MINUTES
TOWN OF HILLSBORO BEACH
SPECIAL COMMISSION MEETING

TUESDAY	JULY 31, 2025	10:00 A.M.

CALL TO ORDER AND ROLL CALL AND PLEDGE OF ALLEGIANCE

Mayor Dawn Miller called the meeting to order at 10:00 A.M. Roll was called with the Commission members and staff present as listed below.

Town Commission:
Mayor Dawn Miller
Commissioner Vinnie Andreano
Commissioner Jane Reiser
Vice Mayor David A. Ravanesi
Commissioner Heather Berman

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

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

Mayor Miller noted that State Representative Chip LaMarca was expected to join today's meeting in-person. Upon his arrival, the Commission would take a brief recess in order to see a presentation by the Representative.

I. CONSTRUCTION SITE MANAGEMENT PLAN REVIEW

A. Construction Site Management Plan Review for Demolition Permit for Property Located at 1205 Hillsboro Mile, Hillsboro Beach, FL 33062

Property Owner: 1205 and 1206 Hillsboro LLC
Request: The Authorized Agent, Anthony Vakilzadeh, is seeking Construction Site Management Plan Approval for Demolition Permit, Pursuant to the Town's Land Development Code (Chapter 12)
Staff: Graham Long, Development Planner, CG&A

Mayor Miller stated that the Applicant has not yet submitted a plan for the redevelopment of the subject property. Today's request is for approval of demolition only.

Planning Consultant Graham Long, CG&A, explained that the Commission does not typically approve Construction Site Management Plans as stand-alone applications; however, as no Site Plan or construction plan has been submitted for the subject property at this time, Town Code requires that a Construction Site Management Plan be approved prior to demolition.

Motion made by Vice Mayor Ravanesi, seconded by Commissioner Reiser, to temporarily adjourn the meeting in order to see a presentation by Representative LaMarca. [The **motion** was approved by consent.]

The meeting was recessed at 10:03 a.m.

State Representative Chip LaMarca recalled that the Town had requested state appropriations funding for two projects. $1.325 million has been allocated for these projects. He encouraged the Commission and residents to reach out to his office if they need assistance with any issues at the state level.

Representative LaMarca presented the Commission with a check for $1.325 million in state appropriations funding.

- $900,000 Hillsboro Beach Water Treatment Plant Clearwell Storage Tank Replacement Project (Cost Reimbursement Grant)
- $425,000 Hillsboro Beach Sample Road Bridge Water Main Relocation Project (Cost Reimbursement Grant)

Motion made by Vice Mayor Ravanesi, seconded by Commissioner Reiser, to reconvene. In a roll call vote, the **motion** passed unanimously (5-0).

The meeting reconvened at 10:10 a.m.

Mr. Long stated that Section 12-50 of Town Code includes specific requirements and submittals from the Applicant which must be reviewed by the Building Official and Zoning Official. There are two recommended conditions of approval:

- Applicant will submit notices to surrounding property owners within 1,000 ft. within 21 days prior to the commencement of construction or demolition activity
- A water meter with operating water service will be maintained on-site in relation to the mitigation of dust, debris, and airborne particles that can occur during demolition

Mayor Miller requested clarification that the Applicant has met all the requirements of Section 12-50. Mr. Long confirmed this, adding that the Applicant has also met the recommended conditions of approval stated above.

Oliver Velez, representing 1205-1206 Hillsboro Mile, presented demolition plans for the project planned for that location. He provided a demolition permit and fence permit for the site, noting that there is no official design in place at this time. He confirmed that the Applicant had no objections to the conditions cited by Staff.

Vice Mayor Ravanesi requested clarification of how soon the Applicant expects to begin demolition once the 21-day notice has been provided. Mr. Velez replied that mobilization to completion was expected to take under 90 days. Notice will be sent to surrounding property owners right away.

Town Attorney D.J. Doody recommended that if the Commission approves the Application, any motion of approval should be subject to the conditions identified by Mr. Long, as well as the execution and delivery of the settlement agreement.

Motion made by Commissioner Andreano, seconded by Commissioner Berman, with respect to granting the demolition permit with the two conditions stated by Mr. Long, and in addition, the third condition would be the execution and agreement upon the settlement agreement. In a roll call vote, the **motion** passed unanimously (5-0).

