CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

AGENDA ● SEPTEMBER 8, 2025

City Commission ChamberFirst Public Hearing Budget & Millage Rate Mtg **6:00 PM**

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

City Clerk's office: (386) 248-9441 - Fax: (386) 248-9448

City Commission Chamber
City Hall
1065 Ridgewood Avenue
Holly Hill, FL 32117

CITY COMMISSION MEMBERS

Mayor
John Penny

District 1 - Commissioner
Debra Snow

District 2 – Commissioner
Penny Currie

District 3 – Commissioner
Jeffrey DeLanoy

District 4 – Commissioner
Roy Johnson

CITY MANAGER
Joseph Forte

CITY CLERK
Valerie Manning

1. CALL TO ORDER

A. Roll Call
B. Invocation by City Commissioner Roy Johnson
C. Pledge of Allegiance

2. PUBLIC HEARINGS - BUDGET & MILLAGE RATE - FIRST HEARINGS

Please silence any cell phone, pager or noise making device as not to interrupt the meeting. Staff will introduce each item for consideration, with comments and recommendations. The applicant or appellant will be heard first. Comments should be restricted to pertinent information regarding the agenda item under discussion. Out of courtesy to others, we ask that members of the public keep their comments brief and try to limit these comments to information not previously discussed. Members of the public who wish to speak, should state their name and city of residence clearly for the record. Each individual shall be afforded no more than three (3) minutes to speak unless such time is extended by a majority vote of the City Commission. The City Clerk's office is required to retain any documents, photographs, drawings, etc., that are shown to the City Commissioners. The City Commission may ask questions of speakers or of staff members. The Mayor will then ask the City Commission to make a recommendation or motion. Once a motion has been made and seconded, discussion will be closed to the floor. Following City Commission discussion, a vote will be taken. During voting, Commissioners who do not cast objecting votes are considered to have voted in support of the motion.

1. Resolution –2025-R-66 FIRST PUBLIC HEARING - a Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Adopting the Tentative Levying of Ad Valorem Taxes for the City of Holly Hill for the Fiscal Year 2025-2026; and Providing for Severability; and Providing for an Effective Date.

   (Requested by Michele Moore, Finance)

2. Resolution –2025-R-67 FIRST PUBLIC HEARING - a Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Adopting the Tentative Budget for the City of Holly Hill for the Fiscal Year 2025-2026; Providing for Severability; and Providing for an Effective Date.

   (Requested by Michele Moore, Finance)

3. PUBLIC COMMENTS

This is the time for the public to come forward with any comments they may have on any subject related to city business not listed on the Regular Agenda or under Public Hearings. Prior to commenting, individuals are asked to clearly state their name and city of residence for the record. Each individual shall be afforded no more than three (3) minutes to speak unless such time is extended by a majority vote of the City Commission. The City Clerk's Office is required to retain any documents, photographs, drawings, etc., that are shown to the City Commissioners. All comments shall be directed to the presiding officer.

4. APPROVAL OF MINUTES

1. Minutes - August 12, 2025 Regular City Commission Meeting, August 26, 2025 Workshop and August 26, 2025 Regular City Commission Meeting

   (Requested by Valerie Manning, City Clerk)

5. CONSENT AGENDA ITEMS (1 - 2)

The action proposed is stated for each item on the Consent Agenda. Unless a City Commissioner removes an item from the Consent Agenda, no discussion on individual items will occur and a single motion will approve all items. Is there anyone in the audience who wishes to speak on any item on the Consent Agenda?

1. Resolution –2025-R-68 A Resolution of the City Commission of the City of Holly Hill, Florida, Approving the Towing Services Agreement Between the City of Holly Hill and Arrow Service & Towing and Authorizing the City Manager to Execute the Same; Providing for Severability; and Providing for an Effective Date.

   (Requested by Michele Moore, Finance)

2. Resolution –2025-R-69 A Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Amending the Adopted Budget for the City of Holly Hill for the Fiscal Year 2024-2025; Providing for Severability; and Providing for an Effective Date.

   (Requested by Michele Moore, Finance)

6. REGULAR AGENDA - NONE

7. PUBLIC HEARINGS - NONE

8. COMMUNICATIONS

A. City Manager Comments
B. City Attorney Comments
C. Mayor's Comments
D. District City Commission Comments
E. Mayor's Conclusion Comments

9. ADJOURNMENT

Website Address – www.hollyhillfl.org (City Clerk)

NOTICE – If any person decides to appeal any decision of the City Commission at this meeting, he/she will need a record of the proceedings and, for that purpose, he/she 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 City does not prepare or provide such a record.

For special accommodations, please notify the City Clerk's Office at least 72 hours in advance. (386) 248-9441

Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained from the City Clerk's Office.

In accordance with the Americans with Disabilities Act (ADA), persons needing a special accommodation to participate in the Commission proceedings should contact the City Clerk's Office no later than three (3) days prior to the proceedings.

HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **September 8, 2025**
FROM: **Michele Moore**
SUBJECT: **FIRST PUBLIC HEARING - a Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Adopting the Tentative Levying of Ad Valorem Taxes for the City of Holly Hill for the Fiscal Year 2025-2026; and Providing for Severability; and Providing for an Effective Date.**
NUMBER: **2025-R-66**
APPLICANT:
PLANNER:

DISCUSSION:

Florida Statute requires the City to hold a Public Hearing to adopt a tentative millage rate for the upcoming fiscal year, 2025-2026. The City Commission adopted a maximum millage rate of 5.8 at a meeting on July 22, 2025.

State law requires that two formal public hearings be held in September and neither can conflict with the hearing dates established by the County School Board or the County Commission. This is the first hearing to adopt a tentative millage rate and on September 23, 2025 there will be a second hearing to adopt the final millage rate.

Subsequent to the adoption of the proposed millage rate, the Notice of Proposed Property Taxes, otherwise known as TRIM (Truth in Millage) notice, was prepared and mailed to taxpayers by the County Property Appraiser. Printed on the TRIM notice is the date of the first scheduled public hearing to adopt the tentative budget and the tentative millage rate, of September 08, 2025.

The purpose of this hearing is to give the general public an opportunity to speak for or against the proposed budget and millage rate. At the end of the first public hearing, a date and time will be set for the final public hearing, this is proposed for September 23, 2025 at 6:00 pm.

The City is required to provide notice of the final hearing with an advertisement containing the summary budget information along with the tentative millage rate and the tentative approved budget.

The purpose of the final public hearing is to once again give the general public an opportunity to speak for or against the budget and millage rate. At this meeting the Commission will adopt the tentative budget and millage rate.

FISCAL ANALYSIS:

The City Commission is hereby being requested to set the tentative millage rate at the proposed millage rate of 5.8 mills. The proposed budget for the Fiscal Year 2025-2026 Budget is based on this millage rate which is 5.49% above the rolled back rate of 5.4981 mills.

STAFF RECOMMENDATION:

Approve the **First Reading** of the tentative millage rate and set the final public hearing date for September 23, 2025 at 6:00 pm at City Commission Chambers, City Hall, 1065 Ridgewood Avenue, Holly Hill FL, 32117.

COMMISSION GOAL:

Goal #1: Develop and maintain a sound and sustainable financial plan for the city that establishes sufficient reserves for all funds, ensures (whenever possible) that user fees pay for services rendered, provides a realistic capital improvement program, and encourages public/private sector partnerships and intergovernmental partnerships.

Goal #4: Provide proficient public health and safety services in terms of police and fire protection, water, storm water, waste water and solid waste management and disaster preparedness with a focus on intergovernmental collaboration, private sector partnerships, and utilization of technologies and proven innovations.

MOTION:

APPROVE THE FIRST PUBLIC HEARING RESOLUTION ADOPTING THE TENTATIVE MILLAGE RATE OF 5.8 MILLS AND SETTING THE FINAL PUBLIC HEARING DATE OF SEPTEMBER 23, 2025 AT 6:00 PM IN THE CITY COMMISSION CHAMBERS LOCATED AT CITY HALL.

Resolution No. 2025-66

FIRST PUBLIC HEARING - A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, ADOPTING THE TENTATIVE LEVYING OF AD VALOREM TAXES FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2025-2026; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, ADOPTING THE TENTATIVE LEVYING OF AD VALOREM TAXES FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2025-2026; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Holly Hill of Volusia County, Florida, on September 08, 2025, adopted a Fiscal year 2025-2026 tentative millage rate following a public hearing as required by Florida Statute 200.065; and

WHEREAS, the City of Holly Hill of Volusia County Florida, held a public hearing as required by Florida Statute 200.065; and

WHEREAS, the gross taxable value for operating purposes, not exempt from taxation, has been certified by the Volusia County Property Appraiser to the City of Holly Hill as $1,001,260,939.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. The FY 2025-2026 operating millage is 5.8 mills, which is greater than the rolled-back rate of 5.4981 mills by 5.49%.

SECTION 2. The Final Public Hearing will be September 23, 2025 at 6:00 pm.

SECTION 3. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 8th day of SEPTEMBER, 2025 for First Public Hearing reading.

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **September 8, 2025**
FROM: **Michele Moore**
SUBJECT: **FIRST PUBLIC HEARING - a Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Adopting the Tentative Budget for the City of Holly Hill for the Fiscal Year 2025-2026; Providing for Severability; and Providing for an Effective Date.**
NUMBER: **2025-R-67**
APPLICANT:
PLANNER:

DISCUSSION:

Florida Statute requires the City to hold a Public Hearing to adopt a tentative budget for the upcoming fiscal year, 2025-2026. State law requires that two formal public hearings be held in September and neither can conflict with the hearing dates established by the County School Board or the County Commission.

Monday, September 8, 2025 is the first public hearing to adopt a tentative budget and on Tuesday, September 23, 2025 there will be a second and final public hearing to adopt the Final Budget.

The purpose of the final public hearing is to give the general public an opportunity to speak for or against the budget. At this meeting the Commission will adopt the tentative Fiscal year 2025-2026 budget.

FISCAL ANALYSIS:

Dependent upon City Commission action.

STAFF RECOMMENDATION:

Approve the Tentative budget and setting the final hearing date and time.

COMMISSION GOAL:

Goal #1: Develop and maintain a sound and sustainable financial plan for the city that establishes sufficient reserves for all funds, ensures (whenever possible) that user fees pay for services rendered, provides a realistic capital improvement program, and encourages public/private sector partnerships and intergovernmental partnerships.

Goal #4: Provide proficient public health and safety services in terms of police and fire protection, water, storm water, waste water and solid waste management and disaster

preparedness with a focus on intergovernmental collaboration, private sector partnerships, and utilization of technologies and proven innovations.

MOTION:

APPROVE THE FIRST PUBLIC HEARING RESOLUTION ADOPTING THE TENTATIVE BUDGET FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2025 - 2026 AND SETTING THE FINAL BUDGET HEARING DATE AND TIME.

ATTACHMENTS:

- COHH Proposed Budget FY2025_2026 (PDF)

Resolution No. 2025-67

FIRST PUBLIC HEARING - A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, ADOPTING THE TENTATIVE BUDGET FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2025-2026; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, ADOPTING THE TENTATIVE BUDGET FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2025 - 2026; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Holly Hill of Volusia County, Florida, on September 08, 2025 held a public hearing as required by Florida Statute 200.065; and

WHEREAS, the City of Holly Hill of Volusia County Florida, set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2025-2026.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. That the City Commission of the City of Holly Hill, Florida pursuant to the Charter of the City of Holly Hill and Chapter 166, Florida Statutes, does hereby adopt the Tentative General, Enterprise and all other related Fund Budgets and Capital Improvements Programs, which are attached hereto and incorporated herein which may later be amended by the City Commission.

SECTION 2. Set the final public hearing for September 23, 2025 immediately following adoption of the Millage Rate Resolution.

SECTION 3. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 8th day of SEPTEMBER, 2025 for first public hearing.

HOLLY HILL FLORIDA Holly Hill, FL

Budget Worksheet

Account Summa

For Fiscal: 2025-2026 Period Ending: 09/30/2(

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

				Defined Budgets			
		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 001 - GENERAL FUND							
Division: 0000 - UNDESIGNATED							
001-0000-311-1000	AD-VALOREM TAXES	3,585,407.35	3,468,759.93	3,946,290.00	3,684,958.67	4,111,749.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	5.8 MILS PER $1,000 @ 95% COLLECTION			0.00	0.00	-4,111,749.00	
001-0000-311-2000	DELINQUENT AD-VALOREM TAX	5,000.00	229,898.52	5,000.00	263,942.63	5,000.00	0.00
001-0000-312-4100	1ST LOCAL OPTION FUEL TAXES	183,326.00	204,185.51	201,128.00	152,547.67	201,128.00	0.00
001-0000-312-5100	FIRE INS/FIRE PENSION	49,814.00	97,568.14	105,789.00	69,519.40	97,568.00	0.00
001-0000-312-5200	INS TAX/POLICE PENSION	146,676.00	183,588.44	166,619.00	181,809.91	183,588.00	0.00
001-0000-314-1000	ELECTRICITY UTILITY SERVICE T...	1,219,000.00	1,349,470.95	1,230,000.00	1,084,525.25	1,272,000.00	0.00
001-0000-314-3000	WATER UTILITY TAX	398,000.00	393,214.20	398,000.00	336,374.64	381,000.00	0.00
001-0000-314-4000	NATURAL GAS UTILITY TAX	16,000.00	17,909.38	12,000.00	17,125.75	16,000.00	0.00
001-0000-314-8000	PROPANE UTILITY TAX	18,000.00	16,881.19	16,000.00	15,101.15	16,000.00	0.00
001-0000-315-1000	COMMUNICATIONS SERVICE T...	406,184.00	335,479.62	391,607.00	293,384.78	370,896.00	0.00
001-0000-316-0000	LOCAL BUSINESS TAX	191,000.00	186,078.38	191,000.00	226,178.67	201,000.00	0.00
001-0000-323-1000	FRANCHISE FEES-ELECTRICITY	828,633.00	928,570.96	800,000.00	568,568.12	844,000.00	0.00
001-0000-323-4000	FRANCHISE FEES - GAS	23,000.00	29,757.76	23,000.00	25,963.28	26,000.00	0.00
001-0000-323-9100	TOWING SERVICE	24,065.00	24,064.92	24,065.00	22,059.51	21,607.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	TOWING CONTRACT			0.00	0.00	-21,607.00	
001-0000-329-1000	OTHER PERMITS AND FEES	3,400.00	750.00	3,400.00	0.00	1,000.00	0.00
001-0000-329-1010	GARAGE SALE PERMITS	800.00	730.00	800.00	605.00	700.00	0.00
001-0000-329-1020	APPLICATION FEE-BOPA	50.00	0.00	50.00	0.00	25.00	0.00
001-0000-329-1030	GOLF CART REGIST-RESIDENT	25.00	75.00	25.00	0.00	25.00	0.00
001-0000-329-1040	APPLICATION FEE-BTR(OL)	5,000.00	5,522.00	5,000.00	5,020.00	5,000.00	0.00

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-0000-329-1050	FOOD TRUCK DAILY PERMIT	200.00	275.00	200.00	62.50	100.00	0.00
001-0000-329-2000	FIRE INSPECTION FEES	46,000.00	35,200.48	46,000.00	44,108.64	41,000.00	0.00
001-0000-329-4010	HERA REGISTRY	10,000.00	5,400.00	10,000.00	6,240.20	6,300.00	0.00
001-0000-331-2410	FEDERAL GRANTS	2,577.00	2,577.00	7,855.00	0.00	0.00	0.00
001-0000-331-2425	VOCA GRANT	50,590.00	50,590.00	40,472.00	34,324.26	40,472.00	0.00
001-0000-331-2500	US DOT/FL DOT	65,000.00	37,704.38	56,000.00	39,778.44	56,000.00	0.00
001-0000-331-5200	FEMA - REIMBURSEMENT	0.00	597,294.23	0.00	0.00	0.00	0.00
001-0000-334-2400	STATE GRANTS	0.00	0.00	44,190.00	44,190.00	0.00	0.00
001-0000-334-4950	FDOT HVE GRANT	0.00	0.00	5,000.00	187.78	5,547.00	0.00
001-0000-334-5200	FEMA - HURRICANE REIMB	0.00	4,653.62	0.00	0.00	0.00	0.00
001-0000-335-1200	STATE SHARED REVENUES	616,653.00	629,769.62	615,452.00	577,609.45	631,410.00	0.00
001-0000-335-1400	MOBILE HOME LICENSES	16,000.00	14,320.06	16,000.00	13,481.12	14,000.00	0.00
001-0000-335-1500	ALCOHOL BEVERAGE TAX	11,000.00	11,516.12	11,000.00	9,260.90	7,000.00	0.00
001-0000-335-1800	LOCAL GOVT 1/2 CENT TAX	900,112.00	852,352.60	871,987.00	641,873.85	839,082.00	0.00
001-0000-335-2100	FIREFIGHTER SUPPL. COMP.	5,000.00	5,876.67	5,000.00	3,240.00	5,000.00	0.00
001-0000-338-2000	SHARED REV/OTHER LOCAL UN	10,000.00	1,038.82	10,000.00	0.00	0.00	0.00
001-0000-341-0130	COST ALLOCATION-CRA	98,893.00	98,893.00	112,522.00	112,522.00	105,150.00	0.00
001-0000-341-0400	COST ALLOCATION-W&S	1,195,636.00	1,195,636.00	1,262,699.00	1,262,699.00	1,294,502.00	0.00
001-0000-341-0460	STORMWATER	154,214.00	154,214.00	142,420.00	142,419.00	151,463.00	0.00
001-0000-341-0495	SOLID WASTE	339,748.00	339,748.00	323,783.00	323,783.00	341,822.00	0.00
001-0000-342-1010	COPIES/PD RPTS/PUBLIC RECO...	1,700.00	1,418.20	1,700.00	3,152.81	1,000.00	0.00
001-0000-342-1020	FINGERPRINTS/FALSE ALARMS	10,300.00	10,541.00	10,300.00	10,420.00	10,000.00	0.00
001-0000-342-2010	FALSE FIRE ALARMS	300.00	4,525.00	300.00	5,625.00	5,000.00	0.00
001-0000-342-2020	FIRE PLAN REVIEW FEES	2,000.00	15,177.99	2,000.00	7,710.25	4,500.00	0.00
001-0000-344-9010	FDOT MEDIAN MAINT	34,502.00	34,882.54	34,503.00	25,877.25	34,502.00	0.00
001-0000-344-9012	TRAFFIC SIGNAL MAINT-DOT	27,692.00	27,692.00	0.00	42,184.00	0.00	0.00
001-0000-344-9015	HWY LIGHTING MAINT - DOT	42,794.00	117,730.62	44,382.00	44,381.66	44,382.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	BASED ON CONTRACT	0.00	0.00	-44,382.00

001-0000-347-2100	CULTURE/RECREATION	4,200.00	3,640.95	4,200.00	5,649.58	3,500.00	0.00

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-0000-347-4300	PROMOTIONAL ACTIVITY	300.00	667.83	300.00	380.00	200.00	0.00
001-0000-347-5300	SICA HALL REVENUES	13,000.00	19,265.00	13,000.00	17,205.50	12,000.00	0.00
001-0000-349-2000	LAND DEV (BOPA)	800.00	250.00	800.00	250.00	50.00	0.00
001-0000-349-2010	COMP PLAN AMENDMENTS	4,500.00	4,000.00	4,500.00	2,000.00	2,500.00	0.00
001-0000-349-2020	REZONING	5,500.00	7,940.00	5,500.00	8,520.00	5,500.00	0.00
001-0000-349-2050	SUBDIVISION	0.00	1,250.00	0.00	0.00	0.00	0.00
001-0000-349-2071	RESIDENTIAL VARIANCE	700.00	1,050.00	700.00	700.00	50.00	0.00
001-0000-349-2080	ZONING VERIFICATION LETTR	1,000.00	1,700.00	1,000.00	3,100.00	1,000.00	0.00
001-0000-349-2100	PASS-THRU LEG.ADS,ADV,LEG	500.00	0.00	500.00	0.00	50.00	0.00
001-0000-349-4000	CERTIFICATN/COPIES/RESRCH	12,400.00	21,786.68	12,400.00	22,161.00	12,400.00	0.00
001-0000-349-4010	CERTIFICATN/COPIES/RESRCH /...	400.00	127.03	400.00	0.00	400.00	0.00
001-0000-349-5030	LAND DEVELOPMENT	2,000.00	48,932.48	2,000.00	6,100.00	2,000.00	0.00
001-0000-349-5040	SPECIAL EXCEPTION	0.00	1,755.00	0.00	3,000.00	0.00	0.00
001-0000-349-5060	STREET VACATIONS	0.00	325.00	0.00	0.00	0.00	0.00
001-0000-351-2000	CIRCUIT COURT-CRIMINAL	9,900.00	19,361.70	9,900.00	12,992.00	9,900.00	0.00
001-0000-351-2030	POLICE EDUCATION - CRIME	200.00	352.00	200.00	256.00	200.00	0.00
001-0000-351-5000	TRAFFIC COURT	16,600.00	20,335.54	16,600.00	15,236.18	15,500.00	0.00
001-0000-351-5030	POLICE EDUCATION - TRAFFIC	2,000.00	2,812.00	2,000.00	1,812.00	1,500.00	0.00
001-0000-351-9000	OTHER	0.00	857.64	0.00	952.40	0.00	0.00
001-0000-354-0000	LOCAL ORDINANCE VIOLATION	1,300.00	26,584.59	1,300.00	38,977.55	15,000.00	0.00
001-0000-354-1010	CODE VIOLATION FEES	35,000.00	14,442.92	35,000.00	43,316.39	35,000.00	0.00
001-0000-354-1020	PER DAY FINES	5,000.00	99,600.42	5,000.00	41,599.36	5,000.00	0.00
001-0000-354-1030	SPECIAL MASTER FEE	5,000.00	11,845.34	5,000.00	10,524.05	5,000.00	0.00
001-0000-354-1035	RENTAL HOUSING INSPECTION	97,438.00	0.00	55,842.00	0.00	0.00	0.00
001-0000-361-1000	INTEREST & OTHER EARNINGS	2,660.00	69,960.14	52,932.00	77,035.90	55,000.00	0.00
001-0000-361-1500	INVESTMENT EARNINGS	73,217.00	168,241.38	115,500.00	242,699.61	131,950.00	0.00
001-0000-361-3010	INCR/DECR FAIR VAL-INVEST	0.00	51,214.76	0.00	0.00	0.00	0.00
001-0000-362-5000	RENTS & LEASE	0.00	1.00	0.00	1.00	0.00	0.00
001-0000-364-4100	DISPOS. OF FIXED ASSETS	0.00	3,787.00	0.00	0.00	0.00	0.00
001-0000-366-9000	CNTRB & DON/PRIV SOURCE	2,405.00	3,405.00	7,543.00	11,848.25	2,500.00	0.00
001-0000-366-9040	SAFETY GRANT-INS SPONSR'D	5,000.00	3,812.50	5,000.00	7,563.00	5,000.00	0.00

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-0000-366-9050	SPONSORSHIPS-LOCDINNER	11,040.00	11,040.00	0.00	0.00	0.00	0.00
001-0000-369-1010	CONVENIENCE FEES	95,000.00	95,858.98	114,000.00	124,415.49	123,000.00	0.00
001-0000-369-2010	COLLECTION FEES ADMIN	0.00	35.00	0.00	35.00	0.00	0.00
001-0000-369-2020	COLLECTION AGENCY FEES	0.00	47.69	0.00	293.15	0.00	0.00
001-0000-369-3030	SETTLEMENTS	0.00	52,893.51	147,542.40	164,023.65	0.00	0.00
001-0000-369-8010	REBATES,REFUNDS,DISCOUNTS	7,500.00	12,959.18	10,000.00	10,135.08	10,000.00	0.00
001-0000-369-9000	MISC REVENUES	2,000.00	20,966.83	2,500.00	31,691.87	2,000.00	0.00
001-0000-381-0101	TRANSFER-LAW ENF IMPACT F...	0.00	0.00	18,527.00	18,527.00	0.00	0.00
001-0000-381-0130	TRANSFER FRM COMM REDEV...	9,923.00	9,923.00	9,915.00	0.00	9,915.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	FLEET	1.00	-9,915.00	-9,915.00

001-0000-389-1000	PRIOR YEAR CARRYOVER	169,068.58	0.00	1,320,390.58	0.00	612,398.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**11,339,842.93**	**12,534,559.94**	**13,173,529.98**	**11,265,816.55**	**12,471,031.00**	**0.00**

Division: 1101 - COMMISSION

001-1101-511-1200	REGULAR SALARIES	44,000.00	44,120.66	62,388.00	55,678.55	70,202.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	COMMISSIONERS 4	4.00	0.00	0.00
DEPT REQUEST	GOVERMENT OFFICIALS REGULAR SALARIES TOTAL	0.00	0.00	70,202.00
DEPT REQUEST	MAYOR 1	1.00	0.00	0.00

001-1101-511-2100	FICA/MEDICARE TAXES	3,400.00	1,525.03	4,820.00	3,665.10	5,370.00	0.00
001-1101-511-2300	LIFE & HEALTH INSURANCE	47,510.00	35,162.11	46,980.00	20,027.64	50,720.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	HEALTH INSURANCE	5.00	10,080.00	50,400.00
DEPT REQUEST	LIFE INSURANCE	0.00	0.00	320.00

001-1101-511-2400	WORKERS COMP INSURANCE	440.00	432.42	610.00	49.58	110.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	WORKERS COMP	0.00	0.00	110.00

001-1101-511-4001	TRAVEL & PER DIEM	4,200.00	1,249.96	4,800.00	682.29	4,800.00	0.00

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FLC CONFERENCE			0.00	0.00	4,800.00	
001-1101-511-4200	POSTAGE, FRT, EXPRESS	100.00	0.00	100.00	0.00	100.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CARDS AND LETTERS			0.00	0.00	100.00	
001-1101-511-4500	INSURANCE/NON-EMPLOYEE	29,232.00	29,228.44	31,892.00	31,260.95	33,238.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BROWN & BROWN PACKAGE POLICY			0.00	0.00	33,238.00	
001-1101-511-4700	PRINTING & BINDING	500.00	0.00	1,050.00	918.00	100.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BUSINESS CARD, NEWLY ELECTED PHOTO			0.00	0.00	100.00	
001-1101-511-4901	OTHER CHARGES	200.00	0.00	410.00	409.65	200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	MISC, CHARGES			0.00	0.00	200.00	
001-1101-511-5205	MEETING EXPENSE	860.00	858.80	500.00	500.09	600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	REFRESHMENTS COMMISSION MEETINGS AND WORK SESSIONS			0.00	0.00	600.00	
001-1101-511-5220	CLOTHING & EQUIPMENT	650.00	0.00	650.00	466.75	650.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COMISSION POLO SHIRTS			0.00	0.00	650.00	
001-1101-511-5400	BOOKS/PUBL/SUBSCR/MEMBE...	5,500.00	4,771.00	6,500.00	5,268.00	5,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FLORIDA LEAGUE OF CITIES			0.00	0.00	2,000.00	
DEPT REQUEST	LEAGUE OF MAYORS			0.00	0.00	500.00	
DEPT REQUEST	R2C TPO			0.00	0.00	2,000.00	

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
DEPT REQUEST	VOLUSIA LEAGUE OF CITIES			0.00	0.00	1,000.00	
001-1101-511-5501	TRAINING & EDUCATION COST	2,000.00	785.00	1,240.00	1,950.00	2,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	VOLUSIA DAYS			0.00	0.00	800.00	
DEPT REQUEST	VOLUSIA LOC DINNERS			0.00	0.00	1,200.00	
001-1101-511-8200	GRANTS & AID	40,000.00	25,000.00	40,000.00	21,029.00	40,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FIRST STEP SHELTER			0.00	0.00	25,000.00	
DEPT REQUEST	HOPE PLACE			0.00	0.00	15,000.00	
	Division: 1101 - COMMISSION Total:	**178,592.00**	**143,133.42**	**201,940.00**	**141,905.60**	**213,590.00**	**0.00**
Division: 1201 - CITY MANAGER							
001-1201-512-1200	REGULAR SALARIES & WAGE	244,515.00	248,454.00	306,228.00	278,357.90	342,886.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CITY CLERK			1.00	0.00	0.00	
DEPT REQUEST	CITY MANAGER			1.00	0.00	0.00	
DEPT REQUEST	CITY MGR & PERSONNEL REG SALARIES & WAGES TOTAL			0.00	0.00	262,969.00	
DEPT REQUEST	LEAVE PAYOUT			0.00	0.00	79,917.00	
001-1201-512-1400	OVERTIME	0.00	0.00	0.00	1,527.70	0.00	0.00
001-1201-512-1510	INCENTIVE PAY - CELL	600.00	601.79	600.00	535.71	600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CELL PHONE ALLOWANCE			24.00	25.00	600.00	
001-1201-512-1520	UNIFORM ALLOWANCE	200.00	200.00	200.00	200.00	200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CITY CLERK			0.00	0.00	200.00	
001-1201-512-1540	AUTO ALLOWANCE	6,000.00	6,035.71	6,000.00	5,214.29	6,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CITY MANAGER - CELL/AUTO			12.00	500.00	6,000.00	

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-1201-512-2100	FICA/MEDICARE TAXES	19,230.00	18,360.32	23,960.00	20,686.82	26,751.00	0.00
001-1201-512-2200	RETIREMENT CONTRIBUTION	69,420.00	70,750.30	90,020.00	81,529.66	100,740.00	0.00
001-1201-512-2300	LIFE & HEALTH INSURANCE	19,590.00	18,408.86	19,450.00	18,826.98	20,870.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	HEALTH INSURANCE	2.00	10,080.00	20,160.00
DEPT REQUEST	LIFE INSURANCE	0.00	0.00	710.00

001-1201-512-2400	WORKERS COMP INSURANCE	2,430.00	2,419.75	2,920.00	245.76	390.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	WORKERS COMP	0.00	0.00	390.00

001-1201-512-3150	LEGAL/OFFICIAL ADVERTISNG	12,000.00	8,433.13	12,000.00	11,864.79	12,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	CLERK OF COURT	0.00	0.00	4,000.00
DEPT REQUEST	NEWS JOURNAL ADVERTISING	0.00	0.00	8,000.00

001-1201-512-3400	OTHER SERVICES	15,000.00	13,242.53	15,000.00	12,406.28	15,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	IRON MOUNTAIN	0.00	0.00	10,000.00
DEPT REQUEST	MUNICODE	0.00	0.00	5,000.00

001-1201-512-4001	TRAVEL & PER DIEM	2,000.00	0.00	2,000.00	970.73	3,650.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	FCCMA	0.00	0.00	1,000.00
DEPT REQUEST	FLC ANNUAL CONFERENCE MILAGE PLUS 3 NIGHTS	0.00	0.00	1,000.00
DEPT REQUEST	ICMA CONFERENCE MILEAGE PLUS 5 NIGHTS	0.00	0.00	1,650.00

001-1201-512-4200	POSTAGE, FRT, EXPRESS	600.00	405.76	600.00	482.16	600.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	PITNEY BOSE, FREIGHT & EXPENSES	0.00	0.00	600.00

001-1201-512-4400	RENTALS & LEASES	700.00	498.48	504.00	456.92	500.00	0.00

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Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COPIER LEASE			12.00	41.67	500.00	
001-1201-512-4500	INSURANCE/NON-EMPLOYEE	5,581.00	5,576.24	6,084.00	6,273.42	6,716.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BROWN & BROWN PACKAGE POLICY			0.00	0.00	6,716.00	
001-1201-512-4600	REPAIRS & MAINTENANCE	500.00	0.00	500.00	0.00	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	SERVICE PITNEY BOWES ENVELOPE MACHINE			1.00	500.00	500.00	
001-1201-512-4611	MAINTENANCE CONTRACTS	700.00	422.68	0.00	0.00	700.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COPIER LEASE			1.00	700.00	700.00	
001-1201-512-4700	PRINTING & BINDING	1,000.00	999.00	1,420.00	1,144.65	1,200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	STATIONARY, ENVELOPES, BUSINESS CARDS, PLANNER			0.00	0.00	1,200.00	
001-1201-512-4800	PROMO.ADVERTISING ACTIV.	1,000.00	0.00	1,000.00	0.00	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	MISC. PROMOTIONAL			0.00	0.00	500.00	
001-1201-512-4810	PROMO ACT.-SPECIAL EVENTS	15,058.35	15,052.95	1,200.00	0.00	7,200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	INFLATABLE PARADE BALLOONS			0.00	0.00	6,000.00	
DEPT REQUEST	SPECIAL EVENTS - CHRISTMAS, HALLOWEEN, EASTER,			0.00	0.00	1,200.00	
001-1201-512-4901	OTHER CHARGES	6,500.00	6,437.03	8,500.00	7,554.97	8,000.00	0.00

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Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	EMPLOYEE APPRECIATION DAY			0.00	0.00	1,500.00	
DEPT REQUEST	EMPLOYEE APPRECIATION HOLIDAY GIFT CARD			0.00	0.00	6,500.00	
001-1201-512-4960	ELECTION EXPENSE	12,000.00	360.00	12,000.00	0.00	12,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	ELECTION EXPENSE			0.00	0.00	12,000.00	
001-1201-512-5100	OFFICE SUPPLIES	1,425.00	1,424.99	1,200.00	569.23	1,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	OFFICE SUPPLIES			0.00	0.00	1,000.00	
001-1201-512-5205	MEETING EXPENSE	300.00	0.00	300.00	0.00	300.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	STUDENT GOVERMENT DAY			0.00	0.00	300.00	
001-1201-512-5400	BOOKS/PUBL/SUBSCR/MEMBE...	3,045.00	2,937.61	3,045.00	2,910.96	3,165.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FACC - CITY CLERK			0.00	0.00	75.00	
DEPT REQUEST	FCCMA - CITY MANAGER			0.00	0.00	500.00	
DEPT REQUEST	FLORIDA NOTARY ASSC. - CITY CLERK			0.00	0.00	100.00	
DEPT REQUEST	ICMA DUES - CITY MANAGER			0.00	0.00	1,200.00	
DEPT REQUEST	IIMC - CITY CLERK			0.00	0.00	170.00	
DEPT REQUEST	NEWS JOURNAL			0.00	0.00	120.00	
DEPT REQUEST	VOLUSIA LEAGUE OF CITIES			0.00	0.00	1,000.00	
001-1201-512-5501	TRAINING & EDUCATION COST	1,915.00	465.00	2,040.00	2,005.00	2,990.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FCCMA CONFERENCE			0.00	0.00	500.00	
DEPT REQUEST	FCCMA SYMPOSIUM; FCCMA WINTER INST; DISTRICT CLASS			0.00	0.00	500.00	
DEPT REQUEST	FLC CONFERENCE REGISTRATION			0.00	0.00	500.00	
DEPT REQUEST	FLORIDA ASSC. OF CITY CLERK WEBINARS			0.00	0.00	200.00	
DEPT REQUEST	ICMA CONFERENCE			0.00	0.00	890.00	

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Budget Worksheet

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
DEPT REQUEST	IIMC - ONLINE COURSES FOR MCC CERTIFICATION			0.00	0.00	200.00	
DEPT REQUEST	VLC/VCARD DINNERS & MISC EVENTS			0.00	0.00	200.00	
001-1201-514-3101	PROFESSIONAL SERVICES	134,980.00	119,801.59	150,000.00	123,036.36	150,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	LEGAL - SCOTT SIMPSON	0.00	0.00	100,000.00
DEPT REQUEST	LOBBYIST - $40k ANNUAL CONTRACT, $10K EXPENSES	0.00	0.00	50,000.00

	Division: 1201 - CITY MANAGER Total:	**576,289.35**	**541,287.72**	**666,771.00**	**576,800.29**	**724,458.00**	**0.00**
Division: 1301 - ACCOUNTING							
001-1301-513-1200	REGULAR SALARIES & WAGE	449,195.00	308,952.69	474,877.00	327,423.19	498,617.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	ACCOUNTANT	1.00	0.00	0.00
DEPT REQUEST	ASSISTANT FINANCE DIRECTOR	1.00	0.00	0.00
DEPT REQUEST	FINANCE CLERK II	1.00	0.00	0.00
DEPT REQUEST	FINANCE DIRECTOR	1.00	0.00	0.00
DEPT REQUEST	FINANCE REGULAR SALARIES & WAGES TOTAL	0.00	0.00	498,617.00
DEPT REQUEST	PAYROLL COORDINATOR	1.00	0.00	0.00
DEPT REQUEST	PURCHASING AGENT	1.00	0.00	0.00
DEPT REQUEST	SENIOR ACCOUNTANT	1.00	0.00	0.00

001-1301-513-1300	OTHER SALARIES & WAGES	2,000.00	2,000.00	0.00	0.00	0.00	0.00
001-1301-513-1400	OVERTIME	1,015.00	1,014.76	701.00	504.29	247.00	0.00
001-1301-513-1510	INCENTIVE PAY - CELL	1,200.00	601.79	1,200.00	535.71	1,200.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	CELL PHONE	2.00	600.00	1,200.00

001-1301-513-1520	UNIFORM ALLOWANCE	1,400.00	1,000.00	1,400.00	1,000.00	1,400.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	CLOTHING ALLOWANCE	7.00	200.00	1,400.00

001-1301-513-2100	FICA/MEDICARE TAXES	35,270.00	23,628.11	36,610.00	24,451.05	38,362.00	0.00
001-1301-513-2200	RETIREMENT CONTRIBUTION	86,150.00	64,827.69	90,210.00	67,440.82	93,130.00	0.00

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-1301-513-2300	LIFE & HEALTH INSURANCE	67,950.00	36,528.95	67,350.00	40,843.61	72,470.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	HEALTH INSURANCE			7.00	10,080.00	70,560.00	
DEPT REQUEST	LIFE INSURANCE			0.00	0.00	1,910.00	
001-1301-513-2400	WORKERS COMP INSURANCE	4,580.00	3,094.50	4,550.00	284.20	570.00	0.00
001-1301-513-3200	ACCOUNTING & AUDITING	79,300.00	66,500.00	91,700.00	72,920.00	88,700.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	ANNUAL AUDIT AND FIN CONSULT SERV			0.00	0.00	62,700.00	
DEPT REQUEST	FOSTER & FOSTER OPEB REPORT			1.00	5,500.00	5,500.00	
DEPT REQUEST	GFOA CERTIFICATE OF AWARD			0.00	0.00	500.00	
DEPT REQUEST	OTHER SERVICES			0.00	0.00	5,000.00	
DEPT REQUEST	SINGLE AUDIT			3.00	5,000.00	15,000.00	
001-1301-513-3400	OTHER SERVICES	2,500.00	6.54	2,500.00	0.00	1,500.00	0.00
001-1301-513-4001	TRAVEL & PER DIEM	2,315.00	2,139.47	4,160.00	3,081.54	5,400.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FGFOA CONFERENCE			2.00	1,200.00	2,400.00	
DEPT REQUEST	SCHOOL OF GOVT FINANCE - 1 ACCOUNTANT			1.00	1,200.00	1,200.00	
DEPT REQUEST	TYLER CONNECT USER CONFERENCE			1.00	1,800.00	1,800.00	
001-1301-513-4200	POSTAGE, FRT, EXPRESS	2,130.00	2,125.57	1,600.00	1,571.95	1,600.00	0.00
001-1301-513-4400	RENTALS & LEASES	2,170.00	996.96	1,008.00	913.88	997.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COPIER LEASE			12.00	83.08	997.00	
001-1301-513-4500	INSURANCE/NON-EMPLOYEE	19,519.00	19,516.88	19,359.00	21,956.96	23,506.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BROWN & BROWN PACKAGE POLICY			0.00	0.00	23,506.00	
001-1301-513-4611	MAINTENANCE CONTRACTS	1,400.00	1,380.17	0.00	0.00	0.00	0.00
001-1301-513-4700	PRINTING & BINDING	1,300.00	1,210.15	1,120.00	1,093.26	1,240.00	0.00

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	ANNUAL FINANCIAL REPORT COVERS			0.00	0.00	100.00	
DEPT REQUEST	COPY CHARGES - RICOH			12.00	95.00	1,140.00	
001-1301-513-4901	OTHER CHARGES	210.00	207.26	100.00	116.39	100.00	0.00
001-1301-513-5100	OFFICE SUPPLIES	2,690.00	2,512.21	2,700.00	2,202.93	3,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	MICR TONER			0.00	0.00	700.00	
DEPT REQUEST	OTHER			0.00	0.00	2,300.00	
001-1301-513-5201	OPERATING SUPPLIES	550.00	216.56	700.00	921.93	1,400.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CHECK STOCK			1.00	1,100.00	1,100.00	
DEPT REQUEST	W2 FORMS			1.00	300.00	300.00	
001-1301-513-5400	BOOKS/PUBL/SUBSCR/MEMBE...	1,474.00	1,474.00	1,535.00	1,005.00	1,620.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CMA MEMBERSHIP			1.00	340.00	340.00	
DEPT REQUEST	FGFOA MEMBERSHIP (3)			0.00	0.00	240.00	
DEPT REQUEST	GAAFR E-VERSION			0.00	0.00	140.00	
DEPT REQUEST	GFOA MEMBERSHIP			0.00	0.00	500.00	
DEPT REQUEST	GFOA PUBLICATIONS			0.00	0.00	200.00	
DEPT REQUEST	MISC PUBLICATIONS			0.00	0.00	200.00	
001-1301-513-5501	TRAINING & EDUCATION COST	3,205.00	2,865.00	5,130.00	1,658.17	5,265.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FGFOA CONFERENCE			2.00	550.00	1,100.00	
DEPT REQUEST	FGFOA REVIEW, TESTING (ACCOUNTANT)			1.00	425.00	425.00	
DEPT REQUEST	NIGP WEB BASED CLASSES			3.00	80.00	240.00	
DEPT REQUEST	SCHOOL OF GOVERNMENTAL FINANCE			1.00	360.00	360.00	
DEPT REQUEST	TYLER CONNECT CONFERENCE REGISTRATION			0.00	0.00	1,300.00	
DEPT REQUEST	TYLER TUTORING			2.00	320.00	640.00	
DEPT REQUEST	WEB BASED TRAINING (6 CLASSES)			0.00	0.00	1,200.00	
	Division: 1301 - ACCOUNTING Total:	**767,523.00**	**542,799.26**	**808,510.00**	**569,924.88**	**840,324.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Division: 1303 - CUSTOMER SERVICE							
001-1303-513-1200	REGULAR SALARIES & WAGES	170,165.00	168,478.36	185,902.00	166,308.79	184,207.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CUSTOMER SERVICE SUPERVISOR			1.00	0.00	0.00	
DEPT REQUEST	FINANCE CLERK I			2.00	0.00	0.00	
DEPT REQUEST	FINANCE CLERK IV			1.00	0.00	0.00	
DEPT REQUEST	UTILITY BILLING REGULAR SALARIES & WAGES TOTAL			0.00	0.00	184,207.00	
001-1303-513-1400	OVERTIME	1,847.00	33.16	1,516.00	215.41	1,212.00	0.00
001-1303-513-1510	INCENTIVE PAY	0.00	0.00	0.00	50.00	0.00	0.00
001-1303-513-1520	UNIFORM ALLOWANCE	400.00	300.00	400.00	400.00	400.00	0.00
001-1303-513-2100	FICA/MEDICARE TAXES	13,210.00	12,565.18	14,390.00	12,325.48	14,215.00	0.00
001-1303-513-2200	RETIREMENT CONTRIBUTION	23,360.00	22,874.04	25,570.00	22,748.90	25,690.00	0.00
001-1303-513-2300	LIFE & HEALTH INSURANCE	40,880.00	39,853.27	38,150.00	37,458.44	41,060.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	HEALTH INSURANCE			4.00	10,080.00	40,320.00	
DEPT REQUEST	LIFE INSURANCE			0.00	0.00	740.00	
001-1303-513-2400	WORKERS COMP INSURANCE	1,730.00	1,667.98	1,800.00	130.56	230.00	0.00
001-1303-513-3400	OTHER SERVICES	282,020.00	241,979.66	213,764.49	155,671.43	201,220.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	ENCO LATE NOTIFICATIONS FEES			12.00	425.00	5,100.00	
DEPT REQUEST	GLOBAL CREDIT CARD FEES			12.00	12,450.00	149,400.00	
DEPT REQUEST	LANGUAGE LINE - OVER THE PHONE INTERPRETATION			12.00	20.00	240.00	
DEPT REQUEST	TYLER NOTIFICATION CALLS			0.00	0.00	1,600.00	
DEPT REQUEST	TYLER TRANSACTION FEES			33,600.00	1.25	42,000.00	
DEPT REQUEST	UTILITY CREDIT CHECKS			12.00	200.00	2,400.00	
DEPT REQUEST	WELLS FARGO			12.00	40.00	480.00	
001-1303-513-4200	POSTAGE, FRT, EXPRESS	29,500.00	26,076.98	29,500.00	23,621.27	27,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	UTILITY BILLING MAILINGS			12.00	2,250.00	27,000.00	

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Budget Worksheet

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-1303-513-4400	RENTALS & LEASES	2,600.00	1,347.92	1,748.00	1,764.46	1,872.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BARCODE SCANNER ANNUAL			1.00	375.00	375.00	
DEPT REQUEST	COPIER LEASE			12.00	83.08	997.00	
DEPT REQUEST	PO BOX RENTAL			0.00	0.00	500.00	
001-1303-513-4500	INSURANCE/NON-EMPLOYEE	11,162.00	11,152.52	11,062.00	12,546.83	13,432.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BROWN & BROWN PACKAGE POLICY			0.00	0.00	13,432.00	
001-1303-513-4611	MAINTENANCE CONTRACTS	1,600.00	1,367.90	1,600.00	0.00	0.00	0.00
001-1303-513-4700	PRINTING & BINDING	10,565.00	9,804.44	8,950.00	11,605.14	12,800.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	DOOR KNOCKERS			0.00	0.00	500.00	
DEPT REQUEST	UTILITY STATEMENT PROCESSING			12.00	1,025.00	12,300.00	
001-1303-513-4959	BAD DEBT EXPENSE	0.00	5,447.98	0.00	0.00	0.00	0.00
001-1303-513-5100	OFFICE SUPPLIES	1,000.00	985.24	1,000.00	444.91	750.00	0.00
001-1303-513-5201	OPERATING SUPPLIES	1,135.00	1,131.38	411.57	660.86	1,000.00	0.00
001-1303-513-5220	CLOTHING & EQUIP	500.00	422.92	523.94	523.94	440.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	UNIFORM SHIRTS			4.00	110.00	440.00	
001-1303-513-5501	TRAINING & EDUCATION COST	600.00	299.00	600.00	0.00	600.00	0.00
	Division: 1303 - CUSTOMER SERVICE Total:	**592,274.00**	**545,787.93**	**536,888.00**	**446,476.42**	**526,128.00**	**0.00**
Division: 1306 - ADMIN SVCS/IT							
001-1306-516-1200	REGULAR SALARIES	94,164.00	94,404.38	100,866.00	90,578.99	103,951.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	REGULAR SALARIES & WAGES IT			1.00	103,951.00	103,951.00	
001-1306-516-1510	INCENTIVE PAY - CELL	600.00	601.79	600.00	535.71	600.00	0.00

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CELL PHONE ALLOWANCE			24.00	25.00	600.00	
001-1306-516-1520	UNIFORM ALLOWANCE	200.00	100.00	100.00	100.00	100.00	0.00
001-1306-516-2100	FICA/MEDICARE TAXES	7,270.00	6,596.99	7,770.00	6,581.15	8,006.00	0.00
001-1306-516-2200	RETIREMENT CONTRIBUTION	12,780.00	12,824.72	13,750.00	12,420.26	14,270.00	0.00
001-1306-516-2300	LIFE & HEALTH INSURANCE	9,830.00	9,098.15	9,780.00	9,321.04	10,480.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	HEALTH INSURANCE			1.00	10,080.00	10,080.00	
DEPT REQUEST	LIFE INSURANCE			0.00	0.00	400.00	
001-1306-516-2400	WORKERS COMP INSURANCE	940.00	923.10	960.00	78.44	120.00	0.00
001-1306-516-3400	OTHER SERVICES	82,810.00	81,646.66	99,596.00	105,158.44	132,688.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	ACCELLA			0.00	0.00	6,700.00	
DEPT REQUEST	ADOBE CREATIVE CLOUD			0.00	0.00	4,000.00	
DEPT REQUEST	AMAZON WEB SERVICES			0.00	0.00	6,000.00	
DEPT REQUEST	ANTIVIRUS SOFTWARE			0.00	0.00	3,000.00	
DEPT REQUEST	ANYDESK			0.00	0.00	500.00	
DEPT REQUEST	CANVA			0.00	0.00	120.00	
DEPT REQUEST	CISCO HARDWARE SUPPORT			0.00	0.00	9,000.00	
DEPT REQUEST	CIVICPLUS AMM			0.00	0.00	13,900.00	
DEPT REQUEST	CODEJOCK			0.00	0.00	200.00	
DEPT REQUEST	Cyber Security PEN Testing			0.00	0.00	3,000.00	
DEPT REQUEST	DUO MFA			0.00	0.00	5,000.00	
DEPT REQUEST	ESO Software Solutions(FD RMS)			0.00	0.00	4,200.00	
DEPT REQUEST	ESRL-AESRL-ARCVIEW			0.00	0.00	1,200.00	
DEPT REQUEST	EXAGRID (DISC BACKUP APPLIANCE HW MAINT.)			0.00	0.00	5,000.00	
DEPT REQUEST	GO DADDY			0.00	0.00	600.00	
DEPT REQUEST	GOOGLE APPS			0.00	0.00	14,000.00	
DEPT REQUEST	HOSTGATOR WEB HOSTING			0.00	0.00	500.00	
DEPT REQUEST	HP MSA Maintenance			0.00	0.00	6,000.00	
DEPT REQUEST	INDIGO ROSE			0.00	0.00	200.00	
DEPT REQUEST	IPAD RMS MAINTENANCE			0.00	0.00	225.00	
DEPT REQUEST	NEXT REQUEST			0.00	0.00	10,788.00	
DEPT REQUEST	PORTER LEE CORPORATION			0.00	0.00	1,000.00	

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
DEPT REQUEST	RMS			0.00	0.00	8,500.00	
DEPT REQUEST	RUCKUS WIRELESS			0.00	0.00	1,200.00	
DEPT REQUEST	SMARTSHEET			1.00	3,300.00	3,300.00	
DEPT REQUEST	SOFTWARE HOUSE INTERNATIONAL(SHI)			0.00	0.00	16,000.00	
DEPT REQUEST	SPORTSMAN PEAK SOFTWARE - FACILITY RENTALS			0.00	0.00	3,870.00	
DEPT REQUEST	VEAM BACKUP			0.00	0.00	2,000.00	
DEPT REQUEST	WASP BARCODE			3.00	895.00	2,685.00	
001-1306-516-4001	TRAVEL & PER DIEM	2,300.00	104.41	2,300.00	115.13	2,300.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FLGISA CONFERENCE			0.00	0.00	1,300.00	
DEPT REQUEST	TRAVEL PER DIEM			0.00	0.00	1,000.00	
001-1306-516-4100	COMMUNICATION SERVICES	55,400.00	50,926.15	55,400.00	43,206.88	55,400.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	DEPT. OF MANAGEMENT SERVICES			0.00	0.00	1,200.00	
DEPT REQUEST	PUBLIC WIFI			0.00	0.00	2,200.00	
DEPT REQUEST	SPECTRUM			0.00	0.00	37,000.00	
DEPT REQUEST	VERIZON			0.00	0.00	15,000.00	
001-1306-516-4200	POSTAGE, FRT, EXPRESS	200.00	0.00	200.00	0.00	200.00	0.00
001-1306-516-4400	RENTALS & LEASES	1,200.00	870.24	1,200.00	435.12	1,200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	PITNEY BOWES MACHINE			12.00	100.00	1,200.00	
001-1306-516-4420	OPERATING LEASE EXP	41,510.00	41,505.08	40,000.00	41,054.96	40,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	PHONE SYSTEM LEASE			0.00	0.00	40,000.00	
001-1306-516-4500	INSURANCE/ NON EMPLOYEE	2,790.00	2,788.12	3,042.00	3,136.73	3,358.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BROWN & BROWN PACKAGE POLICY			0.00	0.00	3,358.00	
001-1306-516-4601	REPAIRS & MAINTENANCE	4,975.00	4,310.99	5,000.00	4,165.37	5,000.00	0.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-1306-516-4602	COMPUTERS/ACCESSORIES	3,000.00	101.65	3,000.00	957.40	2,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	Peripherals			0.00	0.00	2,000.00	
001-1306-516-4611	MAINTENANCE CONTRACTS	112,352.00	109,267.85	91,352.00	76,261.19	68,309.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	TYLER TECHNOLOGIES			0.00	0.00	68,309.00	
001-1306-516-5100	OFFICE SUPPLIES	500.00	85.46	500.00	120.16	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	Office Supplies			0.00	0.00	500.00	
001-1306-516-5201	OPERATING SUPPLIES	249.00	192.90	249.00	755.73	249.00	0.00
001-1306-516-5202	COMPUTERS/ACCESSORIES	6,400.00	6,222.61	14,400.00	8,905.02	21,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	MONITORS, MISC COMPUTER SUPPLIES			0.00	0.00	3,000.00	
DEPT REQUEST	NEW SOFTWARE			0.00	0.00	4,000.00	
DEPT REQUEST	PD CAR PRINTERS			0.00	0.00	1,300.00	
DEPT REQUEST	SECOPS Password Reset, Password Policy, Breached P			0.00	0.00	7,200.00	
DEPT REQUEST	UPS			0.00	0.00	3,000.00	
DEPT REQUEST	UPS BATTERIES			0.00	0.00	3,000.00	
001-1306-516-5219	UNIFORM EXPENSE	200.00	0.00	200.00	0.00	200.00	0.00
001-1306-516-5400	BOOKS/PUBL/SUBSCR/MEMBE...	300.00	0.00	300.00	0.00	300.00	0.00
001-1306-516-5501	TRAINING & EDUCATION COST	3,100.00	300.00	3,100.00	300.00	3,100.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FLGISA REGISTRATION			0.00	0.00	300.00	
DEPT REQUEST	TRAINING			0.00	0.00	2,800.00	
001-1306-516-6400	MACHINERY & EQUIPMENT	139,600.00	115,218.50	143,200.00	48,474.52	60,900.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	GIS Desktop			1.00	3,500.00	3,500.00	
DEPT REQUEST	PC DESKTOP REPLACEMENT			18.00	1,300.00	23,400.00	

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
DEPT REQUEST	Security Camera Replacement			1.00 25,000.00	25,000.00		
DEPT REQUEST	Watchguard Firewall			1.00 9,000.00	9,000.00		
	Division: 1306 - ADMIN SVCS/IT Total:	**582,670.00**	**538,089.75**	**596,865.00**	**452,662.24**	**534,731.00**	**0.00**
Division: 1310 - PERSONNEL							
001-1310-513-1200	REGULAR SALARIES	90,953.00	91,203.45	97,364.00	87,687.56	100,483.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	REGULAR WAGES & SALARY HUMAN RESOURCES			1.00	100,483.00	100,483.00	
001-1310-513-1510	INCENTIVE PAY - CELL	600.00	601.79	600.00	535.71	600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CELL PHONE ALLOWANCE			48.00	12.50	600.00	
001-1310-513-1520	UNIFORM ALLOWANCE	200.00	200.00	200.00	200.00	200.00	0.00
001-1310-513-2100	FICA/MEDICARE TAXES	7,020.00	6,854.61	7,510.00	6,570.63	7,748.00	0.00
001-1310-513-2200	RETIREMENT CONTRIBUTION	31,400.00	31,483.43	33,610.00	30,030.07	33,670.00	0.00
001-1310-513-2300	LIFE & HEALTH INSURANCE	9,820.00	9,077.87	9,770.00	9,333.24	10,480.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	HEALTH INSURANCE			1.00	10,080.00	10,080.00	
DEPT REQUEST	LIFE INSURANCE			0.00	0.00	400.00	
001-1310-513-2400	WORKERS COMP INSURANCE	910.00	893.64	930.00	75.70	120.00	0.00
001-1310-513-2500	UNEMPLOYMENT COMP	20,000.00	3,850.00	20,000.00	0.00	20,000.00	0.00
001-1310-513-3101	PROFESSIONAL SERVICES	60,400.00	59,734.73	50,000.00	36,471.43	50,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BROWN & BROWN ANNUAL CONSULTING FEE			0.00	0.00	35,000.00	
DEPT REQUEST	DRUG/ALCOHOL TESTS			0.00	0.00	3,000.00	
DEPT REQUEST	FD STRESS EKG TESTS			0.00	0.00	1,000.00	
DEPT REQUEST	MEDICAL EXAMS			0.00	0.00	7,000.00	
DEPT REQUEST	PD PSYCH & POLYGRAPH TESTS			0.00	0.00	4,000.00	
001-1310-513-3400	OTHER SERVICES	6,225.00	6,210.00	500.00	51.12	0.00	0.00
001-1310-513-3430	EMPLOY ADS/JOB OPPORTUNIT	1,000.00	400.00	1,000.00	625.00	1,000.00	0.00

