insurance through meetings, technical assistance, brochures, or other means.	220	40
Series 300 Total		1,091	392

* Maximum and average points are subject to change. See the *CRS Coordinator's Manual* for current information.

Series 400	Mapping & Regulations	Maximum Points*	Average Points*
	This series credits programs that limit floodplain development or provide increased protection to new and existing development.		
410	Floodplain Mapping - Develop new flood elevations, floodway delineations, wave heights, or other regulatory flood hazard data for an area not mapped in detail by the flood insurance study. - Have a more restrictive mapping standard.	850	78
420	Open Space Preservation - Guarantee that currently open public or private floodplain parcels will be kept free from development. - Incentivize keeping the floodplain open with zoning restrictions, lot size requirements, or other regulations.	2,870	471
430	Higher Regulatory Standards - Limit new buildings and/or fill in the floodplain. - Require freeboard. - Require soil tests or engineered foundations. - Require compensatory storage. - Require coastal construction standards in AE Zones. - Have regulations tailored to protect critical facilities or areas subject to special flood hazards such as alluvial fans, ice jams, subsidence, coastal erosion.	2,462	272
440	Flood Data Maintenance - Keep flood and property data on computer records. - Use better base maps. - Maintain elevation reference marks.	222	127
450	Stormwater Management - Regulate new development throughout the water-shed to ensure that post-development runoff is no greater than pre-development runoff. - Regulate new construction to minimize soil erosion and protect or improve water quality.	755	110
Series 400 Total		7,159	1,058

Series 500	<i>Flood Damage Reduction</i>	<i>Maximum Points*</i>	<i>Average Points*</i>
	This series credits programs that reduce the flood risk to existing development.		
510	Floodplain Management Planning ▪ Using a standard planning process, prepare, adopt, implement, and update ○ a comprehensive flood hazard mitigation plan, and/or ○ a plan to protect natural functions within the community's floodplain, and/or ○ a plan for managing substantial flood damage to properties in the community, and/or ○ a plan to conserve and/or recover threatened and endangered species in the floodplain. ▪ Prepare an analysis of the repetitive flood loss areas within the community. <i>Note: Category C repetitive loss communities must receive credit for either the floodplain management plan or the repetitive loss area analysis, above.</i>	762	197
520	Acquisition & Relocation ▪ Acquire and/or relocate floodprone buildings so that they are out of the floodplain, and the floodplain remains open	2,250	176
530	Flood Protection ▪ Protect existing floodplain development by floodproofing, elevation, or minor flood control projects.	1,600	64
540	Drainage System Maintenance ▪ Have a program for and conduct annual inspections of all channels and detention basins; remove debris as needed	470	203
Series 500 Total		5,082	640

Series 600	<i>Flood Preparedness</i>	<i>Maximum Points*</i>	<i>Average Points*</i>
	This series credits emergency services and flood warning and response programs that save lives and protect property		
610	Flood Warning and Response - Provide early flood warnings to the public, and have a detailed flood response plan keyed to flood crest predictions. - Incorporate substantial damage assessments into flood response operations.	365	266
620	Levees Annually inspect and maintain existing levees; have a system for recognizing the threat of levee failure and/or overtopping, disseminating warnings, and providing emergency response; and coordinate with operators of critical facilities.	235	111
630	Dams Have a high-hazard-potential dam that could affect the community; have a system for recognizing the threat of dam failure, disseminating warnings, planning and practicing emergency responses; and coordinating with operators of critical facilities.	160	38
Series 600 Total		760	415
Total for All Series		14,092	2,505



Additional Credit

Your community can get additional credit for regulating development outside the Special Flood Hazard Area (SFHA) to the same standards as development inside the SFHA. There is also credit for assessing future flood conditions, including the impacts of future development, urbanization, sea level rise, and changing weather patterns. See the *CRS Coordinator's Manual* for full details.

Many communities can qualify for what the CRS calls “state-based credit,” based on the activities or regulations a state or regional agency implements within communities. For example, some states have disclosure laws eligible for credit under Activity 340 (Hazard Disclosure). Any community in those states can receive the state-based credit.

Your community may want to consider floodplain management activities not listed in the *CRS Coordinator's Manual*. You should evaluate these activities for their ability to increase public safety, reduce property damage, avoid economic disruption and loss, and protect the environment. In addition, you can request a review of these activities to determine whether they could be eligible for CRS credit. FEMA welcomes innovative ways to prevent or reduce flood damage.