II. 1205-1206 HILLSBORO MILE CODE LIENS SETTLEMENT AGREEMENT

A. Resolution 2025-26

Consideration of the Hillsboro Beach Town Commission to Approve and Accept the Proposed Settlement Agreement with 1205 and 1206 Hillsboro, LLC and Authorize the Appropriate Town Officials to Release Liens Upon Execution.

Town Attorney Doody explained that the property located at 1205-1206 Hillsboro Mile has been the subject of Code activity by the Town for a number of years, as a building located at 1205 Hillsboro Mile has not been properly maintained. This issue was taken before the Special Magistrate. The property was not brought into compliance by its previous owner, and a fine of $150/day began to accrue. As of today, total fines for the property are $866,000.

Town Attorney Doody has worked with counsel for the new property owner, 1205 and 1206 Hillsboro Mile LLC, to develop a plan for the Town's receipt of payment for the outstanding lien, which the Applicant is prepared to remit in full today or tomorrow. The only uncommon issue in this case is that the property will not be brought into compliance at the time the fine is paid. Upon receipt of the outstanding monies, the Town Attorney's Office will prepare and secure a release of lien which does not require full Town Commission approval. The release will be signed by the Mayor once payment has been made.

The settlement agreement addresses the 90-day compliance period. The property must be brought into compliance subject to the Construction Site Management Plan approved by the Commission. The Applicant's demolition plan is contingent upon that approval. Ordinance 12-50 requires that notice be provided to adjacent property owners within 1,000 ft. of the subject property. Town Staff has secured a list of these owners from the Broward County Property Appraiser's Office, which will be provided to the Applicant. Once notice is sent to these owners, the clock will begin running on the compliance period.

Town Attorney Doody recalled that he has discussed the settlement agreement with each of the Commissioners. The only change applies if the property is not in compliance after 90 days; should this occur, the Town would need to go back to Code Enforcement and restart the process, and the fine of $450/day would begin to run once more as of August 1, 2025. The Applicant's counsel has requested that the fine only begin to accrue after the 90 days expire, which would reset the date on which the fine would begin to accrue to November 1, 2025.

The Applicant has made preparations to wire the $866,000 to the Town on August 1, upon which the settlement agreement will be signed and the 90-day time frame will begin.

Town Attorney Doody further clarified that the Commission will abate the $450/day fine by the terms of the settlement agreement. Once payment has been received, the fine will not accrue, even if the property is not yet in compliance, within the 90-day time frame.

Marlyn Wienn, attorney representing the Applicant, explained that the Applicant does not anticipate noncompliance to extend beyond the 90 days. They expect demolition to be completed within this time frame. Should additional time be required, however, the amendment to the agreement provides that the Applicant would not be punished. She emphasized that the Applicant is making a good faith effort to bring forward a successful project and submit the fines upon signature of the agreement.

Mayor Miller reviewed the draft settlement agreement, noting that the Applicant's request is included under Provision 4, Payment and Release of Code Lien. The agreement's language currently states that should demolition not occur within 90 days after its date, the Town has the right to levy new daily fines of $450/day retroactively, beginning on the date the Applicant made payment to the Town. The requested change would ensure that this fine does not begin to accrue again until the 91st day rather than retroactively.

Mayor Miller requested clarification of whether the 90-day period begins today or after the 21 days' notice to neighboring properties has been sent. Attorney Wienn explained that the Applicant has requested the 90 days begin on the date of issuance of the demolition permit.

Town Attorney Doody advised that the Town has no control over the provision of notice; should notice not be provided for 30 days, this would extend the timeline further. This was the reason he recommended that the 90 days begin when the agreement is executed, which would provide the Applicant with an incentive to begin the process.

Mayor Miller continued that should the 90-day time frame begin now, preparations for demolition could be made during the 21-day notice requirement period.

Vice Mayor Ravanesi requested more information on the reason for the requested change. Attorney Wienn replied that with the completion of the 21-day notice period, the Applicant would effectively be facing a 70-day rather than a 90-day time period in which to complete demolition.

Ivy Fradin, representing BG Group Demolition, stated that she strongly believed the full 90 days would be needed for the demolition process. She expressed concern that the schedule could be shortened by as much as three weeks, and emphasized the group's intent to demolish the building as quickly and safely as possible.