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	ADD'L JOB POSTING COSTS IN AUTHORIZED PUBLICATIONS			1.00	1,000.00	1,000.00	
001-1310-513-4001	TRAVEL & PER DIEM	2,000.00	245.49	2,000.00	57.12	200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	TRAVEL & PER DIEM COSTS FOR HR MANAGER TRAININGS			1.00	200.00	200.00	
001-1310-513-4200	POSTAGE, FRT, EXPRESS	500.00	26.24	100.00	24.40	100.00	0.00
001-1310-513-4400	RENTALS & LEASES	700.00	498.48	504.00	456.94	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COPIER LEASE			12.00	41.67	500.00	
001-1310-513-4500	INSURANCE/NON-EMPLOYEE	2,791.00	2,788.12	2,766.00	3,136.73	3,358.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BROWN & BROWN PACKAGE POLICY			0.00	0.00	3,358.00	
001-1310-513-4611	MAINTENANCE CONTRACTS	4,650.00	465.81	0.00	0.00	0.00	0.00
001-1310-513-4700	PRINTING & BINDING	0.00	132.47	600.00	536.69	0.00	0.00
001-1310-513-4929	OTHER CHARGES / OTHER PER...	1,550.00	700.38	1,550.00	533.30	1,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	EMPLOYEE/CORPORATE/CITIZEN OF THE YEAR PICTURES			0.00	0.00	400.00	
DEPT REQUEST	EMPLOYEE/CORPORATE/CITIZEN OF THE YEAR PLAQUES			0.00	0.00	300.00	
DEPT REQUEST	WELLNESS EVENTS			0.00	0.00	300.00	
001-1310-513-5100	OFFICE SUPPLIES	725.00	141.28	500.00	201.66	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	GENERAL OFFICE SUPPLIES			1.00	500.00	500.00	
001-1310-513-5400	BOOKS/PUBL/SUBSCR/MEMBE...	500.00	137.88	500.00	275.00	500.00	0.00

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FPELRA MEMBERSHIP			1.00	150.00	150.00	
DEPT REQUEST	FPHRA MEMBERSHIP			1.00	150.00	150.00	
DEPT REQUEST	PSHRA MEMBERSHIP			1.00	200.00	200.00	
001-1310-513-5501	TRAINING & EDUCATION COST	4,450.00	2,627.75	4,450.00	3,294.50	4,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	SEMINARS ETC FOR HR MANAGER			0.00	0.00	1,200.00	
DEPT REQUEST	TARGET SOLUTIONS ON-LINE TRAINING			0.00	0.00	2,800.00	
001-1310-514-3101	PROFESSIONAL SERVICES	10,000.00	4,660.90	10,000.00	55.00	5,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	LABOR ATTORNEY			0.00	0.00	5,000.00	
	Division: 1310 - PERSONNEL Total:	**256,394.00**	**222,934.32**	**244,454.00**	**180,151.80**	**239,459.00**	**0.00**
Division: 2110 - PUBLIC SAFETY							
001-2110-521-1200	REGULAR SALARIES & WAGE	1,595,211.00	1,552,635.55	1,629,313.00	1,416,388.27	1,759,827.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CAPTAIN			1.00	0.00	0.00	
DEPT REQUEST	CHIEF OF POLICE			1.00	0.00	0.00	
DEPT REQUEST	POLICE DEPT SALARY & WAGES TOTAL			0.00	0.00	1,759,827.00	
DEPT REQUEST	POLICE EVIDENCE CUSTODIAN			1.00	0.00	0.00	
DEPT REQUEST	POLICE OFFICE MANAGER			1.00	0.00	0.00	
DEPT REQUEST	POLICE OFFICER - CORPORAL			1.00	0.00	0.00	
DEPT REQUEST	POLICE OFFICER - CID			3.00	0.00	0.00	
DEPT REQUEST	POLICE OFFICER - PATROL			11.00	0.00	0.00	
DEPT REQUEST	POLICE OFFICER CID - CORPORAL			1.00	0.00	0.00	
DEPT REQUEST	POLICE SERVICE CLERK			2.00	0.00	0.00	
DEPT REQUEST	SERGEANT			4.00	0.00	0.00	
DEPT REQUEST	SERGEANT CID			1.00	0.00	0.00	
DEPT REQUEST	VICTIM ADVOCATE COORDINATOR			1.00	0.00	0.00	
001-2110-521-1400	OVERTIME	153,986.00	143,887.22	235,648.00	174,607.59	198,318.00	0.00
001-2110-521-1500	INCENTIVE PAY	17,053.00	16,749.60	11,880.00	12,824.29	11,880.00	0.00
001-2110-521-1510	INCENTIVE PAY / CELL PHONE A...	5,400.00	4,733.93	6,000.00	4,403.57	4,800.00	0.00
001-2110-521-1520	UNIFORM ALLOWANCE	6,700.00	5,745.21	5,580.00	4,577.29	5,700.00	0.00

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Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CID CLOTHING ALLOWANCE			0.00	0.00	5,000.00	
DEPT REQUEST	CLOTHING ALLOWANCE			0.00	0.00	700.00	
001-2110-521-1530	BOOT ALLOWANCE	2,520.00	2,520.00	2,640.00	3,000.00	2,520.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BOOT ALLOWANCE			21.00	120.00	2,520.00	
001-2110-521-2100	FICA/MEDICARE TAXES	131,535.00	128,650.70	144,410.00	120,308.93	151,703.00	0.00
001-2110-521-2200	RETIREMENT CONTRIBUTION	515,251.00	522,453.78	571,564.00	478,824.24	661,048.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FRS RETIREMENT			0.00	0.00	32,160.00	
DEPT REQUEST	POLICE PENSION CITY			0.00	0.00	445,300.00	
DEPT REQUEST	POLICE PENSION STATE			0.00	0.00	183,588.00	
001-2110-521-2300	LIFE & HEALTH INSURANCE	221,857.00	216,560.61	267,810.00	200,268.38	288,140.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	HEALTH INSURANCE			28.00	10,080.00	282,240.00	
DEPT REQUEST	LIFE INSURANCE			0.00	0.00	5,900.00	
001-2110-521-2400	WORKERS COMP INSURANCE	34,830.00	33,814.71	37,650.00	24,402.21	39,020.00	0.00
001-2110-521-3101	PROFESSIONAL SERVICES	24,800.00	19,141.72	16,000.00	13,262.99	21,400.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	GUARDIAN ALLIANCE (BACKGROUND INVESTIGATIONS)			0.00	0.00	800.00	
DEPT REQUEST	K9 VETERINARIAN CARE			0.00	0.00	2,000.00	
DEPT REQUEST	LANGUAGE LINE			0.00	0.00	200.00	
DEPT REQUEST	OWENS ACCREDITATION			12.00	1,150.00	13,800.00	
DEPT REQUEST	THOMPSON RUETTER (CLEAR CID)			0.00	0.00	4,600.00	
001-2110-521-3400	OTHER SERVICES	3,800.00	1,082.61	16,680.00	14,117.03	2,800.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BEAST			0.00	0.00	1,500.00	
DEPT REQUEST	EVIDENCE DESTRUCTION			0.00	0.00	500.00	

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
DEPT REQUEST	EVIDENCE STORAGE			0.00	0.00	800.00	
001-2110-521-3500	INVESTIGATION COSTS	1,750.00	1,205.60	1,750.00	718.93	1,750.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CONFIDENTIAL INFORMANTS			0.00	0.00	500.00	
DEPT REQUEST	MISC INVESTIGATION COSTS			0.00	0.00	750.00	
DEPT REQUEST	SUBPOENAS			0.00	0.00	500.00	
001-2110-521-4001	TRAVEL & PER DIEM	4,500.00	2,956.54	4,500.00	1,268.15	6,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	HOTEL STAY & COSTS			0.00	0.00	6,000.00	
001-2110-521-4200	POSTAGE, FRT, EXPRESS	900.00	190.46	900.00	448.63	900.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	POSTAGE			0.00	0.00	700.00	
DEPT REQUEST	POSTAGE- VAC			0.00	0.00	200.00	
001-2110-521-4400	RENTALS & LEASES	19,700.00	17,743.80	17,004.00	16,827.61	19,194.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COPIER LEASE			12.00	166.17	1,994.00	
DEPT REQUEST	LICENSE PLATE READER LEASE			0.00	0.00	15,900.00	
DEPT REQUEST	PRINTER			0.00	0.00	1,300.00	
001-2110-521-4500	INSURANCE/NON-EMPLOYEE	96,486.00	96,466.49	105,255.00	95,192.43	100,444.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	LAW ENFORCEMENT LIABILITY			0.00	0.00	31,495.00	
DEPT REQUEST	PROPERTY & LIABILITY INSURANCE			0.00	0.00	68,949.00	
001-2110-521-4601	REPAIRS & MAINTENANCE	3,000.00	2,854.85	3,850.00	4,728.71	5,680.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COMMUNICATIONS INTERNATIONAL & BATTERIES			0.00	0.00	600.00	
DEPT REQUEST	FIRE EXTINGUISHER ANNUAL INSPECTION			0.00	0.00	180.00	
DEPT REQUEST	MISC REPAIRS			0.00	0.00	1,000.00	
DEPT REQUEST	RADAR CALIBRATIONS			0.00	0.00	2,400.00	

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
DEPT REQUEST	SPEEDOMETER RECERTS			0.00	0.00	1,500.00	
001-2110-521-4611	MAINTENANCE CONTRACTS	38,140.00	34,991.43	35,044.00	47,022.00	57,731.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	AXON-BODY CAMERA (YEAR 1 LICENSE AND CAMERA FEE)			0.00	0.00	25,000.00	
DEPT REQUEST	AXON-TASER CONTRACT (YEAR 3) 19 TASERS W/TRAINING			0.00	0.00	13,100.00	
DEPT REQUEST	CAMERA MAINTENANCE			0.00	0.00	110.00	
DEPT REQUEST	LEADSONLINE CELLHAWK TIER THREE			1.00	5,250.00	5,250.00	
DEPT REQUEST	LEADSONLINE POWERPLUS INVESTIGATION SYSTEM			1.00	2,991.00	2,991.00	
DEPT REQUEST	MARLOW INNOVATIONS (AFR FACIAL REC SOFTWARE)			0.00	0.00	2,880.00	
DEPT REQUEST	THE ADVOCATE ADVANTAGE (VAC SOFTWARE)			0.00	0.00	2,100.00	
DEPT REQUEST	VERSATERM BLUE TEAMS			1.00	3,150.00	3,150.00	
DEPT REQUEST	VERSATERM IAPRO			1.00	3,150.00	3,150.00	
001-2110-521-4650	FLEET CHARGES	49,700.00	49,538.49	39,600.15	48,568.87	35,000.00	0.00
001-2110-521-4659	PORTN OF 4650 REIMB BY EE	-9,400.00	-12,222.93	0.00	0.00	0.00	0.00
001-2110-521-4660	SMALL EQ REPAIR & MAINT	500.00	0.00	800.00	800.00	2,000.00	0.00
001-2110-521-4700	PRINTING & BINDING	4,500.00	4,070.63	1,700.00	2,182.65	2,500.00	0.00
001-2110-521-4901	OTHER CHARGES	1,549.00	1,548.55	1,500.00	1,113.81	2,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	AWARDS			0.00	0.00	1,000.00	
DEPT REQUEST	EVENTS			0.00	0.00	1,500.00	
001-2110-521-5100	OFFICE SUPPLIES	5,100.00	5,099.54	3,000.00	2,525.12	3,000.00	0.00
001-2110-521-5201	OPERATING SUPPLIES	27,083.00	21,588.25	201,779.70	73,037.93	26,580.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	AMMO FOR TWO (2) RANGE TRAININGS			0.00	0.00	9,500.00	
DEPT REQUEST	CAMERA			6.00	200.00	1,200.00	
DEPT REQUEST	CHEWY - K9 FOOD			12.00	90.00	1,080.00	
DEPT REQUEST	CHRISTMAS PARADE			0.00	0.00	300.00	
DEPT REQUEST	EVIDENCE SUPPLIES (PACKAGING& DRUG KITS)			0.00	0.00	3,000.00	

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
DEPT REQUEST	MISC OPERATING SUPPLIES (GLOVES, ETC)			0.00	0.00	8,500.00	
DEPT REQUEST	NATIONAL NIGHT OUT			0.00	0.00	3,000.00	
001-2110-521-5205	MEETING EXPENSE	900.00	873.60	900.00	577.89	900.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	INTERVIEW BOARD MEETING EXPENSE			0.00	0.00	100.00	
DEPT REQUEST	NEIGHBORHOOD WATCH MEETING			0.00	0.00	800.00	
001-2110-521-5220	CLOTHING & EQUIP	23,750.00	21,295.51	29,333.30	16,187.19	26,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COMPLETE UNIFORMS FOR NEW HIRES			0.00	0.00	2,500.00	
DEPT REQUEST	REPLACEMENT BULLETPROOF VEST			6.00	750.00	4,500.00	
DEPT REQUEST	REPLACEMENT EQUIPMENT			0.00	0.00	4,600.00	
DEPT REQUEST	REPLACEMENT FIREARM $12K W/$6200 TRADE-IN VALUE			27.00	200.00	5,400.00	
DEPT REQUEST	REPLACEMENT UNIFORMS			0.00	0.00	9,000.00	
001-2110-521-5221	PROGRAM EXPENSE	500.00	0.00	500.00	0.00	0.00	0.00
001-2110-521-5250	FUEL & OIL SUPPLIES	91,500.00	89,127.09	94,850.00	63,942.86	90,000.00	0.00
001-2110-521-5400	BOOKS/PUBL/SUBSCR/MEMBE...	4,600.00	2,427.67	4,600.00	2,632.32	3,380.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FBI NATIONAL ACADEMY ASSOC			0.00	0.00	300.00	
DEPT REQUEST	FLORIDA CHIEFS ASSOCIATION			0.00	0.00	400.00	
DEPT REQUEST	FLORIDA EMERGENCY PREPARDNESS			0.00	0.00	100.00	
DEPT REQUEST	FLORIDA RECORDS MANAGEMENT ASSOCIATION			2.00	120.00	240.00	
DEPT REQUEST	INT ASSOC FOR PROPERTY AND EVIDENCE			0.00	0.00	200.00	
DEPT REQUEST	INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE			0.00	0.00	900.00	
DEPT REQUEST	NOTARY			0.00	0.00	300.00	
DEPT REQUEST	PACKTRACK K9 SYSTEM			1.00	140.00	140.00	
DEPT REQUEST	VAC UPDATE TRAINING AND			0.00	0.00	500.00	
DEPT REQUEST	VOLUSIA/FLAGLER COUNTY POLICE CHIEFS ASSOC			0.00	0.00	300.00	
001-2110-521-5501	TRAINING & EDUCATION COST	13,250.00	7,060.45	23,950.00	18,807.58	25,848.00	0.00

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	2026 CJIS TRAINING			2.00	400.00	800.00	
DEPT REQUEST	2026 GOVERNORS HURRICANE CONF			0.00	0.00	300.00	
DEPT REQUEST	FBI FLORIDA EXECUTIVE LEADERSHIP			0.00	0.00	600.00	
DEPT REQUEST	POLICE LAW INSTITUTE			30.00	150.00	4,500.00	
DEPT REQUEST	SERGEANT PROMOTION TESTING			0.00	0.00	3,000.00	
DEPT REQUEST	TARGET SOLUTIONS			30.00	100.00	3,000.00	
DEPT REQUEST	TARGET SOLUTIONS MAINTENANCE			0.00	0.00	400.00	
DEPT REQUEST	THI			2.00	1,200.00	2,400.00	
DEPT REQUEST	VARIOUS TRAINING (MANDATORY/EMPLOY GROWTH)			0.00	0.00	8,000.00	
DEPT REQUEST	VECTOR CHECK IT MAINT FEE			0.00	0.00	348.00	
DEPT REQUEST	VECTOR CHECK IT/EVALUATIONS			0.00	0.00	2,500.00	
001-2110-521-5520	2ND DOLLAR FUND	3,700.00	722.97	0.00	0.00	3,700.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FBI NAA TRAINING			0.00	0.00	1,000.00	
DEPT REQUEST	FL POLICE CHIEFS TRAINING			0.00	0.00	900.00	
DEPT REQUEST	NEW POLICE CHIEFS			0.00	0.00	500.00	
DEPT REQUEST	SEMINARS AND CLASSES BY STATE FOR POLICE			0.00	0.00	1,300.00	
001-2110-521-5610	PROGRAM EXPENSES	800.00	0.00	1,800.00	1,433.15	1,100.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	VIP-CLOTHING AND EQUIPMENT			0.00	0.00	1,100.00	
001-2110-521-8200	PRIVATE ORG.GRANTS/CONTRB	1,500.00	0.00	1,500.00	0.00	2,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CRIME STOPPERS DINNER			0.00	0.00	1,500.00	
DEPT REQUEST	MR & MRS MENTORING DINNER			0.00	0.00	500.00	
001-2110-521-8301	OTHER GRANTS & AIDS	500.00	181.26	500.00	0.00	500.00	0.00
	Division: 2110 - PUBLIC SAFETY Total:	**3,097,451.00**	**2,995,695.89**	**3,519,791.15**	**2,865,000.62**	**3,563,863.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Division: 2210 - PUBLIC SAFETY							
001-2210-522-1200	REGULAR SALARIES & WAGE	887,750.00	782,602.42	888,456.00	731,315.99	936,538.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	DRIVER/ENGINEER PARAMEDIC			3.00	0.00	0.00	
DEPT REQUEST	FIRE CHIEF			1.00	0.00	0.00	
DEPT REQUEST	FIRE DEPT REGULAR SALARIES & WAGES TOTAL			0.00	0.00	936,538.00	
DEPT REQUEST	FIREFIGHTER			4.00	0.00	0.00	
DEPT REQUEST	FIREFIGHTER PARAMEDIC			2.00	0.00	0.00	
DEPT REQUEST	LIEUTENANT			2.00	0.00	0.00	
DEPT REQUEST	LIEUTENANT - PARAMEDIC			1.00	0.00	0.00	
001-2210-522-1300	OTHER SALARIES & WAGES	14,981.00	3,135.16	32,500.00	0.00	0.00	0.00
001-2210-522-1400	OVERTIME	130,392.00	132,841.39	140,318.00	121,957.41	124,023.00	0.00
001-2210-522-1500	INCENTIVE PAY	4,665.00	4,510.71	4,320.00	3,754.29	4,320.00	0.00
001-2210-522-1510	CELL PHONE ALLOWANCE	600.00	601.79	600.00	535.71	600.00	0.00
001-2210-522-1530	BOOT ALLOWANCE	1,800.00	1,800.00	1,440.00	1,440.00	1,440.00	0.00
001-2210-522-2100	FICA/MEDICARE TAXES	79,840.00	68,454.42	81,740.00	63,587.43	81,619.00	0.00
001-2210-522-2200	RETIREMENT CONTRIBUTION	465,940.00	434,042.76	508,370.00	418,728.73	468,398.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FIRE PENSION-CITY			0.00	0.00	370,830.00	
DEPT REQUEST	FIRE PENSION-STATE			0.00	0.00	97,568.00	
001-2210-522-2300	LIFE & HEALTH INSURANCE	125,830.00	101,534.01	124,490.00	106,775.41	133,840.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	HEALTH INSURANCE			13.00	10,080.00	131,040.00	
DEPT REQUEST	LIFE			0.00	0.00	2,800.00	
001-2210-522-2400	WORKERS COMP INSURANCE	33,450.00	29,430.54	34,160.00	24,602.87	35,470.00	0.00
001-2210-522-3101	PROFESSIONAL SERVICES	0.00	0.00	2,000.00	1,940.00	100.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FL EMS PERSONEL AND TRUCK LICENSING ($1K EVEN YEAR			0.00	0.00	100.00	

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-2210-522-3400	OTHER SERVICES	1,120.00	520.00	700.00	520.00	700.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BIOHAZARD WASTE DISPOSAL			0.00	0.00	700.00	
001-2210-522-4001	TRAVEL & PER DIEM	300.00	0.00	300.00	205.28	300.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	PER DIEM FOR TRAINING			0.00	0.00	300.00	
001-2210-522-4200	POSTAGE, FRT, EXPRESS	250.00	61.74	250.00	9.85	250.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	POSTAGE / SHIPPING / LARGE FREIGHT			0.00	0.00	250.00	
001-2210-522-4400	RENTALS & LEASES	19,300.00	15,052.48	19,600.00	13,964.08	19,600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	HYDRANT RENTAL FROM WATER DEPARTMENT			0.00	0.00	18,000.00	
DEPT REQUEST	MEDICAL OXYGEN RENTAL AND FILL			0.00	0.00	1,600.00	
001-2210-522-4500	INSURANCE/NON-EMPLOYEE	41,906.00	41,896.73	43,347.00	44,580.88	45,397.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BROWN & BROWN PACKAGE POLICY			0.00	0.00	45,397.00	
001-2210-522-4601	REPAIRS & MAINTENANCE	3,000.00	2,548.04	3,000.00	2,327.48	900.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	ANNUAL FIRE PUMP TESTING			0.00	0.00	500.00	
DEPT REQUEST	ANNUAL LADDER TESTING			0.00	0.00	400.00	
001-2210-522-4611	MAINTENANCE CONTRACTS	2,700.00	1,926.53	2,700.00	2,316.61	6,200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	ANNUAL HURST TOOLS TESTING AND SERVICE			0.00	0.00	1,250.00	
DEPT REQUEST	BREATHING AIR FILL STATION QUARTERLY AIR SAMPLING			0.00	0.00	550.00	

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
DEPT REQUEST	BREATHING AIR FILL STATION SEMI ANNUAL SERVICE			0.00	0.00	2,500.00	
DEPT REQUEST	COMMUNICATIONS FOR VEHICLES (FOR CAD SYSTEM)			0.00	0.00	600.00	
DEPT REQUEST	MSA YEARLY FLOW TESTING AND FACEPIECE LEAK TESTING			0.00	0.00	1,300.00	
001-2210-522-4650	FLEET CHARGES	20,000.00	16,326.91	22,000.00	4,490.90	11,000.00	0.00
001-2210-522-4670	GENERATOR REPAIR & MAIN	1,000.00	455.66	0.00	0.00	0.00	0.00
001-2210-522-4700	PRINTING & BINDING	400.00	350.00	500.00	0.00	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	PRINTING OF MEDICAL AND FIRE FORMS			0.00	0.00	500.00	
001-2210-522-4901	OTHER CHARGES	0.00	45.00	0.00	0.00	0.00	0.00
001-2210-522-5100	OFFICE SUPPLIES	600.00	469.64	600.00	491.88	600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	OFFICE SUPPLIES / PRINTER SUPPLIES			0.00	0.00	600.00	
001-2210-522-5201	OPERATING SUPPLIES	22,500.00	20,735.22	46,000.00	44,786.33	21,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	ENGINE OPERATIONS			0.00	0.00	7,500.00	
DEPT REQUEST	REPLACEMENT TURNOUT GEAR 3 SETS			0.00	0.00	9,000.00	
DEPT REQUEST	STATION OPERATIONS			0.00	0.00	5,000.00	
001-2210-522-5219	UNIFORM EXPENSE	7,500.00	7,173.22	7,500.00	3,610.76	6,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	STATION UNIFORMS			0.00	0.00	3,500.00	
DEPT REQUEST	UNIFORM CLEANING			0.00	0.00	2,500.00	
001-2210-522-5250	FUEL & OIL SUPPLIES	25,000.00	13,358.65	25,000.00	8,999.30	15,000.00	0.00
001-2210-522-5270	EMS SUPPLIES	11,000.00	8,780.50	11,500.00	7,863.29	11,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	MEDICAL SUPPLIES			0.00	0.00	11,500.00	
001-2210-522-5290	FIRE PREVENTION SUPPLIES	500.00	276.59	500.00	0.00	500.00	0.00

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	23 / 24 SCHOOL AND COMMUNITY AWARENESS SUPPLIES			0.00	0.00	500.00	
001-2210-522-5400	BOOKS/PUBL/SUBSCR/MEMBE...	500.00	325.00	600.00	125.00	600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	Fire Engineering Training Subscription			0.00	0.00	75.00	
DEPT REQUEST	FLORIDA FIRE CHIEFS			0.00	0.00	125.00	
DEPT REQUEST	FLORIDA FIRE MARSHALLS			0.00	0.00	200.00	
DEPT REQUEST	VOLUSIA COUNTY FIRE CHIEFS			0.00	0.00	200.00	
001-2210-522-5501	TRAINING & EDUCATION COST	10,400.00	4,222.34	10,600.00	4,886.81	10,600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	EDUCATIONAL REIMBURSEMENT (IAFF)			0.00	0.00	7,500.00	
DEPT REQUEST	TARGET SOLUTIONS			0.00	0.00	2,000.00	
DEPT REQUEST	TRAINING			0.00	0.00	100.00	
DEPT REQUEST	TRAINING SUPPLIES			0.00	0.00	1,000.00	
	Division: 2210 - PUBLIC SAFETY Total:	**1,913,224.00**	**1,693,477.45**	**2,013,091.00**	**1,613,816.29**	**1,937,495.00**	**0.00**
Division: 2410 - PLANNING & CODE ENF							
001-2410-515-1200	REGULAR SALARIES	107,268.00	107,887.77	109,883.00	116,277.47	175,402.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COMMUNITY DEVELOPMENT DIRECTOR (.75)			1.00	0.00	0.00	
DEPT REQUEST	ECONOMIC DEVELOPMENT DIRECTOR/CRA COORD (.25)			1.00	0.00	0.00	
DEPT REQUEST	PLANNING & CODE ENFORCEMENT REG SAL & WAGES TOTAL			0.00	0.00	175,402.00	
DEPT REQUEST	SENIOR PLANNER (.75)			1.00	0.00	0.00	
001-2410-515-1510	INCENTIVE PAY - CELL	600.00	601.80	600.00	698.21	1,050.00	0.00
001-2410-515-1520	UNIFORM ALLOWANCE	200.00	200.00	200.00	200.00	350.00	0.00
001-2410-515-2100	FICA/MEDICARE TAXES	8,270.00	8,058.51	8,480.00	8,539.37	13,525.00	0.00
001-2410-515-2200	RETIREMENT CONTRIBUTION	33,090.00	33,228.41	33,800.00	32,435.69	42,360.00	0.00
001-2410-515-2300	LIFE & HEALTH INSURANCE	10,950.00	10,530.96	9,770.00	12,115.88	18,350.00	0.00

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Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	HEALTH INSURANCE			1.75	10,080.00	17,640.00	
DEPT REQUEST	LIFE INSURANCE			0.00	0.00	710.00	
001-2410-515-2400	WORKERS COMP INSURANCE	1,040.00	1,023.21	1,050.00	2,042.47	210.00	0.00
001-2410-515-3101	PROFESSIONAL SERVICES	4,415.00	4,413.33	6,000.00	344.38	44,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	Comp Plan Consulting ie: (BEBR (LTG)			0.00	0.00	40,000.00	
DEPT REQUEST	GIS Consulting and Training - Training from WGI			0.00	0.00	4,500.00	
001-2410-515-3150	LEGAL/OFFICIAL ADVERTISNG	580.00	0.00	1,000.00	0.00	1,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	LEGAL ADS FOR REZONES, CPA, ETC			0.00	0.00	1,000.00	
001-2410-515-4001	TRAVEL & PER DIEM	900.00	849.46	500.00	0.00	1,800.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	Hotel, Travel for Conf - 2 Planners AICP			0.00	0.00	1,800.00	
001-2410-515-4400	RENTALS & LEASES	1,015.00	996.85	1,008.00	913.84	997.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COPIER LEASE			12.00	83.08	997.00	
001-2410-515-4500	INSURANCE/NON EMPLOYEE	6,974.00	6,970.32	7,605.00	5,899.79	8,395.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BROWN & BROWN PACKAGE POLICY			0.00	0.00	8,395.00	
001-2410-515-4611	REPAIRS & MAINTENANCE	720.00	501.97	0.00	0.00	300.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COPIER			0.00	0.00	300.00	
001-2410-515-4700	PRINTING & BINDING	500.00	436.40	780.00	920.65	0.00	0.00
001-2410-515-5100	OFFICE SUPPLIES	200.00	147.15	200.00	139.45	350.00	0.00

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	Office Supply copy paper, pads, 2 planners			0.00	0.00	350.00	
001-2410-515-5219	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	400.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BOPA SHIRT			5.00	40.00	200.00	
DEPT REQUEST	OFFICE CHAIR - SENIOR PLANNER			0.00	0.00	200.00	
001-2410-515-5400	BOOKS/PUBL/SUBSCR/MEMBE…	950.00	769.00	1,350.00	1,159.00	2,100.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	AICP ($775) / FPZA ($85) MEMBERSHIP			0.00	0.00	900.00	
DEPT REQUEST	AICP (APP $450+MEMBER $650) FPZA $85 SENPLANNER			0.00	0.00	1,200.00	
001-2410-515-5501	TRAINING & EDUCATION COST	750.00	460.00	750.00	670.00	1,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CONFER FOR REQUIRED CM - 2 PLANNERS			0.00	0.00	1,500.00	
001-2410-524-1200	REGULAR SALARIES	134,749.00	104,942.96	149,305.00	100,987.12	149,795.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CE CLERK/ASST. LIC. ,PERMIT & ZONING TECH			0.50	0.00	0.00	
DEPT REQUEST	CHIEF BUILDING OFFICIAL			1.00	0.00	0.00	
DEPT REQUEST	CHIEF BUILDING OFFICIAL			0.25	0.00	0.00	
DEPT REQUEST	SALARY & WAGES TOTAL			0.00	0.00	149,795.00	
DEPT REQUEST	SENIOR CODE ENFORCEMENT OFFICER			0.75	0.00	0.00	
001-2410-524-1400	OVERTIME	720.00	144.71	630.00	0.00	379.00	0.00
001-2410-524-1510	INCENTIVE PAY - CELL	1,200.00	902.68	1,200.00	803.58	1,200.00	0.00
001-2410-524-1520	UNIFORM ALLOWANCE	70.00	70.00	70.00	70.00	50.00	0.00
001-2410-524-1530	BOOT REIMBURSEMENT	300.00	180.00	438.00	169.95	350.00	0.00
001-2410-524-2100	FICA/MEDICARE TAXES	11,010.00	8,002.40	11,630.00	7,674.77	11,584.00	0.00
001-2410-524-2200	RETIREMENT CONTRIBUTION	19,300.00	14,267.01	18,450.00	13,849.35	26,590.00	0.00
001-2410-524-2300	LIFE & HEALTH INSURANCE	20,275.00	19,329.01	28,010.00	19,243.26	25,820.00	0.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	HEALTH INSURANCE			2.50	10,080.00	25,200.00	
DEPT REQUEST	LIFE INSURANCE			0.00	0.00	620.00	
001-2410-524-2400	WORKERS COMP INSURANCE	2,180.00	1,686.51	2,140.00	1,065.78	2,180.00	0.00
001-2410-524-3101	PROFESSIONAL SERVICES	3,225.00	3,225.00	6,800.00	2,825.00	2,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	SPECIAL MASTER			0.00	0.00	2,500.00	
001-2410-524-3150	LEGAL/OFFICIAL ADVERTISNG	2,200.00	1,892.50	1,500.00	976.00	1,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	LIENS, RECORDING, LEGAL			0.00	0.00	1,000.00	
001-2410-524-3400	OTHER SERVICES	2,400.00	1,180.00	7,000.00	6,880.00	42,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	DEBRIS REMOVAL IE: HOARDERS			0.00	0.00	10,000.00	
DEPT REQUEST	HOUSE DEMOS			0.00	0.00	25,000.00	
DEPT REQUEST	LAWN CARE, DEMO, DEBRIS REMOVAL, ETC.			0.00	0.00	1,000.00	
DEPT REQUEST	TRASH REMOVAL IE: HOMELESS CAMPS			0.00	0.00	6,000.00	
001-2410-524-3490	HUMANE SOCIETY SERVICES	45,000.00	44,933.94	48,000.00	25,417.50	40,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	HALIFAX			0.00	0.00	25,000.00	
DEPT REQUEST	REDINGER CLINIC			0.00	0.00	15,000.00	
001-2410-524-4001	TRAVEL & PER DIEM	1,500.00	828.14	1,500.00	444.42	1,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	TRAVEL AND PER DIEM FOR 2 CODE OFFICERS			0.00	0.00	1,500.00	
001-2410-524-4200	POSTAGE, FRT, EXPRESS	3,300.00	2,418.62	3,000.00	2,788.89	3,000.00	0.00

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	MAILINGS OF NOTICES OF VIOLATION, NTA, ETC			0.00	0.00	3,000.00	
001-2410-524-4400	RENTALS & LEASES	650.00	498.48	700.00	456.94	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COPIER LEASE			12.00	41.67	500.00	
001-2410-524-4500	INSURANCE/NON-EMPLOYEE	8,727.00	8,500.71	9,275.00	9,578.44	10,137.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BROWN & BROWN PACKAGE POLICY			0.00	0.00	10,137.00	
001-2410-524-4601	REPAIRS & MAINTENANCE	700.00	0.00	700.00	0.00	700.00	0.00
001-2410-524-4611	MAINTENANCE CONTRACTS	425.00	422.67	350.00	0.00	350.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COPIER			0.00	0.00	350.00	
001-2410-524-4650	FLEET CHARGES	1,000.00	45.73	1,000.00	148.69	1,000.00	0.00
001-2410-524-4700	PRINTING & BINDING	200.00	175.60	400.00	844.35	700.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COPIES			0.00	0.00	500.00	
DEPT REQUEST	NOTICES, PLACARDS, ETC			0.00	0.00	200.00	
001-2410-524-5100	OFFICE SUPPLIES	450.00	351.47	450.00	304.26	450.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COPY PAPER, PLACARDS, TAPE, ETC- 2 OFFICERS			0.00	0.00	450.00	
001-2410-524-5201	OPERATING SUPPLIES	250.00	92.58	300.00	0.00	725.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CAT TRAPS			0.00	0.00	200.00	
DEPT REQUEST	CATCH POLE			0.00	0.00	175.00	
DEPT REQUEST	OFFICE CHAIR FOR CE SUPERVISOR			0.00	0.00	200.00	

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
DEPT REQUEST	SIGNS			0.00	0.00	150.00	
001-2410-524-5220	CLOTHING & EQUIP	600.00	0.00	600.00	603.14	440.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	3 SHIRTS FOR CODE CLERK			3.00	40.00	120.00	
DEPT REQUEST	SHIRTS & PANTS ANIMAL CONTROL OFFI			4.00	40.00	160.00	
DEPT REQUEST	SHIRTS & PANTS CE SUPERVISOR			4.00	40.00	160.00	
001-2410-524-5250	FUEL & OIL SUPPLIES	1,700.00	516.84	1,700.00	565.27	1,000.00	0.00
001-2410-524-5400	BOOKS/PUBL/SUBSCR/MEMBE...	460.00	460.00	265.00	285.00	455.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FACA MEMBERSHIP (ANIMAL CONTROL ASSOCIATION)			0.00	0.00	85.00	
DEPT REQUEST	FACE MEMBERSHIP (CODE ENFORCEMENT ASSOCIATION)			0.00	0.00	170.00	
DEPT REQUEST	NOTARY FOR CODE CLERK			0.00	0.00	160.00	
DEPT REQUEST	VOLUSIA ASSOC CODE ENFORCEMENT			2.00	20.00	40.00	
001-2410-524-5501	TRAINING & EDUCATION COST	1,275.00	350.00	1,500.00	965.00	1,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CONTINUING ED FOR CERTIFICATION			0.00	0.00	1,500.00	
Division: 2410 - PLANNING & CODE ENF Total:		**442,288.00**	**392,492.70**	**479,889.00**	**379,302.91**	**638,494.00**	**0.00**
Division: 4141 - ROADS & STREETS							
001-4141-541-1200	REGULAR SALARIES & WAGE	286,187.00	195,426.33	254,619.00	189,897.73	265,830.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FIELD OPERATION SUPERVISOR			0.50	0.00	0.00	
DEPT REQUEST	MAINTENANCE WORKER I			5.00	0.00	0.00	
DEPT REQUEST	REGULAR SALARIES & WAGES TOTAL			0.00	0.00	265,830.00	
DEPT REQUEST	ST LEAD EQUIPMENT OPERATOR/LEAD MAINT WORKER			1.00	0.00	0.00	
001-4141-541-1400	OVERTIME	5,005.00	3,424.67	3,836.00	1,866.52	4,000.00	0.00
001-4141-541-1510	INCENTIVE PAY - CELL	150.00	143.75	300.00	150.00	300.00	0.00
001-4141-541-1530	BOOT REIMBURSEMENT	1,020.00	1,020.00	1,138.00	80.23	1,138.00	0.00
001-4141-541-2100	FICA/MEDICARE TAXES	22,400.00	15,047.92	19,910.00	14,339.75	20,665.00	0.00

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Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-4141-541-2200	RETIREMENT CONTRIBUTION	39,560.00	26,966.42	35,260.00	26,255.61	37,350.00	0.00
001-4141-541-2300	LIFE & HEALTH INSURANCE	76,700.00	43,232.40	61,780.00	47,653.05	66,600.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	HEALTH INSURANCE	6.50	10,080.00	65,520.00
DEPT REQUEST	LIFE INSURANCE	0.00	0.00	1,080.00

001-4141-541-2400	WORKERS COMP INSURANCE	16,790.00	11,437.16	13,620.00	8,913.69	17,070.00	0.00
001-4141-541-4001	TRAVEL & PER DIEM	700.00	0.00	600.00	535.92	100.00	0.00
001-4141-541-4200	POSTAGE, FRT, EXPRESS	50.00	0.00	50.00	0.00	50.00	0.00
001-4141-541-4400	RENTALS & LEASES	1,500.00	0.00	1,500.00	0.00	500.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	ASPHALT ROLLER, GRINDERS, SCISSOR LIFTS, ETC.	0.00	0.00	500.00

001-4141-541-4500	INSURANCE/NON-EMPLOYEE	20,768.00	20,766.39	22,658.00	23,860.93	25,310.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	BROWN & BROWN PACKAGE POLICY	0.00	0.00	25,310.00

001-4141-541-4601	REPAIRS & MAINTENANCE	47,935.00	18,183.87	15,800.00	14,549.50	24,800.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	BATES SECURITY - PLANT ENTRANCE	0.00	0.00	2,000.00
DEPT REQUEST	BUCKET TRUCK ANNUAL CERTIFICATION	0.00	0.00	800.00
DEPT REQUEST	STREETS, ROW, BRIDGES, ETC.	0.00	0.00	22,000.00

001-4141-541-4610	TRAFFIC LIGHT REPAIRS	38,150.00	26,418.14	42,150.00	21,786.12	42,150.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	ANNUAL LICENSING FEE CALLE GRANDE	0.00	0.00	5,400.00
DEPT REQUEST	FEC XING SIGNAL MAINT #271925H FLOMICH STREET	0.00	0.00	5,400.00
DEPT REQUEST	FEC XING SIGNAL MAINT #271926P WALKER STREET	0.00	0.00	2,750.00
DEPT REQUEST	FEC XING SIGNAL MAINT #271931L 2ND ST	0.00	0.00	2,350.00
DEPT REQUEST	FEC XING SIGNAL MAINT #273056X 10TH ST	0.00	0.00	2,350.00

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Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
DEPT REQUEST	FEC XING SIGNAL MAINT #291924B CALLE GRANDE			0.00	0.00	5,400.00	
DEPT REQUEST	FEC XING SIGNAL MAINT #291929K 6TH ST			0.00	0.00	5,400.00	
DEPT REQUEST	PEDESTRIAN CROSSING 3RD STREET			0.00	0.00	4,550.00	
DEPT REQUEST	PEDESTRIAN CROSSING CALLE GRANDE			0.00	0.00	4,550.00	
DEPT REQUEST	VOLUSIA COUNTY MAINTENANCE AGREEMENT			0.00	0.00	4,000.00	
001-4141-541-4612	STREET LIGHT REPAIRS	2,500.00	0.00	1,000.00	0.00	0.00	0.00
001-4141-541-4650	FLEET CHARGES	8,000.00	7,520.87	10,500.00	5,977.10	7,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	STREETS VEHICLE FLEET CHARGES			0.00	0.00	7,000.00	
001-4141-541-4660	SMALL EQ REPAIR & MAINT	8,650.00	8,643.33	13,500.00	10,570.26	10,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	SMALL EQUIPMENT REPAIR AND MAINTENANCE			0.00	0.00	10,000.00	
001-4141-541-4910	OTHER CHARGES	29,892.30	0.00	365,620.42	0.00	426,707.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FEC GRADE CROSSING MAINT - 10TH ST			0.00	0.00	247,950.00	
DEPT REQUEST	FEC GRADE CROSSING MAINT - 2ND ST			0.00	0.00	148,757.00	
DEPT REQUEST	FEC TRACK CROSSING UPGRADE			0.00	0.00	30,000.00	
001-4141-541-4920	TREE REMOVAL	30,000.00	29,249.25	16,500.00	7,013.00	16,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	ARBORIST TREE INSPECTIONS			0.00	0.00	1,500.00	
DEPT REQUEST	STREET/ROW TREE REMOVALS			0.00	0.00	15,000.00	
001-4141-541-5201	OPERATING SUPPLIES	18,400.00	18,394.27	22,000.00	18,305.71	15,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CONES, BARRICADES, SAND BAGS, ETC.			0.00	0.00	15,000.00	
001-4141-541-5204	SMALL TOOLS & EQUIPMENT	3,180.00	2,755.29	3,000.00	2,864.95	3,000.00	0.00

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Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	REPLACEMENT WEED EATERS AND EDGERS			0.00	0.00	2,000.00	
DEPT REQUEST	SMALL TOOLS & EQUIPMENT			0.00	0.00	1,000.00	
001-4141-541-5210	SIGNS & MATERIALS	16,500.00	13,677.84	6,000.00	1,663.63	16,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	STREET SIGN ASSEMBLIES			0.00	0.00	4,500.00	
DEPT REQUEST	STREET SIGNS & MATERIALS			0.00	0.00	12,000.00	
001-4141-541-5219	UNIFORM EXPENSE	1,000.00	923.99	1,000.00	1,206.80	1,900.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	UNIFORM REPAIRS (ESTIMATED)			0.00	0.00	600.00	
DEPT REQUEST	UNIFORMS - $180 EST X 6 EMPLOYEES X 50%			0.00	0.00	1,200.00	
DEPT REQUEST	UNIFORMS $130 EST X 1 EMPLOYEE X 10%			0.00	0.00	100.00	
001-4141-541-5250	FUEL & OIL SUPPLIES	12,205.00	12,202.53	12,000.00	9,988.96	12,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FUEL FOR STREETS VEHICLES			0.00	0.00	12,000.00	
001-4141-541-5264	MACH/EQUIP CAPITAL-LIKE	0.00	0.00	3,500.00	3,437.09	0.00	0.00
001-4141-541-5300	ROAD MATERIAL & SUPPLIES	6,000.00	475.13	6,000.00	2,346.33	6,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	SHELL, LIMEROCK, SAND, FILL DIRT, ETC.			0.00	0.00	6,000.00	
001-4141-541-5400	SUBSCRIP & MEMBERSHIPS	50.00	0.00	50.00	0.00	50.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	SUBSCRIPTIONS AND MEMBERSHIPS			0.00	0.00	50.00	
001-4141-541-5501	TRAINING & EDUCATION COST	5,500.00	4,018.09	500.00	483.24	900.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	(3) MOT TRAININGS			0.00	0.00	900.00	
	Division: 4141 - ROADS & STREETS Total:	**698,792.30**	**459,927.64**	**934,391.42**	**413,746.12**	**1,021,420.00**	**0.00**

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Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Division: 4160 - PUBLIC WORKS/FLEET							
001-4160-519-1200	REGULAR SALARIES	191,913.00	185,689.39	198,957.00	170,224.56	209,611.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FLEET SALARY & WAGES TOTAL			0.00	0.00	209,611.00	
DEPT REQUEST	FLEET SUPERVISOR			1.00	0.00	0.00	
DEPT REQUEST	MECHANIC			2.00	0.00	0.00	
DEPT REQUEST	SENIOR MECHANIC			1.00	0.00	0.00	
001-4160-519-1400	OVERTIME	934.00	926.62	680.00	1,040.77	717.00	0.00
001-4160-519-1510	INCENTIVE PAY	600.00	0.00	0.00	0.00	0.00	0.00
001-4160-519-1530	BOOT REIMBURSEMENT	600.00	600.00	700.00	340.74	700.00	0.00
001-4160-519-1550	TOOL ALLOWANCE	900.00	900.00	600.00	450.00	675.00	0.00
001-4160-519-2100	FICA/MEDICARE TAXES	14,900.00	14,153.90	15,400.00	12,951.89	16,142.00	0.00
001-4160-519-2200	RETIREMENT CONTRIBUTION	26,180.00	25,355.44	27,230.00	23,470.09	29,270.00	0.00
001-4160-519-2300	LIFE & HEALTH INSURANCE	38,560.00	25,361.20	38,210.00	24,759.13	41,160.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	HEALTH INSURANCE			4.00	10,080.00	40,320.00	
DEPT REQUEST	LIFE INSURANCE			0.00	0.00	840.00	
001-4160-519-2400	WORKERS COMP INSURANCE	2,910.00	2,812.05	3,510.00	2,057.24	3,130.00	0.00
001-4160-519-4001	TRAVEL & PER DIEM	300.00	0.00	100.00	0.00	100.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	MEAL & MILEAGE			0.00	0.00	100.00	
001-4160-519-4200	POSTAGE, FRT, EXPRESS	100.00	0.00	50.00	0.00	50.00	0.00
001-4160-519-4400	RENTALS & LEASES	600.00	417.42	600.00	354.78	750.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CYLINDER TANK RENTAL			0.00	0.00	750.00	
001-4160-519-4500	INSURANCE/NON-EMPLOYEE	13,197.00	13,194.03	14,396.00	14,861.74	15,754.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BROWN & BROWN PACKAGE POLICY			0.00	0.00	15,754.00	

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-4160-519-4601	REPAIRS & MAINTENANCE	2,200.00	1,974.70	2,200.00	998.85	2,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	MISC SHOP EQUIPMENT REPAIRS			0.00	0.00	2,000.00	
001-4160-519-4650	FLEET CHARGES	6,500.00	1,862.93	6,500.00	1,818.80	6,300.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BUCKET TRUCK ANNUAL CERTIFICATION			0.00	0.00	800.00	
DEPT REQUEST	FLEET VEHICLE REPAIR & MAINTENANCE			0.00	0.00	3,500.00	
DEPT REQUEST	SCAN TOOL UPDATES			2.00	1,000.00	2,000.00	
001-4160-519-4660	SMALL EQ REPAIR & MAIN	2,030.00	2,025.38	500.00	0.00	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BATTERIES, COMPRESSORS, ETC.			0.00	0.00	500.00	
001-4160-519-5100	OFFICE SUPPLIES	800.00	150.39	1,100.00	866.92	1,800.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	OTHER MISC SUPPLIES			0.00	0.00	800.00	
DEPT REQUEST	PRINTER INK			0.00	0.00	1,000.00	
001-4160-519-5201	OPERATING SUPPLIES	9,400.00	2,877.87	7,650.00	5,211.16	7,650.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BOLTS, NUTS			0.00	0.00	550.00	
DEPT REQUEST	BRAKE CLEANER, CARB CLEANER, DEGREASER			0.00	0.00	1,200.00	
DEPT REQUEST	CAR WASH SOAP			0.00	0.00	1,500.00	
DEPT REQUEST	ELEC CONNECTORS, CABLE, WIRE			0.00	0.00	1,000.00	
DEPT REQUEST	REPLACEMENT AIR HOSES			0.00	0.00	300.00	
DEPT REQUEST	REPLACEMENT FIRE EXT			0.00	0.00	400.00	
DEPT REQUEST	SAFETY VESTS, RAIN GEAR, BOOTS, ETC.			0.00	0.00	400.00	
DEPT REQUEST	WASP SPRAY			0.00	0.00	200.00	
DEPT REQUEST	WHEEL WEIGHTS			0.00	0.00	300.00	
DEPT REQUEST	WINDSHIELD WASHER FLUID			0.00	0.00	300.00	
DEPT REQUEST	WIPER RAG CLEANING/REPLACMENT			0.00	0.00	1,500.00	
001-4160-519-5202	COMPUTERS	2,000.00	1,788.00	2,000.00	1,788.00	2,000.00	0.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	DIAGNOSTIC REFERENCE SOFTWARE			0.00	0.00	2,000.00	
001-4160-519-5204	SMALL TOOLS & EQUIPMENT	2,000.00	811.73	2,000.00	580.92	2,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	MISC SHOP TOOLS			0.00	0.00	2,000.00	
001-4160-519-5219	UNIFORM EXPENSE	925.00	922.97	900.00	859.68	950.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	UNIFORM RENTALS			0.00	0.00	950.00	
001-4160-519-5250	FUEL & OIL SUPPLIES	8,915.00	3,870.24	4,500.00	3,550.56	3,000.00	0.00
001-4160-519-5264	MACH/EQUIP CAPITAL-LIKE	3,000.00	2,367.54	0.00	243.98	0.00	0.00
001-4160-519-5501	TRAINING & EDUCATION COST	3,200.00	0.00	2,000.00	0.00	1,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	MISC TRAINING: ELECTRICAL			0.00	0.00	1,500.00	
	Division: 4160 - PUBLIC WORKS/FLEET Total:	**332,664.00**	**288,061.80**	**329,783.00**	**266,429.81**	**345,759.00**	**0.00**
Division: 4172 - BLDG & GROUNDS/FACI							
001-4172-572-1200	REGULAR SALARIES & WAGE	292,522.00	295,028.61	313,325.00	280,706.17	283,941.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BLDG & GROUNDS SALARY & WAGES			0.00	0.00	283,941.00	
DEPT REQUEST	CUSTODIAN			3.00	0.00	0.00	
DEPT REQUEST	FACILITIES SUPERVISOR/SR TRADEWORK			1.00	0.00	0.00	
DEPT REQUEST	MAINTENANCE WORKER II/EQUP OPERATOR			1.00	0.00	0.00	
DEPT REQUEST	TRADESWORKER			1.00	0.00	0.00	
001-4172-572-1400	OVERTIME	5,755.00	5,991.53	2,450.00	6,053.03	2,375.00	0.00
001-4172-572-1510	INCENTIVE PAY - CELL	1,175.00	1,203.57	780.00	746.43	600.00	0.00
001-4172-572-1520	UNIFORM ALLOWANCE	200.00	200.00	60.00	200.00	0.00	0.00
001-4172-572-1530	BOOT REIMBURSEMENT	960.00	960.00	1,103.00	695.96	1,050.00	0.00
001-4172-572-1540	INCENTIVE AUTO	1,200.00	1,200.00	360.00	400.00	0.00	0.00

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-4172-572-2100	FICA/MEDICARE TAXES	22,830.00	23,142.87	24,360.00	21,834.70	21,949.00	0.00
001-4172-572-2200	RETIREMENT CONTRIBUTION	44,380.00	45,114.48	44,290.00	40,306.56	43,270.00	0.00
001-4172-572-2300	LIFE & HEALTH INSURANCE	51,720.00	50,216.48	60,200.00	53,421.63	61,630.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	HEALTH INSURANCE	6.00	10,080.00	60,480.00
DEPT REQUEST	LIFE INSURANCE	0.00	0.00	1,150.00

001-4172-572-2400	WORKERS COMP INSURANCE	5,870.00	5,931.83	6,520.00	5,162.55	6,620.00	0.00
001-4172-572-3101	PROFESSIONAL SERVICES	300.00	260.00	200.00	150.00	200.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	CITY HALL ELEVATOR OPERATING PERMITS	0.00	0.00	200.00

001-4172-572-3400	OTHER SERVICES	59,259.00	58,881.62	69,800.00	51,938.10	69,800.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	FERTILIZATION, PEST & LANDSCAPING CONTROL GROUNDS	0.00	0.00	5,000.00
DEPT REQUEST	FIRE ALARMS CONTRACTS AND INSPECTIONS	0.00	0.00	2,000.00
DEPT REQUEST	LAWN MAINTENANCE - SUNRISE PARK, CITY HALL	0.00	0.00	12,000.00
DEPT REQUEST	SECURITY ALARMS (CH, PD, SICA, B&G, CHA)	0.00	0.00	3,400.00
DEPT REQUEST	WIFI SERVICES AT SICA HALL, CLUB HOUSE	0.00	0.00	2,400.00
DEPT REQUEST	YMCA CONTRACT	0.00	0.00	45,000.00

001-4172-572-3420	LANDSCAPING SERVICES	133,556.28	133,124.00	120,000.00	107,623.26	126,620.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	LANDSCAPING OF BUILDINGS AND GROUNDS	0.00	0.00	126,620.00

001-4172-572-4001	TRAVEL & PER DIEM	200.00	0.00	200.00	0.00	100.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	MEAL ALLOWANCE & MILEAGE	0.00	0.00	100.00

001-4172-572-4200	POSTAGE, FRT, EXPRESS	100.00	9.29	150.00	57.65	100.00	0.00

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-4172-572-4301	UTILITY SERVICES	434,200.00	434,161.09	400,000.00	429,074.92	459,043.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	BOYS & GIRLS CLUB UTILITIES	0.00	0.00	10,000.00
DEPT REQUEST	FPL AND TECO ALL ACCOUNTS	0.00	0.00	340,000.00
DEPT REQUEST	STORMWATER - ALL OTHER LOCATIONS	1.00	7,795.00	7,795.00
DEPT REQUEST	STORMWATER - BOYS CLUB	1.00	568.00	568.00
DEPT REQUEST	WATER ALL ACCOUNTS	0.00	0.00	50,000.00
DEPT REQUEST	YMCA FPL	12.00	2,205.00	26,460.00
DEPT REQUEST	YMCA GAS	12.00	175.00	2,100.00
DEPT REQUEST	YMCA STORMWATER FEE	1.00	2,740.00	2,740.00
DEPT REQUEST	YMCA WATER	12.00	1,615.00	19,380.00

001-4172-572-4400	RENTALS & LEASES	1,000.00	870.26	5,000.00	4,133.32	2,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	MISC RENTALS (SCISSOR LIFT, LULL)	0.00	0.00	2,000.00

001-4172-572-4500	INSURANCE/NON-EMPLOYEE	21,213.00	21,184.62	23,114.00	22,292.57	23,631.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	BROWN & BROWN PACKAGE POLICY	0.00	0.00	23,631.00

001-4172-572-4601	REPAIRS & MAINTENANCE	213,058.00	185,365.96	153,338.90	112,365.51	123,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	A/C MAINTENANCE ON 48 UNITS	0.00	0.00	20,000.00
DEPT REQUEST	ANNUAL PARK RESTROOM INSPECTION & REJUVENATION	0.00	0.00	3,000.00
DEPT REQUEST	BOYS & GIRLS CLUB MISC REPAIR & MAINTENANCE	0.00	0.00	2,000.00
DEPT REQUEST	CITY HALL LIFT & ELEVATOR REPAIRS	0.00	0.00	8,000.00
DEPT REQUEST	CITY HALL REPAIR & MAINTENANCE	0.00	0.00	10,000.00
DEPT REQUEST	CLUB HOUSE (DOORS, FLOORING, CABINETRY, TOILETS)	0.00	0.00	10,000.00
DEPT REQUEST	COMMODE PARTITIONS PUBLIC WORKS ADMINISTRATION	0.00	0.00	2,500.00
DEPT REQUEST	COMMODE REPL (SICA, DOG PARK, FLEET, PW ADMIN)	0.00	0.00	11,000.00
DEPT REQUEST	FIRE DEPARTMENT REPAIR & MAINTENANCE	0.00	0.00	3,000.00