How to Apply

Participation in the CRS is voluntary. If your community is in full compliance with the minimum floodplain management standards of the NFIP, you may apply. There's no application fee, and all CRS publications are free.

Your community's chief executive officer (your mayor, city manager, or other top official) must appoint a CRS Coordinator to serve as the liaison between the community and FEMA. The coordinator should know the operations of all departments that deal with floodplain management and public information. And the coordinator should be able to speak for the community's chief executive officer.

To begin the application process, your community submits a letter of interest to your FEMA Regional Office and documents that you are implementing floodplain management activities that warrant at least 500 CRS credit points. On the CRS website (<https://www.fema.gov/community-rating-system>) you can find a sample letter; the CRS Quick Check, a tool that helps you assess your community's possible credit points; and further instructions.

You may also want to download from that website a copy of the *CRS Coordinator's Manual*, along with its *Addendum*. These two documents describe the program in full and provide specific information, including eligible activities, required documentation, and resources for assistance.

After your community applies for a CRS classification, the CRS will verify the information and arrange for flood insurance premium discounts.

Help is available through the contact information below.

- CRS-related materials and many more resources are available at <https://www.fema.gov/community-rating-system>.
- For more information, email <mailto:fema-crs@fema.dhs.gov> or nfipcrs@iso.com.

This page intentionally left blank.





TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Pressure Equalizing Module (PEM)

Submitting Dept: Town Clerk, Sherry Henderson, Town Clerk

Agenda Date: May 7, 2024

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

ATTACHMENTS: None



TOWN OF HILLSBORO BEACH

1210 Hillsboro Mile
Hillsboro Beach, FL 33062

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

Agenda Item Cover Memo

Agenda Item: Community Events

1. Recap for Town Shred/Electronic Recycling/Blood Drive - Sat. April 27, 2024, 9am
2. Music on the Green - Wed, May 8, 2024, 7pm
3. Beach Cleanup - Sat, May 18, 2024, 9am

Submitting Dept: Town Clerk, Sherry Henderson, Town Clerk

Agenda Date: May 7, 2024

1. BACKGROUND/HISTORY

2. CURRENT ACTIVITY

2. FINANCIAL IMPACT

3. RECOMMENDATION

- ATTACHMENTS:**
1. Shredding Event Recap
 2. Music on the Green (new)
 3. Hillsboro Beach Cleanup Flyer

Town of Hillsboro Beach

Community Event
Saturday, April 27, 2024
9am-12pm

Shred, Expired/Unused Prescription Drug Take Back, Electronic Recycling, Household Hazardous Waste Drop-off, and Blood Drive



Household Hazardous Waste Flammables and Corrosives Removed



Paint & Related Liquids: 250 Gallons



Loose Hazardous Fluids: Five (5) 40-Gallon containers

Electronics Recycled
1 Pallet Collected



Blood Drive
10 Donors = 30 Lives Saved



RECAP

Prescription Drugs: 48 Lbs



Document Shred: Ten (10) 64-Gallon Bins = 640 Gallons



Blood Drive: 10 Donors = 30 Lives Saved!



Household Hazardous Waste:

Paint and Related Liquids - 250 Gallons

Loose Hazardous Fluids - Five (5) 40-Gallon Containers



Electronic Recycling: 1 Pallet



thank you



Featuring:
Jozay and Patti

The Town of Hillsboro Beach Presents

Music on the Green

Wednesday, May 8, 2024 at 7 p.m.

Grab your lawn chair or a blanket and head out to a free musical performance with a laid-back, seaside ambiance!

In case of rain, event will be held May 9, 2024.

Mayor Dawn Miller
Vice Mayor Barbara Baldassarre
Commissioner Jane Reiser
Commissioner David Ravanese
Commissioner Vinnie Andreano



1210 Hillsboro Mile, Hillsboro Beach, FL 33062
www.townofhillsborobeach.com • (954) 427-4011

TOWN OF HILLSBORO BEACH BEACH CLEANUP

May 18, 2024 • 9 a.m. to noon

Meet at the Town Hall • Gloves and trash bags will be provided

**Volunteers must pre-register
by May 15, 2024**

**All volunteers will receive
a free Hillsboro Beach visor.**

Mayor Dawn Miller
Vice Mayor Barbara Baldassarre
Commissioner Jane Reiser
Commissioner David Ravanese
Commissioner Vinnie Andreano

1210 Hillsboro Mile, Hillsboro Beach, FL 33062
www.townofhillsborobeach.com • (954) 427-4011