Vice Mayor Ravanesi expressed concern with the request to alter the agreement at this time, which he felt could lead to incompletion of the plans. Town Attorney Doody characterized the request as a compromise: by agreeing to the terms of the settlement agreement, the Applicant would control the time when the 90-day period begins. He suggested that the two parties agree upon a date certain of August 15, 2025 for the beginning of the 90 days. This would provide the Applicant with two weeks to send notice to the parties on the list provided to them by the Town.

Town Attorney Doody continued that if the time frame begins on August 15, 2025, it would end in mid-November.

Attorney Wienn replied that this was a fair offer, and noted that once the list of neighboring property owners is given to the Applicant, they will send the notices. It was confirmed that the list would be given to the Applicant's team at the end of today's meeting. Mr. Velez stated his intent to send the notices later today.

Commissioner Reiser asked if, should fines begin to accrue on November 15, they would be retroactive. Town Attorney Doody clarified that they would not.

Town Manager Mac Serda asked if, should the Town have to reissue the fines, the violation would remain on the record or the Town would need to issue another violation. Town Attorney Doody replied that the Code process would have to begin again, with certified notice of the violation provided to the Applicant, followed by a Special Magistrate hearing. The Town would request the Special Magistrate to consider beginning the fine with November 15, 2025 as the date of the violation.

Attorney Wienn indicated that this proposal was acceptable to the Applicant.

Attorney Doody requested clarification of when the wire transfer would be initiated. Attorney Wienn replied that if the agreement is finalized and signed today, the transfer can be initiated on the morning of August 1, 2025.

Motion made by Vice Mayor Ravanesi, seconded by Commissioner Berman, to approve the settlement agreement with the changes discussed, to include a 90-day period commencing on August 15 and to state that the fines at that point are not retroactive to this date. In a roll call vote, the **motion** passed unanimously (5-0).

Elad Sharon, owner of 1205-1206 Hillsboro Mile LLC, thanked the Commission and Town Staff on behalf of the Applicant, and provided a brief overview of the company's interests in real estate development. He anticipated a good working relationship with the Town.

III. PROPOSED FISCAL YEAR 2025-2026 BUDGET

A. Discussion and Review of the Town's Proposed 2025-2026 Fiscal Year Budget
Mac Serda, Town Manager & Stephen Bloom, Finance Director (Inframark)

Mr. Serda emphasized that the proposed fiscal year (FY) 2025-2026 budget was prepared with the assistance of Town Staff, particularly Department Heads. The intent is to incorporate the Commission's vision and expectations along with the needs seen by Staff internally and administratively.

Mr. Serda continued that the intent of today's presentation is to allow the Commission to review what has been accomplished as well as looking forward to what is planned for the future. The Commission will establish a tentative millage rate at today's meeting, which will be the maximum millage rate that can be established. It will be transmitted to the Property Appraiser's Office and advertised in the Truth in Millage (TRIM) notice, which identifies all taxing authorities to individual properties. Staff recommend retaining the same millage rate as the previous year.

Finance Director Stephen Bloom, Inframark, attending via Zoom, provided an overview of the budget calendar. The first of two required public hearings is scheduled for September 3, followed by the second on September 15, 2025. He explained that today's presentation will be a summary of the budget, which will generate feedback from the Commission, followed by establishment of the tentative millage rate. The rate established today cannot be raised later in the process, although it may be lowered.

Mr. Bloom continued that the budget book is designed to be comprehensive, as well as to provide an overview of what has been accomplished in the current year. It also provides a broad view of the Town's plans for the next fiscal year, including information on the Five-Year Capital Plan and the resources that will be required for this plan in the next year.

The General Fund is the Town's operating fund, and covers most of the Town's services, including Police, Fire, solid waste, City administration, and more. The Debt Service Fund covers only the bridge loan for beach renourishment. The Town also has several special revenue funds in which both resources and spending are intended for specific activities. These include the Community Bus, the Marine Patrol, Building Permits, Planning and Zoning, and Code Enforcement Funds. The Water Fund covers operations as well as two loans. All Department Heads were given the opportunity to review their departments' current activities and provide input into the budget book.

The General Fund includes approximately $250,000 in contingency. The Water Fund includes $10,000 in contingency. Mr. Bloom noted that there are several key contracts for which the dollar amount is not yet known; contingencies are included in these line items to ensure the overall budget contains room to accommodate unexpected issues.