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Budget Worksheet

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DEPT REQUEST	FIRE/BURGLAR ALARM REPAIRS			0.00	0.00	2,000.00	
DEPT REQUEST	INFORMATION TECHNOLOGY LED TRANSITION			0.00	0.00	1,000.00	
DEPT REQUEST	IRRIGATION SYSTEM REPAIRS			0.00	0.00	10,000.00	
DEPT REQUEST	PARK BUILDINGS & EQUIPMENT			0.00	0.00	10,000.00	
DEPT REQUEST	POLICE DEPARTMENT REPAIR & MAINTENANCE			0.00	0.00	5,000.00	
DEPT REQUEST	PROGRAMMABLE DOOR LOCKS AT POLICE DEPARTMENT			0.00	0.00	2,000.00	
DEPT REQUEST	PW YARD REPAIR & MAINTENANCE (INCLUDES FLEET)			0.00	0.00	8,000.00	
DEPT REQUEST	QUARTERLY SCRUB & RINSE PARK RESTROOMS			0.00	0.00	3,500.00	
DEPT REQUEST	SICA HALL REPAIR & MAINTENANCE			0.00	0.00	4,000.00	
DEPT REQUEST	SOUTHERN FLEET BAY GAS HEATER REPLACEMENT			0.00	0.00	3,000.00	
DEPT REQUEST	YMCA REPAIR & MAINTENANCE (DOORS, FRAMES, ROOF)			0.00	0.00	5,000.00	
001-4172-572-4611	MAINTENANCE CONTRACTS	-1,500.00	0.00	5,000.00	0.00	5,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CITY HALL A/C MAINT AGREEMENT			0.00	0.00	5,000.00	
001-4172-572-4650	FLEET CHARGES	5,000.00	2,712.74	17,426.52	9,312.67	5,000.00	0.00
001-4172-572-4660	SMALL EQ REPAIR & MAINT	500.00	69.92	500.00	0.00	0.00	0.00
001-4172-572-4670	GENERATOR REPAIR & MAIN	500.00	200.00	4,000.00	0.00	4,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	GENERATOR REPAIRS - CITY HALL, BARN, FIRE STATION			0.00	0.00	4,000.00	
001-4172-572-4810	PROMO ACT.-SPECIAL EVENTS	6,166.00	6,018.09	6,700.00	5,823.23	6,700.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	ART FESTIVAL			0.00	0.00	1,000.00	
DEPT REQUEST	CRUISIN' THE HILL			0.00	0.00	1,000.00	
DEPT REQUEST	MISC EXPENSES FOR CHRISTMAS PARADE			0.00	0.00	2,000.00	
DEPT REQUEST	OTHER EVENTS (CITY WIDE CLEANUPS, ETC.)			0.00	0.00	1,500.00	

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
DEPT REQUEST	STAGE AND TENT RENTALS FOR CHRISTMAS PARADE			0.00	0.00	1,200.00	
001-4172-572-4920	TREE REMOVAL	5,000.00	4,800.00	5,000.00	3,200.00	5,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	PARKS, GROUNDS TREE REMOVAL			0.00	0.00	5,000.00	
001-4172-572-5201	OPERATING SUPPLIES	22,135.00	22,130.97	26,000.00	22,311.29	23,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CLEANING SUPPLIES, GROUNDS SUPPLIES			0.00	0.00	23,000.00	
001-4172-572-5202	COMPUTERS	1,285.00	0.00	0.00	0.00	0.00	0.00
001-4172-572-5204	SMALL TOOLS & EQUIPMENT	6,300.00	6,280.17	6,900.00	3,022.59	5,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	MISCELLANEOUS TOOLS - TRADESWORKER			0.00	0.00	5,000.00	
001-4172-572-5210	SIGNS & MATERIALS	2,337.00	2,336.33	1,000.00	769.13	1,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	PARKS AND FACILITIES SIGNAGE			0.00	0.00	1,000.00	
001-4172-572-5219	UNIFORM EXPENSE	1,908.00	1,907.91	1,400.00	1,668.09	1,900.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	UNIFORM REPAIRS (ESTIMATED)			0.00	0.00	100.00	
DEPT REQUEST	UNIFORMS - $200 EST EXP X 1 EMPLOYEE			0.00	0.00	200.00	
DEPT REQUEST	UNIFORMS - $210 EST EXPENSE X 5 EMPLOYEES			0.00	0.00	1,600.00	
001-4172-572-5221	PROGRAM EXPENSE	3,000.00	2,794.02	3,200.00	2,189.12	4,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	REPLACEMENT BULBS, REPAIRS CHRISTMAS ORNAMENTS			0.00	0.00	1,500.00	
DEPT REQUEST	REPLACEMENT DECORATIONS - CITY HALL			0.00	0.00	2,500.00	
001-4172-572-5250	FUEL & OIL SUPPLIES	11,603.00	11,602.96	11,000.00	7,043.48	5,000.00	0.00

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	ENGINE OIL FOR VEHICLES/EQUIPMENT			0.00	0.00	1,000.00	
DEPT REQUEST	FUEL FOR FACILITIES			0.00	0.00	4,000.00	
001-4172-572-5264	MACH/EQUIP CAPITAL-LIKE	0.00	0.00	0.00	0.00	1,800.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	JON BOAT TRAILER			0.00	0.00	1,800.00	
001-4172-572-5501	TRAINING & EDUCATION COST	2,400.00	716.08	3,700.00	612.64	2,300.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	MISC TRAINING COURSES: PEST, LAWN, SAFETY			0.00	0.00	1,300.00	
DEPT REQUEST	TRADESWORKER TRAINING (HVAC, ETC.)			0.00	0.00	1,000.00	
Division: 4172 - BLDG & GROUNDS/FACI Total:		**1,356,132.28**	**1,324,415.40**	**1,317,077.42**	**1,193,114.60**	**1,295,629.00**	**0.00**
Division: 8110 - NON-DEPARTMENTAL							
001-8110-580-4930	ADMIN SERV FEE ALLOCATION	38,767.00	38,767.00	40,546.00	40,546.00	48,452.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	PW ADMIN ALLOC			1.00	48,452.00	48,452.00	
001-8110-580-4959	BAD DEBT EXPENSE	0.00	1,060.27	0.00	10,992.65	0.00	0.00
001-8110-580-6400	MACHINERY & EQUIPMENT	263,000.00	224,669.56	462,493.00	363,126.50	229,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FORD F-150 XL - STREETS DEPT			1.00	55,000.00	55,000.00	
DEPT REQUEST	POLICE INTERCEPTOR VEHICLES			2.00	64,000.00	128,000.00	
DEPT REQUEST	POLICE VEHICLE - GMC			1.00	32,000.00	32,000.00	
DEPT REQUEST	ZERO TURN SCAG 61" MOWER			1.00	14,000.00	14,000.00	
001-8110-581-0301	TRANSFER TO CAPITAL PROJEC...	88,000.00	88,000.00	0.00	0.00	0.00	0.00
001-8110-581-9104	TRANSFER TO PERMITTING 004	155,782.00	0.00	148,606.00	148,606.00	24,229.00	0.00
001-8110-581-9131	TRSFR TO CAPITAL PROJECTS	0.00	0.00	547,348.99	547,348.99	0.00	0.00
001-8110-581-9160	TRANSFER TO CAPITAL PRJCT	0.00	0.00	241,585.00	241,585.00	288,000.00	0.00
001-8110-581-9190	TRANSFER TO OTHER FUNDS	0.00	0.00	83,500.00	83,500.00	0.00	0.00

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-8110-591-9300	INTEREST EXPENSE - SBITA	0.00	2,612.66	0.00	0.00	0.00	0.00
Division: 8110 - NON-DEPARTMENTAL Total:		**545,549.00**	**355,109.49**	**1,524,078.99**	**1,435,705.14**	**589,681.00**	**0.00**
Fund: 001 - GENERAL FUND Surplus (Deficit):		**0.00**	**2,491,347.17**	**0.00**	**730,779.83**	**0.00**	**0.00**

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 002 - LOCAL OPTION FUEL TAX							
Division: 0000 - UNDESIGNATED							
002-0000-312-4210	SECOND LOCAL OPTION TAXES	133,711.00	149,390.91	147,723.00	112,211.48	156,000.00	0.00
002-0000-331-5010	ECONOMIC ENVIRONMENT/CD...	0.00	0.00	0.00	97,319.00	0.00	0.00
002-0000-344-0495	MOBILITY FEE	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	0.00
002-0000-361-1000	INTEREST & OTHER EARNINGS	1,100.00	19,785.69	3,500.00	9,638.73	1,500.00	0.00
002-0000-361-1500	INVESTMENT EARNINGS	189.00	2,690.83	277.00	19,261.19	2,500.00	0.00
002-0000-361-3010	INCR/DECR FAIR VAL-INVEST	0.00	2,891.93	0.00	0.00	0.00	0.00
002-0000-381-1001	TRANSFER FROM GENERAL FU...	0.00	0.00	83,500.00	83,500.00	0.00	0.00
002-0000-389-1000	PRIOR YEAR CARRYOVER	858,239.68	0.00	1,113,555.95	0.00	0.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**1,193,239.68**	**374,759.36**	**1,548,555.95**	**521,930.40**	**360,000.00**	**0.00**
Division: 4141 - ROADS & STREETS							
002-4141-541-4601	REPAIRS & MAINTENANCE	50,000.00	20,072.82	484,961.31	23,161.86	75,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	RIVERSIDE PARK SIDEWALK REPAIR	0.00	0.00	25,000.00
DEPT REQUEST	SIDEWALK REPLACEMENT PROGRAM	0.00	0.00	50,000.00

Division: 4141 - ROADS & STREETS Total:	**50,000.00**	**20,072.82**	**484,961.31**	**23,161.86**	**75,000.00**	**0.00**
Division: 8110 - NON-DEPARTMENTAL						
002-8110-580-4601 REPAIRS & MAINTENANCE	1,143,239.68	55,621.54	1,063,594.64	202,294.16	285,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	ANNUAL PAVING PROGRAM	1.00	285,000.00	285,000.00

Division: 8110 - NON-DEPARTMENTAL Total:	**1,143,239.68**	**55,621.54**	**1,063,594.64**	**202,294.16**	**285,000.00**	**0.00**
Fund: 002 - LOCAL OPTION FUEL TAX Surplus (Deficit):	**0.00**	**299,065.00**	**0.00**	**296,474.38**	**0.00**	**0.00**

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Fund: 004 - PERMITTING							
Division: 0000 - UNDESIGNATED							
004-0000-322-0000	PLAN REVIEW FEES	12,100.00	46,380.25	15,500.00	49,075.02	36,000.00	0.00
004-0000-322-1000	BUILDING PERMITS / BUILDING	107,600.00	159,080.82	112,000.00	125,766.12	135,000.00	0.00
004-0000-322-1100	ELECTRIC	10,800.00	48,558.44	12,500.00	30,278.10	31,000.00	0.00
004-0000-322-1200	PLUMBING PERMITS	5,300.00	18,247.00	5,500.00	19,505.00	15,000.00	0.00
004-0000-322-1300	MECHANICAL PERMITS	15,100.00	28,061.45	15,500.00	27,851.00	23,000.00	0.00
004-0000-322-1600	BUILDING PERMITS / TECHNOL...	9,200.00	27,978.08	12,000.00	32,191.13	24,000.00	0.00
004-0000-329-1000	OTHER PERMITS AND FEES	2,200.00	6,531.63	2,500.00	4,461.40	4,000.00	0.00
004-0000-329-1011	APLIC FEE-RES BLDG PERMIT	23,100.00	28,495.10	23,500.00	27,934.00	29,000.00	0.00
004-0000-329-1012	APLIC FEE-COM BLDG PERMIT	14,900.00	22,015.00	15,500.00	22,375.00	20,000.00	0.00
004-0000-329-2000	FIRE INSPECTION FEES	3,300.00	5,929.28	3,500.00	2,510.00	4,000.00	0.00
004-0000-329-2022	SECOND RE-INSPECTION	300.00	200.00	300.00	50.00	0.00	0.00
004-0000-329-2130	SITE DEVELOPMENT FEES	23,200.00	146,078.50	25,500.00	46,050.55	50,000.00	0.00
004-0000-329-3030	CHANGE CONTRACTOR FEE	0.00	0.00	0.00	40.00	40.00	0.00
004-0000-329-3031	CHANGE SUB-CONTRACTOR FEE	0.00	150.00	0.00	60.00	40.00	0.00
004-0000-329-3032	PLACARD FEE	2,900.00	3,927.00	3,000.00	3,663.00	3,000.00	0.00
004-0000-329-3033	PLACARD REPLACEMENT FEE	100.00	0.00	100.00	48.00	12.00	0.00
004-0000-329-3034	PERMIT RENEWAL (ACTIVE)	2,900.00	2,590.00	3,500.00	1,370.00	2,000.00	0.00
004-0000-329-3036	CLOSEOUT-REACTV PRMT-MISC	100.00	0.00	100.00	0.00	0.00	0.00
004-0000-361-1000	INTEREST & OTHER EARNINGS	1,407.00	10,976.94	7,523.00	8,099.05	7,000.00	0.00
004-0000-369-9000	OTHER MISC REVENUES	0.00	715.76	0.00	751.83	690.00	0.00
004-0000-381-1001	TRANSFER FROM GENERAL FU...	155,782.00	0.00	148,606.00	148,606.00	24,229.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**390,289.00**	**555,915.25**	**406,629.00**	**550,685.20**	**408,011.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Division: 2415 - BLDG & FIRE INSPECT							
004-2415-524-1200	REGULAR SALARIES	239,020.00	244,064.16	252,801.39	234,433.00	252,503.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BUILDING & ZONING SALARIES & WAGS TOTAL			0.00	0.00	252,503.00	
DEPT REQUEST	CHIEF BUILDING OFFICIAL			0.75	0.00	0.00	
DEPT REQUEST	COMMUNITY DEVELOPMENT DIRECTOR (.25)			0.25	0.00	0.00	
DEPT REQUEST	FIRE INSPECTOR/BACKFLOW INSPECTOR			0.75	0.00	0.00	
DEPT REQUEST	LICENSING/PERMIT/ZONING TECH			1.00	0.00	0.00	
DEPT REQUEST	SENIOR CODE ENFORCEMENT OFFICER			0.25	0.00	0.00	
DEPT REQUEST	SENIOR PLANNER			0.25	0.00	0.00	
004-2415-524-1400	OVERTIME	947.00	837.90	2,197.61	2,271.17	377.00	0.00
004-2415-524-1510	INCENTIVE PAY - CELL	1,322.00	1,354.01	1,050.00	1,255.36	1,350.00	0.00
004-2415-524-1520	UNIFORM ALLOWANCE	150.00	150.00	150.00	150.00	150.00	0.00
004-2415-524-1530	BOOT REIMBURSEMENT	240.00	240.00	350.00	0.00	306.00	0.00
004-2415-524-2100	FICA/MEDICARE TAXES	18,790.00	18,686.24	19,640.00	18,006.82	19,460.00	0.00
004-2415-524-2200	RETIREMENT CONTRIBUTION	60,950.00	59,862.13	63,660.00	58,221.28	57,510.00	0.00
004-2415-524-2300	LIFE & HEALTH INSURANCE	28,340.00	27,433.21	31,350.00	30,727.16	33,780.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	HEALTH INSURANCE			3.25	10,080.00	32,760.00	
DEPT REQUEST	LIFE INSURANCE			0.00	0.00	1,020.00	
004-2415-524-2400	WORKERS COMP INSURANCE	3,540.00	3,593.12	3,480.00	2,284.91	2,600.00	0.00
004-2415-524-3101	PROFESSIONAL SERVICES	11,560.00	11,560.00	6,000.00	13,811.75	12,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	UES INSPECTIONS DURING CBO ABSENSES			0.00	0.00	12,000.00	
004-2415-524-4001	TRAVEL & PER DIEM	788.00	561.12	1,150.00	542.86	1,400.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CBO			0.00	0.00	650.00	
DEPT REQUEST	FIRE MARSHAL			0.00	0.00	450.00	
DEPT REQUEST	LICENSE & PERMIT TECH			0.00	0.00	300.00	

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
004-2415-524-4200	POSTAGE, FRT, EXPRESS	2,300.00	2,092.97	2,300.00	83.26	2,300.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	MAILING FEMA NOTICES THRU UTILITY BILLS			0.00	0.00	300.00	
DEPT REQUEST	MAILING OF BTRS			0.00	0.00	2,000.00	
004-2415-524-4400	RENTALS & LEASES	1,025.00	996.95	1,020.00	913.84	1,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COPIER LEASE			12.00	83.33	1,000.00	
004-2415-524-4500	INSURANCE/NON-EMPLOYEE	11,483.00	11,475.73	11,521.00	13,704.28	14,593.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BROWN & BROWN PACKAGE POLICY			0.00	0.00	14,593.00	
004-2415-524-4601	REPAIRS & MAINTENANCE	50.00	40.75	25.00	10.05	25.00	0.00
004-2415-524-4611	MAINTENANCE CONTRACTS	525.00	502.02	0.00	0.00	0.00	0.00
004-2415-524-4650	FLEET CHARGES	284.00	208.54	1,279.00	276.96	650.00	0.00
004-2415-524-4700	PRINTING & BINDING	1,050.00	1,047.95	1,380.00	1,635.18	1,560.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COPIES			0.00	0.00	960.00	
DEPT REQUEST	FIRE INSPECTION NOTICES, FORMS, ETC			0.00	0.00	600.00	
004-2415-524-5100	OFFICE SUPPLIES	800.00	768.57	800.00	628.94	800.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COPY PAPER, PADS, FILES, TAPE, ETC FOR OFFICE			0.00	0.00	800.00	
004-2415-524-5201	OPERATING SUPPLIES	300.00	0.00	300.00	0.00	200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CHAIR FOR CBO			0.00	0.00	200.00	
004-2415-524-5220	CLOTHING & EQUIP	600.00	0.00	600.00	327.86	600.00	0.00

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BUILDING OFFICIAL 3 SHIRTS AND 3 PANTS			0.00	0.00	240.00	
DEPT REQUEST	FIRE MARSHAL - 3 SHIRTS AND 3 PANTS			0.00	0.00	240.00	
DEPT REQUEST	LESLIE - 3 SHIRTS			0.00	0.00	120.00	
004-2415-524-5250	FUEL & OIL SUPPLIES	2,100.00	1,592.52	2,100.00	1,279.23	1,800.00	0.00
004-2415-524-5400	BOOKS/PUBL/SUBSCR/MEMBE…	2,675.00	1,727.50	2,025.00	1,777.50	1,547.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BOAF MEMBERSHIP - CBO			0.00	0.00	85.00	
DEPT REQUEST	FBC SET 9TH EDITION			0.00	0.00	650.00	
DEPT REQUEST	FFMIA MEMBERSHP FIRE MARSHALL			0.00	0.00	175.00	
DEPT REQUEST	FLORIDA FIRE MARSHAL & INSPEC ASSOC MEMBERSHIP			0.00	0.00	95.00	
DEPT REQUEST	ICC MEMBERSHIP			0.00	0.00	200.00	
DEPT REQUEST	NFPA LINK SUBSCRIPTION			0.00	0.00	117.00	
DEPT REQUEST	NFPA MEMBERSHIP - FIRE MARSHALL			0.00	0.00	225.00	
004-2415-524-5501	TRAINING & EDUCATION COST	1,450.00	549.00	1,450.00	599.00	1,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FBOA - FOR CERTIFICATION CREDITS -CBO			0.00	0.00	500.00	
DEPT REQUEST	FFMIA CONFERENCE 2026			0.00	0.00	400.00	
DEPT REQUEST	LICENSING TECH TRAINING / CERTIFICATION / EXAM			0.00	0.00	600.00	
Division: 2415 - BLDG & FIRE INSPECT Total:		**390,289.00**	**389,344.39**	**406,629.00**	**382,940.41**	**408,011.00**	**0.00**
Fund: 004 - PERMITTING Surplus (Deficit):		**0.00**	**166,570.86**	**0.00**	**167,744.79**	**0.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 110 - LAW ENFORCEMENT TRUST FD							
Division: 0000 - UNDESIGNATED							
110-0000-358-2000	FORFEITS	0.00	51,495.01	0.00	1,796.77	0.00	0.00
110-0000-361-1000	INTEREST & OTHER EARNINGS	0.00	502.70	0.00	671.70	0.00	0.00
110-0000-361-1500	INVESTMENT EARNINGS	0.00	960.99	0.00	841.98	0.00	0.00
110-0000-361-3010	INCR/DECR FAIR VAL-INVEST	0.00	229.21	0.00	0.00	0.00	0.00
110-0000-389-1000	PRIOR YEAR CARRYOVER	0.00	0.00	18,527.00	0.00	0.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**0.00**	**53,187.91**	**18,527.00**	**3,310.45**	**0.00**	**0.00**
Division: 8110 - NON-DEPARTMENTAL							
110-8110-581-9101	TRANSFER TO GENERAL FUND	0.00	0.00	18,527.00	18,527.00	0.00	0.00
	Division: 8110 - NON-DEPARTMENTAL Total:	**0.00**	**0.00**	**18,527.00**	**18,527.00**	**0.00**	**0.00**
	Fund: 110 - LAW ENFORCEMENT TRUST FD Surplus (Deficit):	**0.00**	**53,187.91**	**0.00**	**-15,216.55**	**0.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 130 - COMMUNITY REDEVELOPMT							
Division: 0000 - UNDESIGNATED							
130-0000-311-1000	AD-VALOREM TAXES	1,581,520.59	1,579,298.93	1,651,380.00	1,651,380.00	1,628,412.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BASED ON CRA ASSESSMENT FROM PROPERTY APPRAISER			0.00	0.00	-1,628,412.00	
130-0000-338-3000	INTERLOCAL SHARE TIF	1,684,721.31	1,684,721.31	1,755,275.00	1,759,173.61	1,730,862.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	HALIFAX HOSPITAL			0.00	0.00	-205,208.00	
DEPT REQUEST	VOLUSIA COUNTY FUNDS TOTAL			0.00	0.00	-1,525,654.00	
130-0000-347-4000	EVENTS	19,500.00	19,888.81	5,000.00	3,114.49	2,500.00	0.00
130-0000-361-1000	INTEREST & OTHER EARNINGS	10,000.00	56,665.49	14,203.00	18,828.73	15,000.00	0.00
130-0000-361-1500	INVESTMENT EARNINGS	30,000.00	151,473.34	40,000.00	174,973.38	40,000.00	0.00
130-0000-361-3010	INCR/DECR FAIR VAL-INVEST	0.00	41,751.66	0.00	0.00	0.00	0.00
130-0000-366-9000	CNTRB & DON/PRIV SOURCE	0.00	0.00	0.00	35.00	0.00	0.00
130-0000-369-3030	INSC SETTLEMENTS	0.00	4,672.92	36,535.88	36,535.88	0.00	0.00
130-0000-389-1000	PRIOR YEAR CARRYOVER	0.00	0.00	182,282.58	0.00	128,923.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**3,325,741.90**	**3,538,472.46**	**3,684,676.46**	**3,644,041.09**	**3,545,697.00**	**0.00**
Division: 2110 - PUBLIC SAFETY							
130-2110-521-1200	REGULAR SALARIES	177,251.00	81,060.31	182,012.00	55,931.94	190,267.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	POLICE CRA SALARIES & WAGES TOTAL			0.00	0.00	190,267.00	
DEPT REQUEST	POLICE OFFICER CRA			2.00	0.00	0.00	
DEPT REQUEST	SERGEANT CRA			1.00	0.00	0.00	
130-2110-521-1400	OVERTIME	14,910.00	6,164.98	16,016.97	9,753.66	12,321.00	0.00
130-2110-521-1500	INCENTIVE PAY	880.00	880.00	420.00	540.00	0.00	0.00
130-2110-521-1510	CELL PHONE ALLOWANCE	520.00	301.79	600.00	460.71	600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CELL PHONE ALLOWANCE (1)			0.00	0.00	600.00	

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
130-2110-521-1520	UNIFORM ALLOWANCE	0.00	0.00	1,000.00	0.00	0.00	0.00
130-2110-521-1530	BOOT ALLOWANCE	360.00	240.00	360.00	120.00	360.00	0.00
130-2110-521-2100	FICA/MEDICARE TAXES	14,840.00	6,461.68	15,330.00	4,658.82	15,571.00	0.00
130-2110-521-2200	RETIREMENT CONTRIBUTION	39,750.00	18,552.58	41,636.00	13,072.19	51,750.00	0.00
130-2110-521-2300	LIFE & HEALTH INSURANCE	28,950.00	14,698.67	28,670.00	7,284.89	30,840.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	HEALTH INSURANCE	3.00	10,080.00	30,240.00
DEPT REQUEST	LIFE INSURANCE	0.00	0.00	600.00

130-2110-521-2400	WORKERS COMP INSURANCE	4,050.00	1,850.79	4,280.00	1,225.92	4,490.00	0.00
130-2110-521-4001	TRAVEL & PER DIEM	1,000.00	0.00	1,000.00	0.00	0.00	0.00
130-2110-521-4200	POSTAGE, FRT, EXPRESS	100.00	0.00	100.00	0.00	0.00	0.00
130-2110-521-4500	INSURANCE/NON-EMPLOYEE	9,915.00	9,894.75	10,797.00	11,146.81	11,816.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	BROWN & BROWN PACKAGE POLICY	0.00	0.00	11,816.00

130-2110-521-4601	REPAIRS & MAINTENANCE	800.00	118.00	800.00	70.85	400.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	CALIBRATIONS	0.00	0.00	200.00
DEPT REQUEST	RADIO REPAIRS AND MAINTENANCE	0.00	0.00	200.00

130-2110-521-4611	MAINTENANCE CONTRACTS	4,350.00	4,220.40	4,350.00	2,482.48	4,350.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	AXON BODY CAM MAINTENANCE-3	0.00	0.00	1,850.00
DEPT REQUEST	AZON-TASER- MAINTENANCE- 3	0.00	0.00	2,500.00

130-2110-521-4650	FLEET CHARGES	3,300.00	3,086.34	2,500.00	2,160.66	2,500.00	0.00
130-2110-521-4659	PORTN OF 4650 REIMB BY EE	-2,185.00	-1,324.57	0.00	0.00	0.00	0.00
130-2110-521-4700	PRINTING & BINDING	700.00	0.00	700.00	0.00	0.00	0.00
130-2110-521-5100	OFFICE SUPPLIES	750.00	9.34	750.00	138.64	500.00	0.00
130-2110-521-5201	OPERATING SUPPLIES	7,000.00	3,026.90	7,900.00	1,098.64	4,750.00	0.00

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	AMMO			0.00	0.00	1,500.00	
DEPT REQUEST	EVIDENCE SUPPLIES			0.00	0.00	500.00	
DEPT REQUEST	GLOVES			0.00	0.00	600.00	
DEPT REQUEST	MISC OPERATING SUPPLIES			0.00	0.00	500.00	
DEPT REQUEST	MOVIES WITH A COP			3.00	450.00	1,350.00	
DEPT REQUEST	TRAINING SUPPLIES			0.00	0.00	300.00	
130-2110-521-5220	CLOTHING & EQUIP	3,980.00	1,281.99	3,980.00	0.00	3,980.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	EQUIPMENT REPLACEMENT			0.00	0.00	800.00	
DEPT REQUEST	REPLACEMENT FIREARMS			3.00	410.00	1,230.00	
DEPT REQUEST	REPLACEMENT VEST			1.00	450.00	450.00	
DEPT REQUEST	UNIFORM REPLACEMENT			0.00	0.00	1,500.00	
130-2110-521-5250	FUEL & OIL SUPPLIES	8,500.00	3,832.80	8,500.00	2,774.83	8,500.00	0.00
130-2110-521-5501	TRAINING & EDUCATION COST	2,350.00	744.00	2,350.00	390.00	2,350.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	AXON-TASER TRAINING			0.00	0.00	100.00	
DEPT REQUEST	POLICE LAW INSTITUTE			3.00	150.00	450.00	
DEPT REQUEST	TARGET SOLUTIONS			3.00	100.00	300.00	
DEPT REQUEST	TARGET SOLUTIONS MAINTENANCE			0.00	0.00	200.00	
DEPT REQUEST	TRAINING AND EDUCATION			0.00	0.00	1,300.00	
	Division: 2110 - PUBLIC SAFETY Total:	**322,071.00**	**155,100.75**	**334,051.97**	**113,311.04**	**345,345.00**	**0.00**
Division: 2410 - PLANNING & CODE ENF							
130-2410-524-1200	REGULAR SALARIES	36,321.00	36,674.00	38,817.00	34,604.91	36,171.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CODE ENFORCEMENT CLERK			0.50	0.00	0.00	
DEPT REQUEST	CODE ENFORCEMENT CRA REGULAR SALARIES TOTAL			0.00	0.00	36,171.00	
DEPT REQUEST	CODE ENFORCEMENT OFFICER II			0.25	0.00	0.00	
130-2410-524-1400	OVERTIME	377.00	119.83	83.00	0.00	74.00	0.00
130-2410-524-1510	INCENTIVE PAY - CELL	300.00	300.89	300.00	267.85	150.00	0.00
130-2410-524-1520	UNIFORM ALLOWANCE	80.00	30.00	80.00	30.00	0.00	0.00

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
130-2410-524-1530	BOOT ALLOWANCE	60.00	60.00	88.00	0.00	44.00	0.00
130-2410-524-2100	FICA/MEDICARE TAXES	2,850.00	2,779.50	3,020.00	2,602.13	2,784.00	0.00
130-2410-524-2200	RETIREMENT CONTRIBUTION	4,990.00	4,985.99	5,310.00	4,746.17	5,120.00	0.00
130-2410-524-2300	LIFE & HEALTH INSURANCE	7,710.00	7,009.28	7,650.00	6,853.01	7,720.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	HEALTH INSURANCE	0.75	10,080.00	7,560.00
DEPT REQUEST	LIFE INSURANCE	0.00	0.00	160.00

130-2410-524-2400	WORKERS COMP INSURANCE	540.00	593.17	530.00	331.53	250.00	0.00
130-2410-524-3101	PROFESSIONAL SERVICES	1,000.00	0.00	1,000.00	0.00	500.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	SPECIAL MASTER	0.00	0.00	500.00

130-2410-524-3150	LEGAL/OFFICIAL ADVERTISNG	200.00	0.00	200.00	0.00	200.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	LIENS, RECORDING, LEGAL	0.00	0.00	200.00

130-2410-524-3400	OTHER SERVICES	5,000.00	0.00	5,000.00	0.00	1,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	CODE COMPLIANCE MOWING	0.00	0.00	1,000.00

130-2410-524-4200	POSTAGE, FRT, EXPRESS	650.00	0.00	500.00	0.00	200.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	VIOLATION NOTICES, NTA, ETC	0.00	0.00	200.00

130-2410-524-4700	PRINTING & BINDING	150.00	49.00	150.00	50.00	100.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	NOTICES, PLACARDS, ETC	0.00	0.00	100.00

130-2410-524-5100	OFFICE SUPPLIES	100.00	54.86	110.00	156.78	100.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	COPY PAPER, NOTE PADS, ETC	0.00	0.00	100.00

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
130-2410-524-5201	OPERATING SUPPLIES	50.00	0.00	0.00	0.00	100.00	0.00
130-2410-524-5219	UNIFORMS	50.00	0.00	50.00	0.00	160.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	1 SHIRT & 1 PANT FOR ANIMAL CONTROL OFFICER			0.00	0.00	80.00	
DEPT REQUEST	1 SHIRT & 1 PANT FOR CODE OFFICER			0.00	0.00	80.00	
130-2410-524-5250	FUEL & OIL SUPPLIES	950.00	946.69	800.00	633.73	800.00	0.00
Division: 2410 - PLANNING & CODE ENF Total:		**61,378.00**	**53,603.21**	**63,688.00**	**50,276.11**	**55,473.00**	**0.00**
Division: 4173 - ADULT CTR/PICKLEBAL							
130-4173-572-3400	OTHER SERVICES	87,300.00	86,933.91	92,400.00	84,305.00	82,800.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CONTRACT MGT OF PICTONA (SR ACTIVITY CENTER)			0.00	0.00	82,800.00	
130-4173-572-3420	LANDSCAPING SERVICES	33,000.00	29,600.00	33,000.00	27,416.63	33,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	LANDSCAPING SERVICES - PICTONA			0.00	0.00	33,000.00	
130-4173-572-4301	UTILITY SERVICES	85,880.00	85,856.89	79,520.00	83,179.78	89,915.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	ELECTRIC - FPL - PICTONA			12.00	4,400.00	52,800.00	
DEPT REQUEST	GAS- GEORGIA NATURAL, TECO - PICTONA			12.00	245.00	2,940.00	
DEPT REQUEST	STORMWATER FEE - PICTONA			1.00	13,775.00	13,775.00	
DEPT REQUEST	WATER - PICTONA			12.00	1,700.00	20,400.00	
130-4173-572-4500	INSURANCE/NON-EMPLOYEE	33,487.00	33,457.53	36,506.00	28,230.38	30,222.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BROWN AND BROWN PACKAGE POLICY			0.00	0.00	30,222.00	
130-4173-572-4601	REPAIRS & MAINTENANCE	5,298.38	2,801.04	5,600.00	7,116.73	7,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	REPAIR & MAINTENANCE @ PICTONA			0.00	0.00	7,000.00	

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
130-4173-572-4800	PROMO.ADVERTISING ACTIV.	500.00	0.00	500.00	0.00	0.00	0.00
130-4173-572-5201	OPERATING SUPPLIES	2,500.00	415.25	1,500.00	0.00	500.00	0.00
Division: 4173 - ADULT CTR/PICKLEBAL Total:		**247,965.38**	**239,064.62**	**249,026.00**	**230,248.52**	**243,437.00**	**0.00**
Division: 5510 - GENERAL ADMINISTRAT							
130-5510-514-3101	PROFESSIONAL SERVICES	37,100.00	7,411.20	56,000.00	11,202.70	28,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	LEGAL SERVICES	0.00	0.00	28,000.00

130-5510-552-1200	REGULAR SALARIES	71,140.00	70,516.41	79,749.89	43,474.69	51,611.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	ECONOMIC DEVELOPMENT DIRECTOR/CRA COORDINATOR	0.75	68,814.67	51,611.00

130-5510-552-1510	INCENTIVE PAY - CELL	450.00	451.33	450.00	289.29	450.00	0.00
130-5510-552-1520	UNIFORM ALLOWANCE	150.00	150.00	150.00	150.00	150.00	0.00
130-5510-552-2100	FICA/MEDICARE TAXES	5,880.00	5,299.23	6,470.00	3,401.90	3,994.00	0.00
130-5510-552-2200	RETIREMENT CONTRIBUTION	9,690.00	9,607.04	11,450.00	6,063.03	7,120.00	0.00
130-5510-552-2300	LIFE & HEALTH INSURANCE	7,330.00	6,339.59	7,370.00	4,737.88	7,770.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	HEALTH INSURANCE	0.75	10,080.00	7,560.00
DEPT REQUEST	LIFE INSURANCE	0.00	0.00	210.00

130-5510-552-2400	WORKERS COMP INSURANCE	570.00	546.91	810.00	72.61	60.00	0.00
130-5510-552-3101	PROFESSIONAL SERVICES	115,950.00	115,907.78	22,762.06	28,564.93	35,476.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	ANNUAL AUDIT	0.00	0.00	5,400.00
DEPT REQUEST	EVENT COORDINATOR CONTRACT	0.00	0.00	30,076.00

130-5510-552-3150	LEGAL/OFFICIAL ADVERTISNG	500.00	441.25	200.00	935.86	200.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	CRA ANNUAL REPORT LEGAL ADVERTISEMENT	0.00	0.00	200.00

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Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
130-5510-552-3420	LANDSCAPING SERVICES	87,450.00	81,100.00	89,000.00	67,716.74	89,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	224 RIVERSIDE DR LANDSCAPING			0.00	0.00	2,000.00	
DEPT REQUEST	FERTILIZATION & PEST CONTROL			0.00	0.00	3,000.00	
DEPT REQUEST	MISC PLANT REPLACEMENT,IRRGATION REPAIR			0.00	0.00	4,000.00	
DEPT REQUEST	US1 MEDIAN LANDSCAPING/MAINTENANCE			0.00	0.00	80,000.00	
130-5510-552-4001	TRAVEL & PER DIEM	1,000.00	0.00	500.00	0.00	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FL REDEVLOPMENT CONFERENCE			0.00	0.00	500.00	
130-5510-552-4200	POSTAGE, FRT, EXPRESS	358.88	93.78	300.00	59.22	300.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	POSTAGE, FREIGHT (INCLUDES SPECIAL EVENTS)			0.00	0.00	300.00	
130-5510-552-4301	UTILITY SERVICES	17,105.00	14,153.95	17,500.00	12,979.54	14,820.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	ELECTRIC - FPL			12.00	1,150.00	13,800.00	
DEPT REQUEST	WATER			12.00	85.00	1,020.00	
130-5510-552-4400	RENTALS & LEASES	700.00	498.36	498.48	456.85	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COPIER LEASE			12.00	41.67	500.00	
130-5510-552-4500	INSURANCE/NON-EMPLOYEE	2,094.00	2,091.10	2,281.00	3,136.73	3,358.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BROWN & BROWN PACKAGE POLICY			0.00	0.00	3,358.00	
130-5510-552-4601	REPAIRS & MAINTENANCE	26,000.00	21,015.21	25,000.00	16,000.00	45,800.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	RIVERSIDE PARK REPAIRS			0.00	0.00	11,000.00	

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Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
DEPT REQUEST	US1 BUS SHELTER REPAIRS/MAINTENANCE			0.00	0.00	18,300.00	
DEPT REQUEST	US1 MEDIAN TREES			0.00	0.00	16,500.00	
130-5510-552-4611	MAINTENANCE CONTRACTS	600.00	422.63	600.00	0.00	600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COPIER MAINTENANCE @ 25%			0.00	0.00	600.00	
130-5510-552-4700	PRINTING & BINDING	500.00	273.58	590.00	607.62	590.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	MISC PRINTING			0.00	0.00	50.00	
DEPT REQUEST	RICOH COPY CHARGE			0.00	0.00	540.00	
130-5510-552-4800	PROMO.ADVERTISING ACTIV.	1,942.74	1,541.12	5,000.00	2,891.00	3,300.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	ECONOMIC DEVELOPMENT AD LIVABILITY VOLUSIA			0.00	0.00	1,000.00	
DEPT REQUEST	ORMOND BEACH CHAMBER ADVERTISEMENT			0.00	0.00	800.00	
DEPT REQUEST	OTHER ADVERTISING			0.00	0.00	1,500.00	
130-5510-552-4810	SPECIAL EVENTS	80,000.00	47,710.99	77,700.00	40,404.67	76,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CONCERT SERIES			0.00	0.00	68,200.00	
DEPT REQUEST	EASTER EGG HUNT			0.00	0.00	3,000.00	
DEPT REQUEST	GENERAL EVENT SUPPLIES (FOR ALL EVENTS)			0.00	0.00	500.00	
DEPT REQUEST	MUSIC LICENSES			0.00	0.00	1,800.00	
DEPT REQUEST	NATIONAL NIGHT OUT			0.00	0.00	3,000.00	
130-5510-552-4901	OTHER CHARGES	190.00	0.00	0.00	0.00	0.00	0.00
130-5510-552-4920	TREE REMOVAL	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	TREE REMOVAL IN CRA			0.00	0.00	3,000.00	
130-5510-552-4930	ADMIN SERV FEE ALLOCATION	98,893.00	98,893.00	102,607.00	102,607.00	105,150.00	0.00

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	DIRECT COST ALLOCATION - ADMINISTRATION			1.00	105,150.00	105,150.00	
130-5510-552-5100	OFFICE SUPPLIES	200.00	0.00	0.00	0.00	200.00	0.00
130-5510-552-5201	OPERATING SUPPLIES	175.00	150.11	100.00	5,081.14	100.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	MISC. OPERATING SUPPLIES			0.00	0.00	100.00	
130-5510-552-5210	SIGNS & MATERIALS	1,000.00	0.00	1,000.00	0.00	11,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CRA DECORATIVE STREET SIGNAGE REPLACEMENT			0.00	0.00	1,000.00	
DEPT REQUEST	ELECTRIC BOX WRAPS FOR US1			0.00	0.00	10,000.00	
130-5510-552-5400	BOOKS/PUBL/SUBSCR/MEMBE...	10,743.00	9,135.80	9,099.80	9,099.80	8,975.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FL DEVELOPMENT ASSOC MEMBERSHIP			0.00	0.00	995.00	
DEPT REQUEST	STATE SPECIAL DISTRICT FEE			1.00	175.00	175.00	
DEPT REQUEST	TEAM VOLUSIA			0.00	0.00	7,805.00	
130-5510-552-5501	TRAINING & EDUCATION COST	3,000.00	1,822.95	3,000.00	-345.00	3,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FL REDEVELOPMENT CONFERENCE			0.00	0.00	1,500.00	
DEPT REQUEST	PROFESSIONAL DEVELOPMENT CLASSES (3)			0.00	0.00	1,500.00	
130-5510-552-8201	PROPERTY IMPROVMNT GRAN...	100,000.00	17,170.00	50,444.84	31,080.37	50,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	PROPERTY IMP REIMBURSEMENT GRANTS			0.00	0.00	50,000.00	
Division: 5510 - GENERAL ADMINISTRAT Total:		**683,711.62**	**512,743.32**	**573,633.07**	**390,668.57**	**551,524.00**	**0.00**
Division: 8110 - NON-DEPARTMENTAL							
130-8110-517-7131	PRINCIPAL PAYMENTS / CRA D...	375,000.00	375,000.00	385,000.00	385,000.00	395,000.00	0.00
130-8110-517-7132	CRA DEBT 2013	425,000.00	425,000.00	430,000.00	430,000.00	440,000.00	0.00

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
130-8110-517-7231	INTEREST EXPENSE	26,344.00	26,343.41	16,984.00	16,983.75	7,314.00	0.00
130-8110-517-7232	CRA DEBT 2013	27,669.00	27,668.76	17,766.00	17,766.25	7,689.00	0.00
130-8110-580-6300	INFRASTRUCTURE	0.00	0.00	38,820.16	0.00	0.00	0.00
130-8110-581-0139	TRANSFER TO CRA CAPITAL	1,146,679.90	1,146,679.90	1,388,392.26	1,388,392.26	990,000.00	0.00
130-8110-581-0460	TRANSFER TO STORMWATER	0.00	0.00	0.00	0.00	500,000.00	0.00
130-8110-581-1001	TRANSFER TO GENERAL FUND	9,923.00	9,923.00	9,915.00	9,915.00	9,915.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	PD FLEET VEHICLE REPAIR &			0.00	0.00	9,915.00	
130-8110-589-9910	CONTINGENCY	0.00	0.00	177,400.00	0.00	0.00	0.00
Division: 8110 - NON-DEPARTMENTAL Total:		**2,010,615.90**	**2,010,615.07**	**2,464,277.42**	**2,248,057.26**	**2,349,918.00**	**0.00**
Fund: 130 - COMMUNITY REDEVELOPMT Surplus (Deficit):		**0.00**	**567,345.49**	**0.00**	**611,479.59**	**0.00**	**0.00**

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 139 - CRA PROJECTS FUND							
Division: 0000 - UNDESIGNATED							
139-0000-381-0130	TRANSFER FRM 130 FUND	1,146,679.90	1,146,679.90	1,388,392.26	1,388,392.26	990,000.00	0.00
139-0000-389-1000	PRIOR YEAR CARRYOVER	2,424,584.03	0.00	2,345,212.09	0.00	0.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**3,571,263.93**	**1,146,679.90**	**3,733,604.35**	**1,388,392.26**	**990,000.00**	**0.00**
Division: 8110 - NON-DEPARTMENTAL							
139-8110-580-3101	PROFESSIONAL SERVICES	84,666.01	84,666.01	0.00	0.00	0.00	0.00
139-8110-580-3400	OTHER SERVICES	0.00	0.00	1,171.82	0.00	0.00	0.00
139-8110-580-6300	INFRASTRUCTURE	3,486,597.92	0.00	3,732,432.53	3,576,125.11	990,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	OVERHEAD TO UNDERGROUND			0.00	0.00	990,000.00	
	Division: 8110 - NON-DEPARTMENTAL Total:	**3,571,263.93**	**84,666.01**	**3,733,604.35**	**3,576,125.11**	**990,000.00**	**0.00**
	Fund: 139 - CRA PROJECTS FUND Surplus (Deficit):	**0.00**	**1,062,013.89**	**0.00**	**-2,187,732.85**	**0.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 301 - CAPITAL PROJECTS							
Division: 0000 - UNDESIGNATED							
301-0000-331-5010	CDBG GRANT	94,857.00	0.00	102,966.00	196,182.04	0.00	0.00
301-0000-334-1000	STATE OF FLORIDA / FIRE MAR...	1,250,000.00	1,250,000.00	0.00	0.00	0.00	0.00
301-0000-361-1500	INVESTMENT EARNINGS	5,143.00	144,882.14	7,500.00	81,734.30	25,000.00	0.00
301-0000-361-3010	INCR/DECR FAIR VAL-INVEST	0.00	30,053.94	0.00	0.00	0.00	0.00
301-0000-381-1001	TRANSFER FRM GENERAL FUND	88,000.00	88,000.00	788,933.99	788,933.99	288,000.00	0.00
301-0000-389-1000	PRIOR YEAR CARRYOVER	4,241,338.39	0.00	3,845,034.88	0.00	0.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**5,679,338.39**	**1,512,936.08**	**4,744,434.87**	**1,066,850.33**	**313,000.00**	**0.00**
Division: 8110 - NON-DEPARTMENTAL							
301-8110-580-6200	BUILDINGS	3,725,804.95	2,773,917.32	2,544,461.56	915,645.30	60,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	AIR CONDITIONER REPLACEMENTS			0.00	0.00	40,000.00	
DEPT REQUEST	YMCA A/C REPLACEMENT			0.00	0.00	20,000.00	
301-8110-580-6300	INFRASTRUCTURE	1,769,712.36	279,263.33	2,004,745.31	386,045.38	143,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FLEET BAY DOOR REPLACEMENT			0.00	0.00	40,000.00	
DEPT REQUEST	RIVERSIDE PARK PLAYGROUND			0.00	0.00	103,000.00	
301-8110-580-6400	MACHINERY & EQUIPMENT	183,821.08	66,301.53	195,228.00	152,082.53	110,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	AV UPGRADES TO COMMISSION CHAMBERS			0.00	0.00	110,000.00	
	Division: 8110 - NON-DEPARTMENTAL Total:	**5,679,338.39**	**3,119,482.18**	**4,744,434.87**	**1,453,773.21**	**313,000.00**	**0.00**
	Fund: 301 - CAPITAL PROJECTS Surplus (Deficit):	**0.00**	**-1,606,546.10**	**0.00**	**-386,922.88**	**0.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 400 - WATER & SEWER FUND							
Division: 0000 - UNDESIGNATED							
400-0000-331-2700	ARPA GRANT	0.00	1,352,022.73	0.00	0.00	0.00	0.00
400-0000-334-3101	STATE OF FLORIDA DEP WATER ..	0.00	0.00	11,250,000.00	0.00	0.00	0.00
400-0000-334-3501	STATE OF FLORIDA DEP WAST...	0.00	0.00	9,300,000.00	0.00	0.00	0.00
400-0000-341-0460	STORMWATER- INTERNAL CHA...	48,459.00	48,459.00	50,683.00	50,683.00	60,565.00	0.00
400-0000-341-0495	SOLID WASTE - INTERNAL CHA...	48,459.00	48,459.00	50,683.00	50,683.00	60,565.00	0.00
400-0000-341-1001	GENERAL FUND - INTERNAL CHG	38,767.00	38,767.00	40,546.00	40,546.00	48,452.00	0.00
400-0000-343-3007	WATER CHARGES	3,930,119.00	3,690,712.94	3,960,747.00	3,147,081.15	3,978,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	2% RATE INCREASE			1.00	3,978,000.00	-3,978,000.00	
400-0000-343-3092	WATER METER CONNECTION	3,500.00	33,851.64	26,000.00	12,642.32	6,000.00	0.00
400-0000-343-3095	WATER HYDRANT RENTAL	14,112.00	14,292.00	14,112.00	13,116.00	14,112.00	0.00
400-0000-343-5057	SEWER/WASTEWATER UTILITY /..	3,998,335.00	3,826,093.05	4,246,956.00	3,530,798.47	4,410,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	4% RATE INCREASE			1.00	4,410,000.00	-4,410,000.00	
400-0000-343-5070	SEWER, REUSE	0.00	3,300.00	0.00	3,300.00	3,600.00	0.00
400-0000-343-5097	SEWER CONNECTION	0.00	6,817.17	0.00	7,766.95	500.00	0.00
400-0000-361-1000	INTEREST & OTHER EARNINGS	1,500.00	76,827.31	6,320.00	27,746.54	18,000.00	0.00
400-0000-361-1500	INVESTMENT EARNINGS	50,000.00	220,740.43	70,000.00	185,704.22	45,000.00	0.00
400-0000-361-3010	INCR/DECR FAIR VAL-INVEST	0.00	50,164.95	0.00	0.00	0.00	0.00
400-0000-362-2110	T-MOBILE LEASE	20,000.00	0.00	0.00	0.00	0.00	0.00
400-0000-364-4100	DISPOS. OF FIXED ASSETS	0.00	2,081.81	0.00	110.00	0.00	0.00
400-0000-365-1000	SALE OF SURPLUS MATERIALS	0.00	1,216.30	0.00	2,350.60	0.00	0.00
400-0000-369-2000	OTHER MISC REVENUES / COLL...	0.00	79.62	0.00	0.00	0.00	0.00
400-0000-369-3000	SETTLEMENTS	78,601.20	97,106.83	40,795.59	54,194.41	0.00	0.00
400-0000-369-3030	INSURANCE	0.00	975.90	0.00	9,798.49	0.00	0.00
400-0000-369-4000	PENALTY REVENUES	0.00	-150.00	0.00	0.00	0.00	0.00
400-0000-369-7000	PENALTY REVENUES	230,177.00	302,994.77	255,000.00	290,148.00	295,000.00	0.00
400-0000-369-9000	MISC REVENUES	2,500.00	7,369.24	2,500.00	8,239.91	2,500.00	0.00

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
400-0000-381-0407	TRANS FRM R&R FUND	3,518,012.00	4,099,718.29	0.00	0.00	0.00	0.00
400-0000-381-0460	TRANSFER FRM STORMWATER	28,722.00	28,722.00	30,414.00	30,414.00	5,069.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	VACCOM TRUCK - 50%			1.00	-5,069.00	-5,069.00	
400-0000-389-1000	PRIOR YEAR CARRYOVER	6,092,958.00	0.00	8,522,198.74	0.00	0.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**18,104,221.20**	**13,950,621.98**	**37,866,955.33**	**7,465,323.06**	**8,947,363.00**	**0.00**
Division: 3001 - WATER & SEWER ADMIN							
400-3001-536-1200	REGULAR SALARIES	264,554.00	264,705.17	281,323.00	342,697.22	341,985.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	PUBLIC WORKS DIRECTOR			1.00	0.00	0.00	
DEPT REQUEST	PUBLICE WORKS DEPUTY DIRECTOR			1.00	0.00	0.00	
DEPT REQUEST	PW ADMININSTRATIVE GROUP REG SALARIES TOTAL			0.00	0.00	341,985.00	
DEPT REQUEST	PW ADMINISTRATIVE ASSISTANT			1.00	0.00	0.00	
DEPT REQUEST	SW MANAGER/ENGINEER			1.00	0.00	0.00	
400-3001-536-1400	OVERTIME	1,205.00	697.61	545.00	3,135.88	575.00	0.00
400-3001-536-1510	INCENTIVE PAY / CELL PHONE A...	1,200.00	1,203.57	1,200.00	1,521.43	1,800.00	0.00
400-3001-536-1520	UNIFORM ALLOWANCE	600.00	600.00	600.00	600.00	800.00	0.00
400-3001-536-1530	BOOT REIMBURSEMENT	120.00	120.00	175.00	0.00	175.00	0.00
400-3001-536-1540	AUTO ALLOWANCE	0.00	0.00	0.00	1,100.00	1,200.00	0.00
400-3001-536-2100	FICA/MEDICARE TAXES	20,490.00	19,576.27	21,740.00	25,766.78	26,497.00	0.00
400-3001-536-2200	RETIREMENT CONTRIBUTION	49,280.00	49,191.38	52,330.00	73,891.26	52,470.00	0.00
400-3001-536-2300	LIFE & HEALTH INSURANCE	28,590.00	27,035.56	29,120.00	29,741.32	41,650.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	HEALTH INSURANCE			4.00	10,080.00	40,320.00	
DEPT REQUEST	LIFE INSURANCE			0.00	0.00	1,330.00	
400-3001-536-2400	WORKERS COMP INSURANCE	7,050.00	7,046.60	2,690.00	3,214.54	1,750.00	0.00
400-3001-536-4001	TRAVEL & PER DIEM	600.00	0.00	600.00	0.00	300.00	0.00

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Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	MEAL ALLOWANCE AND MILEAGE			0.00	0.00	300.00	
400-3001-536-4200	POSTAGE, FRT, EXPRESS	100.00	1.35	50.00	19.47	50.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	POSTAGE, FREIGHT AND EXPRESS			0.00	0.00	50.00	
400-3001-536-4400	RENTALS & LEASES	700.00	498.48	504.00	456.94	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COPIER LEASE			12.00	41.67	500.00	
400-3001-536-4500	INSURANCE/NON-EMPLOYEE	6,087.00	6,086.40	6,641.00	9,989.36	10,655.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	PROPERTY & LIABILITY INSURANCE			0.00	0.00	10,655.00	
400-3001-536-4601	REPAIRS & MAINTENANCE	0.00	128.95	200.00	145.95	200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	RADIO REPAIRS			0.00	0.00	200.00	
400-3001-536-4611	MAINTENANCE CONTRACTS	500.00	50.91	500.00	0.00	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	PW COPIER MAINTENANCE			0.00	0.00	500.00	
400-3001-536-4650	FLEET CHARGES	1,815.00	1,812.46	1,200.00	1,404.23	1,200.00	0.00
400-3001-536-4700	PRINTING & BINDING	455.00	451.77	240.00	295.23	350.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BUSINESS CARDS, MAP PRINTING			0.00	0.00	350.00	
400-3001-536-5100	OFFICE SUPPLIES	2,325.00	2,322.67	1,500.00	1,043.48	3,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FACILITIES DIVISION			0.00	0.00	600.00	
DEPT REQUEST	PW ADMINISTRATION			0.00	0.00	1,600.00	

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Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
DEPT REQUEST	STREETS DIVISION			0.00	0.00	800.00	
400-3001-536-5201	OPERATING SUPPLIES	210.00	206.10	200.00	476.89	200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	SAFETY VESTS, RAIN GEAR, BOOTS, ETC.			0.00	0.00	200.00	
400-3001-536-5250	FUEL & OIL SUPPLIES	2,645.00	1,775.98	3,000.00	658.07	1,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FUEL & OIL SUPPLIES			0.00	0.00	1,500.00	
400-3001-536-5400	BOOKS/PUBL/SUBSCR/MEMBE…	450.00	0.00	450.00	736.00	550.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	AMERICAN SOCIETY OF CIVIL ENGINEERS			0.00	0.00	450.00	
DEPT REQUEST	PE LICENSE RENEWAL			0.00	0.00	100.00	
400-3001-536-5501	TRAINING & EDUCATION COST	1,025.00	1,013.88	625.00	614.00	625.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	ASCE SEMINAR			0.00	0.00	500.00	
DEPT REQUEST	PROFESSIONAL ENGINEERING CONTINUING EDUCATION			0.00	0.00	125.00	
400-3001-536-5920	DEPRECIATION EXPENSE	0.00	37,260.00	0.00	0.00	0.00	0.00
Division: 3001 - WATER & SEWER ADMIN Total:		**390,001.00**	**421,785.11**	**405,433.00**	**497,508.05**	**488,532.00**	**0.00**

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Division: 3010 - WATER UTILITY							
400-3010-533-1200	REGULAR SALARIES & WAGE	576,736.00	544,419.81	595,439.00	398,984.11	567,116.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	CHIEF WATER PLANT OPERATOR	1.00	0.00	0.00
DEPT REQUEST	FIELD OPERATIONS SUPERVISOR	0.50	0.00	0.00
DEPT REQUEST	SHIFT PAY DIFFERENTIAL (1,460 HOURS)	1,460.00	0.50	730.00
DEPT REQUEST	WATER PLANT OPERATOR B	1.00	0.00	0.00
DEPT REQUEST	WATER PLANT OPERATOR C	1.00	0.00	0.00
DEPT REQUEST	WATER PLANT OPERATOR C (PT)	0.50	0.00	0.00
DEPT REQUEST	WATER PLANT OPERATOR LEAD	1.00	0.00	0.00
DEPT REQUEST	WATER PLANT OPERATOR TRAINEE	1.00	0.00	0.00
DEPT REQUEST	WATER REGULAR SALARIES & WAGES	0.00	0.00	566,386.00
DEPT REQUEST	WATER UTILITIES MAINTENANCE WORKER I	4.00	0.00	0.00
DEPT REQUEST	WATER UTILITIES MAINTENANCE WORKER II	2.00	0.00	0.00

400-3010-533-1300	OTHER SALARIES & WAGES	22,658.00	23,091.11	24,638.00	25,250.82	0.00	0.00
400-3010-533-1400	OVERTIME	31,984.00	32,623.07	22,055.00	40,725.46	12,325.00	0.00
400-3010-533-1510	INCENTIVE PAY - CELL & AUTO	1,230.00	745.54	1,530.00	685.71	900.00	0.00
400-3010-533-1520	UNIFORM ALLOWANCE	70.00	0.00	70.00	0.00	0.00	0.00
400-3010-533-1530	BOOT REIMBURSEMENT	1,580.00	1,560.00	1,899.00	1,153.98	1,838.00	0.00
400-3010-533-2100	FICA/MEDICARE TAXES	48,600.00	45,385.96	49,460.00	35,175.57	44,396.00	0.00
400-3010-533-2200	RETIREMENT CONTRIBUTION	85,170.00	72,030.70	86,990.00	64,119.29	77,230.00	0.00
400-3010-533-2300	LIFE & HEALTH INSURANCE	109,590.00	79,840.74	108,500.00	74,917.13	108,060.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	HEALTH INSURANCE	1.00	105,840.00	105,840.00
DEPT REQUEST	LIFE INSURANCE	0.00	0.00	2,220.00

400-3010-533-2400	WORKERS COMP INSURANCE	10,690.00	10,057.50	9,850.00	6,663.98	9,220.00	0.00
400-3010-533-3101	PROFESSIONAL SERVICES	71,550.00	55,398.76	57,900.00	33,406.61	57,300.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	ANNUAL HOIST INSPECTION & CERTIFICATION @ 50%	0.00	0.00	900.00
DEPT REQUEST	BACKFLOW INSPECTIONS/CERTIFICATIONS	0.00	0.00	5,000.00

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DEPT REQUEST	CERTIFIED THERMOMETER CALIBRATIONS @ 50%			0.00	0.00	600.00	
DEPT REQUEST	DOH LAB CERTIFICATION FEE @ 50%			0.00	0.00	800.00	
DEPT REQUEST	HACH REGULATORY QUARTERLY CALIBRATIONS @ 50%			0.00	0.00	6,600.00	
DEPT REQUEST	LAB ANALYSES AND MONITORING			0.00	0.00	19,300.00	
DEPT REQUEST	LAB PROFICIENCY TESTING @ 50%			0.00	0.00	3,000.00	
DEPT REQUEST	LAB THIRD PARTY INSPECTION @ 50%			0.00	0.00	2,500.00	
DEPT REQUEST	MISCELLANEOUS ENGINEERING SERVICES			0.00	0.00	2,000.00	
DEPT REQUEST	OPERATIONS LICENSING & CERTIFICATIONS			0.00	0.00	12,900.00	
DEPT REQUEST	RISK MANAGEMENT COMPLIANCE @ 50%			0.00	0.00	3,600.00	
DEPT REQUEST	RISK MANAGEMENT PLAN REGISTRATION @ 50%			0.00	0.00	100.00	
400-3010-533-3150	LEGAL.OFFICIAL ADVERTISNG	2,000.00	781.24	1,000.00	0.00	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	LEGAL ADVERTISING			0.00	0.00	500.00	
400-3010-533-3400	OTHER SERVICES	114,800.00	92,574.42	133,600.00	73,011.63	155,600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BEACON FIXED NETWORK 850 MO X 12			0.00	0.00	10,200.00	
DEPT REQUEST	COLLECTION FEES			0.00	0.00	1,100.00	
DEPT REQUEST	MOWING OF PUBLIC WORKS YARD $20,000 @ 50%			0.00	0.00	10,000.00	
DEPT REQUEST	MOWING OF WESTERN WELLFIELDS			0.00	0.00	2,000.00	
DEPT REQUEST	ORION CELLULR LTE METER TRANSPONDER			0.00	0.00	18,000.00	
DEPT REQUEST	ORION GATEWAY BACKHAUL CHARGES			0.00	0.00	1,500.00	
DEPT REQUEST	READ CENTER ANALYTICS SOFTWARE			0.00	0.00	2,800.00	
DEPT REQUEST	SLUDGE HAULING AND LAP APP @ 50%			0.00	0.00	110,000.00	
400-3010-533-4001	TRAVEL & PER DIEM	200.00	142.02	300.00	0.00	100.00	0.00
400-3010-533-4200	POSTAGE, FRT, EXPRESS	100.00	55.11	100.00	66.89	100.00	0.00
400-3010-533-4301	UTILITY SERVICES	200,000.00	191,302.50	200,000.00	165,302.65	186,960.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FPL			12.00	15,100.00	181,200.00	
DEPT REQUEST	TECO			12.00	95.00	1,140.00	
DEPT REQUEST	WATER			12.00	385.00	4,620.00	

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
400-3010-533-4400	RENTALS & LEASES	2,500.00	1,698.48	2,304.00	1,656.94	2,300.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	AMMONIA TANK LEASE			0.00	0.00	1,200.00	
DEPT REQUEST	COPIER LEASE			12.00	41.67	500.00	
DEPT REQUEST	MISC EQUIPMENT RENTALS			0.00	0.00	600.00	
400-3010-533-4500	INSURANCE/NON-EMPLOYEE	36,918.00	36,894.45	40,390.00	41,365.32	44,400.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	PROPERTY & LIABILITY			0.00	0.00	43,200.00	
DEPT REQUEST	STORAGE TANK AND POLLUTION			0.00	0.00	1,200.00	
400-3010-533-4601	REPAIRS & MAINTENANCE	179,218.40	167,911.24	157,742.17	139,907.83	165,600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BACKFLOW PREVENTER MAINTENANCE			0.00	0.00	3,000.00	
DEPT REQUEST	CHEMICAL CONTROLS			0.00	0.00	6,400.00	
DEPT REQUEST	DISTRIBUTION SYSTEM MAINTENANCE			0.00	0.00	90,000.00	
DEPT REQUEST	FEC BLANKET UTILITY CROSSING FEES			0.00	0.00	3,900.00	
DEPT REQUEST	HVAC MAINTENANCE AT WATER PLANT			0.00	0.00	1,500.00	
DEPT REQUEST	LIME SOFTENING CLEANING			0.00	0.00	15,000.00	
DEPT REQUEST	TRIMBLE RANGER CE SERVICE RENEWAL			0.00	0.00	600.00	
DEPT REQUEST	WATER METER TEST CALIBRATION			0.00	0.00	200.00	
DEPT REQUEST	WATER PLANT & WELL REPAIRS			0.00	0.00	45,000.00	
400-3010-533-4611	MAINTENANCE CONTRACTS	39,800.00	428.58	56,500.00	45,526.69	40,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	ELEVATED STORAGE TANK MAINTENANCE CONTRACT			0.00	0.00	16,000.00	
DEPT REQUEST	MISC MAINTENANCE CONTRACTS			0.00	0.00	2,500.00	
DEPT REQUEST	RADIO SYSTEM MAINTENANCE			0.00	0.00	1,000.00	
DEPT REQUEST	SCADA SYSTEM ANNUAL MAINTENANCE FEE			0.00	0.00	21,000.00	
400-3010-533-4650	FLEET CHARGES	15,000.00	8,912.99	12,000.00	4,569.07	10,000.00	0.00

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Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	MISC WATER VEHICLE/GENERATOR MAINTENANCE			0.00	0.00	10,000.00	
400-3010-533-4660	SMALL EQ REPAIR & MAINT	1,500.00	790.23	1,500.00	322.54	900.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	WATER SMALL EQUIPMENT REPAIR & MAINTENANCE			0.00	0.00	900.00	
400-3010-533-4670	GENERATOR REPAIR & MAIN	2,000.00	353.56	2,000.00	111.92	2,000.00	0.00
400-3010-533-4700	PRINTING & BINDING	1,410.00	1,400.77	1,180.00	319.22	1,180.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	ANNUAL CCR REPORT			0.00	0.00	200.00	
DEPT REQUEST	CUSTOMER NOTICE DOOR HANGERS			0.00	0.00	700.00	
DEPT REQUEST	FREE CHLORINE BURN NOTICE			0.00	0.00	100.00	
DEPT REQUEST	RICOH COPY CHARGES			0.00	0.00	180.00	
400-3010-533-4930	ADMIN SERV FEE ALLOCATION	592,703.00	592,703.00	626,323.00	626,322.00	643,228.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	DIRECT COST - FACILITIES			1.00	93,436.00	93,436.00	
DEPT REQUEST	DIRECT COST - FLEET			1.00	39,661.00	39,661.00	
DEPT REQUEST	DIRECT COST ALLOCATION - ADMINISTRATION			1.00	510,131.00	510,131.00	
400-3010-533-4959	BAD DEBT EXPENSE	25,000.00	37,475.53	25,000.00	0.00	25,000.00	0.00
400-3010-533-5100	OFFICE SUPPLIES	1,100.00	1,054.74	1,500.00	1,137.77	900.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	PAPER, ENVELOPES, ETC.			0.00	0.00	900.00	
400-3010-533-5201	OPERATING SUPPLIES	473,782.00	411,996.03	460,250.00	185,677.64	490,900.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	AQUA GOLD			0.00	0.00	45,000.00	
DEPT REQUEST	CELLULAR RETROFITS TO EXISTING BADGER METERS			0.00	0.00	20,000.00	
DEPT REQUEST	DISTILLED WATER			0.00	0.00	400.00	

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
DEPT REQUEST	FLUORIDE			0.00	0.00	6,000.00	
DEPT REQUEST	HIGH CALCIUM QUICK LIME			0.00	0.00	170,000.00	
DEPT REQUEST	LAB SUPPLIES			0.00	0.00	12,000.00	
DEPT REQUEST	LIQUID ANHYDROUS AMMONIA			0.00	0.00	10,000.00	
DEPT REQUEST	LIQUID CARBON DIOXIDE			0.00	0.00	56,000.00	
DEPT REQUEST	LIQUID CHLORINE @ 50%			0.00	0.00	90,000.00	
DEPT REQUEST	MISCELLANEOUS SUPPLIES			0.00	0.00	7,500.00	
DEPT REQUEST	POLYMER			0.00	0.00	3,000.00	
DEPT REQUEST	SAFETY GEAR, RAIN GEAR, ETC			0.00	0.00	2,500.00	
DEPT REQUEST	WATER DISTRIBUTION [PARTS, FITTINGS, VALVES			0.00	0.00	40,000.00	
DEPT REQUEST	WATER METER BOXES, TRANSPONDERS, PARTS			0.00	0.00	25,000.00	
DEPT REQUEST	WTP INSTITUTIONAL SUPPLIES (CLEANING)			0.00	0.00	3,500.00	
400-3010-533-5204	SMALL TOOLS & EQUIPMENT	2,150.00	2,129.38	2,300.00	4,240.89	1,600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	MISC TOOLS FOR PLANT MECHANIC			0.00	0.00	1,600.00	
400-3010-533-5219	UNIFORM EXPENSE	2,500.00	2,164.14	2,800.00	2,011.52	2,400.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	UNIFORM REPAIRS			0.00	0.00	200.00	
DEPT REQUEST	UNIFORMS - $200 EST X 10 EMPLOYEES			0.00	0.00	2,000.00	
DEPT REQUEST	UNIFORMS X 30%			0.00	0.00	100.00	
DEPT REQUEST	UNIFORMS X 33%			0.00	0.00	100.00	
400-3010-533-5250	FUEL & OIL SUPPLIES	30,000.00	10,455.56	20,000.00	11,295.59	20,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	ALL WATER VEHICLES (UB, PLANT, GENERATORS)			0.00	0.00	20,000.00	
400-3010-533-5264	MACH/EQUIP CAPITAL-LIKE	0.00	0.00	7,000.00	6,874.18	0.00	0.00
400-3010-533-5400	BOOKS/PUBL/SUBSCR/MEMBE...	2,200.00	2,148.40	2,600.00	2,747.81	4,060.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BSI ONLINE SUBSCRIPTION			0.00	0.00	900.00	
DEPT REQUEST	FLORIDA RURAL WATER ASSOCIATION MEMBERSHIP			0.00	0.00	700.00	

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DEPT REQUEST	FW&PCOA MEMBERSHIP (10 @ $30)			0.00	0.00	300.00	
DEPT REQUEST	OPERATOR CERTIFICATIONS BOOKS			0.00	0.00	760.00	
DEPT REQUEST	SUNSHINE STATE ONE CALL			0.00	0.00	1,400.00	
400-3010-533-5501	TRAINING & EDUCATION COST	3,400.00	901.08	2,800.00	2,619.66	7,800.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CDL TRAINING AND CERTIFICATION			0.00	0.00	5,000.00	
DEPT REQUEST	DIST CERTIFICATION @ CEU PROGRAMS (3 OPERATORS)			0.00	0.00	700.00	
DEPT REQUEST	MOT CERTIFICATIONS			0.00	0.00	400.00	
DEPT REQUEST	OTHER MISC TRAINING COURSES/SEMINARS			0.00	0.00	500.00	
DEPT REQUEST	PLANT OPERATOR CERT CEU PROGRAMS			0.00	0.00	1,200.00	
	Division: 3010 - WATER UTILITY Total:	**2,688,139.40**	**2,429,426.64**	**2,717,520.17**	**1,996,170.42**	**2,684,413.00**	**0.00**
Division: 3020 - SEWER SERVICES							
400-3020-535-1200	REGULAR SALARIES & WAGE	609,599.00	614,642.35	640,986.00	589,819.18	624,304.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CHIEF PLANT WATER OPERATOR			1.00	0.00	0.00	
DEPT REQUEST	SHIFT PAY DIFFERENTIAL (1,460 HOURS)			1,460.00	0.50	730.00	
DEPT REQUEST	UTILITIES MAINT WORKER II			1.00	0.00	0.00	
DEPT REQUEST	WASTEWATER PLANT OPERATOR A (PT)			0.50	0.00	0.00	
DEPT REQUEST	WASTEWATER PLANT OPERATOR B			1.00	0.00	0.00	
DEPT REQUEST	WASTEWATER PLANT OPERATOR C			4.00	0.00	0.00	
DEPT REQUEST	WASTEWATER PLANT OPERATOR LEAD			1.00	0.00	0.00	
DEPT REQUEST	WASTEWATER REGULAR SALARIES & WAGES TOTAL			0.00	0.00	623,574.00	
DEPT REQUEST	WASTEWATER UTILITIES MAINTENANCE WORKER I			2.00	0.00	0.00	
DEPT REQUEST	WASTEWATER UTILITIES MAINTENANCE WORKER II			1.00	0.00	0.00	
DEPT REQUEST	WASTEWATER UTILITIES MAINTENANCE WORKER III			2.00	0.00	0.00	
400-3020-535-1300	OTHER SALARIES & WAGES	27,568.00	29,181.46	26,728.00	13,907.20	0.00	0.00
400-3020-535-1400	OVERTIME	61,460.00	59,288.03	57,949.00	73,452.61	43,717.00	0.00
400-3020-535-1510	INCENTIVE PAY - CELL & AUTO	1,230.00	601.79	1,230.00	535.71	600.00	0.00
400-3020-535-1520	UNIFORM ALLOWANCE	70.00	0.00	70.00	0.00	0.00	0.00

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400-3020-535-1530	BOOT REIMBURSEMENT	1,502.00	1,500.00	2,161.00	926.09	1,925.00	0.00
400-3020-535-2100	FICA/MEDICARE TAXES	53,780.00	52,660.82	55,880.00	50,199.49	51,150.00	0.00
400-3020-535-2200	RETIREMENT CONTRIBUTION	94,950.00	81,054.99	98,960.00	91,378.07	92,570.00	0.00
400-3020-535-2300	LIFE & HEALTH INSURANCE	119,210.00	103,468.84	118,150.00	107,677.04	113,310.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	HEALTH INSURANCE	1.00	110,880.00	110,880.00
DEPT REQUEST	LIFE INSURANCE	0.00	0.00	2,430.00

400-3020-535-2400	WORKERS COMP INSURANCE	11,135.00	11,192.40	10,030.00	8,110.71	10,250.00	0.00
400-3020-535-3101	PROFESSIONAL SERVICES	109,895.60	69,500.33	104,300.00	53,538.70	88,700.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	ANNUAL CONTINUOUS METER CALIBRATIONS - CFC	0.00	0.00	2,100.00
DEPT REQUEST	ANNUAL HOIST INSPECTIONS&CERTIFICATIONS @50%	0.00	0.00	900.00
DEPT REQUEST	ANNUAL METTLER BALANCE	0.00	0.00	700.00
DEPT REQUEST	BIO-ASSAY	0.00	0.00	14,000.00
DEPT REQUEST	CERT THERMOMETER CALIBRATIONS @ 50%	0.00	0.00	600.00
DEPT REQUEST	CRYPTOSPORIDIUM/GIARDIA (SEMI ANNUAL)	0.00	0.00	2,500.00
DEPT REQUEST	DOH LAB CERTIFICATION FEE @ 50%	0.00	0.00	800.00
DEPT REQUEST	ENVIRONMENTAL IMPACT TESTING FEES	0.00	0.00	4,000.00
DEPT REQUEST	EXPANDED/MISC TESTING REQUIREMENT	0.00	0.00	6,600.00
DEPT REQUEST	HACH REGULATORY QUARTERLY CALIBRATIONS @ 50%	0.00	0.00	6,600.00
DEPT REQUEST	INDUSTRIAL PRETREATMENT	0.00	0.00	3,500.00
DEPT REQUEST	LAB PROFICIENCY TESTING @ 50%	0.00	0.00	3,000.00
DEPT REQUEST	LAB THIRD PARTY INSPECTION @ 50%	0.00	0.00	2,500.00
DEPT REQUEST	NPDES WW ANNUAL REGULATORY PROGRAM	0.00	0.00	6,000.00
DEPT REQUEST	PRIORITY POLLUTANT	0.00	0.00	6,600.00
DEPT REQUEST	RECLAIMED/EFFLUENT WATER ANALYSIS	0.00	0.00	5,500.00
DEPT REQUEST	RECOMMEND SEWER PLAN REVIEW - M&H	0.00	0.00	2,000.00
DEPT REQUEST	RISK MANAGEMENT PLAN COMPLIANCE @ 50%	0.00	0.00	3,600.00
DEPT REQUEST	RISK MANAGEMENT PLAN REGISTRATION @ 50%	0.00	0.00	100.00

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DEPT REQUEST	SLUDGE ANALYSIS			0.00	0.00	6,600.00	
DEPT REQUEST	WEEKLY ANALYSIS AND MONITORING			0.00	0.00	5,500.00	
DEPT REQUEST	WELL MONITORING			0.00	0.00	2,000.00	
DEPT REQUEST	ZINC & NICKEL TESTING			0.00	0.00	3,000.00	
400-3020-535-3150	LEGAL/OFFICIAL ADVERTISNG	1,600.00	1,594.22	1,500.00	0.00	1,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	LEGAL ADS (FDEP PERMIT RENEWAL, ETC)			0.00	0.00	1,500.00	
400-3020-535-3400	OTHER SERVICES	89,190.00	71,069.41	101,100.00	49,906.38	136,100.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COLLECTIONS FEES (EST) $3,300 @ 33%			0.00	0.00	1,100.00	
DEPT REQUEST	EMERGENCY PUMPING CONTRACT			0.00	0.00	15,000.00	
DEPT REQUEST	MOWING OF PUBLIC WORKS YARD - $20,000 @ 50%			0.00	0.00	10,000.00	
DEPT REQUEST	SLUDGE HAULING AND LAND APP @ 50%			0.00	0.00	110,000.00	
400-3020-535-4001	TRAVEL & PER DIEM	500.00	0.00	400.00	30.00	400.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	MEAL ALLOWANCE; LODGING, MILEAGE			0.00	0.00	400.00	
400-3020-535-4200	POSTAGE, FRT, EXPRESS	1,500.00	456.51	1,500.00	452.69	900.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	POSTAGE, FREIGHT & EXPRESS			0.00	0.00	900.00	
400-3020-535-4301	UTILITY SERVICES	174,247.00	174,242.94	172,022.00	142,383.53	167,576.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FPL			12.00	13,180.00	158,160.00	
DEPT REQUEST	SEWER			12.00	360.00	4,320.00	
DEPT REQUEST	STORMWATER			1.00	2,480.00	2,480.00	
DEPT REQUEST	TECO GAS			12.00	218.00	2,616.00	
400-3020-535-4400	RENTALS & LEASES	3,000.00	498.46	2,804.00	456.94	2,800.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COPIER LEASE			12.00	41.67	500.00	

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DEPT REQUEST	MISC EQUIPMENT RENTALS			0.00	0.00	2,300.00	
400-3020-535-4500	INSURANCE/NON-EMPLOYEE	40,430.00	40,424.01	44,242.00	45,659.47	47,719.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	PROPERTY & LIABILITY			0.00	0.00	47,719.00	
400-3020-535-4601	REPAIRS & MAINTENANCE	525,240.74	486,582.98	599,682.76	385,776.04	497,200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	ELECTRICAL REPAIRS			0.00	0.00	40,000.00	
DEPT REQUEST	EMERGENCY SEWER AND FORCE MAIN REPAIRS			0.00	0.00	150,000.00	
DEPT REQUEST	HACH SVCS (INFLUENT, EFFLUENT, BIOASSAYS)			0.00	0.00	3,000.00	
DEPT REQUEST	HIGH MAST LIGHTING - REPAIR/MAINTENANCE			0.00	0.00	15,000.00	
DEPT REQUEST	INSTRUMENTATION MAINTENANCE			0.00	0.00	6,600.00	
DEPT REQUEST	LIFT STATION GENERAL MAINTENANCE			0.00	0.00	50,600.00	
DEPT REQUEST	OTHER MISC. PUMP REPAIRS			0.00	0.00	38,500.00	
DEPT REQUEST	OTHER MISC. REPAIRS			0.00	0.00	48,000.00	
DEPT REQUEST	REPL PARTS FOR CHEMICAL FEED PUMP			0.00	0.00	6,000.00	
DEPT REQUEST	REPL PARTS FOR INFLUENT/EFFLUENT PUMPS			0.00	0.00	6,000.00	
DEPT REQUEST	REPL PARTS FOR POLYMER FEED EQUIPMENT			0.00	0.00	3,000.00	
DEPT REQUEST	REPL PARTS FOR VULCAN STEP SCREENS			0.00	0.00	10,000.00	
DEPT REQUEST	REPLACEMENT BEARINGS FOR BTU#1 AND #2			0.00	0.00	12,000.00	
DEPT REQUEST	REPLACEMENT PARTS FOR DAF UNIT			0.00	0.00	5,500.00	
DEPT REQUEST	SERVICE - DISC FILTERS: PUMPS AND HARDWARE			0.00	0.00	5,000.00	
DEPT REQUEST	SERVICE FOR BTU MOTORS			0.00	0.00	5,000.00	
DEPT REQUEST	SERVICE FOR DISC FLOW SLUDGE PUMP			0.00	0.00	9,000.00	
DEPT REQUEST	SERVICE FOR RECLAIM PUMPS			0.00	0.00	20,000.00	
DEPT REQUEST	SEWER, MANHOLES, CLEANOUTS, ETC.			0.00	0.00	50,600.00	
DEPT REQUEST	SURGE PROTECTORS FOR MCC #1, #2, #3			0.00	0.00	7,000.00	
DEPT REQUEST	WTR TREATMENT & CONTROLS @ 50%			0.00	0.00	6,400.00	
400-3020-535-4611	MAINTENANCE CONTRACTS	76,900.00	419.51	78,900.00	42,494.22	78,900.00	0.00

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For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COPIER AND PRINTER MAINTENANCE CONTRACT			0.00	0.00	900.00	
DEPT REQUEST	SCADA SYSTEM ANNUAL MAINTENANCE FEE			0.00	0.00	78,000.00	
400-3020-535-4650	FLEET CHARGES	15,000.00	9,496.42	27,000.00	21,072.89	12,000.00	0.00
400-3020-535-4660	SMALL EQ REPAIR & MAINT	700.00	673.79	2,500.00	1,864.26	1,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	SEWER SMALL EQUIPMENT REPAIR & MAINTENANCE			0.00	0.00	1,000.00	
400-3020-535-4670	GENERATOR REPAIR & MAIN	19,295.00	17,835.09	26,295.00	12,971.94	19,295.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	GENERATOR REPAIR & MAINTENANCE			0.00	0.00	19,295.00	
400-3020-535-4700	PRINTING & BINDING	500.00	483.37	1,080.00	879.62	980.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	MISC PRINTING & BINDING (MAPS, ETC.)			0.00	0.00	800.00	
DEPT REQUEST	RICOH COPY CHARGES			0.00	0.00	180.00	
400-3020-535-4930	ADMIN SERV FEE ALLOCATION	602,933.00	602,933.00	636,377.00	636,377.00	651,274.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	DIRECT COST - FACILITIES			1.00	93,436.00	93,436.00	
DEPT REQUEST	DIRECT COST - FLEET			1.00	46,271.00	46,271.00	
DEPT REQUEST	DIRECT COST ALLOCATION - ADMINISTRATION			1.00	511,567.00	511,567.00	
400-3020-535-4959	BAD DEBT EXPENSE	25,000.00	36,605.67	25,000.00	0.00	25,000.00	0.00
400-3020-535-5100	OFFICE SUPPLIES	450.00	254.26	450.00	324.92	450.00	0.00
400-3020-535-5201	OPERATING SUPPLIES	486,208.50	262,254.68	537,259.00	250,742.47	539,759.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BUILDING MATERIALS (REPAIR, PAINT,			0.00	0.00	5,400.00	
DEPT REQUEST	DISTILLED WATER $1,300 $ 50%			0.00	0.00	750.00	

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
DEPT REQUEST	GRANULAR CHLORINE			0.00	0.00	5,000.00	
DEPT REQUEST	HARDY DIAGNOSTIC WATER			0.00	0.00	3,000.00	
DEPT REQUEST	LIQUID ALUMINUM SULFATE			0.00	0.00	64,500.00	
DEPT REQUEST	LIQUID CHLORINE @ 50%			0.00	0.00	99,600.00	
DEPT REQUEST	MICROC GLYCERIN			0.00	0.00	134,585.00	
DEPT REQUEST	MISC LABORATORY SUPPLIES			0.00	0.00	16,000.00	
DEPT REQUEST	MISC WWTP PROCESS CONTROL SUPPLIES			0.00	0.00	16,000.00	
DEPT REQUEST	PERSONAL PROTECTIVE EQUIPMENT			0.00	0.00	1,000.00	
DEPT REQUEST	POLYMER (D.A.F. UNIT)			0.00	0.00	47,226.00	
DEPT REQUEST	POLYMER (S.H.B. PRESSES) @ 50%			0.00	0.00	53,498.00	
DEPT REQUEST	SULFUR DIOXIDE			0.00	0.00	52,800.00	
DEPT REQUEST	SWR COLLECTIONS, PARTS, SAFETY GEAR, BOOTS			0.00	0.00	35,000.00	
DEPT REQUEST	WWTF SUPPLIES (BULBS, SOAP, MOPS, ETC.)			0.00	0.00	5,400.00	
400-3020-535-5202	COMPUTERS	1,500.00	0.00	1,500.00	0.00	1,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	SCADA EQUIPMENT NOT COVERED BY DFS			0.00	0.00	1,500.00	
400-3020-535-5204	SMALL TOOLS & EQUIPMENT	5,860.00	2,871.34	3,500.00	594.01	3,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	REPLACEMENT TOOLS: HAND, POWER, PNUEMATIC			0.00	0.00	3,500.00	
400-3020-535-5210	SIGNS & MATERIALS	955.00	943.33	1,200.00	760.00	700.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	RECLAIMED WATER SIGNS. ETC			0.00	0.00	700.00	
400-3020-535-5219	UNIFORM EXPENSE	3,010.00	3,005.21	2,400.00	2,837.50	2,950.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	UNIFORM REPAIRS			0.00	0.00	200.00	
DEPT REQUEST	UNIFORMS			0.00	0.00	2,750.00	
400-3020-535-5250	FUEL & OIL SUPPLIES	39,500.00	35,594.00	35,000.00	26,230.65	32,000.00	0.00

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Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	ALL WWTF VEHICLES (LIFT STATIONS, GENERATORS)			0.00	0.00	32,000.00	
400-3020-535-5400	BOOKS/PUBL/SUBSCR/MEMBE…	1,400.00	789.88	2,300.00	1,147.20	3,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	DEP OPERATOR CERTIFICATES			0.00	0.00	1,200.00	
DEPT REQUEST	FW & PCOA MEMBERSHIP			0.00	0.00	400.00	
DEPT REQUEST	SUNSHINE STATE ONE CALL			0.00	0.00	1,400.00	
400-3020-535-5501	TRAINING & EDUCATION COST	2,100.00	1,600.33	4,100.00	1,484.67	4,100.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FWRC CONFERENCE			0.00	0.00	600.00	
DEPT REQUEST	MISC TRAINING: SAFETY, COLLECTIONS, ETC.			0.00	0.00	1,000.00	
DEPT REQUEST	OPERATOR CERTIFICATION PROGRAMS			0.00	0.00	2,500.00	
	Division: 3020 - SEWER SERVICES Total:	**3,207,418.84**	**2,773,719.42**	**3,424,555.76**	**2,613,991.20**	**3,257,129.00**	**0.00**
Division: 3060 - WATER & SEWER ADMIN							
400-3060-536-5920	DEPRECIATION EXPENSE	0.00	1,466,268.14	0.00	0.00	0.00	0.00
400-3060-536-7320	AMORTIZATION EXPENS	0.00	62,935.32	0.00	0.00	0.00	0.00
	Division: 3060 - WATER & SEWER ADMIN Total:	**0.00**	**1,529,203.46**	**0.00**	**0.00**	**0.00**	**0.00**
Division: 8110 - NON-DEPARTMENTAL							
400-8110-517-7140	PRINCIPAL PYMT VACUUM TRK	57,444.00	0.00	59,405.00	49,365.45	10,096.00	0.00
400-8110-517-7174	W&S SERIES 2005	95,000.00	0.00	100,000.00	100,000.00	105,000.00	0.00
400-8110-517-7175	W&S SERIES SRF 2005	38,070.00	0.00	38,881.00	38,880.52	39,709.00	0.00
400-8110-517-7176	W&S SERIES SRF 2007	293,993.00	0.00	300,407.00	149,393.04	306,961.00	0.00
400-8110-517-7177	2011 W&S R&R BOND	250,000.00	0.00	260,000.00	260,000.00	270,000.00	0.00
400-8110-517-7178	SERIES 2013 WTR MTR BOND	170,000.00	0.00	0.00	0.00	0.00	0.00
400-8110-517-7240	INTEREST VACUUM TRK	3,386.00	3,382.07	1,424.00	1,324.85	42.00	0.00
400-8110-517-7274	W&S SERIES 2005	11,619.00	7,962.17	7,962.00	7,961.51	4,067.00	0.00
400-8110-517-7275	W&S SERIES SRF 2005	2,701.00	2,330.19	1,889.00	1,888.74	1,060.00	0.00
400-8110-517-7276	W&S SERIES SRF 2007	35,269.00	35,002.84	28,855.00	15,237.66	22,300.00	0.00

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Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
400-8110-517-7277	2011 W&S R&R BOND	90,623.00	85,365.77	79,899.00	79,898.99	68,755.00	0.00
400-8110-517-7278	SERIES 2013 WTR MTR BOND	1,649.00	1,649.00	0.00	0.00	0.00	0.00
400-8110-580-1810	COMPENSATED LEAVE	0.00	22,701.62	0.00	0.00	0.00	0.00
400-8110-580-6300	INFRASTRUCTURE	9,424,627.96	0.00	28,983,270.20	6,460,046.98	0.00	0.00
400-8110-580-6400	MACHINERY & EQUIPMENT	36,180.00	0.00	5,099.20	5,099.20	0.00	0.00
400-8110-581-0407	TRANSFER TO WATER & SEWER...	1,302,500.00	1,302,500.00	1,452,355.00	1,452,355.00	1,689,299.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	TRANSFER TO 407 FUND FOR CAPITAL PROJECTS	1.00	1,689,299.00	1,689,299.00

400-8110-589-9910	CONTINGENCY	5,600.00	0.00	0.00	0.00	0.00	0.00
400-8110-591-9300	INTEREST EXPENSE - LEASES	0.00	20,217.11	0.00	0.00	0.00	0.00
Division: 8110 - NON-DEPARTMENTAL Total:		**11,818,661.96**	**1,481,110.77**	**31,319,446.40**	**8,621,451.94**	**2,517,289.00**	**0.00**
Fund: 400 - WATER & SEWER FUND Surplus (Deficit):		**0.00**	**5,315,376.58**	**0.00**	**-6,263,798.55**	**0.00**	**0.00**

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Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 401 - WATER IMPACT FEES							
Division: 0000 - UNDESIGNATED							
401-0000-324-2100	IMPACT FEES-RESIDENTIAL	0.00	92,430.00	0.00	51,192.00	0.00	0.00
401-0000-324-2200	COMMERCIAL-PHYSICAL ENVIR	0.00	5,688.00	0.00	0.00	0.00	0.00
401-0000-361-1000	INTEREST & OTHER EARNINGS	0.00	1,519.48	0.00	1,896.18	0.00	0.00
401-0000-361-1500	INVESTMENT EARNINGS	0.00	64.95	0.00	55.87	0.00	0.00
401-0000-361-3010	INCR/DECR FAIR VAL-INVEST	0.00	15.37	0.00	0.00	0.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**0.00**	**99,717.80**	**0.00**	**53,144.05**	**0.00**	**0.00**
	Fund: 401 - WATER IMPACT FEES Total:	**0.00**	**99,717.80**	**0.00**	**53,144.05**	**0.00**	**0.00**

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Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 402 - SEWER IMPACT FEES							
Division: 0000 - UNDESIGNATED							
402-0000-324-2100	IMPACT FEES-RESIDENTIAL	0.00	124,020.00	0.00	68,688.00	0.00	0.00
402-0000-324-2200	COMMERCIAL-PHYSICAL ENVIR	0.00	7,632.00	0.00	0.00	0.00	0.00
402-0000-361-1000	INTEREST & OTHER EARNINGS	0.00	2,177.60	0.00	2,622.13	0.00	0.00
402-0000-361-1500	INVESTMENT EARNINGS	0.00	1,821.61	0.00	1,565.55	0.00	0.00
402-0000-361-3010	INCR/DECR FAIR VAL-INVEST	0.00	431.10	0.00	0.00	0.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**0.00**	**136,082.31**	**0.00**	**72,875.68**	**0.00**	**0.00**
	Fund: 402 - SEWER IMPACT FEES Total:	**0.00**	**136,082.31**	**0.00**	**72,875.68**	**0.00**	**0.00**

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 407 - PROPRIETARY R&R FUND							
Division: 0000 - UNDESIGNATED							
407-0000-331-5010	CDBG GRANT	0.00	100,119.00	0.00	0.00	0.00	0.00
407-0000-331-5200	FEMA FEDERAL GRANT	0.00	0.00	360,000.00	0.00	0.00	0.00
407-0000-334-3100	STATE OF FLORIDA GRANT FDEP	1,360,000.00	35,946.00	0.00	14,950.00	0.00	0.00
407-0000-343-3100	WATER UTILITY R&R	290,000.00	286,077.67	290,000.00	250,092.56	290,000.00	0.00
407-0000-343-5150	SEWER UTILITY R&R	290,000.00	286,389.31	290,000.00	250,150.93	290,000.00	0.00
407-0000-361-1000	INTEREST & OTHER EARNINGS	2,500.00	23,895.04	4,648.00	5,968.53	2,500.00	0.00
407-0000-361-1500	INVESTMENT EARNINGS	50,574.00	371,107.95	50,000.00	224,959.93	34,701.00	0.00
407-0000-361-3010	INCR/DECR FAIR VAL-INVEST	0.00	76,810.73	0.00	0.00	0.00	0.00
407-0000-381-0400	TRANSFER FRM ENTERPRISE	1,302,500.00	1,302,500.00	1,452,355.00	1,452,355.00	1,689,299.00	0.00
407-0000-389-1000	PRIOR YEAR CARRYOVER	6,026,686.57	0.00	5,845,757.69	0.00	201,500.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**9,322,260.57**	**2,482,845.70**	**8,292,760.69**	**2,198,476.95**	**2,508,000.00**	**0.00**
Division: 3010 - WATER UTILITY							
407-3010-533-4959	BAD DEBT EXPENSE	0.00	5,245.60	0.00	0.00	0.00	0.00
	Division: 3010 - WATER UTILITY Total:	**0.00**	**5,245.60**	**0.00**	**0.00**	**0.00**	**0.00**
Division: 3020 - SEWER SERVICES							
407-3020-535-4959	BAD DEBT EXPENSE	0.00	5,233.13	0.00	0.00	0.00	0.00
	Division: 3020 - SEWER SERVICES Total:	**0.00**	**5,233.13**	**0.00**	**0.00**	**0.00**	**0.00**

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Division: 8110 - NON-DEPARTMENTAL							
407-8110-580-6300	INFRASTRUCTURE	5,411,248.57	0.00	7,887,368.51	3,760,485.35	2,267,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	16" SOFTENER VALVE REPLACEMENT			1.00	16,000.00	16,000.00	
DEPT REQUEST	BTU GRIT REMOVAL			1.00	160,000.00	160,000.00	
DEPT REQUEST	FIRE HYDRANT REPLACEMENT			1.00	40,000.00	40,000.00	
DEPT REQUEST	FORCE MAIN TRUNKING			1.00	600,000.00	600,000.00	
DEPT REQUEST	GALVANIZED PIPE REPLACEMENT			1.00	600,000.00	600,000.00	
DEPT REQUEST	LIFT STATION #21 REFURBISHMENT			1.00	50,000.00	50,000.00	
DEPT REQUEST	RESURFACE/SEAL WALLS OF MANHOLES			1.00	150,000.00	150,000.00	
DEPT REQUEST	SB 64 COMPLIANCE - PARKS RECLAIM			1.00	470,000.00	470,000.00	
DEPT REQUEST	SEWER LINING			1.00	50,000.00	50,000.00	
DEPT REQUEST	SLAKER REHAVILITATION			1.00	15,000.00	15,000.00	
DEPT REQUEST	STORAGE BUILDING REHAB 67% (33% STORMWATER)			1.00	60,000.00	60,000.00	
DEPT REQUEST	WELL CHECK VALVE REPLACEMENT			1.00	38,000.00	38,000.00	
DEPT REQUEST	WELL CLEANING AND PAINTING			1.00	18,000.00	18,000.00	
407-8110-580-6400	MACHINERY & EQUIPMENT	383,000.00	0.00	405,392.18	287,693.92	241,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	500 GALLON FUEL TANK			1.00	7,000.00	7,000.00	
DEPT REQUEST	EQUALIZATION PUMPS			1.00	30,000.00	30,000.00	
DEPT REQUEST	LIFT STATION PUMP REPLACEMENTS			1.00	80,000.00	80,000.00	
DEPT REQUEST	PIPE MAINTENANCE TRAILER 50% (STORMWATER 50%)			1.00	39,000.00	39,000.00	
DEPT REQUEST	REPLACEMENT BLOWER			1.00	85,000.00	85,000.00	
407-8110-581-0400	TRANSFER TO W&S	3,518,012.00	4,099,718.29	0.00	0.00	0.00	0.00
407-8110-581-0460	TRANSFER TO STORMWATER	10,000.00	10,000.00	0.00	0.00	0.00	0.00
Division: 8110 - NON-DEPARTMENTAL Total:		**9,322,260.57**	**4,109,718.29**	**8,292,760.69**	**4,048,179.27**	**2,508,000.00**	**0.00**
Fund: 407 - PROPRIETARY R&R FUND Surplus (Deficit):		**0.00**	**-1,637,351.32**	**0.00**	**-1,849,702.32**	**0.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 460 - STORMWATER FUND							
Division: 0000 - UNDESIGNATED							
460-0000-325-2080	NON AD-VAL STRMWTR	1,055,293.00	1,020,876.73	1,038,423.38	1,023,261.18	1,033,804.49	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	NAVA FEES			11,553.47	1.72	19,871.97	
DEPT REQUEST	NON ADVALOREM ERUS (95%) $96*.95			11,553.47	-91.20	-1,053,676.46	
460-0000-325-2085	STORMWATER CHARGES	92,933.00	97,039.60	109,346.39	97,535.97	88,050.18	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	RESID CONDO COMPLEX, GOVT 95% (96.00*.95=91.20)			965.46	-91.20	-88,050.18	
460-0000-325-2089	DELINQ NON AD-VAL STMWTR	0.00	50,137.27	0.00	51,306.52	0.00	0.00
460-0000-331-1000	FEDERAL GRANTS	0.00	31,215.00	0.00	0.00	0.00	0.00
460-0000-361-1000	INTEREST & OTHER EARNINGS	0.00	4,644.93	1,500.23	12,960.55	8,000.33	0.00
460-0000-361-1500	INVESTMENT EARNINGS	7,087.00	57,159.51	15,000.00	40,270.12	53,500.00	0.00
460-0000-361-3010	INCR/DECR FAIR VAL-INVEST	0.00	12,283.91	0.00	0.00	0.00	0.00
460-0000-381-0130	TRANSFER FROM CRA	0.00	0.00	0.00	0.00	500,000.00	0.00
460-0000-381-0461	TRN FR STRM CAP PRJT	0.00	485,807.60	0.00	0.00	0.00	0.00
460-0000-389-1000	PRIOR YEAR CARRYOVER	318,823.60	0.00	29,000.00	0.00	340,103.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**1,474,136.60**	**1,759,164.55**	**1,193,270.00**	**1,225,334.34**	**2,023,458.00**	**0.00**
Division: 3080 - STORMWATER MANAGEME							
460-3080-538-1200	REGULAR SALARIES & WAGE	154,108.00	156,911.92	152,943.00	120,948.14	163,051.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	STORMWATER LEAD EQUIP OPERATOR/LEAD MAINT WORKER			1.00	0.00	0.00	
DEPT REQUEST	STORMWATER MAINTENANCE WORKER I			2.00	0.00	0.00	
DEPT REQUEST	STORMWATER MAINTENANCE WORKER II			1.00	0.00	0.00	
DEPT REQUEST	STORMWATER REGULAR SALARIES & WAGES TOTAL			0.00	0.00	163,051.00	
460-3080-538-1400	OVERTIME	3,971.00	4,157.23	1,529.00	3,425.62	1,631.00	0.00
460-3080-538-1530	BOOT REIMBURSEMENT	480.00	480.00	700.00	175.00	700.00	0.00
460-3080-538-2100	FICA/MEDICARE TAXES	12,005.00	12,248.01	11,890.00	9,331.82	12,598.00	0.00

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
460-3080-538-2200	RETIREMENT CONTRIBUTION	24,210.00	20,272.13	24,260.00	17,051.86	22,640.00	0.00
460-3080-538-2300	LIFE & HEALTH INSURANCE	23,830.00	22,702.93	38,000.00	26,868.05	40,990.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	HEALTH INSURANCE	4.00	10,080.00	40,320.00
DEPT REQUEST	LIFE INSURANCE	0.00	0.00	670.00

460-3080-538-2400	WORKERS COMP INSURANCE	5,910.00	6,049.17	8,130.00	5,764.22	10,410.00	0.00
460-3080-538-3101	PROFESSIONAL SERVICES	12,000.00	12,000.00	13,000.00	10,000.00	21,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	ERNIE PETERSON STORMWATER ASSESSMENT SERVICES	0.00	0.00	13,000.00
DEPT REQUEST	NPDES PERMIT	0.00	0.00	8,000.00

460-3080-538-3150	LEGAL/OFFICIAL ADVERTISNG	250.00	0.00	500.00	0.00	500.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	NEWSPAPER ADS, ETC.	0.00	0.00	500.00

460-3080-538-3400	OTHER SERVICES	64,500.00	64,192.59	69,000.00	55,825.30	72,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	RETENTION POND MAINTENANCE	0.00	0.00	18,000.00
DEPT REQUEST	STREET SWEEPING CONTRACT	0.00	0.00	54,000.00

460-3080-538-3420	LANDSCAPING SERVICES	17,000.00	16,800.00	25,000.00	15,400.00	25,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	LANDSCAPING OF STORMWATER PROPERTIES	0.00	0.00	25,000.00

460-3080-538-4001	TRAVEL & PER DIEM	300.00	0.00	300.00	0.00	200.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	MEAL ALLOWANCE AND MILEAGE	0.00	0.00	200.00

460-3080-538-4200	POSTAGE, FRT, EXPRESS	300.00	2.83	100.00	1.43	300.00	0.00

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	POSTAGE, FREIGHT & EXPRESS, NPDES INSERTS			0.00	0.00	300.00	
460-3080-538-4301	UTILITY SERVICES	27,250.00	27,249.41	36,250.00	21,873.93	26,496.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FPL ELECTRIC			12.00	2,200.00	26,400.00	
DEPT REQUEST	WATER			12.00	8.00	96.00	
460-3080-538-4400	RENTALS & LEASES	700.00	498.38	504.00	456.83	5,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COPIER LEASE			12.00	41.67	500.00	
DEPT REQUEST	EQUIP RENTALS (SKID STEERS, DITCH WITCH, BACKHOE)			0.00	0.00	5,000.00	
460-3080-538-4500	INSURANCE/NON-EMPLOYEE	45,864.00	45,859.55	50,038.00	22,292.57	23,631.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BROWN & BROWN PACKAGE POLICY			0.00	0.00	23,631.00	
460-3080-538-4601	REPAIRS & MAINTENANCE	66,315.10	66,222.42	67,050.00	34,705.44	97,300.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BUCKET TRUCK ANNUAL CERTIFICATION @ 50%			0.00	0.00	800.00	
DEPT REQUEST	CATCH BASIN & STORMWATER MANHOLE REPAIRS			0.00	0.00	5,500.00	
DEPT REQUEST	DITCH CLEANING			0.00	0.00	50,000.00	
DEPT REQUEST	FEC BLANKET UTILITY CROSSING FEES			0.00	0.00	5,000.00	
DEPT REQUEST	FOUNTAIN PUMPS & CONTROLS			0.00	0.00	10,000.00	
DEPT REQUEST	GRATES, MANHOLE COVERS, PIPE			0.00	0.00	10,000.00	
DEPT REQUEST	SW PIPE REPAIR			0.00	0.00	16,000.00	
460-3080-538-4611	MAINTENANCE CONTRACTS	425.00	44.25	400.00	0.00	400.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	COPIER AND PRINTER MAINTENANCE			0.00	0.00	400.00	

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
460-3080-538-4650	FLEET CHARGES	16,900.00	16,887.06	16,000.00	6,014.23	16,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	STORMWATER VEHICLES, HEAVY EQUIPMENT, PUMPS			0.00	0.00	16,000.00	
460-3080-538-4660	SMALL EQ REPAIR & MAINT	5,000.00	4,721.60	7,500.00	6,985.57	10,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	SMALL EQUIPMENT REPAIR AND MAINTENANCE			0.00	0.00	10,000.00	
460-3080-538-4700	PRINTING & BINDING	650.00	648.62	420.00	295.20	420.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	RICOH COP CHARGES			0.00	0.00	120.00	
DEPT REQUEST	STORMWATER LITERATURE, NPDES BROCHURES, ETC			0.00	0.00	300.00	
460-3080-538-4910	OTHER SPECIAL COSTS	61,315.00	48,465.00	20,250.00	20,250.00	0.00	0.00
460-3080-538-4930	ADMIN SERV FEE ALLOCATION	202,673.00	202,673.00	193,102.00	193,102.00	212,027.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	DIRECT COST - ADMINISTRATION			1.00	151,462.00	151,462.00	
DEPT REQUEST	DIRECT COST - PW ADMIN			1.00	60,565.00	60,565.00	
460-3080-538-4959	BAD DEBT EXPENSE	0.00	18,153.41	0.00	0.00	0.00	0.00
460-3080-538-5100	OFFICE SUPPLIES	130.00	125.29	400.00	260.58	150.00	0.00
460-3080-538-5201	OPERATING SUPPLIES	5,993.50	5,936.40	8,000.00	11,869.83	8,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CONES, BARRICADES, PPE, ETC			0.00	0.00	8,000.00	
460-3080-538-5204	SMALL TOOLS & EQUIPMENT	4,000.00	3,939.11	4,800.00	1,089.07	3,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	MISC TOOLS (WEEDEATERS, EDGERS)			0.00	0.00	3,000.00	
460-3080-538-5219	UNIFORM EXPENSE	1,200.00	321.24	1,200.00	272.85	1,050.00	0.00

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	UNIFORM RENTALS			0.00	0.00	850.00	
DEPT REQUEST	UNIFORM REPAIRS			0.00	0.00	200.00	
460-3080-538-5250	FUEL & OIL SUPPLIES	10,500.00	10,055.75	17,500.00	9,082.05	11,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	GASOLINE & DIESEL, MOTOR OIL, ETC.			0.00	0.00	11,000.00	
460-3080-538-5264	MACH/EQUIP CAPITAL-LIKE	0.00	0.00	3,500.00	3,437.09	0.00	0.00
460-3080-538-5300	ROAD MATERIAL & SUPPLIES	135.00	0.00	5,000.00	1,887.00	14,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	SAND			0.00	0.00	9,000.00	
DEPT REQUEST	SHELL, LIMEROCK, FILL DIRT, ETC			0.00	0.00	5,000.00	
460-3080-538-5400	BOOKS/PUBL/SUBSCR/MEMBE...	1,500.00	789.88	1,500.00	1,017.66	2,100.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FL STORMWATER ASSOCIATION MEMBERSHIP			0.00	0.00	700.00	
DEPT REQUEST	FLORIDA SUNSHINE ONE CALL			0.00	0.00	1,400.00	
460-3080-538-5501	TRAINING & EDUCATION COST	2,000.00	898.08	7,000.00	1,867.91	7,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CDL TRAINING			0.00	0.00	5,000.00	
DEPT REQUEST	MISC TRAINING COURSES: SAFETY, ETC.			0.00	0.00	2,000.00	
460-3080-538-5920	DEPRECIATION EXPENSE	0.00	320,255.52	0.00	0.00	0.00	0.00
Division: 3080 - STORMWATER MANAGEME Total:		**771,414.60**	**1,089,560.78**	**785,766.00**	**601,551.25**	**809,094.00**	**0.00**
Division: 8110 - NON-DEPARTMENTAL							
460-8110-580-1810	COMPENSATED LEAVE	0.00	-21,461.56	0.00	0.00	0.00	0.00
460-8110-581-0400	TRANSFER TO W&S	28,722.00	28,722.00	30,414.00	30,414.00	5,069.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	DEBT SERVICE VACCON TRUCK (1/2 ANNUAL COST P & I)			0.00	0.00	5,069.00	

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
460-8110-581-0461	TRANSFER TO STORMWATER C...	674,000.00	674,000.00	350,000.00	350,000.00	1,209,295.00	0.00
460-8110-589-9910	CONTINGENCY	0.00	0.00	27,090.00	0.00	0.00	0.00
Division: 8110 - NON-DEPARTMENTAL Total:		**702,722.00**	**681,260.44**	**407,504.00**	**380,414.00**	**1,214,364.00**	**0.00**
Fund: 460 - STORMWATER FUND Surplus (Deficit):		**0.00**	**-11,656.67**	**0.00**	**243,369.09**	**0.00**	**0.00**

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 461 - STORMWTR CAPITAL PROJECTS							
Division: 0000 - UNDESIGNATED							
461-0000-331-1000	FEDERAL GRANTS	0.00	0.00	400,000.00	304,000.00	0.00	0.00
461-0000-361-1000	INTEREST & OTHER EARNINGS	0.00	34,101.43	0.00	17,383.19	0.00	0.00
461-0000-381-0460	TRANSFER FRM STORMWATER ...	674,000.00	674,000.00	350,000.00	350,000.00	1,209,295.00	0.00
461-0000-381-0463	TRANSFER FRM W&S FUND	10,000.00	10,000.00	0.00	0.00	0.00	0.00
461-0000-389-1000	PRIOR YEAR CARRYOVER	1,339,801.59	0.00	1,446,155.07	0.00	0.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**2,023,801.59**	**718,101.43**	**2,196,155.07**	**671,383.19**	**1,209,295.00**	**0.00**
Division: 8110 - NON-DEPARTMENTAL							
461-8110-538-6400	MACHINERY & EQUIPMENT	84,000.00	0.00	283,575.00	268,716.70	159,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	FORD F-750 TRUCK (NON CDL)			1.00	120,000.00	120,000.00	
DEPT REQUEST	PIPE MAINTENANCE TRAILER			1.00	39,000.00	39,000.00	
461-8110-580-6300	INFRASTRUCTURE	1,939,801.59	0.00	1,912,580.07	549,542.95	1,050,295.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	CDBG-DR LINING OF STORMATER PIPES			1.00	1,020,295.00	1,020,295.00	
DEPT REQUEST	PW STORAGE BUILDING REHABILIATION			1.00	30,000.00	30,000.00	
461-8110-581-0460	TRANSFER TO STORMWATER F...	0.00	485,807.60	0.00	0.00	0.00	0.00
	Division: 8110 - NON-DEPARTMENTAL Total:	**2,023,801.59**	**485,807.60**	**2,196,155.07**	**818,259.65**	**1,209,295.00**	**0.00**
	Fund: 461 - STORMWTR CAPITAL PROJECTS Surplus (Deficit):	**0.00**	**232,293.83**	**0.00**	**-146,876.46**	**0.00**	**0.00**

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 495 - SOLID WASTE ENTERPRISE							
Division: 0000 - UNDESIGNATED							
495-0000-343-4040	REFUSE	2,760,000.00	2,823,995.61	3,478,200.00	2,986,202.96	3,426,481.00	0.00
495-0000-361-1000	INTEREST & OTHER EARNINGS	346.00	10,478.05	1,500.00	5,865.87	5,600.00	0.00
495-0000-361-1500	INVESTMENT EARNINGS	25,658.00	101,995.49	30,000.00	81,379.49	25,000.00	0.00
495-0000-361-3010	INCR/DECR FAIR VAL-INVEST	0.00	24,138.69	0.00	0.00	0.00	0.00
495-0000-389-1000	PRIOR YEAR CARRYOVER	409,983.12	0.00	1,623,778.52	0.00	0.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**3,195,987.12**	**2,960,607.84**	**5,133,478.52**	**3,073,448.32**	**3,457,081.00**	**0.00**
Division: 3040 - SOLID WASTE							
495-3040-534-3400	OTHER SERVICES	2,584,048.12	2,492,894.72	4,272,476.52	2,705,562.36	2,741,185.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	WASTE PRO COMMERCIAL DUMPSTERS	0.00	0.00	1,060,682.00
DEPT REQUEST	WASTE PRO COMPACTORS	0.00	0.00	144,800.00
DEPT REQUEST	WASTE PRO CONTRACT - COMMERCIAL TOTERS	0.00	0.00	173,087.00
DEPT REQUEST	WASTE PRO CONTRACT - RESIDENTIAL TOTERS	0.00	0.00	1,031,162.00
DEPT REQUEST	WASTE PRO EXTRA PICK-UPS, MISC	0.00	0.00	1,500.00
DEPT REQUEST	WASTE PRO ROLL-OFFS	0.00	0.00	329,954.00

495-3040-534-4500	INSURANCE/NON-EMPLOYEE	8,367.00	8,364.40	9,127.00	9,410.14	10,074.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	INSURANCE/NON-EMPLOYEE	0.00	0.00	10,074.00

495-3040-534-4901	OTHER CHARGES	365.00	361.76	0.00	258.42	0.00	0.00
495-3040-534-4930	ADMIN SERV FEE ALLOCATION	388,207.00	388,207.00	374,466.00	374,466.00	402,387.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	ADMINISTRATIVE SERVICE FEE ALLOCATION	0.00	0.00	402,387.00

495-3040-534-4950	MOBILITY FEE EXPENSE	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
DEPT REQUEST	PAVING MOBILITY FEE	0.00	0.00	200,000.00

495-3040-534-4959	BAD DEBT EXPENSE	15,000.00	27,200.45	15,000.00	0.00	17,000.00	0.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
DEPT REQUEST	BAD DEBT EXPENSE			0.00	0.00	17,000.00	
495-3040-534-5920	DEPRECIATION EXPENSE	0.00	553.32	0.00	0.00	0.00	0.00
	Division: 3040 - SOLID WASTE Total:	**3,195,987.12**	**3,117,581.65**	**4,871,069.52**	**3,289,696.92**	**3,370,646.00**	**0.00**
Division: 8110 - NON-DEPARTMENTAL							
495-8110-589-9910	CONTINGENCY	0.00	0.00	262,409.00	0.00	86,435.00	0.00
	Division: 8110 - NON-DEPARTMENTAL Total:	**0.00**	**0.00**	**262,409.00**	**0.00**	**86,435.00**	**0.00**
	Fund: 495 - SOLID WASTE ENTERPRISE Surplus (Deficit):	**0.00**	**-156,973.81**	**0.00**	**-216,248.60**	**0.00**	**0.00**