The Town's total budget reflects an increase of nearly $2 million, of which $1.8 million will go toward covering the bridge loan for beach renourishment. It is assumed that the

Town will not recover its funding on this project in FY 2025-2026. Mr. Serda added that the Town has submitted this loan to the Federal Emergency Management Agency (FEMA) for reimbursement and has passed state emergency review.

Mr. Bloom continued that the Water Fund is set to increase by roughly $201,000, most of which will go toward future projects. The amount budgeted to water billing rates shows a consumer price index (CPI) increase of 2.2%. He added that some projects within this Fund will require additional debt service, and costs are continuing to increase. Staff will bring forward a recommendation related to increases and inflationary pressures in September 2025.

Mr. Serda further clarified that the water and sewer bills are separate entities: the sewer bill is roughly two to three times the amount of the water bill. If inflationary pressures are not accommodated in the water bill, the Town's maintenance/repair and contingency budgets are squeezed.

Mr. Bloom continued that cash reserves will be used to fund the principal and interest payments of the 2026 beach renourishment loan. Some reserves will also be used to fund capital projects. The cash reserves used for the loan will be reimbursed. Some grant funding is expected for the storage reservoir project, with a bank loan required to provide matching funds. The grant funds are factored into the Water Fund.

The proposed budget includes a millage rate of 3.50 mills. The rolled back rate would be 3.3291 mills. The rolled back rate represents the rate that would be required to bring in the same amount of funding as the current year. The 3.50 rate is 5.13% higher than the rolled back rate.

No new Staff positions are included in the budget.

Mr. Bloom advised that total compensation, which covers all payments from taxes to benefits, is set to increase by $421,000. This includes step increases, a total cost of living adjustment (COLA) of roughly $157,000, and a Florida Retirement System (FRS) contribution increase of $120,000. At this point in the budget process, insurance premiums are only estimated based on what the market reflects.

Contracts for which the Town does not yet have exact numbers include Fire/Rescue and solid waste. An increase of $145,000 is expected for Fire/Rescue. Insurance premiums are expected to increase by approximately 25% for health, property, and auto insurance.

Mayor Miller asked if the Town's contract with Inframark for finance services is also expected to increase. Mr. Bloom replied that this increase is tied to the CPI, which will be published in November. The estimated increase for finance services is 3%. A 10% increase is expected to the solid waste contract, with a 15% increase for Fire/Rescue.

$2 million is allocated in the General Fund for the underground utilities project. The General Fund also includes over $190,000 for the Florida Department of Environmental Protection (FDEP) vulnerability study, which will be 100% funded through a grant. The utility project will be funded with a developer contribution.

Additional budgeted items include:

- One Police vehicle
- Commission Chambers modifications
- Next phase of funding for future beach projects
- Monitoring costs for previous beach projects

The Water Fund includes the following:

- $1.7 million for the storage reservoir
- Fence rehabilitation
- Building roof
- Truck
- Planned or unexpected repairs and maintenance

Commissioner Reiser asked if there was a reason these dollars could not be taken from forfeiture funds rather than the General Fund. Mr. Serda explained that forfeiture funds cannot be used toward the normal operating expenses of the Police Department.

Mr. Bloom addressed property taxes and the millage rate, noting that the Town has $1.9 billion in taxable value. Market growth has increased by $97 million. New additions will provide another $20 million for a total new base of over $2 billion. Most of the new additional value came from one parcel. Overall growth is estimated at 6.2%.

Mr. Bloom provided an overview of individual funds in FY 2025-2026, including the General Fund and cash reserves, reiterating that no reimbursement is budgeted for the beach renourishment project at this time. The 6.22% increase in taxable value while keeping the millage rate at 3.50 brings in additional property taxes to fund increases in salaries, benefits, contracts, and other components. The only other aspect with a significant increase is interest income. At present, this is conservatively forecast at slightly over $312,000.

Mr. Bloom briefly reviewed increases for each Department, most of which are either in payroll or contract costs. The Police Department has offset some of its payroll cost increases with operating cost efficiencies.

Personnel costs year-over-year reflect an increase of approximately $405,000. Nearly $200,000 of this is due to COLA and STEP. A COLA of 4% was used to calculate the FY 2025-2026 budget. The Town has no control over FRS contribution rates. FRS will see a $46,000 increase. Premiums, such as worker's compensation and health insurance, are estimated at another $71,000, although these may be lower. Premium information is expected closer to the Town's September 2025 public hearing dates.