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 605 - POLICE EXPLORERS							
Division: 0000 - UNDESIGNATED							
605-0000-347-2100	PROGRAM ACTIVITY FEES	500.00	37.00	0.00	0.00	100.00	0.00
605-0000-366-9015	CNTRB & DON/PRIV SOURCE	1,500.00	237.60	150.00	190.00	100.00	0.00
605-0000-389-1000	PRIOR YEAR CARRYOVER	1,195.00	0.00	0.00	0.00	0.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**3,195.00**	**274.60**	**150.00**	**190.00**	**200.00**	**0.00**
Division: 2110 - PUBLIC SAFETY							
605-2110-521-5220	CLOTHING & EQ	800.00	0.00	0.00	0.00	0.00	0.00
605-2110-521-5221	PROGRAM EXPENSE	2,395.00	469.84	150.00	0.00	200.00	0.00
	Division: 2110 - PUBLIC SAFETY Total:	**3,195.00**	**469.84**	**150.00**	**0.00**	**200.00**	**0.00**
	Fund: 605 - POLICE EXPLORERS Surplus (Deficit):	**0.00**	**-195.24**	**0.00**	**190.00**	**0.00**	**0.00**
	Report Surplus (Deficit):	**0.00**	**7,010,277.70**	**0.00**	**-8,890,440.80**	**0.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet **For Fiscal: 2025-2026 Period Ending: 09/30/2026**

Group Summa

Defined Budgets

Divisio…	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 001 - GENERAL FUND						
0000 - UNDESIGNATED	11,339,842.93	12,534,559.94	13,173,529.98	11,265,816.55	12,471,031.00	0.00
1101 - COMMISSION	178,592.00	143,133.42	201,940.00	141,905.60	213,590.00	0.00
1201 - CITY MANAGER	576,289.35	541,287.72	666,771.00	576,800.29	724,458.00	0.00
1301 - ACCOUNTING	767,523.00	542,799.26	808,510.00	569,924.88	840,324.00	0.00
1303 - CUSTOMER SERVICE	592,274.00	545,787.93	536,888.00	446,476.42	526,128.00	0.00
1306 - ADMIN SVCS/IT	582,670.00	538,089.75	596,865.00	452,662.24	534,731.00	0.00
1310 - PERSONNEL	256,394.00	222,934.32	244,454.00	180,151.80	239,459.00	0.00
2110 - PUBLIC SAFETY	3,097,451.00	2,995,695.89	3,519,791.15	2,865,000.62	3,563,863.00	0.00
2210 - PUBLIC SAFETY	1,913,224.00	1,693,477.45	2,013,091.00	1,613,816.29	1,937,495.00	0.00
2410 - PLANNING & CODE ENF	442,288.00	392,492.70	479,889.00	379,302.91	638,494.00	0.00
4141 - ROADS & STREETS	698,792.30	459,927.64	934,391.42	413,746.12	1,021,420.00	0.00
4160 - PUBLIC WORKS/FLEET	332,664.00	288,061.80	329,783.00	266,429.81	345,759.00	0.00
4172 - BLDG & GROUNDS/FACI	1,356,132.28	1,324,415.40	1,317,077.42	1,193,114.60	1,295,629.00	0.00
8110 - NON-DEPARTMENTAL	545,549.00	355,109.49	1,524,078.99	1,435,705.14	589,681.00	0.00
Fund: 001 - GENERAL FUND Surplus (Deficit):	**0.00**	**2,491,347.17**	**0.00**	**730,779.83**	**0.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

Divisio…	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 002 - LOCAL OPTION FUEL TAX						
0000 - UNDESIGNATED	1,193,239.68	374,759.36	1,548,555.95	521,930.40	360,000.00	0.00
4141 - ROADS & STREETS	50,000.00	20,072.82	484,961.31	23,161.86	75,000.00	0.00
8110 - NON-DEPARTMENTAL	1,143,239.68	55,621.54	1,063,594.64	202,294.16	285,000.00	0.00
Fund: 002 - LOCAL OPTION FUEL TAX Surplus (Deficit):	**0.00**	**299,065.00**	**0.00**	**296,474.38**	**0.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

Divisio…	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 004 - PERMITTING						
0000 - UNDESIGNATED	390,289.00	555,915.25	406,629.00	550,685.20	408,011.00	0.00
2415 - BLDG & FIRE INSPECT	390,289.00	389,344.39	406,629.00	382,940.41	408,011.00	0.00
Fund: 004 - PERMITTING Surplus (Deficit):	**0.00**	**166,570.86**	**0.00**	**167,744.79**	**0.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

Divisio…	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 110 - LAW ENFORCEMENT TRUST FD						
0000 - UNDESIGNATED	0.00	53,187.91	18,527.00	3,310.45	0.00	0.00
8110 - NON-DEPARTMENTAL	0.00	0.00	18,527.00	18,527.00	0.00	0.00
Fund: 110 - LAW ENFORCEMENT TRUST FD Surplus (Deficit):	**0.00**	**53,187.91**	**0.00**	**-15,216.55**	**0.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

Divisio…	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 130 - COMMUNITY REDEVELOPMT						
0000 - UNDESIGNATED	3,325,741.90	3,538,472.46	3,684,676.46	3,644,041.09	3,545,697.00	0.00
2110 - PUBLIC SAFETY	322,071.00	155,100.75	334,051.97	113,311.04	345,345.00	0.00
2410 - PLANNING & CODE ENF	61,378.00	53,603.21	63,688.00	50,276.11	55,473.00	0.00
4173 - ADULT CTR/PICKLEBAL	247,965.38	239,064.62	249,026.00	230,248.52	243,437.00	0.00
5510 - GENERAL ADMINISTRAT	683,711.62	512,743.32	573,633.07	390,668.57	551,524.00	0.00
8110 - NON-DEPARTMENTAL	2,010,615.90	2,010,615.07	2,464,277.42	2,248,057.26	2,349,918.00	0.00
Fund: 130 - COMMUNITY REDEVELOPMT Surplus (Deficit):	**0.00**	**567,345.49**	**0.00**	**611,479.59**	**0.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

Divisio…	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 139 - CRA PROJECTS FUND						
0000 - UNDESIGNATED	3,571,263.93	1,146,679.90	3,733,604.35	1,388,392.26	990,000.00	0.00
8110 - NON-DEPARTMENTAL	3,571,263.93	84,666.01	3,733,604.35	3,576,125.11	990,000.00	0.00
Fund: 139 - CRA PROJECTS FUND Surplus (Deficit):	**0.00**	**1,062,013.89**	**0.00**	**-2,187,732.85**	**0.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

Divisio…	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 301 - CAPITAL PROJECTS						
0000 - UNDESIGNATED	5,679,338.39	1,512,936.08	4,744,434.87	1,066,850.33	313,000.00	0.00
8110 - NON-DEPARTMENTAL	5,679,338.39	3,119,482.18	4,744,434.87	1,453,773.21	313,000.00	0.00
Fund: 301 - CAPITAL PROJECTS Surplus (Deficit):	**0.00**	**-1,606,546.10**	**0.00**	**-386,922.88**	**0.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

Divisio…	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 400 - WATER & SEWER FUND						
0000 - UNDESIGNATED	18,104,221.20	13,950,621.98	37,866,955.33	7,465,323.06	8,947,363.00	0.00
3001 - WATER & SEWER ADMIN	390,001.00	421,785.11	405,433.00	497,508.05	488,532.00	0.00
3010 - WATER UTILITY	2,688,139.40	2,429,426.64	2,717,520.17	1,996,170.42	2,684,413.00	0.00
3020 - SEWER SERVICES	3,207,418.84	2,773,719.42	3,424,555.76	2,613,991.20	3,257,129.00	0.00
3060 - WATER & SEWER ADMIN	0.00	1,529,203.46	0.00	0.00	0.00	0.00
8110 - NON-DEPARTMENTAL	11,818,661.96	1,481,110.77	31,319,446.40	8,621,451.94	2,517,289.00	0.00
Fund: 400 - WATER & SEWER FUND Surplus (Deficit):	**0.00**	**5,315,376.58**	**0.00**	**-6,263,798.55**	**0.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

Divisio...	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 401 - WATER IMPACT FEES						
0000 - UNDESIGNATED	0.00	99,717.80	0.00	53,144.05	0.00	0.00
Fund: 401 - WATER IMPACT FEES Total:	**0.00**	**99,717.80**	**0.00**	**53,144.05**	**0.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

Divisio…	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 402 - SEWER IMPACT FEES						
0000 - UNDESIGNATED	0.00	136,082.31	0.00	72,875.68	0.00	0.00
Fund: 402 - SEWER IMPACT FEES Total:	**0.00**	**136,082.31**	**0.00**	**72,875.68**	**0.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

Divisio...	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 407 - PROPRIETARY R&R FUND						
0000 - UNDESIGNATED	9,322,260.57	2,482,845.70	8,292,760.69	2,198,476.95	2,508,000.00	0.00
3010 - WATER UTILITY	0.00	5,245.60	0.00	0.00	0.00	0.00
3020 - SEWER SERVICES	0.00	5,233.13	0.00	0.00	0.00	0.00
8110 - NON-DEPARTMENTAL	9,322,260.57	4,109,718.29	8,292,760.69	4,048,179.27	2,508,000.00	0.00
Fund: 407 - PROPRIETARY R&R FUND Surplus (Deficit):	**0.00**	**-1,637,351.32**	**0.00**	**-1,849,702.32**	**0.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

Divisio...	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 460 - STORMWATER FUND						
0000 - UNDESIGNATED	1,474,136.60	1,759,164.55	1,193,270.00	1,225,334.34	2,023,458.00	0.00
3080 - STORMWATER MANAGEME	771,414.60	1,089,560.78	785,766.00	601,551.25	809,094.00	0.00
8110 - NON-DEPARTMENTAL	702,722.00	681,260.44	407,504.00	380,414.00	1,214,364.00	0.00
Fund: 460 - STORMWATER FUND Surplus (Deficit):	**0.00**	**-11,656.67**	**0.00**	**243,369.09**	**0.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

Divisio…	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 461 - STORMWTR CAPITAL PROJECTS						
0000 - UNDESIGNATED	2,023,801.59	718,101.43	2,196,155.07	671,383.19	1,209,295.00	0.00
8110 - NON-DEPARTMENTAL	2,023,801.59	485,807.60	2,196,155.07	818,259.65	1,209,295.00	0.00
Fund: 461 - STORMWTR CAPITAL PROJECTS Surplus (Deficit):	**0.00**	**232,293.83**	**0.00**	**-146,876.46**	**0.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

Divisio…	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 495 - SOLID WASTE ENTERPRISE						
0000 - UNDESIGNATED	3,195,987.12	2,960,607.84	5,133,478.52	3,073,448.32	3,457,081.00	0.00
3040 - SOLID WASTE	3,195,987.12	3,117,581.65	4,871,069.52	3,289,696.92	3,370,646.00	0.00
8110 - NON-DEPARTMENTAL	0.00	0.00	262,409.00	0.00	86,435.00	0.00
Fund: 495 - SOLID WASTE ENTERPRISE Surplus (Deficit):	**0.00**	**-156,973.81**	**0.00**	**-216,248.60**	**0.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

Divisio...	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 605 - POLICE EXPLORERS						
0000 - UNDESIGNATED	3,195.00	274.60	150.00	190.00	200.00	0.00
2110 - PUBLIC SAFETY	3,195.00	469.84	150.00	0.00	200.00	0.00
Fund: 605 - POLICE EXPLORERS Surplus (Deficit):	**0.00**	**-195.24**	**0.00**	**190.00**	**0.00**	**0.00**
Report Surplus (Deficit):	**0.00**	**7,010,277.70**	**0.00**	**-8,890,440.80**	**0.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

Budget Worksheet **For Fiscal: 2025-2026 Period Ending: 09/30/2026**

Fund Summa

Fund	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
	Defined Budgets					
001 - GENERAL FUND	0.00	2,491,347.17	0.00	730,779.83	0.00	0.00
002 - LOCAL OPTION FUEL TAX	0.00	299,065.00	0.00	296,474.38	0.00	0.00
004 - PERMITTING	0.00	166,570.86	0.00	167,744.79	0.00	0.00
110 - LAW ENFORCEMENT TRUST FD	0.00	53,187.91	0.00	-15,216.55	0.00	0.00
130 - COMMUNITY REDEVELOPMT	0.00	567,345.49	0.00	611,479.59	0.00	0.00
139 - CRA PROJECTS FUND	0.00	1,062,013.89	0.00	-2,187,732.85	0.00	0.00
301 - CAPITAL PROJECTS	0.00	-1,606,546.10	0.00	-386,922.88	0.00	0.00
400 - WATER & SEWER FUND	0.00	5,315,376.58	0.00	-6,263,798.55	0.00	0.00
401 - WATER IMPACT FEES	0.00	99,717.80	0.00	53,144.05	0.00	0.00
402 - SEWER IMPACT FEES	0.00	136,082.31	0.00	72,875.68	0.00	0.00
407 - PROPRIETARY R&R FUND	0.00	-1,637,351.32	0.00	-1,849,702.32	0.00	0.00
460 - STORMWATER FUND	0.00	-11,656.67	0.00	243,369.09	0.00	0.00
461 - STORMWTR CAPITAL PROJECTS	0.00	232,293.83	0.00	-146,876.46	0.00	0.00
495 - SOLID WASTE ENTERPRISE	0.00	-156,973.81	0.00	-216,248.60	0.00	0.00
605 - POLICE EXPLORERS	0.00	-195.24	0.00	190.00	0.00	0.00
Report Surplus (Deficit):	**0.00**	**7,010,277.70**	**0.00**	**-8,890,440.80**	**0.00**	**0.00**

Attachment: COHH Proposed Budget FY2025_2026 (2025-R-67 : Tentative Budget Fiscal Year 2025-2026)

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

MEETING DATE: **September 8, 2025**
FROM: **Valerie Manning**
SUBJECT: **Minutes - August 12, 2025 Regular City Commission Meeting, August 26, 2025 Workshop and August 26, 2025 Regular City Commission Meeting**
NUMBER: **(ID # 4995)**
APPLICANT:
PLANNER:

DISCUSSION:

Minutes from the following meetings:

- ✓ August 12, 2025 Regular City Commission meeting
- ✓ August 26, 2025 Workshop
- ✓ August 26, 2025 Regular City Commission meeting

MOTION:

Approve all three (3) sets of minutes as submitted by staff.

- Minutes - August 12, 2025 - Regular City Commission meeting (PDF)
- Minutes - August 26, 2025 - Regular CC meeting (PDF)
- Minutes - August 26, 2026 - Workshop (PDF)

CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

MINUTES ● AUGUST 12, 2025

City Commission Chamber **Regular City Commission Meeting** **6:00 PM**

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

City Clerk's office: (386) 248-9441 - Fax: (386) 248-9448

1. CALL TO ORDER

a. Roll Call

Attendee Name	Title	Status	Arrived
John Penny	Mayor	Excused	
Debra Snow	City Commissioner	Present	
Penny Currie	City Commissioner	Present	
Jeffrey DeLanoy	City Commissioner	Present	
Roy Johnson	City Commissioner	Present	

b. Invocation by City Commissioner Jeffrey DeLanoy
Commissioner DeLanoy led the invocation.

c. Pledge of Allegiance
Vice-Mayor Johnson led the Pledge of Allegiance to the Flag.

2. PRESENTATION - HHPD SWEARING-IN OFFICER STILLMAN ILLERA

Vice-Mayor Johnson asked for a motion to EXCUSE Mayor Penny from tonight's meeting.

*Commissioner Snow made a motion to **EXCUSE Mayor Penny from the regular City Commission meeting,** seconded by Commissioner Currie.*

Vice-Mayor Johnson opened public participation. No one spoke.

PASSED, 4-0.

3. PUBLIC COMMENTS

The following individuals came forward to speak:

Jim Legary, Holly Hill and Jim Cameron, Holly Hill.

4. APPROVAL OF MINUTES

1.

Minutes - July 22, 2025 - Budget Workshop, July 22, 2025 Regular City Commission Meeting and August 5, 2025 Joint Workshop for LPGA Blvd., Study Presentation

(Requested by Valerie Manning, City Clerk)

Attachment: Minutes - August 12, 2025 - Regular City Commission meeting (4995 : Minutes)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Penny Currie, City Commissioner
SECONDER:	Debra Snow, City Commissioner
AYES:	Snow, Currie, DeLanoy, Johnson
EXCUSED:	Penny

Enacted and approved this 12th day of August, 2025, in Holly Hill

5. CONSENT AGENDA - ITEMS (1 - 5)

Vice-Mayor Johnson asked if there was anyone in the audience that wished to speak on any of the items on the Consent Agenda or if any member of the Commission wished to pull an item for further discussion.

Jim Legary, Holly Hill spoke on Consent Agenda Item #2, Resolution 2025-R-57 Lease Agreement Extension with the Volusia/Flagler YMCA.

1. –2025-R-56 Resolution

A Resolution of the City Commission of the City of Holly Hill, Florida, Approving the Pedestrian and Bicycle Safety High Visibility Enforcement Program Award 2025-2026, Project Number: 433144-1-8404; Setting Forth Revenues and Expenditures; Providing for Severability; and Providing for an Effective Date.

(Requested by Byron Williams, Police)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Debra Snow, City Commissioner
SECONDER:	Penny Currie, City Commissioner
AYES:	Snow, Currie, DeLanoy, Johnson
EXCUSED:	Penny

RESOLUTION
2025-R-56
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE PEDESTRIAN AND BICYCLE SAFETY HIGH VISIBILITY ENFORCEMENT PROGRAM AWARD 2025-2026, PROJECT NUMBER: 433144-1-8404; SETTING FORTH REVENUES AND EXPENDITURES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE PEDESTRIAN AND BICYCLE SAFETY HIGH VISIBILITY ENFORCEMENT PROGRAM AWARD 2025-2026, PROJECT NUMBER: 433144-1-8404; SETTING FORTH REVENUES AND EXPENDITURES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Attachment: Minutes - August 12, 2025 - Regular City Commission meeting (4995 : Minutes)

WHEREAS, The City of Holly Hill Police Department applied for a $5,000.00 High Visibility Enforcement grant (HVE) from the Institute of Police Technology and Management (IPTM); and

WHEREAS, The City of Holly Hill Police Department was awarded $5,547.82 to apply to overtime hours; and

WHEREAS, HVE grant begins upon execution and ends May 8, 2026; and

WHEREAS, the purpose of the HVE grant is to implement effective high visibility education in areas with highest traffic crashes resulting in serious or fatal injuries to pedestrians and bicyclists; and

WHEREAS the goal of the HVE grant is to mitigate crashes by increasing awareness of and compliance with traffic laws on Florida's roads; and

WHEREAS, the City of Holly Hill City Commission desires to set forth and appropriate certain revenues and expenses.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. The grant award funds are hereby appropriated as set forth in Composite Exhibit 'A' attached hereto.

SECTION 2 SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or apart of this Resolution.

SECTION 3 EFFECTIVE DATE. The Budget item adopted in the preceding section shall govern the expenditures relating to operations and projects for the City during the current fiscal year effective October 1, 2024 through September 30, 2025. Fiscal year October 1, 2025 through September 30, 2026 is included in the budget for the upcoming year. This

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Resolution shall become effective immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 12th day of AUGUST, 2025.

Enacted and approved this 12th day of August, 2025, in Holly Hill

2. -2025-R-57 Resolution

Lease Agreement Extension with the Volusia/Flagler YMCA

(Requested by Joseph Forte, City Manager)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Debra Snow, City Commissioner
SECONDER:	Penny Currie, City Commissioner
AYES:	Snow, Currie, DeLanoy, Johnson
EXCUSED:	Penny

RESOLUTION
2025-R-57
LEASE AGREEMENT EXTENSION WITH THE VOLUSIA/FLAGLER YMCA

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE CITY MANAGER TO SIGN A ONE YEAR LEASE AGREEMENT EXTENSION BETWEEN THE CITY AND THE VOLUSIA/FLAGLER YMCA; ESTABLISHING THE TERMS OF THIS AGREEMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The City of Holly Hill desires to continue its relationship with the Volusia/Flagler YMCA to provide recreational programs at the FACILITY located at 1046 Daytona Avenue; and

WHEREAS, the YMCA has a nationally recognized reputation and long-term history of providing quality community recreation programs.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. That the City Commission approve a one year continuation of the attached agreement dated September 2024 and the City Manager is hereby authorized extend the lease agreement, under the same terms and conditions, so that the Volusia/Flagler YMCA may continue to perform as a recreation provider at the Daytona Avenue FACILITY.

SECTION 2. That the term of this agreement shall commence on October 1, 2025 and shall continue for a period of (1) one year, expiring on September 30, 2026.

SECTION 3. SEVERABILITY. If any section or portion of a section of this

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Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 12th day of AUGUST, 2025.

Enacted and approved this 12th day of August, 2025, in Holly Hill

3. -2025-R-58 Resolution

A Resolution of the City Commission of the City of Holly Hill, Florida, Approving the Five-Year Contract with Axon Enterprise, Inc., to Include the Upgrade of Body Worn Camera System and Taser Package, and Authorizing the Citiy Manager to Execute Any Necessary Purchasing Agreements; Setting Forth Revenues and Expenditures; Providing for Severability; and Providing for an Effective Date.

(Requested by Byron Williams, Police)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Debra Snow, City Commissioner
SECONDER:	Penny Currie, City Commissioner
AYES:	Snow, Currie, DeLanoy, Johnson
EXCUSED:	Penny

RESOLUTION
2025-R-58
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE FIVE-YEAR CONTRACT WITH AXON ENTERPRISE, INC., TO INCLUDE THE UPGRADE OF BODY WORN CAMERA SYSTEM AND TASER PACKAGE, AND AUTHORIZING THE CITIY MANAGER TO EXECUTE ANY NECESSARY PURCHASING AGREEMENTS; SETTING FORTH REVENUES AND EXPENDITURES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE FIVE-YEAR CONTRACT WITH AXON ENTERPRISE, INC., TO INCLUDE THE UPGRADE OF BODY WORN CAMERA SYSTEM AND TASER PACKAGE, AND AUTHORIZING THE CITIY MANAGER TO EXECUTE ANDY NECESSARY PURCHASING AGREEMENTS; SETTING FORTH REVENUES AND EXPENDITURES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Holly Hill Police Department has a five-year contract with Axon Enterprise, Inc., as it pertains to Body Worn Cameras (BWCs) with cloud-based data

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storage and a secondary contract with Axon Enterprise, Inc., for Tasers; and

WHEREAS, the contract with Axon Enterprise, Inc., for BWCs will expire September 30, 2025; and

WHEREAS, Axon Enterprise, Inc., now offers a bundle package, combining both the BWC package and the Taser package; and

WHEREAS, this package includes upgrades for both devices, as well as, additional programs such as auto-redaction and auto-tagging; and

WHEREAS, the funding for year one (1) is included in the tentative budget for FY26; and

WHEREAS, this is a five-year contract, with the first year's cost of $33,757.45, with the following years 2-5 cost of $88,761.92, ending September 30, 2030.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. The City Commission of Holly Hill approve the five-year contract with Axon Enterprise, Inc., including the upgrades of both BWC to Body 4s, and Taser 7s to Taser 10s.

SECTION 2 SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or apart of this Resolution.

SECTION 3 EFFECTIVE DATE. This Resolution shall become effective immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 12th day of AUGUST, 2025.

Enacted and approved this 12th day of August, 2025, in Holly Hill

4. –2025-R-59 Resolution

A Resolution of the City Commission of the City of Holly Hill, Florida, Approving the Piggyback of Volusia County Master Agreement 24-B-61LS with Sunoco LP, Approving a Change Order in the Amount of $19,000 to Purchase Order 250214 Between the City of Holly Hill and Sunoco LP and Authorizing the City Manager to Execute the Same; Providing for Severability; and Providing for an Effective Date.

(Requested by Josef Grusauskas, Public Works)

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RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Debra Snow, City Commissioner
SECONDER:	Penny Currie, City Commissioner
AYES:	Snow, Currie, DeLanoy, Johnson
EXCUSED:	Penny

RESOLUTION
2025-R-59
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE PIGGYBACK OF VOLUSIA COUNTY MASTER AGREEMENT 24-B-61LS WITH SUNOCO LP, APPROVING A CHANGE ORDER IN THE AMOUNT OF $19,000 TO PURCHASE ORDER 250214 BETWEEN THE CITY OF HOLLY HILL AND SUNOCO LP AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE PIGGYBACK OF VOLUSIA COUNTY MASTER AGREEMENT 24-B-61LS WITH SUNOCO LP, APPROVING A CHANGE ORDER IN THE AMOUNT OF $19,000 TO PURCHASE ORDER 250214 BETWEEN THE CITY OF HOLLY HILL AND SUNOCO LP AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, diesel fuel is needed to provide for use in diesel engines, as well as, the backup generator for the Public Works Department; and

WHEREAS, Sunoco LP has an active Master Agreement 24-B-61LS with Volusia County for the purchase of diesel fuel which the City of Holly Hill may piggyback; and

WHEREAS, the city has an active purchase order with Sunoco LP but requires additional funding to ensure that the city has an adequate supply of diesel during hurricane season; and

WHEREAS, adequate budgets are available within the divisional funds to pay for a change order in the amount of $19,000 to provide for an additional diesel fuel.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. That the Commission of the City of Holly Hill approve the piggybacking of Volusia County Master Agreement 24-B-61LS with SUNOCO LP.

SECTION 2. That the Commission of the City of Holly Hill approve a change order to purchase order 250214 in the amount of $19,000 between the City of Holly Hill and Sunoco LP, and authorize the City Manager to execute the same.

SECTION 3. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or

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impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 12th day of AUGUST, 2025.

Enacted and approved this 12th day of August, 2025, in Holly Hill

5.

TEAM Volusia Annual Agreement

(Requested by Joseph Forte, City Manager)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Debra Snow, City Commissioner
SECONDER:	Penny Currie, City Commissioner
AYES:	Snow, Currie, DeLanoy, Johnson
EXCUSED:	Penny

Enacted and approved this 12th day of August, 2025, in Holly Hill

6. REGULAR AGENDA

1. -2025-R-60 Resolution

A Resolution of the City of Holly Hill, Florida, Relating to State Legislative Services; Approving an Agreement with Doug Bell from the Firm Metz, Husband, & Daughton, PA., for State Legislative Appropriations Services in the Amount of $45,000.00 Per Year for a One Year Period Paid in Monthly Installments; Providing for Severability; and Providing for an Effective Date.

(Requested by Joseph Forte, City Manager)
Vice-Mayor Johnson opened public participation.

Jim Cameron, Holly Hill.

Vice-Mayor Johnson closed public participation.

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RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Penny Currie, City Commissioner
SECONDER:	Jeffrey DeLanoy, City Commissioner
AYES:	Snow, Currie, DeLanoy, Johnson
EXCUSED:	Penny

RESOLUTION
2025-R-60
A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, RELATING TO STATE LEGISLATIVE SERVICES; APPROVING AN AGREEMENT WITH DOUG BELL FROM THE FIRM METZ, HUSBAND, & DAUGHTON, PA., FOR STATE LEGISLATIVE APPROPRIATIONS SERVICES IN THE AMOUNT OF $45,000.00 PER YEAR FOR A ONE YEAR PERIOD PAID IN MONTHLY INSTALLMENTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, RELATING TO STATE LEGISLATIVE SERVICES; APPROVING AN AGREEMENT WITH DOUG BELL FROM THE FIRM METZ, HUSBAND, & DAUGHTON, PA., FOR STATE LEGISLATIVE APPROPRIATIONS SERVICES IN THE AMOUNT OF $45,000.00 PER YEAR FOR A ONE YEAR PERIOD PAID IN MONTHLY INSTALLMENTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Doug Bell has extensive experience serving as a lobbyist for other municipalities and has served the City of Holly Hill well since 2022; and

WHEREAS, the City of Holly Hill desires to continue its engagement with Doug Bell to provide assistance with legislative appropriations services. The engagement letter attached hereto provides for continuing services with a rumination clause upon 30 days' notice by either party; and

WHEREAS, the Holly Hill City Manager recommends that it is in the best interest of the City of Holly Hill to continue this engagement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. Ratification of the engagement letter is hereby approved.

SECTION 2. The approved compensation, as budgeted, shall not exceed $45,000.00 plus expenses paid in monthly installments beginning October 1, 2025.

SECTION 3. EFFECTIVE DATE. That this Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 12th day of AUGUST, 2025.

Enacted and approved this 12th day of August, 2025, in Holly Hill

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2. –2025-R-61 Resolution

A Resolution of the City Commission of the City of Holly Hill, Florida, Renewing the Waste Management Agreement Pursuant to Section 2 of the Agreement with Waste Pro of Florida, Inc., for a Period of 10 Years Beyond the Current Expiration and Renewal Period Ending September 30, 2027; Authorizing the Mayor and City Manager to Execute the Agreement for Solid Waste and Recycling Collection and Disposal Services with Waste Pro of Florida, Inc., Providing for Severability; Providing for Conflicting Resolutions; and Providing an Effective Date.

(Requested by Joseph Forte, City Manager)
Vice-Mayor Johnson opened public participation. No one spoke.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Debra Snow, City Commissioner
SECONDER:	Penny Currie, City Commissioner
AYES:	Snow, Currie, DeLanoy, Johnson
EXCUSED:	Penny

RESOLUTION
2025-R-61
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, RENEWING THE WASTE MANAGEMENT AGREEMENT PURSUANT TO SECTION 2 OF THE AGREEMENT WITH WASTE PRO OF FLORIDA, INC., FOR A PERIOD OF 10 YEARS BEYOND THE CURRENT EXPIRATION AND RENEWAL PERIOD ENDING SEPTEMBER 30, 2027; AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE THE AGREEMENT FOR SOLID WASTE AND RECYCLING COLLECTION AND DISPOSAL SERVICES WITH WASTE PRO OF FLORIDA, INC., PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, RENEWING THE WASTE MANAGEMENT AGREEMENT PURSUANT TO SECTION 2 OF THE AGREEMENT WITH WASTE PRO OF FLORIDA, INC., FOR A PERIOD OF 10 YEARS BEYOND THE CURRENT EXPIRATION AND RENEWAL PERIOD ENDING SEPTEMBER 30, 2027; AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE THE AGREEMENT FOR SOLID WASTE AND RECYCLING COLLECTION AND DISPOSAL SERVICES WITH WASTE PRO OF FLORIDA, INC., PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City's current Contract for Solid Waste and Recycling Collection and Disposal Services with Waste Pro is due to expire on September 30, 2027; and

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WHEREAS, Waste Pro and the City of Holly Hill have negotiated renewal terms and conditions of their Agreement; and

WHEREAS, Waste Pro is willing to agree to the terms and conditions outlined in the newly written Agreement Amendment #2; and

WHEREAS, Waste Pro provides the same or similar services to adjoining local governments. The City's experience is that the City is able to obtain more efficient and cost-effective services when the City contracts with the same provider servicing the adjoining local government.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. Pursuant to **Section 2, TERMS OF CONTRACT; OPTION TO RENEW** of the Waste Pro sign and dated August 23, 2017 , the City Commission authorizes the Mayor and City Manager to execute a Amendment 2 of the Agreement with Waste Pro of Florida, Inc., a copy attached hereto.

SECTION 2. If any section, subsection, sentence, clause, phrase, or portion of this Resolution, or application hereof, is for any reason held invalid or unconstitutional by any Court, such portion or application shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions or application hereof.

SECTION 3. That all resolutions made in conflict with this Resolution are hereby repealed.

SECTION 4. That this Resolution shall become effective immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 12nd day of AUGUST, 2025.

Enacted and approved this 12th day of August, 2025, in Holly Hill

3. –2025-R-62 Resolution

A Resolution of the City Commission of the City of Holly Hill, Florida, Approving a Budget Amendment Request Reallocating $100,000 from the Completed City Hall Parking Lot Resurfacing Project to the Riverside Park Pier Repair, Approving a Budget Amendment Request Budgeting $100,000 from Prior Year Carryover to the Riverside Park Pier Repair, Awarding a Purchase Order to Gator Dock & Bridge for the Materials Required to Repair the Riverside Park Pier at a Cost of $117,194 and Authorizing the City Manager to Execute the Same; Providing for Severability; and Providing an Effective Date.

(Requested by Josef Grusauskas, Public Works)
Vice-Mayor Johnson opened public participation. No one spoke.

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RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Penny Currie, City Commissioner
SECONDER:	Debra Snow, City Commissioner
AYES:	Snow, Currie, DeLanoy, Johnson
EXCUSED:	Penny

RESOLUTION
2025-R-62

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING A BUDGET AMENDMENT REQUEST REALLOCATING $100,000 FROM THE COMPLETED CITY HALL PARKING LOT RESURFACING PROJECT TO THE RIVERSIDE PARK PIER REPAIR, APPROVING A BUDGET AMENDMENT REQUEST BUDGETING $100,000 FROM PRIOR YEAR CARRYOVER TO THE RIVERSIDE PARK PIER REPAIR, AWARDING A PURCHASE ORDER TO GATOR DOCK & BRIDGE FOR THE MATERIALS REQUIRED TO REPAIR THE RIVERSIDE PARK PIER AT A COST OF $117,194 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING A BUDGET AMENDMENT REQUEST REALLOCATING $100,000 FROM THE COMPLETED CITY HALL PARKING LOT RESURFACING PROJECT TO THE RIVERSIDE PARK PIER REPAIR, APPROVING A BUDGET AMENDMENT REQUEST BUDGETING $100,000 FROM PRIOR YEAR CARRYOVER TO THE RIVERSIDE PARK PIER REPAIR, AWARDING A PURCHASE ORDER TO GATOR DOCK & BRIDGE FOR THE MATERIALS REQUIRED TO REPAIR THE RIVERSIDE PARK PIER AT A COST OF $117,194 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR SEVERABILITY; AND AN EFFECTIVE DATE.

WHEREAS, the Riverside Park Pier was severely damaged during Hurricane Milton; and

WHEREAS, a proposal has been received from the sole source provider of the pier for the provision of replacement materials; and

WHEREAS, The City Commission finds that this purchase qualifies as a sole source and that the City has followed its purchasing policy for a sole source purchase; and

WHEREAS, budget amendments are needed to fund the Riverside Park pier replacement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. That the City Commission of the City of Holly Hill approve a budget amendment request reallocating $100,000 from the completed City Hall Parking Lot

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Resurfacing Project to the Riverside Park Pier repair project.

SECTION 2. That the City Commission of the City of Holly Hill approve a budget amendment request budgeting $100,000 in prior year carryover to the Riverside Park Pier repair project.

SECTION 3. That the City Commission of the City of Holly Hill award a purchase order with Gator Dock & Bridge for the materials required to repair the Riverside Park Pier at a cost of $117,194.

SECTION 4. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 12th day of AUGUST, 2025.

Enacted and approved this 12th day of August, 2025, in Holly Hill

4. –2025-R-63 Resolution

A Resolution of the City Commission of the City of Holly Hill, Florida, Approving a Budget Amendment Request in the Amount of $99,061.54 to Provide for Change Orders Needed for the Riverside Park Bulkhead Replacement Project, Approving Change Order #3 in an Amount Not to Exceed $76,931 to Allow for Modifications to the Bulkhead and Provide for an Existing 42" Stormwater Outfall and Authorizing the City Manager to Execute the Same; Providing for Severability; and Providing for an Effective Date.

(Requested by Josef Grusauskas, Public Works)
Vice-Mayor Johnson opened public participation. No one spoke.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jeffrey DeLanoy, City Commissioner
SECONDER:	Penny Currie, City Commissioner
AYES:	Snow, Currie, DeLanoy, Johnson
EXCUSED:	Penny

RESOLUTION
2025-R-63
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING A BUDGET AMENDMENT REQUEST IN THE AMOUNT OF $99,061.54 TO PROVIDE FOR CHANGE ORDERS NEEDED FOR THE RIVERSIDE PARK BULKHEAD REPLACEMENT PROJECT, APPROVING CHANGE ORDER #3 IN AN AMOUNT NOT TO EXCEED $76,931 TO ALLOW FOR MODIFICATIONS TO THE BULKHEAD AND PROVIDE FOR AN EXISTING 42" STORMWATER OUTFALL AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE

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CITY OF HOLLY HILL, FLORIDA, APPROVING A BUDGET AMENDMENT REQUEST IN THE AMOUNT OF $99,061.54 TO PROVIDE FOR CHANGE ORDERS NEEDED FOR THE RIVERSIDE PARK BULKHEAD REPLACEMENT PROJECT, APPROVING CHANGE ORDER #3 IN AN AMOUNT NOT TO EXCEED $76,931 TO ALLOW FOR MODIFICATIONS TO THE BULKHEAD AND PROVIDE FOR AN EXISTING 42" STORMWATER OUTFALL AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR SEVERABILITY; AND AN EFFECTIVE DATE.

WHEREAS, the City Commission approved an agreement with Gregori Construction for the replacement of the bulkhead serving Riverside Park in the amount of $700,111.50 on January 28, 2025 through Resolution 2025-R-7.

WHEREAS, due to the age of the bulkhead and utilities in the area of construction, unforeseen conditions have been discovered that require change order to remedy; and

WHEREAS, a budget amendment is needed to fully fund the Riverside Park Bulkhead Replacement Project change orders; and

WHEREAS, Change Order #3 to allow for modifications to the bulkhead in order to provide for an existing 42" stormwater outfall has a cost not to exceed $76,931; and

WHEREAS, staff recommend the approval of the budget amendment and change order #3 in order to fully fund the needs of the Riverside Park Bulkhead Replacement Project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. That the City Commission of the City of Holly Hill approve a budget amendment request in the amount of $99,061.54 to provide for change orders needed for the Riverside Park Bulkhead Replacement Project.

SECTION 2. That the City Commission of the City of Holly Hill approve Change Order #3 in an amount not to exceed $76,931 to allow for modifications to the new seawall to provide for a 42" stormwater outfall.

SECTION 3. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 12th day of AUGUST, 2025.

Enacted and approved this 12th day of August, 2025, in Holly Hill

5. -DOC-2025-6

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Request for Lien Reduction - 1511 Center Avenue

(Requested by Joseph Forte, City Manager)
Vice-Mayor Johnson opened public participation. No one spoke.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Penny Currie, City Commissioner
SECONDER:	Jeffrey DeLanoy, City Commissioner
AYES:	Snow, Currie, DeLanoy, Johnson
EXCUSED:	Penny

Enacted and approved this 12th day of August, 2025, in Holly Hill

6.

Request for a Lien Reduction - 563 10Th Street

(Requested by Joseph Forte, City Manager)
Vice-Mayor Johnson opened public participation. No one spoke.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Debra Snow, City Commissioner
SECONDER:	Penny Currie, City Commissioner
AYES:	Snow, Currie, DeLanoy, Johnson
EXCUSED:	Penny

Enacted and approved this 12th day of August, 2025, in Holly Hill

7. PUBLIC HEARINGS - NONE

8. COMMUNICATIONS

A. City Manager Comments

Mr. Forte mentioned on September 4th the Crimestoppers banquet is being held at the Speedway and typically there are seats available for the Mayor and City Manager. He is unable to attend and he hasn't been able to get in touch with Mayor Penny yet to see if he's able to attend. If he's not, there will be at least one, possibly two seats available. If anybody on the Commission would like to attend let him now and he will get those seats filled. He would like to get those seats filled and show support of our officer that's being nominated.

Commissioner Snow stated she would like to go.

Vice-Mayor Johnson stated I will go if Mayor Penny can't go, depending on my health condition, of course.

B. City Attorney Comments

None.

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C. Mayor's Comments

Vice-Mayor Johnson mentioned the annual Florida League of Cities conference starting this Thursday morning. The Ormond Beach Chamber of Commerce is holding their After Hours at Pictona if anyone is interested in attending. He will most likely attend on behalf of Mayor Penny since he is out of town.

Commissioner Snow reminded Vice-Mayor Johnson about appointing someone to be the voting delegate for Holly Hill for Thursday's conference.

Commissioner Snow nominated Commissioner Currie.

Commissioner Currie stated she would be good with nominating Commissioner Snow and she will attend with Commissioner Snow.

Commissioner Snow stated yes, she would be glad to do it. Commissioner Snow withdrew her motion to nominate Commissioner Currie.

Commissioner Currie made a motion to ***NOMINATE COMMISSIONER SNOW AS THE CITY'S VOTING DELEGATE FOR THE FLORIDA LEAGUE OF CITIES,*** *seconded by Commissioner DeLanoy.*

Vice-Mayor Johnson opened public participation. No one spoke.

PASSED, 4-0.

Vice-Mayor Johnson stated he knows that they did a workshop on LPGA Blvd., and it seemed like it was going south because of the pricing and he doesn't think anyone on this Commission is in favor of taking people's property by imminent domain. He spoke with Mr. Forte and believes if they hold another workshop and plan it out just right, I've got a lot of great ideas of how it can work and not take anybody's property on the north side of LPGA Blvd.

D. District City Commission Comments

Commissioner DeLanoy stated he thinks everybody that works here puts their heart into it. He knows that the city's Code Enforcement does a great job. He just has some concerns with some people that are hit hard but he understands all the comments that were made by the Commission and Mr. Forte. It is the way it is. Some people just don't care. On the other hand, there are that few that have come here, he's worked here 13 years and he's been out there in the field and sees people trying, there are different situations.

Commissioner Currie appreciates everyone coming out. She doesn't leave any meeting taking anything personal.

Commissioner Snow mentioned she was at the Holly Hill Elementary school for the first day of school with Chief Williams, Dr. Castelli from the School Board, the Principals, and teachers for the Red Carpet First Day of School and seeing all the kids faces smiling was great to see. It was a wonderful day and a nice privilege to go.

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E. Mayor's Conclusion Comments
None.

9. ADJOURNMENT

The meeting adjourned at approximately 7:10 PM.

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CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

MINUTES ● AUGUST 26, 2025

City Commission Chamber **Regular City Commission Meeting** **6:00 PM**

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

City Clerk's office: (386) 248-9441 - Fax: (386) 248-9448

Attachment: Minutes - August 26, 2025 - Regular CC meeting (4995 : Minutes)

1. CALL TO ORDER

a. Roll Call

Attendee Name	Title	Status	Arrived
John Penny	Mayor	Present	
Debra Snow	City Commissioner	Present	
Penny Currie	City Commissioner	Present	
Jeffrey DeLanoy	City Commissioner	Present	
Roy Johnson	City Commissioner	Present	

b. Invocation by City Commissioner Jeff DeLanoy
Commissioner DeLanoy let the invocation.

c. Pledge of Allegiance
Mayor Penny led the Pledge of Allegiance to the flag.

2. PUBLIC COMMENTS

The following individuals spoke to the Mayor and City Commissioners:

Traci Anderson, Holly Hill; Daniel Edwards, Holly Hill; Danielle Latona, Holly Hill; John Loesche, Holly Hill; Phil Wahby, Holly Hill; Charlotte Baumgart, Holly Hill.

3. APPROVAL OF MINUTES - NONE

None.

4. CONSENT AGENDA - ITEMS (1 - 2)

Mayor Penny asked if there was any member from the audience who wished to speak on any item on the Consent Agenda or if any member from the Commission wished to pull and item for further discussion. There was no one.

1. –2025-R-64 Resolution

A Resolution of the City Commission of the City of Holly Hill, Florida, Approving the Piggyback of the Volusia County Contract # ITB 23-B-151HO with CFB Outdoors, Inc., and Authorizing the City Manager to Execute Any Agreements with CFB Outdoors, Inc., Providing for Severability and Providing for an Effective Date.

(Requested by Michele Moore, Finance)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Roy Johnson, City Commissioner
SECONDER:	Jeffrey DeLanoy, City Commissioner
AYES:	Penny, Snow, Currie, DeLanoy, Johnson

RESOLUTION
2025-R-64
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE PIGGYBACK OF THE VOLUSIA COUNTY CONTRACT # ITB 23-B-151HO WITH CFB OUTDOORS, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE ANY AGREEMENTS WITH CFB OUTDOORS, INC., PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE PIGGYBACK OF THE VOLUSIA COUNTY AGREEMENT ITB 23-B-151HO WITH CFB OUTDOORS, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE ANY AGREEMENTS WITH CFB OUTDOORS, INC., PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Holly hill, Florida, has ongoing needs for professional tree maintenance services including pruning, tree removal, stump grinding, hanging limb removal, and associated landscaping services; and

WHEREAS, such services are necessary to ensure public safety and preserve the community aesthetic of City owned properties, parks, and rights-of-way; and

WHEREAS, the city has been obtaining quotes from vendors on an as-needed basis, but staff has found these quotes are consistently higher than the rates available through Volusia County's competitively awarded contract; and

WHEREAS, the city has determined that in this circumstance, piggybacking onto an agreement entered into by Volusia County, is the most economically advantageous way to procure these services; and

WHEREAS, Volusia County, Florida, awarded Contract ITB # 23-B-151HO to CFB Outdoors, Inc., through a formal, competitive procurement process for a wide range of tree services, effective from December 1, 2023 through November 30, 2026; and

WHEREAS, the City has received written consent from CFB Outdoors, Inc., to piggyback the Volusia County agreement, which allows the city to benefit from pre-negotiated rates and reduce administrative and procurement costs; and

WHEREAS, Chapter 287, Florida Statutes, and the City's Purchasing Manual, Policy 2.39, permit the City to piggyback competitively awarded contracts from other governmental entities as a means of intergovernmental cooperative purchasing.

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NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. The City Commission does hereby approve the piggybacking of the Volusia County Master Agreement ITB #23-B-151HO with CFB Outdoors, Inc., for professional tree maintenance services.

SECTION 2. The City Manager, or designee, is hereby authorized to execute any and all necessary documents, agreements, or purchase orders with CFB Outdoors, Inc., to effectuate the purpose of this Resolution.

SECTION 3. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 26th day of AUGUST, 2025.

Enacted and approved this 26th day of August, 2025, in Holly Hill

2. -2025-R-65 Resolution

A Resolution of the City Commission of the City of Holly Hill, Florida, Authorizing the City Manager to Execute the Memorandum of Agreement Between the City of Holly Hill and the Florida Department of Transportation for the Maintenance of State Highway Rights-Of-Way by the City; Providing for Severability; and Providing for an Effective Date.

(Requested by Josef Grusauskas, Public Works)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Roy Johnson, City Commissioner
SECONDER:	Jeffrey DeLanoy, City Commissioner
AYES:	Penny, Snow, Currie, DeLanoy, Johnson

RESOLUTION
2025-R-65
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE THE MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF HOLLY HILL AND THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR THE MAINTENANCE OF STATE HIGHWAY RIGHTS-OF-WAY BY THE CITY; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE

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CITY MANAGER TO EXECUTE THE MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF HOLLY HILL AND THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR THE MAINTENANCE OF STATE HIGHWAY RIGHTS-OF-WAY BY THE CITY; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Holly Hill has an agreement with the Florida Department of Transportation whereby the city is reimbursed for maintenance of highway roadsides and median strips located along US1 and Nova Road. Under this contract the FDOT compensates the City for routine maintenance; and

WHEREAS, the current contract expires on October 4, 2025; and

WHEREAS, staff recommend that Contract AST42 with the Florida Department of Transportation be renewed at the same terms and conditions effective; and

WHEREAS, Contract AST42 with the Florida Department of Transportation will have a term of three years from the effective date.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. That the City Manager of the City of Holly Hill is hereby authorized to execute that "Memorandum of Agreement - Highway Maintenance, Contract #AST42," between the City of Holly Hill and Florida Department of Transportation, a copy of which is attached hereto and incorporated herein by reference.

SECTION 2. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 26th day of AUGUST, 2025.

Enacted and approved this 26th day of August, 2025, in Holly Hill

5. REGULAR AGENDA - NONE

None.

6. PUBLIC HEARINGS

1.

537 Dorothy Avenue - Request for Special Accommodation to Utilize a Porch that Extends Approximately 8 Feet into the Front Yard Setback at 537 Dorothy Avenue

(Requested by Brian Walker, Board of Planning and Appeals)
Joshua Steele, Senior Planner went through the staff report within the agenda packet for

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the Mayor and City Commissioners. This is a request for special accommodation to utilize a porch that extends approximately 8 feet into the front yard setback at 537 Dorothy Avenue. Mr. Steele mentioned in January of 2019, James Nolan, received a diagnosis of cancer that would require chemotherapy; he was 75 years old at the time. As a result of his age and cancer treatments, he has severe mobility issues and has been deemed handicapped by his medical doctor. Documentation is available upon request. The home is not handicapped accessible, therefore, the Nolans constructed a covered front porch with a ramp for easier access to the domicile. This was done without a permit. Background history: The property is zoned R-3 (Medium Density Single-Family Residential) which requires a front yard setback of 25 feet. The main house sits at an angle to the road and is ~24 ft from the property line at its closest point. This means that the house itself encroaches ~ 1 foot into the front yard setback. The porch and ramp sit ~ 17 ft from the front property line at its closest point, which means it encroaches the setback by ~8 feet. Because the porch extends into the required front yard setback, the applicants will need official approval from the City in order to keep it in its current location. For this reason, they are requesting accommodation in accordance with Sec. 82-322 of the Land Development Regulations, pursuant to the Fair Housing Act. It may be helpful to know that the distance from the front property line to the edge of road is ~ 17 feet. Therefore, the porch is ~ 34 feet from the edge of the road and poses no issues in terms of visibility.

REQUIRED INFORMATION TO MAKE A REASONABLE ACCOMMODATION REQUEST:

Section 82-322 (a) outlines information required in making a request for accommodation. The information and how it has been provided are as follows:

(a) A request may be made by the property owner or authorized representative for a request for an accommodation from the city's rules, policy, practices or service to allow a handicapped person or persons to have equal opportunity to use and enjoy a dwelling. The request shall be on an approved form issued by the city and must contain the following:

(1) Proof of ownership of the property which the request is being made or authorization from the property owner.
The Property Appraiser lists the property owner of 537 Dorothy Avenue as Helen Nolan. James is her husband.

(2) Specifically identify the rules, policies, practices or services from which relief is being requested.

The applicant is requesting relief from the requirement of Sec. 114-765 - Schedule of dimensional requirements, requiring that principal structures in the R-3 (Single-Family) zoning district be a minimum of twenty-five (25') from the front property line.

(3) Identify the nature of the disability of the occupants of the dwelling.
Lifelong injuries resulting from cancer and chemotherapy treatments. Multiple broken ankles and consistent falls. The patient requires lifelong assistance and has been deemed handicapped by a medical doctor.

(4) Outline the minimum relief that is necessary to allow a handicapped person to use and enjoy the dwelling.

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The porch and ramp are ~12 feet wide to allow a wheel chair to be maneuvered and provide room for those assisting Mr. Nolan. Therefore, they extend into the front yard setback and the applicant is requesting the ability to encroach no more than 9 feet into the setback. This will allow the applicant to keep the porch and ramp.

(5) Describe in detail how the requested relief is necessary to allow a person with the above identified disability to be able to reasonably use and enjoy the dwelling.
When transitioning from his vehicle to the home, which can take more effort and time than for a person without disabilities, the covered porch protects Mr. Nolan from inclement weather. Without a wheelchair ramp and porch area at the front door, Mr. Nolan would need to be physically carried into and out of the house.

(6) Access must be granted to the necessary city employees to inspect the dwelling.
The required access has been granted.

EVALUATION OF THE REASONABLE REQUEST

Sec. 82-833 (b), outlines some of the items that must be considered it deciding as to whether or not the request for accommodation is reasonable. Staff has listed the items below and also provided some commentary on each item that the Board/Commission may find helpful.

Sec. 82-833 (b) The city shall evaluate all necessary criteria, facts, rules, laws, etc., to make a determination as to whether the requested accommodation is reasonable, including, but not limited to:

(1) The policies and objectives of the city's comprehensive plan including the future land use designation of the property in question.
The property's future land use is Low Density Single-Family Residential. The property's zoning of R-3 is compatible with its future land use designation. The property is in compliance with the goals, objectives and policies of the City's Comprehensive Plan.

(2) The permitted uses, conditional uses and special exceptions allowed for the zoning designation of the property in question.

Permitted principal uses and structures in the R-3 district are as follows:
(1) Single-family dwelling units.
(2) Public parks, playgrounds, playfields, recreation buildings and facilities owned and operated by federal, state, county or municipal governments.
(3) Golf courses.
(4) Approved home occupations.
(5) Essential utility uses and structures.

Special exceptions in the R-3 district are as follows:
(1) Houses of worship.
(2) Public schools.
(3) Cemeteries.
(4) Adult congregate living facilities.

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(3) The surrounding neighborhood, including zoning and future land use designations of the surrounding area.
N: R-3/Low Density Single-Family Residential
E: R-3/Low Density Single-Family Residential
S: R-3/Low Density Single-Family Residential
W: R-3/Low Density Single-Family Residential

(4) The capacity of existing city utilities and infrastructures to accommodate the requested use.
Not applicable to this request for a porch and ramp.

(5) Existing traffic patterns and traffic problems in the area that currently exists or may become a problem if the requested relief were granted.
Not applicable to this request for a porch and wheelchair ramp.

(6) Potential for noise, dust or other impacts to the neighborhood.
None.

(7) Ability of the existing dwelling to accommodate the requested variation, including bedrooms, bathrooms, outside parking and existing compliance with current building codes to determine the existence of any life and safety issues.
The home is able to accommodate the ramp and porch.

(8) The existence of any current code violations.
There is a code violation for an un-permitted structure. This relates to the porch and approval of this special accommodation would resolve the violation.

(9) The over-concentration of group homes in close proximity to the applicant.
Not applicable to this request.

Should the request for special accommodation be approved, the applicant will still be required to obtain an "after-the-fact" building permit, be inspected by the Building Official and demonstrate that the existing structure meets the requirements of the Florida Building Code. Should the structure not meet the requirements of the Florida Building Code, it will need to be modified to do so or be removed.

Recommendation of the Board of Planning and Appeals
At their meeting on August 4, 2025, the Board of Planning and Appeals unanimously recommended approval of the request for special accommodation.

ACTION TO BE TAKEN BY THE BOARD/COMMISSION

1. Find that the ~ 8-foot encroachment into the front yard setback for a handicapped ramp and porch at 537 Dorothy Avenue **is a reasonable request and approve** the encroachment; or
2. Find that the ~ 8-foot encroachment into the front yard setback for a handicapped ramp and porch at 537 Dorothy Avenue **is a reasonable request and approve the encroachment with conditions**; or

3. Find that the ~ 8-foot encroachment into the front yard setback for a handicapped ramp and porch at 537 Dorothy Avenue **is a reasonable request but approve a different**

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amount of encroachment.

4. Find that the ~ 8-foot encroachment into the front yard setback for a handicapped ramp and porch at 537 Dorothy Avenue **is not a reasonable request and deny the encroachment**.

Mayor Penny opened public participation.

Ray Littleton, Holly Hill.

Mayor Penny closed public participation.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Penny Currie, City Commissioner
SECONDER:	Debra Snow, City Commissioner
AYES:	Penny, Snow, Currie, DeLanoy, Johnson

Enacted and approved this 26th day of August, 2025, in Holly Hill

7. COMMUNICATIONS

A. City Manager Comments

Mr. Forte mentioned that Karen from the Volusia League of Cities has asked the city if we would like to host the Thursday, September 24, 2026 dinner. There was ***consensus*** from the Mayor and Commissioners to do that. The YMCA is looking for members to serve on the local board. If there are any residents or business owners that are interested in giving back to the community and assisting the YMCA, you may reach out to them. The Farmers Market, the city has been doing significant improvements at Sunrise Park, which include sodding, irrigation, and landscaping. The playground was recently completed and the seawall. There have been hundreds of thousands of dollars that have been put into that. During the recent improvements, the Farmers Market has moved to the front lawn of City Hall and the ladies that run the Farmers Market want to move it back to Sunrise Park, which he has no problem doing. The concern that he has is the vendors want to drive on the north side of the park and drive into the grass park area, drop their stuff off and then exit the south end of the park back into the parking lot. He really doesn't want people driving on the new sod, the irrigation system that was just put in. He wants to be able to tell the vendors that the city is willing to move you back to Sunrise Park but they're going to have to hand-truck their tables and their belongings for sale from the parking lot rather than driving on the grass. He is bringing this up tonight because he knows that the ladies sent an email about this and he was not copied on that email. He thinks what they do is provide a good service to the community and people like having the market there but he doesn't want to risk damaging the park again for the sake of a Farmers Market for 4 hours on a Sunday.

There was *consensus* from the Mayor and Commissioners to have them move back to Sunrise Park but that they will have to hand-truck their belongings to their

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location and do not drive on the grass. No one should be driving on the park area. No police officers, no fisherman, no one. Too much money has been invested to improve that park.

Mr. Forte reminded everyone about the Christmas parade route being changed and brought up the cold air balloons, which have to be carried by six (6) people. He was looking for some suggestions. Any groups or businesses can advertise their business or groups. It was mentioned by Commissioner Currie to possibly look into the schools and colleges for the students that do community service hours.

B. City Attorney Comments
None.

C. Mayor's Comments
Mayor Penny thanked Vice-Mayor/Commissioner Johnson for filing in at the last Commission meeting for him. Reminded everyone about the Mayor's Golf Tournament coming up on September 13th at the Riviera Golf Course and the starting time is at 8:30 AM. The benefits will go to the Seabreeze Kiwanis Club and the Holly Hill Police Foundation and the Dolly Parton Imagination Library.

D. District City Commission Comments
Commissioner DeLanoy mentioned that he enjoyed attending the Florida League of Cities annual conference. A lot of good information. Glad to hear that the fishing issue at the park was taken care of, appreciated it.

Commissioner Johnson mentioned there is a TPO meeting tomorrow in its new location at the Cornerstone building by the Tanger Outlets. Attended the After Hours at Pictona with Ormond Beach.

Commissioner Currie thanked everyone for participating in tonight's meeting; enjoyed the Florida League of Cities annual conference; glad to hear that the Police Department worked out the fishing on the pier issue.

E. Mayor's Conclusion Comments
None.

8. ADJOURNMENT

The meeting adjourned at approximately 7:10 PM.

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CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

MINUTES ● AUGUST 26, 2025

Large Conference Room | **Work Session** | **5:00 PM**

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

City Clerk's office: (386) 248-9441 - Fax: (386) 248-9448

1. CALL TO ORDER

2. ROLL CALL

Attendee Name	Title	Status	Arrived
John Penny	Mayor	Present	
Debra Snow	City Commissioner	Present	
Penny Currie	City Commissioner	Present	
Jeffrey DeLanoy	City Commissioner	Present	
Roy Johnson	City Commissioner	Present	

3. CONTINUED DISCUSSION - ANY WIDENING OPTIONS FOR LPGA BLVD.

1.

LPGA Blvd. - Continue Discussion Regarding Any Widening Options

(Requested by Valerie Manning, City Clerk)
(This workshop in its entirety is available on CD upon request in the City Clerk's Office or available online on the city's YouTube channel).

Commissioner Johnson shared some ideas with the Mayor and City Commissioners. There was some discussion on the building alternatives that was presented to them during the workshop session on August 5, 2025, more specifically Alternative "C" - Three Lane Typical Section picture (as shown in the August 5th workshop agenda packet). This Alternative presents shifts widening into the canal, requires 10 ft of additional right-of-way, 48 parcels impacted; no anticipated relocations and construction cost approximately $56.5 million. There was some discussion on the Florida East Coast Railway (FEC) and the changes that would be needed to update the canal and/or roadway. Mr. Forte mentioned that the issue is not the FEC over the road. The issue is the FEC bridge over the canal. He doesn't know what that cost would be. There was ***consensus*** from the Mayor and City Commissioners for Mr. Forte to reach out to the Public Works Director with Volusia County and gather some information from him and bring that information back to the Commission.

Attachment: Minutes - August 26, 2026 - Workshop (4995 : Minutes)

4. DISCUSS PROCESS - CODE ENFORCEMENT INITIATES CASES AND SUBSEQUENT LIENS ON PROPERTIES

1.

Discuss Process on How Code Enforcement Initiates Cases and Subsequent Liens

(Requested by Valerie Manning, City Clerk)
Mr. Forte went through the Code Enforcement Process outline below with the Mayor and City Commissioners. ***(This workshop in its entirety is available on CD upon request in the City Clerk's Office or available online on the city's YouTube channel).***

After discussion, there was **consensus** from the City Commission to make no changes to the current process as presented by staff.

Code Enforcement Process

1. **Complaint Received**
   - A complaint is submitted to the Code Office regarding a potential violation.
2. **Initial Inspection**
   - A Code Officer visits the property to evaluate conditions.
3. **Courtesy Notice of Violation (if applicable)**
   - If violations are found, the Code Officer either contacts the property owner/occupant directly or issues a courtesy notice of violation.
   - A reasonable compliance deadline is provided.
4. **Follow-Up Inspection**
   - On or after the compliance date, the Code Officer re-inspects the property.
   - If the property remains in violation, a formal **Notice of Violation** is issued with a new compliance date.
   - Property owners are encouraged to keep the Code Officer informed of progress.
   - If reasonable progress is being made, additional time may be granted.
5. **Non-Compliance Escalation**
   - If no reasonable progress is made, the Code Officer schedules a **hearing before the Special Master.**
6. **Special Master Hearing**
   - The Code Officer presents evidence (photos, reports, etc.).
   - The property owner has an opportunity to respond.
   - The Special Master sets a new compliance date and issues an order stating that fines will begin accruing daily if compliance is not achieved.
7. **Fines and Lien Process**
   - If fines accumulate for several weeks without progress, the Code Officer notifies the property owner in writing that a lien will be placed on the property.
   - The city records the lien, which continues to accrue daily until resolved.
8. **Resolution Options**
   - **Compliance Achieved:** The property owner brings the property into compliance and may request a lien reduction.
   - o **Pending Sale:** If a buyer is interested in purchasing the property, the City Manager may enter into an agreement requiring the buyer to resolve the violations within a specified timeframe. In such cases, the lien is reduced to **10% of the total lien plus administrative fees.**
9. **Lien Reduction Approval**
   - All lien reduction requests are presented to the **City Commission** for final approval.

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Administrative Fees

Administrative fees may include, but are not limited to:

- Special Master fee
- Recording fees (filing and releasing lien)
- Code Enforcement staff hours
- Finance staff hours
- Community Development Director staff hours
- Costs borne by the city (e.g., tree removal, mowing)
- **10% of the assessed lien**

5. ADJOURNMENT

The workshop adjourned at approximately 6:05 PM.

Attachment: Minutes - August 26, 2026 - Workshop (4995 : Minutes)

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **September 8, 2025**
FROM: **Michele Moore**
SUBJECT: **A Resolution of the City Commission of the City of Holly Hill, Florida, Approving the Towing Services Agreement Between the City of Holly Hill and Arrow Service & Towing and Authorizing the City Manager to Execute the Same; Providing for Severability; and Providing for an Effective Date.**
NUMBER: **2025-R-68**
APPLICANT:
PLANNER:

DISCUSSION:

The Towing Company Agreement provides the city with an exclusive towing service provider that professionally and timely removes inoperable vehicles from roadways, crash sites, and other locations as authorized by City representatives. The service agreement also allows for the towing of City owned vehicles and the storage of vehicles seized as evidence in criminal investigations.

The City of Holly Hill announced the Invitation to Bid (ITB) for Towing Service Agreements, on July 16, 2025, via MyVendorLink.com (An online solicitation company used to secure professional services).

On August 18, 2025, the City of Holly Hill held a public bid opening for the Towing Company Services, Invitation for Bids (ITB 25-PD-04), in accordance with procurement policy. Two (2) bids were received: Universal Towing, Inc., submitted a bid of $96,048.00 and Arrow Services & Towing submitted a higher bid of $108,036.00. Per the terms of ITB 25-PD-04, the contract was to be awarded to the highest bidder who met all submission requirements and was qualified to perform the contract.

The agreement is for three (3) years, from October 1, 2025, through September 30, 2028, with two (2) additional one-year extensions at the sole discretion of the City Manager.

FISCAL ANALYSIS:

This is a revenue generating contract that would provide benefit to the city each year the contact is in effect.

STAFF RECOMMENDATION:

Accept and approve entering into the Towing Company Agreement contract with the highest bid tow service provider.

COMMISSION GOAL:

Goal #1: Develop and maintain a sound and sustainable financial plan for the city that establishes sufficient reserves for all funds, ensures (whenever possible) that user fees pay for services rendered, provides a realistic capital improvement program, and encourages public/private sector partnerships and intergovernmental partnerships

Goal #4: Provide proficient public health and safety services in terms of police and fire protection, water, storm water, waste water and solid waste management and disaster preparedness with a focus on intergovernmental collaboration, private sector partnerships, and utilization of technologies and proven innovations.

MOTION:

APPROVE THE CITY'S ENTRY INTO A TOWING COMPANY AGREEMENT CONTACT WITH THE HIGHEST BID TOWING SERVICE PROVIDER AND ALLOW THE CITY MANAGER TO SIGN AND EXECUTE THE AGREEMENT.

ATTACHMENTS:

- A - Invitation to Bid for Towing Company Services (PDF)
- B - Universal Towing Bid (PDF)
- C- Arrow Service & Towing Bid (PDF)

Resolution No. 2025-68

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE TOWING SERVICES AGREEMENT BETWEEN THE CITY OF HOLLY HILL AND ARROW SERVICE & TOWING AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING ITB 25-PD-04 WITH ARROW SERVICES & TOWING, APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Holly Hill issued an Invitation to Bid for towing services in accordance with its adopted Purchasing Policy; and

WHEREAS, two vendors, Arrow Service & Towing and Universal Towing, submitted responsive bids for consideration; and

WHEREAS, Arrow Service & Towing submitted all required documentation and, as price was the sole determining factor thereafter, offered the highest responsible bid.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. The towing services contract is hereby awarded to Arrow Service & Towing, having met all documentation requirements and submitted the highest responsible bid, in accordance with the City's Purchasing Policy.

SECTION 2. The City Manager is authorized to execute the Towing Services Agreement with Arrow Service & Towing, on behalf of the City of Holly Hill.

SECTION 3. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect

immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 8th day of SEPTEMBER, 2025.

Invitation for Bid

PROJECT NUMBER
IFB # 25-PD-04

HOLLY HILL
FLORIDA

TOWING COMPANY AGREEMENT

Michele Moore, Finance Director

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

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CITY OF HOLLY HILL

Towing Company Agreement

BID NO. 25-PD-04

1. Instruction to Bidders (*Pages 1-5*)

- A. Invitation for Bid
- B. Project Description
- C. Defined Terms
- D. Copies of Bidding Documents
- E. Receipt of Bids
- F. Bidders Qualifications
- G. Interpretations
- H. Other Agencies

2. Proposal (*Pages 5-6*)

- I. Preparation of Proposal
- J. Proposal Security
- K. Withdrawal of Proposals
- L. Right to Reject Proposals
- M. Addenda and Request for Clarification
- N. Submitting Proposal
- O. Clarification/Correction of Bid Entry
- P. Additional Terms and Conditions

3. **Technical Bid Requirements** *(Pages 7-8)*

- Independence
- License to Practice in State of Florida
- Conflict of Interest
- Towing Company Qualifications and Experience

4. Bid Evaluation *(Pages 8-10)*

- Generally, Line
- Technical Qualifications
- Fee Bid
- Local Vendor Preference
- Registration Requirements
- State Certified / Registered Towing Company

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

5. **Award and Execution of Contract** ***(Pages 10-11)***

- Contract Award Procedures
- Awards
- Cancellation of Award

6. Rules and Legal Requirements ***(Pages 11-13)***

- Q. Patents and Royalties
- R. Public Entity Crimes Information Sheet
- S. Prohibition of Gifts to City Employees
- T. Non-Negotiability of Agreement
- U Lobbying
- V. Protest Procedures
- W. Immigration Reform and Control Act
- X. Liability
- Y. Non-Appropriations of Funds
- Z Licenses and Permits
- AA. Taxes

7. Required Forms ***(Pages 14-31)***

- Bid Submittal Form (2 Pages)
- Acknowledgement of Addenda
- Statement of Bidder's Qualifications
- Sworn Statement on Public Entity Crimes (287.133(3)(a), Florida Statutes)
- Anti-Collusion Statement
- Drug-Free Workplace / Tie Preference / Public Records Law Compliance
- Vendor E-Verify Affidavit
- W-9 Form
- Certificate of Insurance (Liability and Workman's Compensation)
- Notice of Award Form

8. Contract ***(Pages 32-49)***

- Towing Company Agreement (17 Pages)

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

A. INVITATION FOR BID

CITY OF HOLLY HILL, FLORIDA
TOWING COMPANY AGREEMENT
BID# 25-PD-04

Notice is hereby given that the City of Holly Hill, Florida is accepting bids for: **25-PD-04**

"Towing Company Agreement"

Sealed bids will be accepted by the City of Holly Hill, 1065 Ridgewood Avenue, Holly Hill, Florida 32117, **until 10:00 am , August 18, 2025** at which time and place all proposals received shall be publicly opened and read aloud in the City Hall.

There will be a non-mandatory pre-bid meeting for this project at **City of Holly Hill Commission Chamber at 10:00 am on July 28, 2025.** The meeting will be held in the Commission Chambers, located in City Hall, 1065 Ridgewood Avenue, Holly Hill, FL 32117.

Description of Work -

The City of Holly Hill is requesting Bids from qualified Towing Companies to provide exclusive towing services within the City of Holly Hill when requested and authorized by a representative of the City.

Bid documents are available electronically from VendorLink at www.myvendorlink.com. Any addenda will be posted on VendorLink. Bidders are responsible for confirming all addenda have been received before submitting bids. Questions must be submitted in writing to mmearsheimer@hollyhillfl.org by **5:00 p.m. on August 11, 2025.**

All bidders are required to complete and submit the "Public Entity Crime Sworn Statement", Form #PUR 7068, as designated by Florida Statutes, Section 287.133(3)(a), with their bids.

The City of Holly Hill is not responsible for the U.S. mail or private carriers or messengers in regard to mail being delivered by the specified time so that a bid can be considered. No bids received after the time and date specified for the opening will be considered. The City of Holly Hill, Florida reserves the right to reject any and all bids, to waive any and all non-substantial irregularity in bids reviewed, whenever such rejection or waiver is in the best interest of the City.

One (1) original and (1) electronic copy on USB flash drive of the bid shall be addressed to City Clerk, City of Holly Hill, 1065 Ridgewood Avenue, Holly Hill, Florida 32117, in a sealed envelope plainly marked on the outside: TOWING COMPANY AGREEMENT

CITY OF HOLLY HILL
VOLUSIA COUNTY,
FLORIDA s/ Joseph A. Forte
City Manager

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

1. *INSTRUCTIONS TO BIDDERS*

B. PROJECT DESCRIPTION

A. The work of this project consists of:

The City seeks to contract with a towing company to provide exclusive towing of motor vehicles and trailers from public and private property, as authorized by City representatives. Based on a five-year average, approximately 285 vehicles were towed per year under the prior agreement. This figure is provided for informational purposes only and does not guarantee future volume, which may vary. The City's population is approximately 13,183 residents within 4.5 square miles.

C. DEFINED TERMS

Terms used in the Instructions to Bidders are defined and have the meanings assigned to them in the General Conditions.

D. COPIES OF BIDDING DOCUMENTS

Copies of the bid documents may be obtained electronically from VendorLink at www.myvendorlink.com. Any addenda to these bid documents will be posted on the VendorLink website. Bidders are responsible for confirming receipt of all addenda. Questions must be sent in writing to mmearsheimer@hollyhillfl.org by 5:00 p.m. on August 11, 2025.

E. RECEIPT OF BIDS

The Place to which proposal must be delivered, the amount of Proposal Security required and the date, time and place of opening of proposals, are stated in the Invitation For Bid. The Proposal form amplifies the Advertisement in indicating the location and description of the project to be constructed and shows the approximate quantities of work to be performed and materials to be furnished, if a unit price contract, any special requirements which may vary from or are not contained in the specifications.

F. BIDDER'S QUALIFICATIONS

The Bidder will be required to show that he/she is capable of performing the work contemplated and shall furnish, if requested, in duplicate the following:

a. A sworn statement showing the equipment definitely controlled by the Bidder and available to him for performing the work;

b. A sworn statement of his/her experience in performing work of the character for which his bid is submitted; and, A sworn statement showing his current assets and liabilities as of a date not more than ninety (90) days prior to the date of submission.

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

If the Owner approves the above required statements and the Proposal is accompanied by the specified security, the person, firm or corporation submitting such Proposal shall be considered as a qualified Bidder.

G. INTERPRETATION: Any questions concerning conditions and specifications shall be directed to the Deputy Police Chief. Those interpretations which may affect the eventual outcome of this Submittal will be furnished in writing to all prospective bidders through MyVendorlink. No interpretation shall be considered binding unless provided in writing by the City of Holly Hill.

H. OTHER AGENCIES: All Bidder(s) awarded contracts from this Bid may permit any municipality or other government agency to participate in the contract under the same prices, terms, and conditions, if agreed to by both parties.
It is understood that at no time will any city, municipality, or other agency be obligated for placing an order for any other city, municipality, or agency; nor will any city, municipality, or agency be obligated for any bills incurred by any other city, municipality, or agency. Further, it is understood that each agency will issue its own purchase orders to the awarded bidder(s).

2. PROPOSAL

I. PREPARATION OF PROPOSAL

In preparing Proposals in the manner prescribed under Paragraph 1.14, the Proposal Form, the Bid Form (when a Bid Bond is permitted as proposal security), Certificate as to Corporate Principal, Public Entity Crimes Statement, Anti-Collusion Statement, and Drug Free/Tie Preference Statement, must be properly executed in ink .

The Bidder shall sign his/her name and give his/her business address in the spaces provided therefore. If the Proposal is made as a partnership, it shall be signed by all partners; if made by a corporation, it shall be signed in the name of the corporation by one of the officers thereof and shall have affixed the seal of the corporation.

J. PROPOSAL SECURITY

A **cash bond**, as specified in the Bid Documents, must be included with the proposal as proposal security.

K . WITHDRAWAL OF PROPOSALS

All Bidders waive any right to withdraw a submitted Proposal, except as provided below.

A Bidder may request to withdraw their Proposal **prior to the bid opening date**, provided the request is made in writing, by email, or by phone, and is confirmed in writing by the Bidder or their authorized representative. Such requests must be received by the City **no later than one business day prior** to the scheduled bid opening.

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

No Proposals may be withdrawn for a period of **ninety (90) calendar days** following the bid opening date.

L. RIGHT TO REJECT PROPOSALS

The City reserves the unqualified right to waive any informalities or to reject any or all Proposals if it is determined to be in the best interest of the City.

Proposals may be rejected if they contain omissions, erasures, unauthorized alterations, conditions, or irregularities of any kind. Proposals that are otherwise complete but do not include the required Proposal Security (e.g., Cash Bond) may also be rejected as non-responsive.

Additionally, Proposals that appear to be unbalanced or contain pricing inconsistencies (if applicable) may be rejected at the City's discretion.

M. ADDENDA AND REQUEST FOR CLARIFICATION

During the proposal preparation period, the City may issue addenda or bulletins to clarify or modify the Bid Documents. These addenda will become part of the final Contract Documents and must be acknowledged by all Bidders.

Bidders may submit written requests for clarification via email to the designated contact listed in the solicitation. It is the Bidder's responsibility to ensure that requests for clarification are received in a timely manner.

Only interpretations issued in writing through an official addendum will be considered binding. The City is not responsible for oral explanations or unofficial interpretations of the Bid Documents.

N. SUBMITTING PROPOSAL

One (1) original and (1) electronic copy on USB flash drive of the Proposal, all addenda, if any, and all other required supporting documentation shall be submitted in an opaque, sealed envelope, addressed to the Owner. **The name of the Bidder** shall appear in the upper left-hand corner of the envelope and the following notation shall appear in the lower left-hand corner.

TOWING COMPANY AGREEMENT

O. CLARIFICATION/CORRECTION OF BID ENTRY:

The City of Holly Hill reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes.

P. ADDITIONAL TERMS AND CONDITIONS: The City of Holly Hill reserves the right to reject Submittals containing any additional terms or conditions not specifically requested in the original conditions and specifications. **This is a firm Bid and changes to the Towing Company Agreement will not be allowed.**

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

3. *TECHNICAL BID REQUIREMENTS*

The purpose of the technical Bid is to demonstrate the qualifications, competence and capacity of the Bidder's seeking to undertake the towing services for the City of Holly Hill in conformity with the requirements of this Invitation for Bid. As such, the substance of Bids will carry more weight than their form or manner of presentation. The technical Bid should demonstrate the qualifications of the Towing Company and of the particular staff to be assigned to this engagement.

Although additional data may be included, the following items must be presented as they represent the criteria against which the Bid will be evaluated:

- **Independence**

  The Towing Company must provide a clear, affirmative statement confirming its independence from the City of Holly Hill. For the purposes of this bid, 'independent' means that the Towing Company and its owners, officers, and key personnel are not employees of the City, are not under contract with the City, and have no financial or controlling interest in City operations. The Towing Company must also disclose and describe any current or past relationships, contracts, or affiliations with the City of Holly Hill within the past five (5) years.

- **License to Practice in the State of Florida**

  An affirmative statement should be included indicating that the Towing Company and all assigned staff are properly licensed to tow vehicles in the State of Florida. The towing company is required to have a minimum of 3 years' experience.

- **Conflict of Interest**

  The Towing Company shall list, and describe any relationships – professional, financial or otherwise – that the Towing Company, any of its principals or employees, or any affiliate or subcontractor, may have with the City of Holly Hill, its elected or appointed officials, its employees or agents or any of its agencies or component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the services sought in this Bid. Failure to disclose any such contractual or personal relationships will be cause for disqualification of the Bid. Additionally, the Towing Company shall give the City written notice of any other relationships – professional, financial or otherwise – that the Towing Company, any of its principals or employees, or any affiliate or subcontractor, enters into with the City, its elected or appointed officials, its employees or agents or any of its agencies or component

- **Towing Company Qualifications and Experience**

  The Bid should state the size of the Towing Company, the location of the office from which the work is to be performed. If the Bid is a joint venture or consortium, the qualifications of each Towing Company comprising the joint venture or consortium should be separately identified and the Towing Company that is to serve as the principal

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

should be noted. The Towing Company shall provide information on the nature, magnitude, and outcome of all litigation and proceedings for the previous three (3) years, where a court or administrative agency has ruled for or against the Towing Company in any matter related to the Towing Company's professional activities.

- **Registration Requirements**

  Towing Company's doing business within the City Limits must be registered with the City. Requirements for registering a business are as follows:
  Copy of City Business Tax Receipt (where your business is located).
  Certificate of Insurance showing General Liability and Workers' Comp (or State Worker's Comp Exemption form).
  For further information please contact the city's building and zoning department at 386-248-9442.

- **State Certified/Registered Towing Company's**
  All towing companies, if required, must be registered with Volusia County. Volusia County Contractor Licensing, 123 W. Indiana Ave., Rm 203, Deland, Fl. 32720 (386) 736-5938 Option 0.
  If you have any questions regarding the above requirements, please contact the business tax receipt official at (386) 248-9442.

4. BID EVALUATION

The City Staff will evaluate the Bids. The City Commission will have the final vote to select a Towing Company service provider for the City. Bids will be evaluated on the following criteria:

➢ **General**

1. The Towing Company is independent and licensed to operate in the State of Florida. For the purposes of this agreement, 'independent' means that the Towing Company and its principals are not employed by, under contract with, or financially affiliated with the City of Holly Hill.

2. The Towing Company meets all the minimum requirements for bidders, listed in the technical qualifications.

3. The Towing Company has no conflict of interest with regard to any other work performed by the Towing Company for the City of Holly Hill.

4. The Towing Company is accepting responsibility for providing exclusive towing services for the City of Holly Hill, when requested by an authorized representative of the City.

5. The Towing Company adheres to the instructions in this Request for Bids in preparing and submitting the Bid.

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

➢ Technical Qualifications

1. The Towing Company's past experience and performance on government engagements of comparable size and complexity.

2. Towing providers must maintain storage facilities that are physically located within the city limits of the City of Holly Hill. Facilities located outside the city limits, regardless of distance, will not be accepted.

3. The city reserves the right to bill the wrecker company for the cost of city services incurred as a result of a delayed response. The Towing Company must maintain a response time of 20 minutes or less for at least 95% of service calls, measured on a calendar month basis. For the remaining 5% of calls, response time must not exceed 30 minutes. Response time is defined as the duration from the time the City dispatches the service request to the arrival of the tow truck on scene. The City reserves the right to invoice the Towing Company for any costs incurred due to delayed response times, including but not limited to personnel, equipment, or other City resources deployed as a result of the delay.

4. The Towing Company's primary storage facility must be open, or an employee on immediate call 24 hours a day, seven days a week, including holidays.

5. The Towing Company must comply with the Volusia County tow rate structure.

6. The Towing Company must supply a storage facility with a minimum of 200 spaces, with each space measuring 9' by 19' and be completely fenced. Two (2) spaces will be provided inside an enclosed building for police processing.

7. The Towing Company must own or lease at least 4 wreckers, which must include 2 class
"A" wrecker, 1 class "C" wrecker and 1 Roll Back car carrier.

8. The Towing Company must carry insurance meeting the following minimum requirements:

Workers' Compensation Insurance, in compliance with Florida law, including Employer's Liability Insurance with limits of at least $1,000,000 per occurrence.

General Liability and Automobile Liability Insurance with minimum limits of $1,000,000 per person, $1,000,000 per occurrence, and $500,000 for property damage; or, alternatively, a combined single limit of $1,000,000 for bodily injury and property damage, and a general aggregate of at least $2,000,000.

Garage Keepers Legal Liability Insurance, with sufficient coverage for vehicles in the care, custody, and control of the Towing Company.

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

The **City of Holly Hill must be named as an Additional Insured** on all applicable policies, and the Towing Company must provide the City with current certificates of insurance reflecting this status. All insurance policies must include a provision for 30 days' written notice to the City prior to cancellation or material change in coverage.

9. Upon award of the contract, the Towing Company must provide a cash bond in the form of a check or cash deposit equal to one month's payment to the City (1/36 of the total contract amount). This bond will be held by the City as security for the timely and full payment of all fees owed by the Towing Company under the agreement.

10. No owner, partner, employee, or agent of the Towing Company shall have been convicted, entered a plea of "no contest", entered into a "Deferred Prosecution Agreement" with the State Attorney's Office, or have any pending criminal charges, or any felony or a misdemeanor regardless of whether civil rights have been restored.

- **Fee Bid**

  The total all-inclusive maximum fee must cover the full duration of the Towing Company Agreement. Please note that, once all minimum qualifications and requirements are met, price will be the sole determining factor in the selection of the Contractor.

- **Local Vendor Preference**

  The City of Holly Hill follows a local vendor preference policy adopted by resolution. This preference may be applied in accordance with the procedures and conditions outlined in the City's Purchasing Policy. Vendors seeking clarification should refer to the most recent version of the Purchasing Policy or contact the City's Procurement Office.

5. AWARD AND EXECUTION OF CONTRACT

CONTRACT AWARD PROCEDURES

When a Proposal has been determined to be satisfactory, a contract will be awarded to the lowest responsive and responsible Bidder, in accordance with the timeline established by the City of Holly Hill.

The Bidder to whom the award is made shall execute the contract and return it, along with the required cash bond and insurance certificates, to the City within the time specified in the award notice. The required cash bond shall be in an amount equal to one thirty-six (1/36) of the total value of the awarded contract.

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

The contract will begin on **October 1, 2025**. By submitting a Proposal, the Bidder agrees to this start date and to keep the Proposal and all required documentation valid through the contract execution.

All executed contracts, bonds, and insurance certificates shall be submitted in duplicate, or in as many copies as the City may require.

AWARDS

The CITY reserves the right, in its sole discretion, as the best interest of the CITY may require, to make award(s) by individual item, group of items, all or none, or a combination thereof; on a geographical basis and/or with one or more vendors, contractors, consultants or specialists; or to reject any and all Submittals or waive any minor irregularity or technicality in the Submittals received.

CANCELLATION OF AWARD

The Owner reserves the right to cancel the award of any contract at any time prior to its execution by the Owner.

6. RULES AND LEGAL REQUIREMENTS

PATENTS AND ROYALTIES: The Towing Company, without exception, shall indemnify and hold harmless the City of Holly Hill and its employees from liability of any kind, including cost and expenses for, or on account of, any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City of Holly Hill. If the Towing Company uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the Submittal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

PUBLIC ENTITY CRIMES INFORMATION STATEMENT

A person or affiliate who has been place on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount, provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

PROHIBITION OF GIFTS TO CITY EMPLOYEES

No organization or individual shall offer or give, either directly or indirectly, any favor, gift, loan, fee, service or other item of value to any City employee, as set forth in Chapter 112, Part III, Florida Statutes, the City of Holly Hill purchasing policy section 14.2 and section 10.4.1

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

of the City of Holly Hill Personnel Rules and Regulations. Violation of this provision may result in one or more of the following consequences: a. Prohibition by the individual, firm, and/or any employee of the firm from contact with City staff for a specified period of time; b. Prohibition by the individual and/or firm from doing business with the City for a specified period of time, including but not limited to: submitting bids, IFB, and/or quotes; and, c. immediate termination of any contract held by the individual and/or firm for cause.

NON-NEGOTIABILITY OF AGREEMENT

The Agreement included in this IFB package is non-negotiable and will be incorporated into the final contract without modification.

By submitting a proposal, the Bidder acknowledges and agrees to all terms and conditions set forth in the Agreement. No alterations, exceptions, redlines, or edits to the Agreement will be accepted.

Any proposal submitted with changes to the Agreement may be deemed non-responsive and rejected without further consideration.

LOBBYING

All Bidders are hereby notified that lobbying the City Commission, City staff, or any other City officials regarding this solicitation is strictly prohibited from the time of bid issuance until final award.

Firms and their representatives shall not engage in meetings, introductions, meals, or other contact with City Commissioners or employees regarding this bid, except as specifically authorized.

All communications regarding this solicitation must be directed only to the City's designated contact (mmearsheimer@hollyhill.org). Violation of this provision may result in disqualification from the bidding process.

PROTEST PROCEDURES

Any appeal or protest to the Request for Bid shall be governed by the City of Holly Hill's current Purchasing Policies and Procedures, as amended. A copy of the Purchasing Policies and Procedures is available upon request from the City Clerk.

IMMIGRATION REFORM AND CONTROL ACT

Proposer acknowledges, and without exception or stipulation, any firm(s) receiving an award shall be fully responsible for complying with the provisions of the Immigration Reform and Control Act of 1986 as located at 8 U.S.C. 1324, et seq. and regulations relating thereto, as either may be amended.

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

Failure by the awarded firm(s) to comply with the laws referenced herein shall constitute a breach of the award agreement and the City shall have the discretion to unilaterally terminate said agreement immediately.

LIABILITY: The Towing Company shall hold and save the City of Holly Hill, its officers, agents, and employees harmless against claims by third parties resulting from the Towing Company's or supplier's breach of contract or negligence, including all attorney's fees and costs, and shall pay any and all damages, fees, and costs assessed on behalf of the City. The City expressly reserves all rights, privileges and benefits of sovereign immunity.

NON-APPROPRIATION OF FUNDS: In the event sufficient budget funds are not available for a new fiscal period, the CITY shall notify the Towing Company of such occurrence and the contract shall terminate on the last day of the current fiscal period, without any penalty or expense to the CITY of any kind whatsoever.

LICENSES AND PERMITS: The Towing Company is responsible for obtaining all necessary permits and licenses to comply with all Federal, State, local laws, rules and regulations required to perform work in accordance with the specifications.

TAXES: The City of Holly Hill is exempt from Federal Excise Taxes and all sales taxes.

END OF PAGE

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

7. REQUIRED FORMS

The following documents are **attached and made a condition of this bid**. All forms must be completed and submitted with your bid package. Items marked "(**Notarized**)" must be notarized:

_____ **1. Bid Form**

_____ **2. Acknowledgement of Agenda Form (Notarized)**

_____ **3. Statement of Bidder Qualifications (Notarized)**

_____ **4. Sworn Statement under section 287.133(3)(a) (Notarized)**

_____ **5. Anti-Collusion**

_____ **6. Drug-Free**

_____ **7. Compliances with Public Records Law**

_____ **8. Vendor E-Verify Affidavit (Notarized)**

_____ **9. W-9**

_____ **10. Public Liability and Property Damage and Workman's Compensation**

_____ **11. Certificate of Insurance Workman's Compensation**

_____ **12. Notice of Award Form**

_____ **13. Towing Company Agreement** (Last Page of the Agreement, signature page)

_____ **14. Cash Bond (Submit Cash Bond- Check required)**

_____ **15. City of Holly Hill Insurance Requirements (Provide Certificate)**

***Refer to the Technical Bid Requirements for detailed descriptions of the following items:**

_____ **16. Affirmative Statement- Independence from the City**

_____ **17. Affirmative Statement – License to Practice in the State of Florida**

_____ **18. Conflict of Interest / List Relationships with the City of Holly Hill**

_____ **19. Towing Company Qualifications and Experience**

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

FOR

CITY OF HOLLY HILL

TOWING COMPANY AGREEMENT

BID NO. 25-PD-04

(To be completed in Duplicate)

Bidder's Name:_____

Submitted: _____, 20

City of Holly Hill
City Clerk
1065 Ridgewood Avenue
Holly Hill, FL 32117

To Whom it May Concern:

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Proposal, as principal or principals, is or are named herein and that no other persons than herein mentioned has any interest in the Proposal or the Contract to which the work pertains; that this Proposal is made without connection or arrangement with any other person, company, or parties making a bid or proposal and that the Proposal is in all respects fair and made in good faith without collusion or fraud.

The Bidder further declares that they are fully familiar with the nature and scope of the services required under this Towing Company Agreement, including but not limited to the towing, impounding, storage, and release of vehicles; compliance with all applicable Federal, State, and local laws and regulations; and any licensing, insurance, and operational requirements set forth by the City of Holly Hill. The Bidder acknowledges that they have reviewed the Contract Documents and specifications and fully understand the obligations required.

The Bidder proposes and agrees, if this Proposal is accepted, to enter into a contract with the City of Holly Hill (Owner), to furnish all necessary towing vehicles, equipment, labor, personnel, dispatching capabilities, storage facilities, recordkeeping systems, and any other resources necessary to perform the towing and related services described in the Contract Documents.

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

The Bidder further agrees to meet all required performance standards, including response times, reporting protocols, vehicle storage requirements, and customer service expectations, and to comply in all respects with the timelines and service levels described in the Contract Form.

The Bidder acknowledges and agrees to any liquidated damages provisions stated in the Contract Form, which represent agreed-upon compensation to the City for failure to meet contractual service requirements or deadlines.

The undersigned offers to provide all towing-related services, equipment, and personnel required for the:

TOWING COMPANY AGREEMENT
for the City of Holly Hill, Florida,

complete in every respect and in strict accordance with the specifications, requirements, and any future amendments issued by the City. Pricing and compensation will be addressed in accordance with the final agreement and supporting documentation provided by the City during the evaluation and contract award process.

The bid total is:

_____

(In Words)

Dollars $_____ (In Figures)

One (1) original and (1) electronic copy on USB flash drive of the Proposal, all addenda, if any, and all other required supporting documentation shall be submitted in an opaque, sealed envelope, addressed to the Owner. **The name of the Bidder** shall appear in the upper left-hand corner of the envelope and the following notation shall appear in the lower left-hand corner.

TOWING COMPANY AGREEMENT

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

ACKNOWLEDGMENT OF ADDENDA

Addenda to this bid may be issued by the City of Holly Hill via email or other formal communication. It is the Bidder's responsibility to ensure that all addenda issued prior to the bid due date have been received and reviewed.

Acknowledgment is hereby made of the following Addenda received in connection with this bid:

- Addendum No. _____ Date: _____
- Addendum No. _____ Date: _____
- Addendum No. _____ Date: _____

Cash Bond Acknowledgment

Attached hereto is a cash bond or bid bond in the amount of one thirty-sixth (1/36) of the total bid amount, made payable to the City of Holly Hill.

made payable to _____(Owner).

_____
(Name of Bidder) (Affix Seal)

_____
(Signature of Officer)

_____
(Title of Officer)

_____
Name of Bidder

_____
Address

_____
City/State/Zip

_____
Telephone

_____
Towing Company Florida License Number

The full names and residences of persons and firms interested in the foregoing bid, as principals, are as follows:

_____

_____

_____

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

STATEMENT OF BIDDER'S QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate attached sheets. The bidder may submit any additional information he desires.

A. Name of bidder.

B. Permanent main office address.

C. When organized.

D. If a corporation, where incorporated.

E. How many years have you been engaged in the contracting business under your present firm or trade name?

F. Contracts on hand: (Schedule these, showing amount of each contract and the appropriate anticipated dates of completion.)

G. General character of work performed by your company.

H.(1) Have you ever failed to complete any work awarded to you? If so, where and why?

H.(2) Provide list of any lawsuits or judgments filed by or against your company in the last three years, indicating the nature and outcome.

I. Have you ever defaulted on a contract? If so, where and why?

J. List the more important projects recently completed by your company, stating the approximate cost for each and the month and year completed.

K. List your major equipment _____.

L. Experience in Towing work similar in type to this project.

M. Background and experience of the principal members of your organization, including the officers.

N. Credit available: $_____

O. Give bank reference: _____

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

P. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the Owner?

Q. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Owner in verification of the recitals comprising this Statement of Bidder's Qualifications.

Dated at this _____ day of _____, 20____.

_____
Name of Bidder

By: _____

Title _____

State of _____

County of _____

_____ being duly sworn deposes and says

that he is the _____ of_____and that

the answers to the _____ foregoing questions
Name of Organization

and all statements therein contained are true and correct.

Subscribed and sworn to before me this _____ day of _____, 20____.

_____
Notary Public

_____
Notary Public (Print or Type) My commission expires: _____

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES:

This sworn statement is submitted with Bid, Proposal **or** Contract No. _____ for _____.

This sworn statement is submitted by _____whose business

address is _____and (if applicable)

its Federal Employer Identification Number (FEIN) is_____. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

_____.)

My name is _____ any my relationship to the entity named above is

_____.

I understand that a "public entity crime" as defined in Paragraph 287.133(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I understand that "convicted" or "conviction" as defined in Paragraph 287.133(i)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contenders.

I understand that an "affiliate" as defined in Paragraph **287.133(l)(a),** Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime: or

2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime.

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be prima facie that one person controls another person. A person who knowingly enters into a joint venture with a
person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

I understand that a "person" as defined in Paragraph 287.133(i)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies).

____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)

____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order).

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(Signature) _____ Date: _____

State of _____County of_____

PERSONALLY, APPEARED BEFORE ME, the undersigned authority, _____ who, after first being sworn by me, affixed his/her signature in the space provided above on this _____day of_____, 20__.

_____
Notary Public

My Commission Expires:

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

ANTI-COLLUSION STATEMENT

By signing this form, the bidder agrees that this is made without any other understanding, agreement, or connection with any person, corporation, or firm submitting a proposal for the same purpose and that the proposal is in all respects fair and without collusion or fraud.

SIGN in ink in the space provided below. Unsigned bids will be considered incomplete, and will be disqualified, and rejected.

IT IS AGREED BY THE UNDERSIGNED BIDDER THAT THE SIGNING AND DELIVERY OF THE BID REPRESENTS THE BIDDER'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE FORGOING SPECIFICATIONS, CONTRACT AND PROVISIONS, AND IF AWARDED, THIS CONTRACT WILL REPRESENT THE AGREEMENT BETWEEN EACH OF THE GOVERNMENTAL PARTIES.

NAME OF FIRM: _____

SIGNED BY: _____
(MUST BE SIGNED BY A COMPANY OFFICER OR AUTHORIZED AGENT)

TITLE: _____

ADDRESS: _____

CITY AND STATE: _____

TELEPHONE: _____

COMPLETION TIME: _____

NO proposals will be withdrawn for a period of ninety (90) days subsequent to the opening of the proposals, without the consent of the City of Holly Hill.

NO BID (REASON) _____

_____

_____

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

DRUG FREE/TIE PREFERENCE STATEMENT

In the event of a tie bid a preference is given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special conditions are as follow:

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drugfree workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction or, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfaction participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

_____

VENDOR'S SIGNATURE

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

COMPLIANCE WITH THE PUBLIC RECORDS LAW

Project Number: **25-PD-04**

Upon award recommendation or ten (10) days after opening, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a proposal authorizes release of your firm's credit data to the CITY.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their bid/proposal package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the CITY in a separate envelope marked accordingly.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

Valerie Manning, City Clerk

386-248-9441 vmanning@hollyhillfl.org

1065 Ridgewood Ave

Holly Hill, FL 32117

A provision that requires the contractor to comply with public records laws, specifically to:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

By submitting a response to this solicitation, the company agrees to defend the CITY in the event we are forced to litigate the public records status of the company's documents.

Company Name: _____

Authorized representative (printed): _____

Authorized representative (signature): _____

Date: _____

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

HOLLY HILL
FLORIDA

VENDOR E-VERIFY AFFIDAVIT

IN ACCORDANCE WITH SECTION 448.095, FLORIDA STATUTES

I, the undersigned, hereby certify that _____ (Insert contractor company name)
does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with Section 448.095, Florida Statutes.

I acknowledge that is my responsibility to ensure full compliance with Section 448.095, Florida Statues. I am aware enrollment in the E-Verify system for employers can be done at www.e-verify.gov.

A true and correct copy of _____ (Insert contractor company name**) proof of registration in the E-Verify system is attached o this Affidavit (print out the first 2 pages and send along with this form.)**

By affixing my signature below, I hereby affirm that I am duly authorized to bind the company referenced herein and I will comply with all applicable E-Verity requirements.

_____ _____
(Print or Type Name, Title) (Signature of Affiant)

_____ _____
(Federal Employer ID Number – FEIN) (E-Verify Number)

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____day of _____, 20_____,

by _____ as _____ of _____
on behalf of the company. He/she is personally known to me or has produced _____ (type of ID) as identification.

_____
Notary Public, State of Florida at Large
Printed, typed or stamped date, commission and expiration of commission term

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

6 City, state, and ZIP code

Requester's name and address (optional)

City of Holly Hill
1065 Ridgewood Ave
Holly Hill Fl 32117

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–		–				

or

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** **Date**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

CERTIFICATE OF INSURANCE
FOR
PUBLIC LIABILITY AND PROPERTY DAMAGE

This is to certify _____ Company has issued to _____, of the City of _____, State of _____ ,

the following policy or policies; Public Liability Policy No. _____ effective on,

_____. 20___,

limits_____,

Property Damage Policy No. _____effective on _____, 20__, and expiring

on_____, 20___, limits_____.

If at any time this coverage is to be canceled, the undersigned will notify the insured and _____, in writing thirty (30) days prior to cancellation of the policy.

_____

(This certificate must be made by a duly authorized official of the Insurance Company carrying the risk, or a separate certificate of similar context executed on Insurance Company's Standard Form may be attached hereto.)

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CERTIFICATE OF INSURANCE FOR
WORKMEN'S COMPENSATION

This is to certify that _____, Company has issued to _____, of the City of_____, State of _____, the following policy or policies: Workmen's Compensation and Employer's Liability Policy No. _____effective on _____, 20 _____. Reference Policy No. _____effective on_____, 20 and expiring on _____, 20 re limits _____.

If at any time this coverage is to be canceled, the undersigned will notify the insured and the _____in writing thirty (30) days prior to cancellation of policy.

_____

(This certificate must be made by a duly authorized official of the Insurance Company carrying the risk, or a separate certificate of similar context executed on Insurance Company's Standard Form may be attached hereto.)

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

SECTION 00 84 10
NOTICE OF AWARD FORM

Date:_____

Contractor:_____

Project:

Date of Bid Opening: _____

You are notified that your bid dated _____, 20____ for the above Contract has been considered and the OWNER, intends to award you a contract for:

_____

_____.

(Indicated total Work, Alternates or Sections of Work Awarded)

The Contract Price of your contract is _____ Dollars ($_____).

Two (2) copies of each of the following proposed Contract Documents (except Project Manual and Drawings) accompany this Notice of Award:

- Agreement Between Owner and Contractor
- Payment and Performance Bond
- Cash Bond
- Insurance Requirements
- Affidavit Regarding Workman's Compensation
- Certificate of Insurance for Workman's Compensation

You must comply with the following conditions to the awarded contract within ten (10) days of the date of the Notice of Award, which is by _____, 20___.

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

1. You must deliver to the OWNER two (2) fully executed counterparts of the Agreement.

2. You must deliver with the executed Agreement the required **cash bond** in the amount specified in the Bidding Documents.

3. You must provide in writing the correct name and address of the entity providing the cash bond, if applicable, or the financial institution issuing it.
4.
5. You must deliver with the executed Agreement two (2) completed, with original signatures, Certificates and Endorsements of Insurance in the form specified in the Bidding Documents.

Failure to comply with these conditions within the time specified will entitle the OWNER to consider your Bid abandoned, to annul this Notice of Award, and to declare your Bid Security forfeited.

Within ten (10) days after you comply with these conditions, the OWNER will return to you one (1) fully signed counterpart of the agreement with the Contract Documents attached.

OWNER'S REPRESENTATIVE:

_____

_____ Date: _____

(Authorized Signature)

_____

(Title)

(Name/Title)

_____

(Date)

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

TOWING COMPANY AGREEMENT

This agreement entered into this ___ day of _____, _____ by and between the City of Holly Hill, Florida, a Municipal Corporation, hereinafter referred to as "City" and _____, hereinafter referred to as "Towing Company", in consideration of the mutual covenants contained herein, and subject to the terms and conditions listed below.

WITNESSETH:

1. SERVICES TO BE PERFORMED BY TOWING COMPANY: The Towing Company shall provide the following services:

a) The Towing Company shall provide for the towing and storage when required, of motor vehicles and trailers from public or private property lying within the City of Holly Hill when so authorized by a representative of the City, at a rate not greater than the applicable maximum rates specified herein.

b) When authorized by a representative of the City, the Towing Company shall, at a rate not greater than the applicable maximum rate specified herein, provide for the towing and storage of any motor vehicle, trailer, motorcycle, or motor scooter which is towed under the provisions of the Code of the City of Holly Hill covering the removal and/or impounding of illegally parked or disabled vehicles, applicable Florida Statutes, or which is otherwise impounded or required to be moved by or at the direction of a police officer, from the point of origin to the place of business of the Towing Company. The Towing Company shall, at a rate not greater than the applicable maximum rate specified herein, provide for the towing and storage of any vehicle or trailer from the scene of an accident to a location within the area, as designated by the owner, other than the place of business of the Towing Company.

c) When authorized by a representative of the City, the Towing Company shall, at no charge, provide towing services for all disabled city vehicles, whether owned or leased (excluding vehicles leased by the City where the lessor is responsible for the towing service). The no charge towing service shall be for city vehicles located within a 50-mile radius of Holly Hill City Hall. For city vehicles located beyond the 50-mile radius, the loaded per mile charge for each mile beyond the 50-mile radius shall be as follows:

Class A	$1.50
Class B	$2.50
Class C	$3.50

d) The Towing Company shall, at no cost to the City, promptly clean all debris off the public streets, ways, sidewalks, parks, avenues, and property of the City, and remove the same to a proper place away from the scene of any motor vehicle accident if the accident scene is to be, is being, or has been serviced by the Towing Company, or the agent, servants, or employees of the Towing Company.

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e) The Towing Company guarantees that wrecker service shall be rendered at any and all times, as required by this Agreement, twenty-four (24) hours a day, seven (7) days a week, including holidays, and that personnel will be subject to call at any and all times. The Towing Company further guarantees that, for at least 95% of all calls, it will be at the requested location within the City limits within twenty (20) minutes from the time the Towing Company receives a call requesting that a wrecker be dispatched. It further guarantees that in the remaining 5% of calls, a wrecker will be at the location within thirty (30) minutes. Compliance with this requirement will be calculated on a calendar month basis. Further, the City reserves the right to charge the towing company for the cost of city services incurred as a result of the delayed response.

f) The Towing Company shall answer expeditiously all calls from the Holly Hill Police Department, or other City representative, for on-scene service at accidents and shall immediately remove all obstructions caused by accidents even if actual towing is not required (cleanups). In this event, the City shall pay the Towing Company $25.00 for this service.

g) Upon request, the Towing Company shall provide the Holly Hill Police Department with reasonable assistance in the examination of vehicles stored by the Towing Company. Such assistance shall include the availability and use of a wrecker at the storage site for the moving of vehicles to be examined by the Police. Any vehicles towed by the Police Department, within a 50-mile radius of Holly Hill City Hall, marked as evidence in a criminal case or marked as "pending seizure" in a civil case shall be towed at no charge. For these types of vehicles beyond the 50-mile radius, the loaded per mile charge for each mile beyond the 50-mile radius shall be as follows:

Class A	$1.50
Class B	$2.50
Class C	$3.50

h) Definitions: As used in this article, the following words and terms shall have the meaning respectively ascribed:

1. ***Immobilization*** shall mean the installation of a boot or similar device on a vehicle on private property for the purpose of making it unmovable.

2. ***Consensual towing*** *shall mean the property owner is consenting to the towing of the vehicle by the Towing Company.*

3. ***Nonconsensual towing*** shall mean the removal and storage of wrecked or disabled vehicles from an accident scene or the removal and storage of a vehicle in the event the owner or operator is incapacitated, unavailable, or otherwise does not consent to the removal of the vehicle, excepting, however, all incidents of "trespass towing" as herein below defined.

4. ***Property owner*** shall mean that person who exercises dominion and control over a parcel of real property, including but not limited to the legal title holder, lessee, a resident manager, a property manager or other agent who has legal authority to bind the owner. A person providing a towing service may not be appointed as an agent for a property owner.

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5. ***Tow*** shall mean to haul, carry, pull along, or otherwise transport or remove a vehicle by means of another vehicle.

6. ***Trespass towing*** shall mean towing or removal of a vehicle, without the consent of the vehicle's owner or operator, as such is authorized by F.S. § 715.07, when that vehicle is parked on private real property.

7. ***Wrecker*** shall mean any truck or other vehicle which is used to carry, tow or otherwise transport vehicles and which is equipped for that purpose with a boom, winch, car carrier, or similar equipment. "Wrecker" shall include the person or firm owning, operating, and/or controlling the wrecker vehicles.

2. PAYMENT TO THE CITY

In consideration of the Towing Company being called by the City for the term as provided in Section 3 below, the Towing Company shall pay to the City, beginning October 1, 2025, the sum of $_____, payable in equal monthly installments of $_____ for a period of thirty-six (36) months so long as this Agreement is in effect.

Vendor will be required to remit payment Via ACH (Automated Clearing House). A form will be provided to the selected vendor. Payment will be processed no later than the 15th of the month preceding the service month.

A late payment penalty of fifteen percent (15%) shall be applied to any required monthly payment not received by the close of business on the fifteenth (15th) day of the month. This penalty shall apply for the duration of this Agreement.

3. TERM

a) The term of this Agreement shall be for a 3-year period beginning October 1, 2025 and ending September 30, 2028. Extension - the City shall have the option of extending this contract, based upon satisfactory performance by the Towing Company, for two additional twelve-month periods: The first of these two additional twelve-month periods to be given consideration beginning on October 1, 2028 and ending on September 30, 2029, and the second beginning on October 1, 2029 and ending on September 30, 2030. Any adjustments in the maximum wrecker fees allowed and monthly payments to the City may also be considered at these times. The option for an extension(s) is solely for the benefit of and at the sole discretion of the City Manager. The Towing Company shall not have any right to an extension.

b) It is further understood by the parties to this Agreement that in the event the Towing Company is unable to respond to a call during the term of this contract, with one of its own wreckers, it is still responsible for providing a wrecker. It may utilize a wrecker from any other wrecker company in the County, in such cases; the substitute wrecker must comply with the terms agreed upon herein.

Attachment: A - Invitation to Bid for Towing Company Services (2025-R-68 : Towing Company Agreement)

4. RATE CHARGED OWNERS

a) In consideration for the services to be provided by the Towing Company under the terms of this Agreement, the Towing Company may charge the owner of the vehicle being towed or stored the rates listed below, provided that:

1. The City shall not be liable in the event of nonpayment by the owner of the vehicle being towed.

2. The towing/servicing of City owned/leased vehicles follows the specifications outlined previously in l (c).

b) The maximum rates for towing a vehicle, for the storage of a towed vehicle or for the rendition of other services involving the use of a wrecker or other customary towing services when the point of origin of the tow or such services is within the boundaries of Holly Hill shall be as follows:

1. Class A vehicles (gross vehicle weight rating at 9,999 pounds or less or a vehicle carrying a vessel 15 feet or less in length):

a. Trespass tow (flat rate):	$125.00
b. Consensual/Nonconsensual tow:	$125.00
c. Consensual/Nonconsensual tow, per mile over initial ten miles, per full extra mile:	$3.00
d. Consensual/Nonconsensual tow, time beyond initial 30 minutes at scene, 15-minute block:	$25.00
e. Trespass or consensual/nonconsensual tow daily storage per day, inside storage	$25.00
f. Immobilization:	$75.00
g. Outside storage, per day:	$20.00

2. Class B vehicles (gross vehicle weight rating at 10,000 pounds or more, but less than 19,500 pounds or vehicle carrying a vessel more than 15 feet, but less than 22 feet in length):

a. Trespass tow (flat rate):	$250.00
b. Consensual/Nonconsensual tow:	$250.00
c. Consensual/Nonconsensual tow, per mile over initial ten miles, per full extra mile:	$4.00
d. Consensual/Nonconsensual tow, time beyond initial 30 minutes at scene, per 15-minute block:	$50.00

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e. Trespass or consensual/nonconsensual tow daily storage per day, inside storage: $30.00

f. Immobilization: $75.00

g. Outside storage, per day $25.00

3. Class C vehicles (gross vehicle weight rating at 19,500 or more pounds, but less than 25,000 pounds or vehicle carrying a vessel more than 22 feet in length):

a. Trespass tow (flat rate): $375.00

b. Consensual/Nonconsensual tow: $375.00

c. Consensual/Nonconsensual tow, per mile over initial ten miles, per full extra mile: $5.00

d. Consensual/Nonconsensual tow, time beyond initial 30 minutes at scene, per 15-minute block: $75.00

e. Trespass or consensual/nonconsensual tow daily storage per day, inside storage: $60.00

f. Outside storage, per day: $55.00

5. *Class D vehicles (gross vehicle weight rating at more than 25,000 pounds):*

a. Trespass tow (flat rate): $500.00

b Consensual/Nonconsensual tow: $500.00

c. Consensual/Nonconsensual tow, per mile over initial ten miles, per full extra mile: $6.00

d. Consensual/Nonconsensual tow, time beyond initial 30 minutes at scene, per 15-minute block: $100.00

e. Trespass or consensual/nonconsensual tow daily storage per day, inside storage: $60.00

f. Outside storage, per day: $55.00

c) An additional daily storage fee, as set forth above, may be charged for any vessel, trailer or other mobile item, whether motorized or not, which is mounted on wheels and attached to a towed vehicle.

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d) The maximum rates established in subsection 4 b) 1, 2, 3, and 4, listed above shall be a flat fee which shall be all-inclusive and, by way of illustration, no additional charges shall be made for:

1. Any fees for special equipment or services such as double hook-up, vehicle entry when locked, dropping transmission linkage, axle or drive shaft removal, dollies, trailer or flat bed, lifts, slim jims, go jacks, removing bumpers, airing up brakes, and mileage, other than those specified in the rate schedule;

2. Time spent at the scene of the tow, other than those specified in the rate schedule;

3. Release fees during normal business hours (Monday—Friday, 8:00 a.m.—6:00 p.m.);

4. Access fees to allow the owner or the owner's representative to remove personal property or examine the vehicle;

5. Yard fees, set-out fees, or gate fees for allowing the owner or any tow company designated by the owner or his insurance company to take custody of and remove the vehicle from the impound area;

6. Fuel surcharge fees;

7. Storage for the first twelve hours.

e) No other fees of whatever kind may be charged for services rendered during the first 12 hours that the vehicle is in the possession of the wrecker, beginning from the time the vehicle is delivered to the storage facility, except as specifically provided herein.

An administrative fee for compliance with statutory notice requirements may be charged after the first 48 hours so long as the wrecker service has actually complied with the requirements of F.S. § 713.78, including execution and mailing of the lien notice. The fee must be based on actual costs for such compliance. Further, a "tarpaulin fee" in the amount of $15.00 may be assessed when the towing service reasonably finds it necessary to install and maintain tarpaulin coverage on any class A stored vehicle in order to protect the interior accessories or upholstery of such vehicle from damage by inclement weather. Tarpaulin fees for coverage of any other class vehicle must be reasonable and based on actual costs.

f) An after-hours (Monday—Friday, 6:00 p.m.—8:00 a.m., Saturday and Sunday and national holidays) release fee not to exceed $35.00 may be charged.

g) The above rates shall remain consistent with Section 118-98 of the Volusia County Code of Ordinances for the duration of this agreement, including any extensions. Additionally, if Section 118-98 is modified by the County, the City and the Towing Company agree to comply with the modified version. However, Item 4.e) of this Agreement shall remain at 12 hours, and this variance from Section 118-98 shall

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continue to apply for the duration of this Agreement, regardless of any future modifications to the County Code.

h) The Towing Company agrees to tow abandoned or lost vehicles at no charge to the City and City shall surrender all salvage rights, if any, to the vehicle to Towing Company and shall retain no liens upon the vehicle.

i) No other charges or fees, other than those specified and authorized in this schedule, and applicable sales tax are allowed for towing or storage services provided under this Agreement.

5. RATES CHARGED THE CITY

In consideration for the services to be provided by the Towing Company under the terms of this Agreement, the Towing Company will provide the City with wrecker services for City vehicles as outlined previously in 1(c).