Grant funds are expected to cover the costs of the Town's community bus service, and additional gas tax funds will go into the Community Bus Fund as well. A parking lot project estimated at $80,000 is included in this Fund as well. Monies within this fund may not be transferred out to the General Fund or other funds, and may be used toward bus, roadway, and other projects associated with community bus service.

The Marine Law Enforcement Fund is also required to be a separate fund. Every dollar spent within this Fund is reimbursed.

Mr. Bloom noted that it is very difficult to estimate the amount in the Building Permit Fund on a year-over-year basis, as it is not known when permits or funds will come through. This Fund is estimated conservatively for this reason. Revenue in the Building Permit Fund may not be transferred elsewhere and must be used toward future projects or regular permitting activities.

The Planning and Zoning Fund and Code Enforcement Fund are also difficult to estimate from one year to the next. The FY 2025-2026 Planning and Zoning Fund includes money for additional work on land development updates, as well as a budget for a Comprehensive Plan update and for flood insurance. A transfer from the General Fund is used to cover any shortage in these funds; they are not prohibited from transfers in or out.

Mr. Serda noted that transfers from the General Fund cover any planning and zoning expenses not covered through fees. He estimated that roughly $65,000 was transferred from the General Fund into the Planning and Zoning Fund for expenses in the current fiscal year. He emphasized the need to minimize the expenses that lead to General Fund transfers wherever possible while still providing a high level of service.

Mayor Miller asked if this could be done by establishing set fees for developers who require more Staff consultation time. Mr. Serda replied that the Town is considering the addition of these fees to the costs of Site Plans or building permits to capture this additional revenue. This is being done by hourly billing.

Mr. Bloom addressed the Town's Capital Improvement Program, noting that FY 2025-2026 will look forward to more projects in 2027. Costs in this program include engineering, permitting, and monitoring costs associated with past projects, as well as program support and contingency funding. Roughly $130,000 will be funded through grants, with $155,000 coming from the General Fund. Miscellaneous capital projects include utility undergrounding, the FDEP vulnerability assessment, one new Police vehicle, and more.

The Water Fund reflects a projected revenue increase of $50,000. Funds will still need to be transferred out to cover debt service and capital projects. This net amount is estimated at roughly $178,000. $900,000 is budgeted for the storage tank project, with additional funds allocated for fence and roof repairs and maintenance.

Mr. Serda referred the Commission to p.112 of the budget book, which summarizes the Town's three loans for expansion of the water plant, water distribution/water main replacement, and the beach bridge loan for the project finished in March 2025.

Mr. Serda continued that the undergrounding utility project will hopefully begin in FY 2025-2026, assuming the cooperation of Florida Power and Light (FPL) and the timing of the procurement process. Two water plant projects are also anticipated, as well as the vulnerability study which is fully funded through FDEP.

B. Resolution No. 2025-27

A Resolution of the Town Commission of the Town of Hillsboro Beach, Florida Adopting a Preliminary Millage Rate for the Town's General Operating Purposes for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026, and Providing for the Establishment of and Setting Forth the Date, Time, and of the Public Hearing to Formally Adopt the FY 2025-2026 Tentative Millage Rate.

Mayor Miller requested a motion approving the preliminary millage rate of 3.50.

Motion made by Vice Mayor Ravanesi, seconded by Commissioner Reiser, to approve Resolution 2025-27. In a roll call vote, the **motion** passed unanimously (5-0).

Town Attorney Doody reviewed the first budget hearing date, which will be held on September 3, 2025 at 5:01 p.m. in Town Hall.

Attorney Doody requested a motion to allow for the execution of the Code Enforcement lien settlement.

Motion made by Vice Mayor Ravanesi, seconded by Commissioner Reiser, to adopt Resolution 2025-26. In a roll call vote, the **motion** passed unanimously (5-0).

IV. PUBLIC COMMENTS

At this time Mayor Miller opened the public hearing, which she closed upon receiving no input.

V. TOWN MANAGER REPORT

None.

VI. TOWN ATTORNEY REPORT

None.

VII. TOWN COMMISSION COMMENTS/REPORTS

None.

VII. ADJOURNMENT

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

The meeting was adjourned at 11:41 a.m.

ADOPTED THIS 9th DAY OF SEPT 2025.

By: ______________________________
Dawn Miller, Mayor

ATTEST: ______________________________
Sherry D. Henderson, CMC Town Clerk

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