6. PROHIBITED CHARGES

The services called for in Section 1 of this Agreement entitled SERVICES TO BE PERFORMED BY TOWING COMPANY shall be provided at no cost to the owner of the towed vehicle or City whenever the City determines that the vehicle was towed in error at the request of the City.

7. SALVAGE RIGHTS

In consideration for the services to be provided by the Towing Company, under the terms of this Agreement, the City hereby grants the Towing Company all salvage rights that may be permitted by law on any vehicle which may be towed pursuant to this Agreement and as specifically outlined
in 3(b), excluding those vehicles seized and held for possible forfeiture by the City. The City does not guarantee that the City has any salvage rights nor that by this grant the City is transferring any salvage rights to the Towing Company. The City will not be charged towing charges or storage fees for temporary storage in cases of vehicles seized for forfeiture. Prior to releasing a seized vehicle to the owner, the owner must pay the Towing Company for the towing and/or storage fees and present the City with a paid receipt from Towing Company.

8. STORAGE FACILITIES

The Towing Company shall maintain a primary storage garage and/or outside storage facility complying with applicable city code ordinances, including all related building and zoning regulations. Such storage facility shall:

a) Contain a minimum of two hundred (200) spaces, measuring 9 feet by 19 feet each, in an area, which is completely fenced.

b) Have available a minimum of two (2) spaces inside a building for the storing of vehicles which require police processing. These spaces shall be maintained to provide protection from the weather and security from the general public for vehicles, which require police processing.

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c) Be located within seven (7) miles of Holly Hill city limits.

1. The Towing Company shall have an employee on duty at said primary storage facility, or upon immediate call to the facility, twenty-four (24) hours a day, seven (7) days a week, including holidays.

2. Said storage facilities shall be subject to inspection and shall be approved by the City prior to the award of any contract. Storage facilities shall be subject to periodic inspections at any time during the term of this Agreement when deemed necessary by the City to insure compliance with this contract. Notice of any discrepancies or deficiencies in contract compliance found by the City shall be submitted to the Towing Company in writing, and the Towing Company shall remedy the same within fifteen (15) days of receipt of such notice. Upon failure of the Towing Company to remedy the deficiencies in contract compliance, action may be taken by the City pursuant to Section 24 herein.

3. Vehicles, which have been marked "HOLD" for investigative purposes by the Police Department, shall be held at the storage facility, unless indicated otherwise, for whatever period of time necessary to properly process the vehicle and finish the investigation, at no charge to the City. Personnel of the Holly Hill Police Department shall be permitted access to such vehicles at any time. Vehicles stored in enclosed areas shall be secured from access by unauthorized persons. The Towing Company shall take reasonable steps to protect all stored vehicles and their contents from theft and damage.

9. WRECKER EQUIPMENT AND WRECKER COMPANY PERSONNEL

a) The Towing Company shall, during the term of this Agreement, own or lease a minimum of four (4) wreckers to provide the services called for by this Agreement. The wreckers must include: two (2) Class "A" wreckers; one (1) Class "C" wrecker; and one (1) rollback. The wreckers of the Towing Company shall meet the requirements and specifications established and set forth in the current Florida Highway Patrol Rules and Regulations for Wreckers.

b) Said wreckers shall be of a recognized commercial make and shall have a wrecker winch (chassis) and truck towing capacity suitable for the removal and transportation of the various types of motor vehicles contemplated by this Agreement without damage to such vehicles and without undue interference with the flow of traffic.

c) No owner, partner, employee, or agent of the Towing Company shall have been convicted, entered a plea of “no contest”, entered into a “Differed Prosecution Agreement” with the State Attorney’s Office, or have any pending criminal charges, of any felony or a misdemeanor directly relating to the business or operation of a Towing Company – regardless of whether civil rights have been restored.

d) The Towing Company shall not hire or retain any wrecker driver, permanently or temporarily, who has been convicted of the offense of driving under the influence of

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alcohol or any controlled substance or chemical substance to the extent that normal faculties are impaired or driving with an unlawful blood alcohol level, or of any criminal traffic offense.

10. RADIO AND TELEPHONE COMMUNICATIONS

The Towing Company shall provide a two-way radio communications system between their office and all tow trucks operated by the Towing Company. The Towing Company shall maintain a direct telephone line for incoming police calls.

11. NON-EXCLUSIVENESS OF SERVICE

The Towing Company agrees that the owner or person in possession of any vehicle which has been incapacitated shall have the opportunity of contacting a wrecker or tow company of his or her own choice if the disabled vehicle does not create a hazardous condition and a reasonable response time can be expected. Said person, at the accident or place of incapacity, shall be given the opportunity of having such vehicle towed to a location other than the storage facility of the Towing Company.

12. BENEFITS FROM REPAIRS PROHIBITED

The Towing Company shall not benefit directly or indirectly, without the express written consent of the owner of the vehicle, or the owner's designated representative, from any motor vehicle repair or painting with respect to vehicles towed and/or stored by the Towing Company under the terms and provisions of any agreement between the City and the Towing Company. Any such agreement between the Towing Company and the owner shall state the repairs/painting to be done as well as the price and terms of payment therefore.

13. LIABILITY OF TOWING COMPANY

The liability of the Towing Company for any towed vehicle and all property contained therein shall commence at the time a wrecker is hooked to any vehicle to be towed. The Towing Company or its employee, representative, or agent shall inventory all personal property contained in the vehicle to be towed or endorse the inventory prepared by the Police Officer in charge.

14. PERSONAL PROPERTY IN VEHICLES

To the extent provided by law, the Towing Company shall be accountable and liable for damage or loss to all personal property in the vehicles towed and for all vehicle accessories. Personal property situated in a vehicle stored by the Towing Company shall not be disposed of to defray any charges for storage or towing of the vehicle, except as provided by law. All such personal property must be returned at once, unless directed otherwise by the City, to the owner or person entitled to legal possession thereof upon proper proof of ownership or right to possession. The determination of the owner or person entitled to legal possession shall be made by the Towing Company. Should the Towing Company release any personal property, the owner or person entitled to possession thereof shall receipt the Towing Company for the same.

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15. RELEASE OF THE VEHICLE

The Towing Company agrees to release any vehicle, which has not been marked "HOLD" to the proper owner, or person entitled to possession of the vehicle. The tow company will release the vehicle to the owner of the vehicle or the person that was in custody of the vehicle at the time of the tow. It will be presumed that said person was in custody of the vehicle if the person has the car key for said vehicle. Any vehicle, which has been marked "HOLD" by the Holly Hill Police Department, cannot be released without prior authority from the Police Department. The Towing Company shall require proper proof of ownership or right to possession before releasing a vehicle, and the Towing Company shall be given a receipt for the vehicle.

16. POSTING CHARGES AND ACCEPTANCE OF CREDIT CARDS

The Towing Company shall prominently post a sign at the storage facility in such a manner that it is conspicuous to the public, which lists the charges to be imposed upon persons whose vehicles
are towed pursuant to this Agreement. As to such persons, the Towing Company shall not impose any charges that exceed such posted or listed amounts. If the tow company accepts payment by credit card in any aspect of its business operations, then the tow company must accept credit cards as payment for city authorized tows and storage. The credit card payment must be accepted for every item charged for the release of the vehicle.

17. ITEMIZED STATEMENTS

Should any owner or person entitled to possession of a towed and/or stored vehicle seek to reclaim the same from the Towing Company, the Towing Company shall provide such owner or such person offering title to possession with an itemized statement of all charges relating to the towing and storage of such vehicle.

18. INDEMNIFICATION

The Towing Company shall indemnify and hold harmless the City of Holly Hill and its agents, officers and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees arising out of or resulting from the work provided that the claim, damage, loss and expense is caused in whole or in part by any negligent act or omission of the City, the Towing Company, any subcontractor, anyone directly or indirectly employed by any one of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

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19. INSURANCE

a) Required Insurance:

Prior to commencing services under this Agreement, the Towing Company shall, at its own expense, provide insurance coverage as required by the City of Holly Hill. All insurance carriers must be licensed to operate in the State of Florida and have a minimum A.M. Best rating of A: Class X or better. Proof of the required coverage shall be submitted to the City in the form of certificates of insurance and/or policy documents, as determined by the City. All such documents must be reviewed and approved by the City prior to the start of any towing services.

The "City of HOLLY HILL," wherever used, shall be defined to include the City itself, elected officials, officers, employees, volunteers, representatives, agents and any affiliates.

Wherever used in this Agreement, the term **"Towing Company"** shall be defined to include the Towing Company itself, as well as any of its subsidiaries, affiliates, officers, employees, volunteers, representatives, agents, contractors, and subcontractors.

1. Workers' Compensation Insurance:

Workers' Compensation Insurance for all employees of the Towing Company connected with the work, which is the subject of this Agreement. The insurance required by this provision shall comply fully with the Florida Workers' Compensation Law and include Employers Liability Insurance with limits of not less than $1,000,000 per occurrence. No class of employee, including the Towing Company itself, if an individual, shall be excluded from the Workers' Compensation coverage.

2. Liability Insurance:

General Liability Insurance, including coverage for operations, products - completed operations, and personal injury insuring the Towing Company and any other interests, including but not limited to any associated or subsidiary companies involved in the work.

Automobile Liability Insurance which shall insure claims for damages because of bodily injury or death of a person or property damage arising out of the ownership, maintenance or use of any motor vehicle used by the Towing Company for the work
which is the subject of this Agreement. The Liability Insurance shall include contractual liability insurance applicable to the Towing Company's obligations under Paragraph 18 of this Agreement.

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The Liability Insurance shall name the City of Holly Hill as an additional insured. The General and Automobile Liability Insurance shall each have a limit of liability of no less than $1,000,000 for injury or death and no less than $2,000,000 for injury or death to two or more persons as a result of any one occurrence and no less than $500,000 for property damage to one or more persons as a result of any one occurrence, or in lieu thereof, a combined single limit for bodily injury and property damage of no less than $1,000,000. If insurance coverage is provided with a general aggregate, then the aggregate shall be in an amount of no less than $2,000,000. The limit of liability for personal injury shall be no less than $1,000,000 and the limit of liability for contractual liability shall be no less than $1,000,000.

3. Garage Keepers Legal Liability Insurance:

Garage Keepers Legal Liability Insurance in an amount reasonably sufficient to protect the owners of any and all vehicles towed or stored by the Towing Company, pursuant to this Agreement, from loss or damages to such vehicle on account of such removal or storage. The insurance may be provided with a deductible in an amount deemed acceptable to the City Manager.

b) Proof of Insurance

The Towing Company shall furnish proof of insurance acceptable to the City prior to or at the time of execution of the Agreement and the Towing Company shall not commence work under this Agreement until all the insurance required under this Agreement has been obtained and filed with and approved by the City. The Towing Company shall furnish evidence of all required insurance in the form of certificates of insurance which shall clearly outline all hazards covered as itemized above, the amounts of insurance applicable to each hazard, the expiration dates, and shall contain the following language as to cancellation.

c) In the event of cancellation of this policy by the insurer or any insured, this company shall give not less than thirty (30) days advance written notice to:

City Manager
City of Holly Hill
1065 Ridgewood Avenue
Holly Hill, Florida 32117

d) If at any time any of the required insurance policies are deemed unsatisfactory to the City of Holly Hill—either in form, substance, or due to the insurer's status—the Towing Company shall, upon receiving written notice from the City, promptly obtain replacement coverage that meets all requirements. The Towing Company must submit the new policy for City approval and provide an updated Certificate of Insurance as previously specified.

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Should the Towing Company fail to furnish or maintain the required insurance coverage at any time, the City reserves the right to suspend, discontinue, or terminate this Agreement at its sole discretion. Failure to secure or maintain the required insurance shall not relieve the Towing Company of any liability under this Agreement, nor shall it be interpreted as limiting the Towing Company's indemnification obligations to the City.

e. The Towing Company is required to provide updated Certificates of Insurance to the City of Holly Hill at least **20 days prior to the renewal date** of any coverage. If the Towing Company fails to maintain the required insurance upon renewal, the City reserves the right to either:

1. Withhold any payments due to the Towing Company until proof of current insurance is provided, or

2. Pay the necessary renewal premiums directly and deduct the cost from any amounts payable to the Towing Company.

g. In the event that claims arising from the Towing Company's operations under this Agreement exceed the insured coverage limits, the City may withhold payment of any amount due to the Towing Company up to the amount of the uncovered claim(s). These funds may be held until the Towing Company provides additional security or assurance, as determined acceptable by the City of Holly Hill, to cover the excess amount of the claims.

h. The following Indemnification Agreement shall be a provision of this Agreement and must also be endorsed onto or attached to the Towing Company's insurance policy and Certificate of Insurance:

The Towing Company agrees to protect, defend, indemnify, and hold harmless the City of Holly Hill, including its elected officials, officers, employees, volunteers, representatives, agents, and affiliates, from and against any and all claims, demands, liabilities, damages, losses, costs, penalties, settlements, professional fees, charges, or expenses of any kind, including claims for bodily injury or death, property damage, or destruction or loss of use of tangible property, arising out of or related directly or indirectly to the services performed under this Agreement, unless such claims result solely from the negligence of the City of Holly Hill.

This indemnification includes claims made by the Towing Company's employees, agents, and subcontractors, and the Towing Company expressly waives any immunity to which it might otherwise be entitled under Section 440.11, Florida Statutes.

Nothing in this provision shall be construed to waive or limit the City's rights or immunities under the doctrine of sovereign immunity or as set forth in Section 768.28, Florida Statutes. This indemnification obligation shall survive the completion or termination of this Agreement and remain in full force and effect thereafter.

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20. RECORDS SUBMISSIONS AND RETENTION

The Towing Company shall **submit all required records to the Holly Hill Chief of Police** at policechief@hollyhillfl.org and shall maintain such records at a single, centralized location. The City reserves the right, during normal business hours, to inspect and audit any and all records related to services performed under this Agreement.

The Towing Company shall retain, **for the term of the contract**, all records related to services performed under this Agreement, including but not limited to, complete documentation of each tow. This documentation shall include: the location from which the vehicle was towed; the date of the tow; the name of the driver who conducted the tow; the location to which the vehicle was towed; a full description of the vehicle; the name and address of the registered owner; the final disposition of the vehicle; the date of release or disposal; and any correspondence related to the vehicle.

No later than the seventh (7th) day of each month, the Towing Company shall submit a report listing all vehicles towed under authority of the Police Department during the preceding month. This report shall include, for each vehicle: the make, year, model, Vehicle Identification Number (VIN), tag number, towing and storage charges, an invoice, the method of payment used by the vehicle owner, and the name, address, and telephone number of the vehicle owner. This information shall be submitted for auditing purposes.

21. RIGHT TO CANCEL SERVICE CALL

The City shall have the right to cancel a request for Towing Company services until the time the wrecker arrives on the scene, and there shall be no charge to the City or the vehicle operator/owner.

When a wrecker is to be canceled, it must be canceled over the police radio prior to the wrecker's arrival on the scene. The term "arrives on the scene" is construed to mean that the responding wrecker has arrived within the close physical proximity of the vehicle to be towed and the wrecker has stopped in preparation to perform the towing service.

22. COMPLIANCE WITH LAWS

The Towing Company agrees to and shall comply with all applicable provision of the Florida Statutes, including Section 316.530, and all applicable City ordinances.

23. CASH BOND

Prior to the effective commencement date of this Agreement, the Towing Company shall deliver a cash or check payment equal to 1/36 of the total contract amount to the Holly Hill Finance Department, to be held as a cash bond, upon award of the contract. This bond shall be used in the event that:

a) The Towing Company fails to provide wrecker services as required under this Agreement, in which case the bond shall be used to defray the costs incurred by the City in arranging for the removal of vehicles; or

b) The Towing Company breaches the terms of this Agreement and it is subsequently terminated by the City as provided in Section 24 entitled BREACH OF AGREEMENT, for the purpose

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of defraying the cost of re-bidding this Agreement.

24. RIGHTS AT LAW RETAINED.

The rights and remedies of the CITY, provided for under, this agreement, are in addition and supplemental to any other rights and remedies provided by law.

25. MODIFICATIONS TO AGREEMENT.

The Agreement and any exhibits amendments and schedules may only be amended, supplemented, modified or canceled by a written instrument duly executed by the parties hereto of equal dignity herewith.

26. BREACH OF AGREEMENT

a) The City may, by written notice to the Towing Company, terminate this Agreement in whole or in part, at any time, either for the City's convenience or because of the failure of the Towing Company to fulfill its Agreement obligations. Upon receipt of such notice, Towing Company shall immediately discontinue all services affected, unless the notice directs otherwise, and deliver to the City all data, drawings, specifications, reports, estimates, summaries and any and all such other information and materials of whatever type or nature as may have been accumulated by the Towing Company in performing this Agreement, whether completed or in process.

b) If the termination is for the convenience of the City, Towing Company shall be paid compensation for services performed to the date of termination.

c) If the termination is due to the failure of Towing Company to fulfill its Agreement obligations, City may take over the work and prosecute the same to completion by other agreements or otherwise. In such case, Towing Company shall be liable to City for all reasonable additional costs occasioned to the City thereby. Towing Company shall not be liable for such additional costs if the failure to perform the Agreement arises without any fault or negligence of the Towing Company; provided, however, that Towing Company shall be responsible and liable for the actions of its subcontractors, agents, employees, persons and entities of a similar type or nature. Such causes may include acts of God or of the public enemy, acts of City in its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case the failure to perform must be beyond the control and without any fault or negligence of the Towing Company.

d) If after notice of termination for failure to fulfill its agreement obligations it is determined that Towing Company had not so failed, the termination shall be conclusively deemed to have been affected for the convenience of City. In such event, adjustment in the Agreement price shall be made as provided for in subsection (b) of this Section.

e) The rights and remedies of City provided in this section are in addition and supplemental to any and all other rights and remedies provided by law or under this Agreement.

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f) It shall be the right of the City Manager and any officials of the City which he may designate to observe closely the wrecker service operations and if, in the opinion of the City Manager, there has been a breach of contract, the City Manager shall so notify the Towing Company, in writing, specifying the manner in which there has been a breach of contract. If, within a period of seven (7) days, the Towing Company has not eliminated the condition considered to be a breach of contract to the satisfaction of the City Manager, the City Manager may make a recommendation to the City Commission that the agreement be terminated. The termination shall be placed on the agenda of a City Commission meeting and the Towing Company shall be given notice of the agenda item.

If the City Commission finds that the Towing Company breached the Agreement, the City Commission may declare the Agreement terminated immediately and the cash bond forfeited.

g) In addition to terminating this Agreement, the City may recover from the cash bond all administrative costs as provided by Section 23 of this Agreement.

h) The City may, if is so elects pursue any other remedies provided by law for breach of this Agreement or any of its terms, covenants, conditions, or stipulations. No right or remedy herein conferred upon or reserved to the City or Towing Company is intended to be exclusive of any other right or remedy, and each and every right and remedy given hereunder, or now or hereafter existing at law or at equity or by statute.

27. MISLEADING, DISHONEST AND ILLEGAL PRACTICES

The Towing Company warrants that it has not and will not engage in any misleading, dishonest, or illegal practices with regard to the operation of its business operations, including but not limited to vehicles towed pursuant to this Agreement, or any other agreement with the City, and shall charge owners of vehicles towed pursuant to this Agreement only those amounts permitted under this Agreement for those services covered by this Agreement. In the event that an overcharge or other violation covered by this paragraph is reported to the City, the City shall promptly notify the Towing Company of the alleged violation. If a satisfactory explanation is not received by the City within twenty-four (24) hours from the Towing Company, or the violation is not otherwise remedied and assurances given that similar violations will not occur in the future, within the twenty-four (24) hour period the violation may be reported to the City Commission for cancellation of this Agreement or other appropriate action as provided by Section 24 herein.

28. Public Records Law:

IF THE TOWING CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (telephone number, e-mail address, and mailing address) .

The Towing Contractor shall comply with public records laws, specifically to:

1. Keep and maintain public records required by the City to perform the service.

2. Upon request from the City's custodian of public records, provide the City with a copy of

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the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Towing Company does not transfer the records to the City.

4. Upon completion of the contract, transfer, at no cost, to the City all public records in possession of the Towing Contractor or keep and maintain public records required by the City to perform the service. If the Towing Contractor transfers all public records to the City upon completion of the contract, the Towing Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Towing Contractor keeps and maintains public records upon completion of the contract, the Towing Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

29. MISCELLANEOUS

a) The descriptive headings appearing in this Agreement are for convenience only and are not to be construed either as a part of the terms and conditions hereof or as any interpretation thereof.

b) The bid documents and specifications, attached hereto, are made a part of this Agreement.

c) It is mutually understood and agreed that nothing contained in this Agreement is intended, or shall be construed, as in any way creating or establishing the relationship of co- partner or joint ventures between the parties hereto or as constituting the Towing Company as agent or representative of the City for any purpose or in any manner whatsoever.

d) The Towing Company shall not assign this Agreement and its rights hereunder, in whole or in part, except with the prior written consent of the City.

e) This Agreement shall be governed by the laws of the State of Florida.

f) Venue for any legal proceedings regarding this Agreement shall be in Volusia County, Florida.

g) In the event either party is required to file suit to enforce this Agreement, the prevailing party shall be reimbursed reasonable attorneys' fees and costs.

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A. In the event of conflict between any of the Contract Documents, the provisions of this Agreement shall govern.

IN WITNESS WHEREOF, the Parties hereto have signed this Contract in quintuplicate the day and year first above written.

ATTEST

_____
Valerie Manning / Clerk

_____
Towing Company

WITNESS:

_____

CITY OF HOLLY HILL, FLORIDA

_____
Joseph Forte / City Manager

_____
DATE

By_____

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FOR

CITY OF HOLLY HILL

TOWING COMPANY AGREEMENT

BID NO. 25-PD-04

(To be completed in Duplicate)

Bidder's Name: Universal Towing Inc.

Submitted: August 18, 2025

City of Holly Hill
City Clerk
1065 Ridgewood Avenue
Holly Hill, FL 32117

To Whom it May Concern:

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Proposal, as principal or principals, is or are named herein and that no other persons than herein mentioned has any interest in the Proposal or the Contract to which the work pertains; that this Proposal is made without connection or arrangement with any other person, company, or parties making a bid or proposal and that the Proposal is in all respects fair and made in good faith without collusion or fraud.

The Bidder further declares that they are fully familiar with the nature and scope of the services required under this Towing Company Agreement, including but not limited to the towing, impounding, storage, and release of vehicles; compliance with all applicable Federal, State, and local laws and regulations; and any licensing, insurance, and operational requirements set forth by the City of Holly Hill. The Bidder acknowledges that they have reviewed the Contract Documents and specifications and fully understand the obligations required.

The Bidder proposes and agrees, if this Proposal is accepted, to enter into a contract with the City of Holly Hill (Owner), to furnish all necessary towing vehicles, equipment, labor, personnel, dispatching capabilities, storage facilities, recordkeeping systems, and any other resources necessary to perform the towing and related services described in the Contract Documents.

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

The Bidder further agrees to meet all required performance standards, including response times, reporting protocols, vehicle storage requirements, and customer service expectations, and to comply in all respects with the timelines and service levels described in the Contract Form.

The Bidder acknowledges and agrees to any liquidated damages provisions stated in the Contract Form, which represent agreed-upon compensation to the City for failure to meet contractual service requirements or deadlines.

The undersigned offers to provide all towing-related services, equipment, and personnel required for the:

TOWING COMPANY AGREEMENT
for the City of Holly Hill, Florida,

complete in every respect and in strict accordance with the specifications, requirements, and any future amendments issued by the City. Pricing and compensation will be addressed in accordance with the final agreement and supporting documentation provided by the City during the evaluation and contract award process.

The bid total is:

Ninty Six Thousand + forty Eight Dollors
(In Words)

Dollars $ 960418.00 (In Figures)

One (1) original and (1) electronic copy on USB flash drive of the Proposal, all addenda, if any, and all other required supporting documentation shall be submitted in an opaque, sealed envelope, addressed to the Owner. **The name of the Bidder** shall appear in the upper left-hand corner of the envelope and the following notation shall appear in the lower left-hand corner.

TOWING COMPANY AGREEMENT

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

ACKNOWLEDGMENT OF ADDENDA

Addenda to this bid may be issued by the City of Holly Hill via email or other formal communication. It is the Bidder's responsibility to ensure that all addenda issued prior to the bid due date have been received and reviewed.

Acknowledgment is hereby made of the following Addenda received in connection with this bid:

- Addendum No. 1 Date: 7-16-2025
- Addendum No. _____ Date: _____
- Addendum No. _____ Date: _____

Cash Bond Acknowledgment

Attached hereto is a cash bond or bid bond in the amount of one thirty-sixth (1/36) of the total bid amount, made payable to the City of Holly Hill.

made payable to _____(Owner).

Fred Campagnuolo
(Name of Bidder) (Affix Seal)

Fred Campagnuolo
(Signature of Officer)

VP
(Title of Officer)

Universal Towing Inc.
Name of Bidder

542 LPGA Blvd.
Address

Holly Hill, FL. 32117
City/State/Zip

386-255-0203
Telephone

D000117875
Towing Company Florida License Number

The full names and residences of persons and firms interested in the foregoing bid, as principals, are as follows:

Fred Campagnuolo 1916 Berry Ln Port Orange FL 32127
Laurie Campagnuolo 1916 Berry Ln Port Orange, FL 32127

Angela Norris

ANGELA WADDELL ROGERS
Notary Public - State of Florida
Commission # HH 382400
My Comm. Expires May 8, 2027

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

STATEMENT OF BIDDER'S QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate attached sheets. The bidder may submit any additional information he desires.

A. Name of bidder. Universal Towing Inc.

B. Permanent main office address. 542 LPGA Blvd. Hollyhill, fl 32117

C. When organized. 1/1/2001

D. If a corporation, where incorporated. Florida

E. How many years have you been engaged in the contracting business under your present firm or trade name? 24 yrs.

F. Contracts on hand: (Schedule these, showing amount of each contract and the appropriate anticipated dates of completion.) Ormond Beach P.D. Jan 2026 no charge, South Daytona P.D. 15 July 2031, New Smyrna P.D. 125 August 2027, Ponce Inlet P.D. no charge,

G. General character of work performed by your company. Towing & Recovery Services

H.(1) Have you ever failed to complete any work awarded to you? If so, where and why? NO

H.(2) Provide list of any lawsuits or judgments filed by or against your company in the last three years, indicating the nature and outcome. None

I. Have you ever defaulted on a contract? If so, where and why? NO

J. List the more important projects recently completed by your company, stating the approximate cost for each and the month and year completed. All are still active, except Sheriff's office completed 2024, $100 per tow

K. List your major equipment 3 HD wreckers, 2 MD wreckers, 4 LD wreckers, 6 Flatbeds

L. Experience in Towing work similar in type to this project. 25 yrs.

M. Background and experience of the principal members of your organization, including the officers. 37 years

N. Credit available: $ 1,500,000.00 +

O. Give bank reference: Fairwinds Credit Union

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

P. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the Owner?

Q. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Owner in verification of the recitals comprising this Statement of Bidder's Qualifications.

Dated at this 18th day of August, 2025.

Universal Towing Inc.
Name of Bidder

By: Fred Campagnuolo

Title VP

State of Florida

County of Volusia

Fred Campagnuolo being duly sworn deposes and says

that he is the owner of Universal Towing and that

the answers to the City of Holly Hill foregoing questions
Name of Organization

and all statements therein contained are true and correct.

Subscribed and sworn to before me this 18th day of August, 2025.

Notary Public

Angela W Rogers
Notary Public (Print or Type)

My commission expires: May 8, 2027

ANGELA WADDELL ROGERS
Notary Public - State of Florida
Commission # HH 382400
My Comm. Expires May 8, 2027

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES:

This sworn statement is submitted with Bid, Proposal **or** Contract No. 25-PDC4 for Towing Company Agreement.

This sworn statement is submitted by Universal Towing Inc. whose business address is 542 LPGA Blvd., Holly Hill, FL 32117 and (if applicable) its Federal Employer Identification Number (FEIN) is 59-3687605. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

_____.)

My name is Fred Campagnolo any my relationship to the entity named above is VP.

I understand that a "public entity crime" as defined in Paragraph 287.133(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I understand that "convicted" or "conviction" as defined in Paragraph 287.133(i)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contenders.

I understand that an "affiliate" as defined in Paragraph **287.133(l)(a),** Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime: or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime.

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be prima facie that one person controls another person. A person who knowingly enters into a joint venture with a
person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

I understand that a "person" as defined in Paragraph 287.133(i)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies).

FC. Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)

____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order).

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

(Signature) Fred Campagnuolo Date: August 18, 2025

State of Florida County of Volusia

PERSONALLY, APPEARED BEFORE ME, the undersigned authority, Fred Campagnuolo who, after first being sworn by me, affixed his/her signature in the space provided above on this 18th day of August, 2025.

Notary Public

My Commission Expires: May 8, 2027

ANGELA WADDELL ROGERS
Notary Public - State of Florida
Commission # HH 382400
My Comm. Expires May 8, 2027

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

ANTI-COLLUSION STATEMENT

By signing this form, the bidder agrees that this is made without any other understanding, agreement, or connection with any person, corporation, or firm submitting a proposal for the same purpose and that the proposal is in all respects fair and without collusion or fraud.

SIGN in ink in the space provided below. Unsigned bids will be considered incomplete, and will be disqualified, and rejected.

IT IS AGREED BY THE UNDERSIGNED BIDDER THAT THE SIGNING AND DELIVERY OF THE BID REPRESENTS THE BIDDER'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE FORGOING SPECIFICATIONS, CONTRACT AND PROVISIONS, AND IF AWARDED, THIS CONTRACT WILL REPRESENT THE AGREEMENT BETWEEN EACH OF THE GOVERNMENTAL PARTIES.

NAME OF FIRM: Universal Towing Inc.

SIGNED BY: Fred Campagnuolo

(MUST BE SIGNED BY A COMPANY OFFICER OR AUTHORIZED AGENT)

TITLE: VP

ADDRESS: 542 LPGA Blvd

CITY AND STATE: Holly Hill, Fl 32117

TELEPHONE: 386-255-0203

COMPLETION TIME: 8-18-25 10am

NO proposals will be withdrawn for a period of ninety (90) days subsequent to the opening of the proposals, without the consent of the City of Holly Hill.

NO BID (REASON) _____

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

DRUG FREE/TIE PREFERENCE STATEMENT

In the event of a tie bid a preference is given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special conditions are as follow:

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drugfree workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction or, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfaction participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Fred Bruzgulis
VENDOR'S SIGNATURE

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

COMPLIANCE WITH THE PUBLIC RECORDS LAW

Project Number: **25-PD-04**

Upon award recommendation or ten (10) days after opening, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a proposal authorizes release of your firm's credit data to the CITY.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their bid/proposal package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the CITY in a separate envelope marked accordingly.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

Valerie Manning, City Clerk

386-248-9441 vmanning@hollyhillfl.org

1065 Ridgewood Ave

Holly Hill, FL 32117

A provision that requires the contractor to comply with public records laws, specifically to:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

By submitting a response to this solicitation, the company agrees to defend the CITY in the event we are forced to litigate the public records status of the company's documents.

Company Name: Universal Towing Inc.

Authorized representative (printed): Fred Campagnuolo

Authorized representative (signature): Fred Campagnuolo

Date: 8.18.25

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

HOLLY HILL
FLORIDA

VENDOR E-VERIFY AFFIDAVIT
IN ACCORDANCE WITH SECTION 448.095, FLORIDA STATUTES

I, the undersigned, hereby certify that Universal Towing Inc. (Insert contractor company name)
does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with Section 448.095, Florida Statutes.

I acknowledge that is my responsibility to ensure full compliance with Section 448.095, Florida Statues. I am aware enrollment in the E-Verify system for employers can be done at www.e-verify.gov.

A true and correct copy of Universal Towing Inc. (Insert contractor company name) **proof of registration in the E-Verify system is attached o this Affidavit (print out the first 2 pages and send along with this form.)**

By affixing my signature below, I hereby affirm that I am duly authorized to bind the company referenced herein and I will comply with all applicable E-Verity requirements.

Fred Compagnuolo - VP
(Print or Type Name, Title)

Fred Compagnuolo
(Signature of Affiant)

59-3687605
(Federal Employer ID Number – FEIN)

262 8295
(E-Verify Number)

STATE OF FLORIDA
COUNTY OF Volusia

The foregoing instrument was acknowledged before me by means of ☑ physical presence or ☐ online notarization, this 18th day of August, 2025,
by Fred Compagnuolo as owner of Universal Towing Inc.
on behalf of the company. He/she is personally known to me or has produced _____ (type of ID) as identification.

Notary Public, State of Florida at Large
Printed, typed or stamped date, commission and expiration of commission term

ANGELA WADDELL ROGERS
Notary Public - State of Florida
Commission # HH 382400
My Comm. Expires May 8, 2027

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.
Universal Towing Inc.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☒ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.
542 LPGA Blvd.

Requester's name and address (optional)
City of Holly Hill
1065 Ridgewood Ave
Holly Hill Fl 32117

6 City, state, and ZIP code
Holly Hill FL 32117

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
☐☐☐ - ☐☐ - ☐☐☐☐

or

Employer identification number
59 - 3687605T

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person [signature] Date 8-18-25

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

CERTIFICATE OF INSURANCE FOR
WORKMEN'S COMPENSATION

This is to certify that Sunz Insurance Solutions LLC, Company has issued to Universal Towing Inc, of the City of Holly Hill, State of Florida, the following policy or policies: Workmen's Compensation and Employer's Liability Policy No.

WC111-00001-025 effective on July 15, 2025, 20 25.

Reference Policy No. WC111-0000-1-025 effective on July 15, 2025

and expiring on July 15, 2026 re

limits 1,000,000.

If at any time this coverage is to be canceled, the undersigned will notify the insured and the City of Holly Hill in writing thirty (30) days prior to cancellation of policy.

(This certificate must be made by a duly authorized official of the Insurance Company carrying the risk, or a separate certificate of similar context executed on Insurance Company's Standard Form may be attached hereto.)

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/18/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER SUNZ Insurance Solutions LLC ID: (Impact Staff Leasing) c/o Impact Staff Leasing LLC 1315 W Indiantown Road, 2nd Floor Jupiter, FL 33458	CONTACT NAME: Joe Flaherty PHONE (A/C, No, Ext): 847-908-8719 FAX (A/C, No): E-MAIL ADDRESS: Joe.Flaherty@MarshMMA.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : SUNZ Insurance Company	34762
INSURED Impact Staff Leasing LLC 1315 W Indiantown Road, 2nd Floor Jupiter FL 33458	INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

COVERAGES CERTIFICATE NUMBER: 86328529 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC OTHER:						EACH OCCURRENCE	$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
							PRODUCTS - COMP/OP AGG	$
								$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A		WC111-00001-025	7/15/2025	7/15/2026	✓ PER STATUTE OTH-ER	
							E.L. EACH ACCIDENT	$1,000,000
							E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Coverage provided for all leased employees but not subcontractors of: Dominick's Auto Inc
Client Effective: 7/16/2025

CERTIFICATE HOLDER

City of Holly Hill
1065 Ridgewood Ave
Holly Hill FL 32117
United States

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Rick Leonard

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Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

SECTION 00 84 10
NOTICE OF AWARD FORM

Date: August 18, 2025

Contractor: Universal Towing Inc.

Project:

Date of Bid Opening: August 18, 2025

You are notified that your bid dated August 25, 20 25 for the above Contract has been considered and the OWNER, intends to award you a contract for:

Towing Company Agreement

(Indicated total Work, Alternates or Sections of Work Awarded)

The Contract Price of your contract is Ninety six Thousand forty eight and no/00 Dollars ($ 96,048.00).

Two (2) copies of each of the following proposed Contract Documents (except Project Manual and Drawings) accompany this Notice of Award:

- Agreement Between Owner and Contractor
- Payment and Performance Bond
- Cash Bond
- Insurance Requirements
- Affidavit Regarding Workman's Compensation
- Certificate of Insurance for Workman's Compensation

You must comply with the following conditions to the awarded contract within ten (10) days of the date of the Notice of Award, which is by _____, 20___.

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1. You must deliver to the OWNER two (2) fully executed counterparts of the Agreement.

2. You must deliver with the executed Agreement the required **cash bond** in the amount specified in the Bidding Documents.

3. You must provide in writing the correct name and address of the entity providing the cash bond, if applicable, or the financial institution issuing it.
4.
5. You must deliver with the executed Agreement two (2) completed, with original signatures, Certificates and Endorsements of Insurance in the form specified in the Bidding Documents.

Failure to comply with these conditions within the time specified will entitle the OWNER to consider your Bid abandoned, to annul this Notice of Award, and to declare your Bid Security forfeited.

Within ten (10) days after you comply with these conditions, the OWNER will return to you one (1) fully signed counterpart of the agreement with the Contract Documents attached.

OWNER'S REPRESENTATIVE:

_____

_____ Date: _____

(Authorized Signature)

_____

(Title)

(Name/Title) Fred Campagnuolo - VP

Fred Campagnuolo VP

(Date) August 18, 2025

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

TOWING COMPANY AGREEMENT

This agreement entered into this ___ day of _____, _____ by and between the City of Holly Hill, Florida, a Municipal Corporation, hereinafter referred to as "City" and Universal Towing hereinafter referred to as "Towing Company", in consideration of the mutual covenants contained herein, and subject to the terms and conditions listed below.

WITNESSETH:

1. SERVICES TO BE PERFORMED BY TOWING COMPANY: The Towing Company shall provide the following services:

a) The Towing Company shall provide for the towing and storage when required, of motor vehicles and trailers from public or private property lying within the City of Holly Hill when so authorized by a representative of the City, at a rate not greater than the applicable maximum rates specified herein.

b) When authorized by a representative of the City, the Towing Company shall, at a rate not greater than the applicable maximum rate specified herein, provide for the towing and storage of any motor vehicle, trailer, motorcycle, or motor scooter which is towed under the provisions of the Code of the City of Holly Hill covering the removal and/or impounding of illegally parked or disabled vehicles, applicable Florida Statutes, or which is otherwise impounded or required to be moved by or at the direction of a police officer, from the point of origin to the place of business of the Towing Company. The Towing Company shall, at a rate not greater than the applicable maximum rate specified herein, provide for the towing and storage of any vehicle or trailer from the scene of an accident to a location within the area, as designated by the owner, other than the place of business of the Towing Company.

c) When authorized by a representative of the City, the Towing Company shall, at no charge, provide towing services for all disabled city vehicles, whether owned or leased (excluding vehicles leased by the City where the lessor is responsible for the towing service). The no charge towing service shall be for city vehicles located within a 50-mile radius of Holly Hill City Hall. For city vehicles located beyond the 50-mile radius, the loaded per mile charge for each mile beyond the 50-mile radius shall be as follows:

Class A	$1.50
Class B	$2.50
Class C	$3.50

d) The Towing Company shall, at no cost to the City, promptly clean all debris off the public streets, ways, sidewalks, parks, avenues, and property of the City, and remove the same to a proper place away from the scene of any motor vehicle accident if the accident scene is to be, is being, or has been serviced by the Towing Company, or the agent, servants, or employees of the Towing Company.

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e) The Towing Company guarantees that wrecker service shall be rendered at any and all times, as required by this Agreement, twenty-four (24) hours a day, seven (7) days a week, including holidays, and that personnel will be subject to call at any and all times. The Towing Company further guarantees that, for at least 95% of all calls, it will be at the requested location within the City limits within twenty (20) minutes from the time the Towing Company receives a call requesting that a wrecker be dispatched. It further guarantees that in the remaining 5% of calls, a wrecker will be at the location within thirty (30) minutes. Compliance with this requirement will be calculated on a calendar month basis. Further, the City reserves the right to charge the towing company for the cost of city services incurred as a result of the delayed response.

f) The Towing Company shall answer expeditiously all calls from the Holly Hill Police Department, or other City representative, for on-scene service at accidents and shall immediately remove all obstructions caused by accidents even if actual towing is not required (cleanups). In this event, the City shall pay the Towing Company $25.00 for this service.

g) Upon request, the Towing Company shall provide the Holly Hill Police Department with reasonable assistance in the examination of vehicles stored by the Towing Company. Such assistance shall include the availability and use of a wrecker at the storage site for the moving of vehicles to be examined by the Police. Any vehicles towed by the Police Department, within a 50-mile radius of Holly Hill City Hall, marked as evidence in a criminal case or marked as "pending seizure" in a civil case shall be towed at no charge. For these types of vehicles beyond the 50-mile radius, the loaded per mile charge for each mile beyond the 50-mile radius shall be as follows:

Class A	$1.50
Class B	$2.50
Class C	$3.50

h) Definitions: As used in this article, the following words and terms shall have the meaning respectively ascribed:

1. ***Immobilization*** shall mean the installation of a boot or similar device on a vehicle on private property for the purpose of making it unmovable.

2. ***Consensual towing*** *shall mean the property owner is consenting to the towing of the vehicle by the Towing Company.*

3. ***Nonconsensual towing*** shall mean the removal and storage of wrecked or disabled vehicles from an accident scene or the removal and storage of a vehicle in the event the owner or operator is incapacitated, unavailable, or otherwise does not consent to the removal of the vehicle, excepting, however, all incidents of "trespass towing" as herein below defined.

4. ***Property owner*** shall mean that person who exercises dominion and control over a parcel of real property, including but not limited to the legal title holder, lessee, a resident manager, a property manager or other agent who has legal authority to bind the owner. A person providing a towing service may not be appointed as an agent for a property owner.

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5. ***Tow*** shall mean to haul, carry, pull along, or otherwise transport or remove a vehicle by means of another vehicle.

6. ***Trespass towing*** shall mean towing or removal of a vehicle, without the consent of the vehicle's owner or operator, as such is authorized by F.S. § 715.07, when that vehicle is parked on private real property.

7. ***Wrecker*** shall mean any truck or other vehicle which is used to carry, tow or otherwise transport vehicles and which is equipped for that purpose with a boom, winch, car carrier, or similar equipment. "Wrecker" shall include the person or firm owning, operating, and/or controlling the wrecker vehicles.

2. PAYMENT TO THE CITY

In consideration of the Towing Company being called by the City for the term as provided in Section 3 below, the Towing Company shall pay to the City, beginning October 1, 2025, the sum of $96048 payable in equal monthly installments of $2668 for a period of thirty-six (36) months so long as this Agreement is in effect.

Vendor will be required to remit payment Via ACH (Automated Clearing House). A form will be provided to the selected vendor. Payment will be processed no later than the 15th of the month preceding the service month.

A late payment penalty of fifteen percent (15%) shall be applied to any required monthly payment not received by the close of business on the fifteenth (15th) day of the month. This penalty shall apply for the duration of this Agreement.

3. TERM

a) The term of this Agreement shall be for a 3-year period beginning October 1, 2025 and ending September 30, 2028. Extension - the City shall have the option of extending this contract, based upon satisfactory performance by the Towing Company, for two additional twelve-month periods: The first of these two additional twelve-month periods to be given consideration beginning on October 1, 2028 and ending on September 30, 2029, and the second beginning on October 1, 2029 and ending on September 30, 2030. Any adjustments in the maximum wrecker fees allowed and monthly payments to the City may also be considered at these times. The option for an extension(s) is solely for the benefit of and at the sole discretion of the City Manager. The Towing Company shall not have any right to an extension.

b) It is further understood by the parties to this Agreement that in the event the Towing Company is unable to respond to a call during the term of this contract, with one of its own wreckers, it is still responsible for providing a wrecker. It may utilize a wrecker from any other wrecker company in the County, in such cases; the substitute wrecker must comply with the terms agreed upon herein.

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4. RATE CHARGED OWNERS

a) In consideration for the services to be provided by the Towing Company under the terms of this Agreement, the Towing Company may charge the owner of the vehicle being towed or stored the rates listed below, provided that:

1. The City shall not be liable in the event of nonpayment by the owner of the vehicle being towed.

2. The towing/servicing of City owned/leased vehicles follows the specifications outlined previously in 1 (c).

b) The maximum rates for towing a vehicle, for the storage of a towed vehicle or for the rendition of other services involving the use of a wrecker or other customary towing services when the point of origin of the tow or such services is within the boundaries of Holly Hill shall be as follows:

1. Class A vehicles (gross vehicle weight rating at 9,999 pounds or less or a vehicle carrying a vessel 15 feet or less in length):

a. Trespass tow (flat rate):	$125.00
b. Consensual/Nonconsensual tow:	$125.00
c. Consensual/Nonconsensual tow, per mile over initial ten miles, per full extra mile:	$3.00
d. Consensual/Nonconsensual tow, time beyond initial 30 minutes at scene, 15-minute block:	$25.00
e. Trespass or consensual/nonconsensual tow daily storage per day, inside storage	$25.00
f. Immobilization:	$75.00
g. Outside storage, per day:	$20.00

2. Class B vehicles (gross vehicle weight rating at 10,000 pounds or more, but less than 19,500 pounds or vehicle carrying a vessel more than 15 feet, but less than 22 feet in length):

a. Trespass tow (flat rate):	$250.00
b. Consensual/Nonconsensual tow:	$250.00
c. Consensual/Nonconsensual tow, per mile over initial ten miles, per full extra mile:	$4.00
d. Consensual/Nonconsensual tow, time beyond initial 30 minutes at scene, per 15-minute block:	$50.00

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e. Trespass or consensual/nonconsensual tow daily storage per day, inside storage: $30.00

f. Immobilization: $75.00

g. Outside storage, per day $25.00

3. Class C vehicles (gross vehicle weight rating at 19,500 or more pounds, but less than 25,000 pounds or vehicle carrying a vessel more than 22 feet in length):

a. Trespass tow (flat rate): $375.00

b. Consensual/Nonconsensual tow: $375.00

c. Consensual/Nonconsensual tow, per mile over initial ten miles, per full extra mile: $5.00

d. Consensual/Nonconsensual tow, time beyond initial 30 minutes at scene, per 15-minute block: $75.00

e. Trespass or consensual/nonconsensual tow daily storage per day, inside storage: $60.00

f. Outside storage, per day: $55.00

5. *Class D vehicles (gross vehicle weight rating at more than 25,000 pounds):*

a. Trespass tow (flat rate): $500.00

b Consensual/Nonconsensual tow: $500.00

c. Consensual/Nonconsensual tow, per mile over initial ten miles, per full extra mile: $6.00

d. Consensual/Nonconsensual tow, time beyond initial 30 minutes at scene, per 15-minute block: $100.00

e. Trespass or consensual/nonconsensual tow daily storage per day, inside storage: $60.00

f. Outside storage, per day: $55.00

c) An additional daily storage fee, as set forth above, may be charged for any vessel, trailer or other mobile item, whether motorized or not, which is mounted on wheels and attached to a towed vehicle.

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d) The maximum rates established in subsection 4 b) 1, 2, 3, and 4, listed above shall be a flat fee which shall be all-inclusive and, by way of illustration, no additional charges shall be made for:

1. Any fees for special equipment or services such as double hook-up, vehicle entry when locked, dropping transmission linkage, axle or drive shaft removal, dollies, trailer or flat bed, lifts, slim jims, go jacks, removing bumpers, airing up brakes, and mileage, other than those specified in the rate schedule;

2. Time spent at the scene of the tow, other than those specified in the rate schedule;

3. Release fees during normal business hours (Monday—Friday, 8:00 a.m.—6:00 p.m.);

4. Access fees to allow the owner or the owner's representative to remove personal property or examine the vehicle;

5. Yard fees, set-out fees, or gate fees for allowing the owner or any tow company designated by the owner or his insurance company to take custody of and remove the vehicle from the impound area;

6. Fuel surcharge fees;

7. Storage for the first twelve hours.

e) No other fees of whatever kind may be charged for services rendered during the first 12 hours that the vehicle is in the possession of the wrecker, beginning from the time the vehicle is delivered to the storage facility, except as specifically provided herein.

An administrative fee for compliance with statutory notice requirements may be charged after the first 48 hours so long as the wrecker service has actually complied with the requirements of F.S. § 713.78, including execution and mailing of the lien notice. The fee must be based on actual costs for such compliance. Further, a "tarpaulin fee" in the amount of $15.00 may be assessed when the towing service reasonably finds it necessary to install and maintain tarpaulin coverage on any class A stored vehicle in order to protect the interior accessories or upholstery of such vehicle from damage by inclement weather. Tarpaulin fees for coverage of any other class vehicle must be reasonable and based on actual costs.

f) An after-hours (Monday—Friday, 6:00 p.m.—8:00 a.m., Saturday and Sunday and national holidays) release fee not to exceed $35.00 may be charged.

g) The above rates shall remain consistent with Section 118-98 of the Volusia County Code of Ordinances for the duration of this agreement, including any extensions. Additionally, if Section 118-98 is modified by the County, the City and the Towing Company agree to comply with the modified version. However, Item 4.e) of this Agreement shall remain at 12 hours, and this variance from Section 118-98 shall

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continue to apply for the duration of this Agreement, regardless of any future modifications to the County Code.

h) The Towing Company agrees to tow abandoned or lost vehicles at no charge to the City and City shall surrender all salvage rights, if any, to the vehicle to Towing Company and shall retain no liens upon the vehicle.

i) No other charges or fees, other than those specified and authorized in this schedule, and applicable sales tax are allowed for towing or storage services provided under this Agreement.

5. RATES CHARGED THE CITY

In consideration for the services to be provided by the Towing Company under the terms of this Agreement, the Towing Company will provide the City with wrecker services for City vehicles as outlined previously in 1(c).

6. PROHIBITED CHARGES

The services called for in Section 1 of this Agreement entitled SERVICES TO BE PERFORMED BY TOWING COMPANY shall be provided at no cost to the owner of the towed vehicle or City whenever the City determines that the vehicle was towed in error at the request of the City.

7. SALVAGE RIGHTS

In consideration for the services to be provided by the Towing Company, under the terms of this Agreement, the City hereby grants the Towing Company all salvage rights that may be permitted by law on any vehicle which may be towed pursuant to this Agreement and as specifically outlined
in 3(b), excluding those vehicles seized and held for possible forfeiture by the City. The City does not guarantee that the City has any salvage rights nor that by this grant the City is transferring any salvage rights to the Towing Company. The City will not be charged towing charges or storage fees for temporary storage in cases of vehicles seized for forfeiture. Prior to releasing a seized vehicle to the owner, the owner must pay the Towing Company for the towing and/or storage fees and present the City with a paid receipt from Towing Company.

8. STORAGE FACILITIES

The Towing Company shall maintain a primary storage garage and/or outside storage facility complying with applicable city code ordinances, including all related building and zoning regulations. Such storage facility shall:

a) Contain a minimum of two hundred (200) spaces, measuring 9 feet by 19 feet each, in an area, which is completely fenced.

b) Have available a minimum of two (2) spaces inside a building for the storing of vehicles which require police processing. These spaces shall be maintained to provide protection from the weather and security from the general public for vehicles, which require police processing.

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c) Be located within seven (7) miles of Holly Hill city limits.

1. The Towing Company shall have an employee on duty at said primary storage facility, or upon immediate call to the facility, twenty-four (24) hours a day, seven (7) days a week, including holidays.

2. Said storage facilities shall be subject to inspection and shall be approved by the City prior to the award of any contract. Storage facilities shall be subject to periodic inspections at any time during the term of this Agreement when deemed necessary by the City to insure compliance with this contract. Notice of any discrepancies or deficiencies in contract compliance found by the City shall be submitted to the Towing Company in writing, and the Towing Company shall remedy the same within fifteen (15) days of receipt of such notice. Upon failure of the Towing Company to remedy the deficiencies in contract compliance, action may be taken by the City pursuant to Section 24 herein.

3. Vehicles, which have been marked "HOLD" for investigative purposes by the Police Department, shall be held at the storage facility, unless indicated otherwise, for whatever period of time necessary to properly process the vehicle and finish the investigation, at no charge to the City. Personnel of the Holly Hill Police Department shall be permitted access to such vehicles at any time. Vehicles stored in enclosed areas shall be secured from access by unauthorized persons. The Towing Company shall take reasonable steps to protect all stored vehicles and their contents from theft and damage.

9. WRECKER EQUIPMENT AND WRECKER COMPANY PERSONNEL

a) The Towing Company shall, during the term of this Agreement, own or lease a minimum of four (4) wreckers to provide the services called for by this Agreement. The wreckers must include: two (2) Class "A" wreckers; one (1) Class "C" wrecker; and one (1) rollback. The wreckers of the Towing Company shall meet the requirements and specifications established and set forth in the current Florida Highway Patrol Rules and Regulations for Wreckers.

b) Said wreckers shall be of a recognized commercial make and shall have a wrecker winch (chassis) and truck towing capacity suitable for the removal and transportation of the various types of motor vehicles contemplated by this Agreement without damage to such vehicles and without undue interference with the flow of traffic.

c) No owner, partner, employee, or agent of the Towing Company shall have been convicted, entered a plea of "no contest", entered into a "Differed Prosecution Agreement" with the State Attorney's Office, or have any pending criminal charges, of any felony or a misdemeanor directly relating to the business or operation of a Towing Company – regardless of whether civil rights have been restored.

d) The Towing Company shall not hire or retain any wrecker driver, permanently or temporarily, who has been convicted of the offense of driving under the influence of

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alcohol or any controlled substance or chemical substance to the extent that normal faculties are impaired or driving with an unlawful blood alcohol level, or of any criminal traffic offense.

10. RADIO AND TELEPHONE COMMUNICATIONS

The Towing Company shall provide a two-way radio communications system between their office and all tow trucks operated by the Towing Company. The Towing Company shall maintain a direct telephone line for incoming police calls.

11. NON-EXCLUSIVENESS OF SERVICE

The Towing Company agrees that the owner or person in possession of any vehicle which has been incapacitated shall have the opportunity of contacting a wrecker or tow company of his or her own choice if the disabled vehicle does not create a hazardous condition and a reasonable response time can be expected. Said person, at the accident or place of incapacity, shall be given the opportunity of having such vehicle towed to a location other than the storage facility of the Towing Company.

12. BENEFITS FROM REPAIRS PROHIBITED

The Towing Company shall not benefit directly or indirectly, without the express written consent of the owner of the vehicle, or the owner's designated representative, from any motor vehicle repair or painting with respect to vehicles towed and/or stored by the Towing Company under the terms and provisions of any agreement between the City and the Towing Company. Any such agreement between the Towing Company and the owner shall state the repairs/painting to be done as well as the price and terms of payment therefore.

13. LIABILITY OF TOWING COMPANY

The liability of the Towing Company for any towed vehicle and all property contained therein shall commence at the time a wrecker is hooked to any vehicle to be towed. The Towing Company or its employee, representative, or agent shall inventory all personal property contained in the vehicle to be towed or endorse the inventory prepared by the Police Officer in charge.

14. PERSONAL PROPERTY IN VEHICLES

To the extent provided by law, the Towing Company shall be accountable and liable for damage or loss to all personal property in the vehicles towed and for all vehicle accessories. Personal property situated in a vehicle stored by the Towing Company shall not be disposed of to defray any charges for storage or towing of the vehicle, except as provided by law. All such personal property must be returned at once, unless directed otherwise by the City, to the owner or person entitled to legal possession thereof upon proper proof of ownership or right to possession. The determination of the owner or person entitled to legal possession shall be made by the Towing Company. Should the Towing Company release any personal property, the owner or person entitled to possession thereof shall receipt the Towing Company for the same.

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15. RELEASE OF THE VEHICLE

The Towing Company agrees to release any vehicle, which has not been marked "HOLD" to the proper owner, or person entitled to possession of the vehicle. The tow company will release the vehicle to the owner of the vehicle or the person that was in custody of the vehicle at the time of the tow. It will be presumed that said person was in custody of the vehicle if the person has the car key for said vehicle. Any vehicle, which has been marked "HOLD" by the Holly Hill Police Department, cannot be released without prior authority from the Police Department. The Towing Company shall require proper proof of ownership or right to possession before releasing a vehicle, and the Towing Company shall be given a receipt for the vehicle.

16. POSTING CHARGES AND ACCEPTANCE OF CREDIT CARDS

The Towing Company shall prominently post a sign at the storage facility in such a manner that it is conspicuous to the public, which lists the charges to be imposed upon persons whose vehicles
are towed pursuant to this Agreement. As to such persons, the Towing Company shall not impose any charges that exceed such posted or listed amounts. If the tow company accepts payment by credit card in any aspect of its business operations, then the tow company must accept credit cards as payment for city authorized tows and storage. The credit card payment must be accepted for every item charged for the release of the vehicle.

17. ITEMIZED STATEMENTS

Should any owner or person entitled to possession of a towed and/or stored vehicle seek to reclaim the same from the Towing Company, the Towing Company shall provide such owner or such person offering title to possession with an itemized statement of all charges relating to the towing and storage of such vehicle.

18. INDEMNIFICATION

The Towing Company shall indemnify and hold harmless the City of Holly Hill and its agents, officers and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees arising out of or resulting from the work provided that the claim, damage, loss and expense is caused in whole or in part by any negligent act or omission of the City, the Towing Company, any subcontractor, anyone directly or indirectly employed by any one of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

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19. INSURANCE

a) Required Insurance:

Prior to commencing services under this Agreement, the Towing Company shall, at its own expense, provide insurance coverage as required by the City of Holly Hill. All insurance carriers must be licensed to operate in the State of Florida and have a minimum A.M. Best rating of A: Class X or better. Proof of the required coverage shall be submitted to the City in the form of certificates of insurance and/or policy documents, as determined by the City. All such documents must be reviewed and approved by the City prior to the start of any towing services.

The "City of HOLLY HILL," wherever used, shall be defined to include the City itself, elected officials, officers, employees, volunteers, representatives, agents and any affiliates.

Wherever used in this Agreement, the term **"Towing Company"** shall be defined to include the Towing Company itself, as well as any of its subsidiaries, affiliates, officers, employees, volunteers, representatives, agents, contractors, and subcontractors.

1. Workers' Compensation Insurance:

Workers' Compensation Insurance for all employees of the Towing Company connected with the work, which is the subject of this Agreement. The insurance required by this provision shall comply fully with the Florida Workers' Compensation Law and include Employers Liability Insurance with limits of not less than $1,000,000 per occurrence. No class of employee, including the Towing Company itself, if an individual, shall be excluded from the Workers' Compensation coverage.

2. Liability Insurance:

General Liability Insurance, including coverage for operations, products - completed operations, and personal injury insuring the Towing Company and any other interests, including but not limited to any associated or subsidiary companies involved in the work.

Automobile Liability Insurance which shall insure claims for damages because of bodily injury or death of a person or property damage arising out of the ownership, maintenance or use of any motor vehicle used by the Towing Company for the work
which is the subject of this Agreement. The Liability Insurance shall include contractual liability insurance applicable to the Towing Company's obligations under Paragraph 18 of this Agreement.

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The Liability Insurance shall name the City of Holly Hill as an additional insured. The General and Automobile Liability Insurance shall each have a limit of liability of no less than $1,000,000 for injury or death and no less than $2,000,000 for injury or death to two or more persons as a result of any one occurrence and no less than $500,000 for property damage to one or more persons as a result of any one occurrence, or in lieu thereof, a combined single limit for bodily injury and property damage of no less than $1,000,000. If insurance coverage is provided with a general aggregate, then the aggregate shall be in an amount of no less than $2,000,000. The limit of liability for personal injury shall be no less than $1,000,000 and the limit of liability for contractual liability shall be no less than $1,000,000.

3. Garage Keepers Legal Liability Insurance:

Garage Keepers Legal Liability Insurance in an amount reasonably sufficient to protect the owners of any and all vehicles towed or stored by the Towing Company, pursuant to this Agreement, from loss or damages to such vehicle on account of such removal or storage. The insurance may be provided with a deductible in an amount deemed acceptable to the City Manager.

b) Proof of Insurance

The Towing Company shall furnish proof of insurance acceptable to the City prior to or at the time of execution of the Agreement and the Towing Company shall not commence work under this Agreement until all the insurance required under this Agreement has been obtained and filed with and approved by the City. The Towing Company shall furnish evidence of all required insurance in the form of certificates of insurance which shall clearly outline all hazards covered as itemized above, the amounts of insurance applicable to each hazard, the expiration dates, and shall contain the following language as to cancellation.

c) In the event of cancellation of this policy by the insurer or any insured, this company shall give not less than thirty (30) days advance written notice to:

City Manager
City of Holly Hill
1065 Ridgewood Avenue
Holly Hill, Florida 32117

d) If at any time any of the required insurance policies are deemed unsatisfactory to the City of Holly Hill—either in form, substance, or due to the insurer's status—the Towing Company shall, upon receiving written notice from the City, promptly obtain replacement coverage that meets all requirements. The Towing Company must submit the new policy for City approval and provide an updated Certificate of Insurance as previously specified.

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Should the Towing Company fail to furnish or maintain the required insurance coverage at any time, the City reserves the right to suspend, discontinue, or terminate this Agreement at its sole discretion. Failure to secure or maintain the required insurance shall not relieve the Towing Company of any liability under this Agreement, nor shall it be interpreted as limiting the Towing Company's indemnification obligations to the City.

e. The Towing Company is required to provide updated Certificates of Insurance to the City of Holly Hill at least **20 days prior to the renewal date** of any coverage. If the Towing Company fails to maintain the required insurance upon renewal, the City reserves the right to either:

1. Withhold any payments due to the Towing Company until proof of current insurance is provided, or

2. Pay the necessary renewal premiums directly and deduct the cost from any amounts payable to the Towing Company.

g. In the event that claims arising from the Towing Company's operations under this Agreement exceed the insured coverage limits, the City may withhold payment of any amount due to the Towing Company up to the amount of the uncovered claim(s). These funds may be held until the Towing Company provides additional security or assurance, as determined acceptable by the City of Holly Hill, to cover the excess amount of the claims.

h. The following Indemnification Agreement shall be a provision of this Agreement and must also be endorsed onto or attached to the Towing Company's insurance policy and Certificate of Insurance:

The Towing Company agrees to protect, defend, indemnify, and hold harmless the City of Holly Hill, including its elected officials, officers, employees, volunteers, representatives, agents, and affiliates, from and against any and all claims, demands, liabilities, damages, losses, costs, penalties, settlements, professional fees, charges, or expenses of any kind, including claims for bodily injury or death, property damage, or destruction or loss of use of tangible property, arising out of or related directly or indirectly to the services performed under this Agreement, unless such claims result solely from the negligence of the City of Holly Hill.

This indemnification includes claims made by the Towing Company's employees, agents, and subcontractors, and the Towing Company expressly waives any immunity to which it might otherwise be entitled under Section 440.11, Florida Statutes.

Nothing in this provision shall be construed to waive or limit the City's rights or immunities under the doctrine of sovereign immunity or as set forth in Section 768.28, Florida Statutes. This indemnification obligation shall survive the completion or termination of this Agreement and remain in full force and effect thereafter.

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

20. RECORDS SUBMISSIONS AND RETENTION

The Towing Company shall **submit all required records to the Holly Hill Chief of Police** at policechief@hollyhillfl.org and shall maintain such records at a single, centralized location. The City reserves the right, during normal business hours, to inspect and audit any and all records related to services performed under this Agreement.

The Towing Company shall retain, **for the term of the contract**, all records related to services performed under this Agreement, including but not limited to, complete documentation of each tow. This documentation shall include: the location from which the vehicle was towed; the date of the tow; the name of the driver who conducted the tow; the location to which the vehicle was towed; a full description of the vehicle; the name and address of the registered owner; the final disposition of the vehicle; the date of release or disposal; and any correspondence related to the vehicle.

No later than the seventh (7th) day of each month, the Towing Company shall submit a report listing all vehicles towed under authority of the Police Department during the preceding month. This report shall include, for each vehicle: the make, year, model, Vehicle Identification Number (VIN), tag number, towing and storage charges, an invoice, the method of payment used by the vehicle owner, and the name, address, and telephone number of the vehicle owner. This information shall be submitted for auditing purposes.

21. RIGHT TO CANCEL SERVICE CALL

The City shall have the right to cancel a request for Towing Company services until the time the wrecker arrives on the scene, and there shall be no charge to the City or the vehicle operator/owner.

When a wrecker is to be canceled, it must be canceled over the police radio prior to the wrecker's arrival on the scene. The term "arrives on the scene" is construed to mean that the responding wrecker has arrived within the close physical proximity of the vehicle to be towed and the wrecker has stopped in preparation to perform the towing service.

22. COMPLIANCE WITH LAWS

The Towing Company agrees to and shall comply with all applicable provision of the Florida Statutes, including Section 316.530, and all applicable City ordinances.

23. CASH BOND

Prior to the effective commencement date of this Agreement, the Towing Company shall deliver a cash or check payment equal to 1/36 of the total contract amount to the Holly Hill Finance Department, to be held as a cash bond, upon award of the contract. This bond shall be used in the event that:

a) The Towing Company fails to provide wrecker services as required under this Agreement, in which case the bond shall be used to defray the costs incurred by the City in arranging for the removal of vehicles; or

b) The Towing Company breaches the terms of this Agreement and it is subsequently terminated by the City as provided in Section 24 entitled BREACH OF AGREEMENT, for the purpose

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

of defraying the cost of re-bidding this Agreement.

24. RIGHTS AT LAW RETAINED.

The rights and remedies of the CITY, provided for under, this agreement, are in addition and supplemental to any other rights and remedies provided by law.

25. MODIFICATIONS TO AGREEMENT.

The Agreement and any exhibits amendments and schedules may only be amended, supplemented, modified or canceled by a written instrument duly executed by the parties hereto of equal dignity herewith.

26. BREACH OF AGREEMENT

a) The City may, by written notice to the Towing Company, terminate this Agreement in whole or in part, at any time, either for the City's convenience or because of the failure of the Towing Company to fulfill its Agreement obligations. Upon receipt of such notice, Towing Company shall immediately discontinue all services affected, unless the notice directs otherwise, and deliver to the City all data, drawings, specifications, reports, estimates, summaries and any and all such other information and materials of whatever type or nature as may have been accumulated by the Towing Company in performing this Agreement, whether completed or in process.

b) If the termination is for the convenience of the City, Towing Company shall be paid compensation for services performed to the date of termination.

c) If the termination is due to the failure of Towing Company to fulfill its Agreement obligations, City may take over the work and prosecute the same to completion by other agreements or otherwise. In such case, Towing Company shall be liable to City for all reasonable additional costs occasioned to the City thereby. Towing Company shall not be liable for such additional costs if the failure to perform the Agreement arises without any fault or negligence of the Towing Company; provided, however, that Towing Company shall be responsible and liable for the actions of its subcontractors, agents, employees, persons and entities of a similar type or nature. Such causes may include acts of God or of the public enemy, acts of City in its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case the failure to perform must be beyond the control and without any fault or negligence of the Towing Company.

d) If after notice of termination for failure to fulfill its agreement obligations it is determined that Towing Company had not so failed, the termination shall be conclusively deemed to have been affected for the convenience of City. In such event, adjustment in the Agreement price shall be made as provided for in subsection (b) of this Section.

e) The rights and remedies of City provided in this section are in addition and supplemental to any and all other rights and remedies provided by law or under this Agreement.

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

f) It shall be the right of the City Manager and any officials of the City which he may designate to observe closely the wrecker service operations and if, in the opinion of the City Manager, there has been a breach of contract, the City Manager shall so notify the Towing Company, in writing, specifying the manner in which there has been a breach of contract. If, within a period of seven (7) days, the Towing Company has not eliminated the condition considered to be a breach of contract to the satisfaction of the City Manager, the City Manager may make a recommendation to the City Commission that the agreement be terminated. The termination shall be placed on the agenda of a City Commission meeting and the Towing Company shall be given notice of the agenda item.

If the City Commission finds that the Towing Company breached the Agreement, the City Commission may declare the Agreement terminated immediately and the cash bond forfeited.

g) In addition to terminating this Agreement, the City may recover from the cash bond all administrative costs as provided by Section 23 of this Agreement.

h) The City may, if is so elects pursue any other remedies provided by law for breach of this Agreement or any of its terms, covenants, conditions, or stipulations. No right or remedy herein conferred upon or reserved to the City or Towing Company is intended to be exclusive of any other right or remedy, and each and every right and remedy given hereunder, or now or hereafter existing at law or at equity or by statute.

27. MISLEADING, DISHONEST AND ILLEGAL PRACTICES

The Towing Company warrants that it has not and will not engage in any misleading, dishonest, or illegal practices with regard to the operation of its business operations, including but not limited to vehicles towed pursuant to this Agreement, or any other agreement with the City, and shall charge owners of vehicles towed pursuant to this Agreement only those amounts permitted under this Agreement for those services covered by this Agreement. In the event that an overcharge or other violation covered by this paragraph is reported to the City, the City shall promptly notify the Towing Company of the alleged violation. If a satisfactory explanation is not received by the City within twenty-four (24) hours from the Towing Company, or the violation is not otherwise remedied and assurances given that similar violations will not occur in the future, within the twenty-four (24) hour period the violation may be reported to the City Commission for cancellation of this Agreement or other appropriate action as provided by Section 24 herein.

28. Public Records Law:

IF THE TOWING CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (telephone number, e-mail address, and mailing address) .

The Towing Contractor shall comply with public records laws, specifically to:

1. Keep and maintain public records required by the City to perform the service.

2. Upon request from the City's custodian of public records, provide the City with a copy of

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Towing Company does not transfer the records to the City.

4. Upon completion of the contract, transfer, at no cost, to the City all public records in possession of the Towing Contractor or keep and maintain public records required by the City to perform the service. If the Towing Contractor transfers all public records to the City upon completion of the contract, the Towing Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Towing Contractor keeps and maintains public records upon completion of the contract, the Towing Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

29. MISCELLANEOUS

a) The descriptive headings appearing in this Agreement are for convenience only and are not to be construed either as a part of the terms and conditions hereof or as any interpretation thereof.

b) The bid documents and specifications, attached hereto, are made a part of this Agreement.

c) It is mutually understood and agreed that nothing contained in this Agreement is intended, or shall be construed, as in any way creating or establishing the relationship of co- partner or joint ventures between the parties hereto or as constituting the Towing Company as agent or representative of the City for any purpose or in any manner whatsoever.

d) The Towing Company shall not assign this Agreement and its rights hereunder, in whole or in part, except with the prior written consent of the City.

e) This Agreement shall be governed by the laws of the State of Florida.

f) Venue for any legal proceedings regarding this Agreement shall be in Volusia County, Florida.

g) In the event either party is required to file suit to enforce this Agreement, the prevailing party shall be reimbursed reasonable attorneys' fees and costs.

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

A. In the event of conflict between any of the Contract Documents, the provisions of this Agreement shall govern.

IN WITNESS WHEREOF, the Parties hereto have signed this Contract in quintuplicate the day and year first above written.

ATTEST

Valerie Manning / Clerk

Towing Company

WITNESS:

CITY OF HOLLY HILL, FLORIDA

Joseph Forte / City Manager

DATE

By

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 8/13/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Acrisure Southeast Partners Insurance Services LLC
1317 Citizens Blvd
Leesburg FL 34748

License#: L089001

CONTACT NAME:
PHONE (A/C, No, Ext): 800-407-4077 **FAX (A/C, No):** 321-752-7980
E-MAIL ADDRESS: policies@RRL-ins.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Chubb National Insurance Company	10052
INSURER B : Atlantic Casualty Insurance Company	42846
INSURER C : Kinsale Insurance Company	38920
INSURER D : Starstone National Insurance Company	25496
INSURER E : Great Lakes Insurance SE	
INSURER F :	

INSURED
Universal Towing Inc.
542 LPGA Blvd
Holly Hill FL 32117
UNIVTOW-02

COVERAGES **CERTIFICATE NUMBER:** 354934052 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
C	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	Y		01003887370	8/2/2025	8/2/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 100,000 $ EXCLUDED $ 1,000,000 $ 2,000,000 $ 2,000,000 $
D	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [X] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY	Y		APM41002301	8/2/2025	8/2/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) PIP $10,000	$ 1,000,000 $ $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE $	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
E A B	On Hook/Cargo Excess over On hook/Cargo GarageKeepers Liability			TAGLIS250761 TACHUB250111 3360000202	8/2/2025 8/2/2025 8/7/2025	8/2/2026 8/2/2026 8/7/2026	Primary on Hook/Cargo Excess On Hook/Cargo Garagekeepers	$100,000 w/$5K Ded $200,000 $250,000 per lot

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of Holly Hill
1065 Ridgewood Ave
Holly Hill FL 32117
United States

CANCELLATION 30

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

CERTIFICATE OF INSURANCE
FOR
PUBLIC LIABILITY AND PROPERTY DAMAGE

This is to certify Starstone National Insurance Company has issued to Universal Towing Inc, of the City of Holly Hill, State of Florida,

the following policy or policies; Public Liability Policy No. APM41002301 effective on,

Auust 2, 20 25,

limits $1,000,000,

Property Damage Policy No. APM41002301 effective on _____, 20__, and expiring

on August 2, 20 25, limits $1,000,000.

If at any time this coverage is to be canceled, the undersigned will notify the insured and City of Holly Hill, in writing thirty (30) days prior to cancellation of the policy.

8/13/2025

Jared Davis

(This certificate must be made by a duly authorized official of the Insurance Company carrying the risk, or a separate certificate of similar context executed on Insurance Company's Standard Form may be attached hereto.)

https://www.camscanner.com/share/show?device_id=AD_AID-982FCD9C37F1E724&sid=71D1EB6A34614D6By57C67rSUS&pid=dsa&style=1&t=175... 1/1

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

SWORN STATEMENT

I, the undersigned, do hereby swear and affirm that:

1. **Universal Towing, Inc.** is a privately owned and operated company, fully independent from the **City of Holly Hill.**
2. Universal Towing, Inc. is properly **licensed in the State of Florida** to provide towing services.
3. Universal Towing, Inc. has **no conflict of interest** with the City of Holly Hill.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 18th day of August, 2025.

Authorized Representative
Universal Towing, Inc.

State of Florida
County of Volusia

Sworn to (or affirmed) and subscribed before me this 18th day of August, 2025, by Fred Campagnuolo (name of person making statement).

Notary Public, State of Florida
My Commission Expires: May 8, 2027

ANGELA WADDELL ROGERS
Notary Public - State of Florida
Commission # HH 382400
My Comm. Expires May 8, 2027

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

Universal Towing Proposal

Introduction

Universal Towing is committed to providing **safe, reliable, and professional towing and recovery services** to our clients across Volusia County and surrounding areas. With a skilled team, a modern fleet, and a dedication to excellence, we stand ready to respond to emergencies, scheduled transports, and specialized recovery needs at any time, day or night.

Our focus on **safety, efficiency, and customer satisfaction** has made us a trusted choice for individuals, businesses, and organizations seeking dependable towing solutions.

Company Background

Universal Towing, Inc. has been a **licensed towing service in the State of Florida for over 20 years**, delivering dependable, professional, and safe towing and recovery solutions to the community. Our headquarters are located at:

542 LPGA Boulevard, Holly Hill, Florida

We maintain a fleet of **15 tow trucks**, including flatbeds, wheel-lifts, and heavy-duty wreckers, and employ a dedicated staff of **20 full-time team members**, including certified drivers, dispatch personnel, and support staff. This operational capacity allows us to respond quickly and handle multiple service calls simultaneously without compromising quality.

We are a **fully licensed, insured, and privately owned** towing and recovery service provider with a proven record of reliability, safety, and customer satisfaction. Our team consists of highly trained, certified drivers and support staff who bring years of hands-on experience in light-duty, medium-duty, and heavy-duty towing, as well as accident recovery, roadside assistance, and specialized transport services.

We pride ourselves on **operating with professionalism, efficiency, and a strong commitment to public safety**. Our fleet is modern, well-maintained, and equipped with the latest technology to ensure we can handle any towing or recovery situation quickly and effectively.

Universal Towing operates entirely as an independent company and is not affiliated with, operated by, or under contract with the City of Holly Hill. All services are provided on a private basis to individuals, businesses, and organizations throughout Volusia County and surrounding areas.

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

Qualifications

- **Experienced Personnel:** All drivers are state-certified and undergo regular safety, compliance, and customer service training.
- **Proven Track Record:** Years of dependable service to private clients, commercial fleets, law enforcement agencies, and insurance companies.
- **Comprehensive Services:** Expertise in light, medium, and heavy-duty towing, accident recovery, roadside assistance, and specialty vehicle transport.
- **Compliance & Safety:** Adherence to all federal, state, and local towing regulations, with full insurance coverage and DOT compliance.
- **Community Reputation:** Known for quick response times, fair pricing, and courteous service.

Capacity

Universal Towing maintains a diverse fleet to meet a wide range of towing and recovery needs, including:

- Multiple flatbeds for safe and damage-free transport
- Wheel-lift trucks for urban and tight-space recoveries
- Heavy-duty wreckers for large vehicles and equipment
- Roadside service units equipped for jump-starts, tire changes, lockouts, and fuel delivery

We operate **24/7/365**, ensuring immediate dispatch and minimal downtime for our clients. Our dispatch system uses GPS and digital tracking for real-time updates, allowing for accurate ETAs and efficient routing. With our skilled staff and extensive resources, Universal Towing can handle multiple calls simultaneously without compromising quality or response time.

Legal and Compliance

Universal Towing, Inc. has had **no litigations, claims, or legal proceedings in the past three years**. We maintain full compliance with all federal, state, and local towing regulations, and our business practices are built on integrity, professionalism, and accountability. This clean record demonstrates our commitment to providing safe, reliable, and trustworthy services to our clients.

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

Closing Statement

At Universal Towing, we understand that when our clients call us, they're often facing stressful situations. That's why we respond with **urgency, professionalism, and care**—every single time.

Our mission is simple: to provide **safe, dependable towing and recovery services with unmatched customer service**. With our proven expertise, state-of-the-art equipment, and commitment to excellence, Universal Towing is ready to meet and exceed the expectations of every client we serve.

Thank You
Fred Campagna

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

UNIVERSAL TOWING INC

These vehicles are available for this contract to ensure that we have ample equipment to efficiently, safely and quickly respond to any job needed

Year	Make	Model	Body type	Body, if "Other"
2016	Ford	F450 Wrecker	TK	Wrecker
2017	Ford	F550 Wrecker	TK	Wrecker
2018	Ford	F650 Flatbed	TK	FLATBED
2015	Ford	F450 Wrecker	TK	Wrecker
2014	Freightliner	Roll Back	TK	Roll Back
2007	Freightliner		TKTR	
2025	International	MV607 Flatbed	TK	Wrecker
2005	Ledwell	45' Flatbed	T	
2017	Peterbilt	Wrecker	TKTR	
2014	Peterbilt	Wrecker	TK	Rollback
2007	Peterbilt	Wrecker	TK	WRECKER
2014	Kenworth	T170 Wrecker	TK	Wrecker
2024	Dodge	4500 Wrecker	TK	Wrecker

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

Members and team members of Universal Towing Inc

Laurie Campagnuolo – Pres of Universal Towing, has many years experience and training in Title work, Add123 Certified, Quickbooks Certified.

Fred Campagnuolo – VP of Universal Towing, 20 years experience in the towing industry in Volusia County and a resident of Port Orange for many years.

Angie Norris – 37 years experience in the towing industry and owner / operator. Quickbooks Certified, Billing Specialist, Add123 Certified Training, Problem Solving, Customer Service, Title work training, Handling of Insurance Claims.

William Rose- Wreckmaster Certified, Rotator Training, over 25 years experience in the towing industry. Hazmat training and certified, Fuel Clean up Certified.

Alex Ortiz - Wrecker operator & recovery specialist for over 10 years. Flatbed & wrecker operator. Well versatile.

All other drivers are experienced in their field for well over 5 years and more.

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

UNIVERSAL TOWING INC – REFERENCES:

Florida Highway Patrol –
1151 E International Speedway Blvd Deland, FL 32724
Lt Justin Asbury justinasbury@flhsmv.gov
Office: 386-624-0584 / Cell: 904-687-7635
Universal Towing has provided services for the Florida Highway Patrol for over 25 plus years.

Ormond Beach Police Dept –
170 West Granada Blvd Ormond Beach, FL 32174
Captain Chris Roos Chris.roos@ormondbeach.org
Office: 386-676-3515
Universal Towing has provided services for the City of Ormond Beach for over 20 years and have been the sole wrecker service for the city for the last 6 years.

New Smyrna Beach Police Dept –
210 Sams Ave New Smyrna Beach, FL 32168
Chief Chis Kirk clerk@cityofnsb.com
Office: 386-410-2630
Universal Towing has provided services to the City of New Smyrna Beach for 15 years Ponce Inlet Police Dept 4301 S Peninsula Dr Ponce Inlet, FL 32129 Chief Jeff Glazier jglazier@ponce-inlet.org Office:386-236-2160 Universal Towing has provided services to the Ponce Inlet police dept for over 15 years. We are the sole wrecker service for Ponce Inlet for the whole 15 years.

South Daytona Police Dept –
1672 S Ridgewood Ave, South Daytona, FL 32119
Vera Parker – vparker@southdaytona.org
Office: 386-322-3062
Universal Towing is the sole Towing company for the South Daytona Police Dept

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

Volusia County Sheriff's Office- Universal Towing provided towing service for the Sheriff's Dept for over 25 years

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

City of Holly Hill, FL
1065 Ridgewood Ave
Holly Hill, FL 32117
(386) 248-9442

BUSINESS TAX RECEIPT

Business Name:	UNIVERSAL TOWING INC		
Business Location:	542 LPGA BLVD HOLLY HILL, FL 32117	**Mailing Address:**	542 LPGA BLVD HOLLY HILL, FL 32117
Owner:			
License Number:	GENL-002658	**License Type:**	General
Issued Date:	10/9/2024	**Classification:**	Auto Services
Expiration Date:	9/30/2025	**Fees Paid:**	$169.79

HOLLY HILL

* THIS DOCUMENT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS, PENALTY FOR FAILURE TO DO SO.
* TAX RECEIPT DOES NOT GUARANTEE JOB AND/OR WORK PERFORMANCE.
* BUSINESS MUST COMPLY WITH CITY ORDINANCE.

TO BE POSTED IN A CONSPICUOUS PLACE

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

Detail by Entity Name

Florida Profit Corporation
UNIVERSAL TOWING, INC.

Filing Information

Document Number	P00000117875
FEI/EIN Number	59-3687605
Date Filed	12/29/2000
Effective Date	01/01/2001
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	11/06/2008
Event Effective Date	NONE

Principal Address

542 LPGA BLVD.
HOLLY HILL, FL 32117

Changed: 02/17/2011

Mailing Address

542 LPGA BLVD.
HOLLY HILL, FL 32117

Changed: 02/23/2012

Registered Agent Name & Address

SPIEGEL & UTRERA, P.A.
1840 CORAL WAY, 4TH FLOOR
MIAMI, FL 33145

Address Changed: 02/01/2005

Officer/Director Detail

Name & Address

Title PSD

CAMPAGNUOLO, LAURIE A
542 LPGA BLVD.
HOLLY HILL, FL 32117

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

Title VT

CAMPAGNUOLO, FRED
542 LPGA BLVD.
HOLLY HILL, FL 32117

Annual Reports

Report Year	Filed Date
2023	04/14/2023
2024	03/16/2024
2025	01/21/2025

Document Images

01/21/2025 – ANNUAL REPORT	View image in PDF format
03/16/2024 – ANNUAL REPORT	View image in PDF format
04/14/2023 – ANNUAL REPORT	View image in PDF format
01/26/2022 – ANNUAL REPORT	View image in PDF format
08/07/2021 – ANNUAL REPORT	View image in PDF format
07/31/2020 – ANNUAL REPORT	View image in PDF format
02/10/2019 – ANNUAL REPORT	View image in PDF format
01/15/2018 – ANNUAL REPORT	View image in PDF format
01/27/2017 – ANNUAL REPORT	View image in PDF format
02/25/2016 – ANNUAL REPORT	View image in PDF format
01/23/2015 – ANNUAL REPORT	View image in PDF format
03/04/2014 – ANNUAL REPORT	View image in PDF format
04/29/2013 – ANNUAL REPORT	View image in PDF format
02/23/2012 – ANNUAL REPORT	View image in PDF format
02/17/2011 -- ANNUAL REPORT	View image in PDF format
04/20/2010 – ANNUAL REPORT	View image in PDF format
01/19/2009 – ANNUAL REPORT	View image in PDF format
11/06/2008 -- Amendment	View image in PDF format
03/24/2008 – ANNUAL REPORT	View image in PDF format
10/03/2007 – REINSTATEMENT	View image in PDF format
10/24/2006 – ANNUAL REPORT	View image in PDF format
02/01/2005 – REINSTATEMENT	View image in PDF format
04/25/2003 – ANNUAL REPORT	View image in PDF format
04/02/2003 – Amendment	View image in PDF format
10/31/2002 – ANNUAL REPORT	View image in PDF format
12/29/2000 – Domestic Profit	View image in PDF format

Attachment: B - Universal Towing Bid (2025-R-68 : Towing Company Agreement)

FOR

CITY OF HOLLY HILL

TOWING COMPANY AGREEMENT

BID NO. 25-PD-04

(To be completed in Duplicate)

Bidder's Name: Arrow Service & Towing

Submitted: August 15th, 2025

City of Holly Hill
City Clerk
1065 Ridgewood Avenue
Holly Hill, FL 32117

To Whom it May Concern:

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Proposal, as principal or principals, is or are named herein and that no other persons than herein mentioned has any interest in the Proposal or the Contract to which the work pertains; that this Proposal is made without connection or arrangement with any other person, company, or parties making a bid or proposal and that the Proposal is in all respects fair and made in good faith without collusion or fraud.

The Bidder further declares that they are fully familiar with the nature and scope of the services required under this Towing Company Agreement, including but not limited to the towing, impounding, storage, and release of vehicles; compliance with all applicable Federal, State, and local laws and regulations; and any licensing, insurance, and operational requirements set forth by the City of Holly Hill. The Bidder acknowledges that they have reviewed the Contract Documents and specifications and fully understand the obligations required.

The Bidder proposes and agrees, if this Proposal is accepted, to enter into a contract with the City of Holly Hill (Owner), to furnish all necessary towing vehicles, equipment, labor, personnel, dispatching capabilities, storage facilities, recordkeeping systems, and any other resources necessary to perform the towing and related services described in the Contract Documents.

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

The Bidder further agrees to meet all required performance standards, including response times, reporting protocols, vehicle storage requirements, and customer service expectations, and to comply in all respects with the timelines and service levels described in the Contract Form.

The Bidder acknowledges and agrees to any liquidated damages provisions stated in the Contract Form, which represent agreed-upon compensation to the City for failure to meet contractual service requirements or deadlines.

The undersigned offers to provide all towing-related services, equipment, and personnel required for the:

TOWING COMPANY AGREEMENT
for the City of Holly Hill, Florida,

complete in every respect and in strict accordance with the specifications, requirements, and any future amendments issued by the City. Pricing and compensation will be addressed in accordance with the final agreement and supporting documentation provided by the City during the evaluation and contract award process.

The bid total is:

One hundred Eight thousand thirty six & 00/100 for 36 month term
(In Words)

Dollars $ 108,036.00 (In Figures)

One (1) original and (1) electronic copy on USB flash drive of the Proposal, all addenda, if any, and all other required supporting documentation shall be submitted in an opaque, sealed envelope, addressed to the Owner. **The name of the Bidder** shall appear in the upper left-hand corner of the envelope and the following notation shall appear in the lower left-hand corner.

TOWING COMPANY AGREEMENT

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

FOR

CITY OF HOLLY HILL

TOWING COMPANY AGREEMENT

BID NO. 25-PD-04

(To be completed in Duplicate)

Bidder's Name: Arrow Service & Towing

Submitted: August 15th, 2025

City of Holly Hill
City Clerk
1065 Ridgewood Avenue
Holly Hill, FL 32117

To Whom it May Concern:

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Proposal, as principal or principals, is or are named herein and that no other persons than herein mentioned has any interest in the Proposal or the Contract to which the work pertains; that this Proposal is made without connection or arrangement with any other person, company, or parties making a bid or proposal and that the Proposal is in all respects fair and made in good faith without collusion or fraud.

The Bidder further declares that they are fully familiar with the nature and scope of the services required under this Towing Company Agreement, including but not limited to the towing, impounding, storage, and release of vehicles; compliance with all applicable Federal, State, and local laws and regulations; and any licensing, insurance, and operational requirements set forth by the City of Holly Hill. The Bidder acknowledges that they have reviewed the Contract Documents and specifications and fully understand the obligations required.

The Bidder proposes and agrees, if this Proposal is accepted, to enter into a contract with the City of Holly Hill (Owner), to furnish all necessary towing vehicles, equipment, labor, personnel, dispatching capabilities, storage facilities, recordkeeping systems, and any other resources necessary to perform the towing and related services described in the Contract Documents.

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

The Bidder further agrees to meet all required performance standards, including response times, reporting protocols, vehicle storage requirements, and customer service expectations, and to comply in all respects with the timelines and service levels described in the Contract Form.

The Bidder acknowledges and agrees to any liquidated damages provisions stated in the Contract Form, which represent agreed-upon compensation to the City for failure to meet contractual service requirements or deadlines.

The undersigned offers to provide all towing-related services, equipment, and personnel required for the:

TOWING COMPANY AGREEMENT
for the City of Holly Hill, Florida,

complete in every respect and in strict accordance with the specifications, requirements, and any future amendments issued by the City. Pricing and compensation will be addressed in accordance with the final agreement and supporting documentation provided by the City during the evaluation and contract award process.

The bid total is:

One hundred Eight thousand -thirty six + 00/100 for 36 months
(In Words)

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One (1) original and (1) electronic copy on USB flash drive of the Proposal, all addenda, if any, and all other required supporting documentation shall be submitted in an opaque, sealed envelope, addressed to the Owner. **The name of the Bidder** shall appear in the upper left-hand corner of the envelope and the following notation shall appear in the lower left-hand corner.

TOWING COMPANY AGREEMENT

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

ACKNOWLEDGMENT OF ADDENDA

Addenda to this bid may be issued by the City of Holly Hill via email or other formal communication. It is the Bidder's responsibility to ensure that all addenda issued prior to the bid due date have been received and reviewed.

Acknowledgment is hereby made of the following Addenda received in connection with this bid:

- Addendum No. 1 Date: 7-16-25
- Addendum No. _____ Date: _____
- Addendum No. _____ Date: _____

Cash Bond Acknowledgment

Attached hereto is a cash bond or bid bond in the amount of one thirty-sixth (1/36) of the total bid amount, made payable to the City of Holly Hill.

made payable to The City of Holly Hill (Owner).

Arrow Service & Towing
(Name of Bidder) (Affix Seal)

ABalboa
(Signature of Officer)

Treasurer
(Title of Officer)

Arrow Service & Towing
Name of Bidder

541 Carswell Ave
Address

Holly Hill, Fl 32117
City/State/Zip

(386) 255-2138
Telephone

MV8775
Towing Company Florida License Number

CHARLES LAWSON
Notary Public - State of Florida
Commission # HH 695765
My Comm. Expires Jul 9, 2029
Bonded through National Notary Assn.

Notary Public
8-15-2025
Date

The full names and residences of persons and firms interested in the foregoing bid, as principals, are as follows:

Al & Laura Balboa 22 Richmond Dr New Smyrna Beach, Fl 32169
Adam Balboa 303 Cedar Ave New Smyrna Beach, Fl 32169
Mitchell Balboa 825 Banbury Dr Port Orange, Fl 32128
Amanda Balboa 4103 Saxon Dr New Smyrna Beach, Fl 32169

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

STATEMENT OF BIDDER'S QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate attached sheets. The bidder may submit any additional information he desires.

A. Name of bidder. Arrow Service & Towing

B. Permanent main office address. 541 Carswell Ave Holly Hill, Fl 32117

C. When organized. 1980

D. If a corporation, where incorporated. Holly Hill, Florida

E. How many years have you been engaged in the contracting business under your present firm or trade name? 45 Years

F. Contracts on hand: (Schedule these, showing amount of each contract and the appropriate anticipated dates of completion.) See attached form

G. General character of work performed by your company. 24 hour towing & roadside assistance

H.(1) Have you ever failed to complete any work awarded to you? If so, where and why? No

H.(2) Provide list of any lawsuits or judgments filed by or against your company in the last three years, indicating the nature and outcome. N/A

I. Have you ever defaulted on a contract? If so, where and why? No

J. List the more important projects recently completed by your company, stating the approximate cost for each and the month and year completed. See attached form

K. List your major equipment See attached form.

L. Experience in Towing work similar in type to this project. See attached form

M. Background and experience of the principal members of your organization, including the officers. See attached form

N. Credit available: $ $1,332,000.00

O. Give bank reference: Matt Stietzel 386-310-8605, Barwick Bank

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

P. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the Owner? Yes

Q. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Owner in verification of the recitals comprising this Statement of Bidder's Qualifications.

Dated at this 15th day of August, 2025.

Arrow Service & Towing
Name of Bidder

By: Amanda Balboa

Title Treasurer

State of Florida

County of Volusia

Amanda Balboa being duly sworn deposes and says

that he is the Treasurer of Arrow Service & Towing and that

the answers to the City of Holly Hill foregoing questions
Name of Organization

and all statements therein contained are true and correct.

Subscribed and sworn to before me this 15th day of August, 2025.

Notary Public

CHARLES LAWSON
Notary Public - State of Florida
Commission # HH 695765
My Comm. Expires Jul 9, 2029
Bonded through National Notary Assn.

Charles Lawson
Notary Public (Print or Type)

My commission expires: July 9th, 2029

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

STATEMENT OF BIDDERS QUALIFICATIONS

F. Contracts on hand. (Schedule these, showing amount of each contract and the approximate anticipated dates of completion)

1. Holly Hill Police Department. Amont $24,064.92, per year. Completion date September 1st, 2025.

2. Volusia County Sheriffs Office. Amount $18,000.00, per year. Price varies as we pay per vehicle towed. Completion date August 31st 2027.

3. Florida Highway Patrol. No Cost associated with this contract. On-going contract with yearly renewal.

4. Daytona Beach Shores Police Department. Amount $13,500, per year. Price varies as we pay per vehicle towed. Completion date January 30th 2030.

5. Florida Department of Transportation. No Cost Association with this contract. Completion date December 14th, 2025.

6. Port Orange Police Department. Amount $60,000.00, per year. Completion Date May 9th 2030.

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

STATEMENT OF BIDDER'S QUALIFICATIONS

J. List the more important projects recently completed by your company, stating the approximate cost for each and the month and year completed.

Arrow Service & Towing does not have any recently completed projects, as most contracts are still currently on-going. The last completed contract was The City of Ormond Beach in January 2019, there is no cost associated with the City of Ormond Beach to render requested services.

Arrow Service & Towing is currently under contracts with The City of Port Orange, The City of Daytona Beach Shores, Volusia Sheriffs Office, Florida Highway Patrol, Volusia County Transit, Volusia Beach Patrol, and Florida Department of Transportation working to the satisfaction of all parties.

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

STATEMENT OF BIDDER'S QUALIFICATIONS

K. List your major equipment:

Light Duty:

Unit# 72	2011 Ford F450 Super Duty 4X4 Wrecker
Unit# 95	2015 Ford F450 Super Duty Wrecker
Unit# 30	2022 Dodge Ram 5500 Wrecker
Unit# 601	2018 Dodge Ram 5500 4X4 Wrecker
Unit# 15	2016 Peterbilt 337 Flatbed(rollback)
Unit# 320	2019 Peterbilt 337 Flatbed(rollback)
Unit# 51	2018 Peterbilt 337 Flatbed(rollback)
Unit# 98	2020 Peterbilt 337 Flatbed(rollback)
Unit# 55	2008 Peterbilt 335 Flatbed(rollback)
Unit# 17	2019 International 4300 Flatbed(rollback)

Medium Duty:

Unit# 52	2006 Kenworth T300 Wrecker
Unit# 97	2013 Caterpillar CT660 Flatbed

Heavy Duty:

Unit#34	2020 Kenworth T800 50ton Rotator Wrecker
Unit# 67	2004 Kenworth T800 50Ton Wrecker
Unit# 68	2014 Kenworth T800 75Ton Rotator Wrecker
Unit# 360	2001 Peterbilt 385 50Ton Rotator Wrecker
Unit# 49	2009 Freightliner Columbia
Unit# 50	2017 Landoll 440 Tilt trailer
Unit# 43	2012 Peterbilt 367 Road tractor
Unit# 44	2004 Talbert RGN Lowboy
Unit# 45	2014 Trailking 80SA-502 Tilt
Unit# 105	2005 Kenworth W900
Unit# 106	2013 Globe 110DTG Trailer
Unit #782	2016 Western Star 4900EX
Unit #783	2015 Towmaster 10 Axle Trailer

Utility/All-Terrain:

2004 International 4400 Service truck
2016 Isuzu NPR Hazmat Response truck
2009 International 4700 Grapple Truck
2003 20 yard Dump Trailer
2017 Wanco Sign Board (arrow-directional)
2003 Bobcat T-190 Skid Steer
2013 Kubota 1KX71-3 Loader
2007 Hyster Forklift
2018 Clark Forklift
UNK SN20 Pallet Jack
2005 Laymor SM300 Street Sweeper
2020 Simpson Pressure Washer Trailer

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

STATEMENT OF BIDDERS QUALIFICATIONS

L. Experience in Towing work similar in type to this project.

Arrow Service & Towing has proudly served the Volusia County area since 1980, providing professional, dependable towing and recovery services for state, and law enforcement agencies. We currently provide emergency towing and road-side assistance for the City of Daytona Beach Shores, Florida Highway Patrol, Florida Department of Transportation, Florida Department of Children & Families, Port Orange Police Department, and the Volusia County Sheriff's Office.

Our team is well-versed in the operational demands of emergency and police towing, including the need for immediate response—consistently meeting or exceeding the 20-minute arrival requirement set by most departments. With a modern, well-equipped fleet and trained operators capable of managing difficult and complex situations, we work to ensure public safety, protect property, and restore normal traffic flow quickly and efficiently.

In addition to accident recovery, hazardous scene cleanup, heavy-duty uprighting, and specialized extractions, we have extensive experience handling investigative holds and securing indoor no-touch evidence vehicles. Our dedicated, police-only access warehouse provides a secure, controlled environment for sensitive evidence storage, ensuring proper chain-of-custody procedures are maintained.

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

STATEMENT OF BIDDER'S QUALIFICATIONS

M. Background and experience of principal members of your organization, including the officers.

Al Balboa: Corporate President, and founder. Over 45 years experience in towing & recovery.

Laura Balboa: Corporate Vice President, and founder. Over 45 years experience in industry. HAZWOPER certified.

Adam Balboa: Corporate Vice President. General manager over-seeing day to day operations. Certifications: CDL Class A (hazmat), Wreck-Master, Ashley Sling Certified, Miller Certified Rotator operator, SSTA & landoll corp Landoll trailer certified, SSTA Ultra-Heavy certified, Certified Diver, TWIC card holder, United Academy hauler safety, Responder Safety network Temporary Traffic Device usage & safety, FDOT Traffic Incident Management, Level 2 M.O.T. certified. Adam has 24 years experience in towing & recovery.

Mitchell Balboa: Corporate Secretary. Wrecker Manager over-seeing daily fleet operations. Certifications: CDL Class A, FDOT Ultra-Heavy wreck & recovery specialist, FDOT Traffic Incident Management, National Highway Safety Traffic Incident Response Mgmt, United Academy hauler safety. Miller Certified Rotator operator, SSTA Ultra-Heavy Duty trained & certified, Mitchell has 21 years experience in towing & recovery.

Amanda Balboa: Corporate Treasurer. Operations manager, over-seeing daily operations of staff and compliance. Certifications: FDOT Traffic Incident Mgmt, SHRP2, level 2 M.O.T. certified, OSHA HAZWOPER, FEMA National Incident Management Certified, National Highway Safety Incident Mgmt Response, ERSI Blocking procedures & roadway incident, ERSI Advanced warning, OSHA first responder & spill training, FEMA-ICS-100, ERSI Traffic Incident Response & Mgmt, FDOT Maintenance of traffic for incident responders trained. Responder Safety network Temporary Traffic Device usage & safety. Amanda is the Vice President of The Sunshine State Towing Association, and is also an active member in the Women of the towing & recovery association. Amanda has 17 years of incident response management as directly applied to towing & recovery.

Brett Cretens: Heavy Wrecker Operator
Certifications: Class A CDL(Doubles, Triples, Tanker, Haz) FDOT Traffic Incident Management, National Highway Safety Traffic Incident Response Mgmt, FDOT Maintenance of traffic for incident responders trained, United Academy hauler safety, United Academy defensive driving, Sunshine State Towing Association Light Duty & Ultra-Heavy Recovery, Motorcycle, Landoll Certified. Brett has 11 years of commercial driving experience with an additonal 6 years of towing experience.

Dana Katz: Heavy Wrecker Operator
Certifications: Class A CDL, (Doubles, Triples, Tanker, Haz), TWIC cardholder, Wreckmaster Level 6 certified, FDOT Traffic Incident Management, National Highway Safety Traffic Incident Response Mgmt, FDOT Maintenance of traffic for incident responders trained, United Academy hauler safety, Sunshine State Towing Association Light Duty & Ultra-Heavy Recovery, FEMA ICS-100, 200, 700 & 800. Dana has 13 years of commercial driving experience, 11 of those years in towing.

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

Heather Edwards: Light Duty Towing & Equipment Transportation Specialist
Certifications: Class A CDL (Doubles, triples), FDOT Traffic Incident Management, National Highway Safety Traffic Incident Response Mgmt, FDOT Maintenance of traffic for incident responders trained, United Academy hauler safety, Sunshine State Towing Association Ultra-Heavy Recovery, Motorcycle, FNA light & intro to medium certified. Heather has over 20 years of commercial driving experience, with an additonal 10 years of towing experience.

Jose Camacho: Light Duty Wrecker Operator & Recovery Specialist
Certifications: SSTA Light Duty Certified, Orange County tow badge, United Academy hauler safety, United Academy defensive driving course, FDOT Maintenance of traffic for incident responders trained. Jose has 31 year experience in the towing and recovery industry,

Steven Yeager: Heavy Duty Equipment Transportation Specialist
Certifications: Class A CDL (Tankers, Triples, Doubles, Hazmat), TWIC, JAX pass-port entry, United Academy Hauler Safety, FDOT Traffic Incident Mgmt, National Highway Safety Incident Response. Steve has 30 years of commercial driving experience, specifically with Over-sized specialty loads.

Charles Lawson: Heavy Duty Incident Response Operator
Certifications: CDL Class A(Double-Triples, Tankers) Wreck-Master, TWIC, level 2 M.O.T. certified, FDOT Ultra-Heavy wreck & recovery specialist, SHRP2, FDOT Traffic Incident Mgmt, National Highway Safety Incident Responder training, Responder Safety network Temporary Traffic Device usage & safety. Charles has 30 years towing & recovery experience.

Andy Holmes: Light Duty Flatbed Operator
Certifications: United Academy Safety Hauler, Sunshine State Towing Assoc. Light Duty Towing Certification, FDOT Maintenance of traffic for incident responders trained, FDOT Traffic Incident Mgmt. Andrew has 26 years of towing experience.

William Kumm Jr.: Light Duty Flatbed Operator
Certifications: Class E Repossession license, United Academy Safety Hauler, Sunshine State Towing Assoc. Light Duty Towing Certification, FDOT Maintenance of traffic for incident responders trained, FDOT Traffic Incident Mgmt. William has 16 years of towing experience.

Aaron Nerschook: Heavy Duty Wrecker Operator & Transport Driver
National Highway Safety Incident Responder training, United Academy safety hauler, FDOT Maintenance of traffic for incident responders trained. 4 years of commercial driving experience.

Jeffrey Wilson: Heavy Duty Wrecker Operator & Transport Driver
National Highway Safety Incident Responder training, United Academy safety hauler, FDOT Maintenance of traffic for incident responders trained. 7 years of commercial driving experience.

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES:

This sworn statement is submitted with Bid, Proposal **or** Contract No. 25-PD-04 for The City of Holly Hill Towing Company Agreement.

This sworn statement is submitted by Arrow Service & Towing whose business address is 541 Carswell Ave Holly Hill, Fl 32117 and (if applicable) its Federal Employer Identification Number (FEIN) is 59-2491843. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

_____.)

My name is Amanda Balboa any my relationship to the entity named above is Treasurer.

I understand that a "public entity crime" as defined in Paragraph 287.133(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I understand that "convicted" or "conviction" as defined in Paragraph 287.133(i)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contenders.

I understand that an "affiliate" as defined in Paragraph **287.133(l)(a),** Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime: or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime.

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be prima facie that one person controls another person. A person who knowingly enters into a joint venture with a
person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

I understand that a "person" as defined in Paragraph 287.133(i)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies).

_X_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)

____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order).

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

(Signature) ABalboa Date: 8/15/2025

State of Florida County of Volusia

PERSONALLY, APPEARED BEFORE ME, the undersigned authority, Amanda Balboa who, after first being sworn by me, affixed his/her signature in the space provided above on this 15th day of August, 2025.

CHARLES LAWSON
Notary Public - State of Florida
Commission # HH 695765
My Comm. Expires Jul 9, 2029
Bonded through National Notary Assn.

Notary Public

My Commission Expires:
July 9th, 2029

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

ANTI-COLLUSION STATEMENT

By signing this form, the bidder agrees that this is made without any other understanding, agreement, or connection with any person, corporation, or firm submitting a proposal for the same purpose and that the proposal is in all respects fair and without collusion or fraud.

SIGN in ink in the space provided below. Unsigned bids will be considered incomplete, and will be disqualified, and rejected.

IT IS AGREED BY THE UNDERSIGNED BIDDER THAT THE SIGNING AND DELIVERY OF THE BID REPRESENTS THE BIDDER'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE FORGOING SPECIFICATIONS, CONTRACT AND PROVISIONS, AND IF AWARDED, THIS CONTRACT WILL REPRESENT THE AGREEMENT BETWEEN EACH OF THE GOVERNMENTAL PARTIES.

NAME OF FIRM: Arrow Service & Towing

SIGNED BY: A Balboa

(MUST BE SIGNED BY A COMPANY OFFICER OR AUTHORIZED AGENT)

TITLE: Treasurer

ADDRESS: 541 Carswell Ave

CITY AND STATE: Holly Hill, Fl 32117

TELEPHONE: 386-255-2138

COMPLETION TIME: 8/15/25 , 2:00pm

NO proposals will be withdrawn for a period of ninety (90) days subsequent to the opening of the proposals, without the consent of the City of Holly Hill.

NO BID (REASON) _____

_____

_____

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

DRUG FREE/TIE PREFERENCE STATEMENT

In the event of a tie bid a preference is given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special conditions are as follow:

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drugfree workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction or, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfaction participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

VENDOR'S SIGNATURE

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

COMPLIANCE WITH THE PUBLIC RECORDS LAW

Project Number: **25-PD-04**

Upon award recommendation or ten (10) days after opening, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a proposal authorizes release of your firm's credit data to the CITY.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their bid/proposal package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the CITY in a separate envelope marked accordingly.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

Valerie Manning, City Clerk

386-248-9441 vmanning@hollyhillfl.org
1065 Ridgewood Ave
Holly Hill, FL 32117

A provision that requires the contractor to comply with public records laws, specifically to:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

By submitting a response to this solicitation, the company agrees to defend the CITY in the event we are forced to litigate the public records status of the company's documents.

Company Name: Arrow Service & Towing

Authorized representative (printed): Amanda Balboa

Authorized representative (signature): Abalboa

Date: 8/15/25

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

HOLLY HILL
FLORIDA

VENDOR E-VERIFY AFFIDAVIT

IN ACCORDANCE WITH SECTION 448.095, FLORIDA STATUTES

I, the undersigned, hereby certify that Arrow Service & Towing (Insert contractor company name)
does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with Section 448.095, Florida Statutes.

I acknowledge that is my responsibility to ensure full compliance with Section 448.095, Florida Statues. I am aware enrollment in the E-Verify system for employers can be done at www.e-verify.gov.

A true and correct copy of Arrow Service & Towing (Insert contractor company name) **proof of registration in the E-Verify system is attached o this Affidavit (print out the first 2 pages and send along with this form.)**

By affixing my signature below, I hereby affirm that I am duly authorized to bind the company referenced herein and I will comply with all applicable E-Verity requirements.

Amanda Balboa,Treasurer
(Print or Type Name, Title)

aBalboa
(Signature of Affiant)

59-2491843
(Federal Employer ID Number – FEIN)

2616739
(E-Verify Number)

STATE OF FLORIDA
COUNTY OF Volusia

The foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization, this 15th day of August, 2025,

by Amanda Balboa as Treasurer of Arrow Service & Towing on behalf of the company. He/she is personally known to me or has produced _____ (type of ID) as identification.

Notary Public, State of Florida at Large
Printed, typed or stamped date, commission and expiration of commission term

CHARLES LAWSON
Notary Public - State of Florida
Commission # HH 695765
My Comm. Expires Jul 9, 2029
Bonded through National Notary Assn.

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

New

E-Verify+™

Modernize the employment eligibility verification process today!

Learn More

Enable E-Verify+

My Company Profile

Company Information

Company Name
J & A Balboa Enterprises, Inc

Doing Business As (DBA) Name
Arrow Service & Towing

Company ID
2616739

Enrollment Date
Jan 30, 2025

Employer Identification Number (EIN)
592491843

Unique Entity Identifier (UEI)
aws541jabalb

DUNS Number
146716519

Total Number of Employees
20 to 99

NAICS Code

Sector

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

Subsector

Truck Transportation

Edit Company Information

Employer Category

Employer Category

None of these categories apply

Edit Employer Category

Company Addresses

Physical Address

541 Carswell Ave
Holly Hill, FL 32117

Mailing Address

PO BOX 250072
Holly Hill, FL 32125

Edit Company Addresses

Hiring Sites

Number of Sites

1

Edit Hiring Sites

Company Access

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)
J & A Balboa Enterprises, Inc

2 Business name/disregarded entity name, if different from above.
Arrow Service & Towing

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☒ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.
541 Carswell Ave

6 City, state, and ZIP code
Holly Hill, FL 32117

Requester's name and address (optional)
City of Holly Hill
1065 Ridgewood Ave
Holly Hill Fl 32117

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

or

Employer identification number
5 9 - 2 4 9 1 8 4 3

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** A Balboa | **Date** 8/15/2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

CERTIFICATE OF INSURANCE
FOR
PUBLIC LIABILITY AND PROPERTY DAMAGE

This is to certify Trisura Insurance Company has issued to Arrow Wrecker Service of the City of Holly Hill, State of Florida,

the following policy or policies; ~~Public~~ General Liability Policy No. 149 TTS FL 100151-02 effective on,

May 1, 2025,

limits 1,000,000,

Property Damage Policy No. 149 TTS FL 100151-02 effective on May 1, 2025, and expiring

on May 1, 2026, limits 1,000,000 Auto Liability

If at any time this coverage is to be canceled, the undersigned will notify the insured and City of Holly Hill, in writing thirty (30) days prior to cancellation of the policy.

(This certificate must be made by a duly authorized official of the Insurance Company carrying the risk, or a separate certificate of similar context executed on Insurance Company's Standard Form may be attached hereto.)

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

CERTIFICATE OF INSURANCE FOR WORKMEN'S COMPENSATION

This is to certify that SUNZ INSURANCE SOLUTIONS LLC /IMPACT STAFF LEASING, Company has issued to J & A BALBOA ENTERPISES INC, of the City of HOLLY HILL, State of FL, the following policy or policies: Workmen's Compensation and Employer's Liability

Policy No.

WC111-00001-025 effective on JULY 15TH, 20 25.

Reference Policy No. WC111-00001-025 effective on JULY 15TH, 2025

and expiring on JULY 15TH, 2026 re PER STATUTE

limits 1,000,000.

If at any time this coverage is to be canceled, the undersigned will notify the insured and the BROKER OF RECORD in writing thirty (30) days prior to cancellation of policy.

ROSE SERRET

(This certificate must be made by a duly authorized official of the Insurance Company carrying the risk, or a separate certificate of similar context executed on Insurance Company's Standard Form may be attached hereto.)

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 7/15/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER SUNZ Insurance Solutions LLC ID: (Impact Staff Leasing) c/o Impact Staff Leasing LLC 1315 W Indiantown Road, 2nd Floor Jupiter, FL 33458	**CONTACT NAME:** Joe Flaherty **PHONE (A/C, No, Ext):** 847-908-8719 **FAX (A/C, No):** **E-MAIL ADDRESS:** Joe.Flaherty@MarshMMA.com
INSURED Impact Staff Leasing LLC 1315 W Indiantown Road, 2nd Floor Jupiter FL 33458	**INSURER(S) AFFORDING COVERAGE** — **NAIC** INSURER A : SUNZ Insurance Company — 34762 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 86324386 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N ☐ N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WC111-00001-025	7/15/2025	7/15/2026	✓ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Coverage provided for all leased employees but not subcontractors of: J & A Balboa Enterprises Inc
Client Effective: 7/15/2025

CERTIFICATE HOLDER

0102129

City Of Holly Hill
1065 Ridgewood Ave
Holly Hill FL 32117

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Rick Leonard

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Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

SECTION 00 84 10
NOTICE OF AWARD FORM

Date: 8/15/2025

Contractor: Arrow Service & Towing

Project: 25-PD-04

Date of Bid Opening: 8/18/2025

You are notified that your bid dated August 15th, 2025 for the above Contract has been considered and the OWNER, intends to award you a contract for:

36 Month exclusive towing contract

.

(Indicated total Work, Alternates or Sections of Work Awarded)

The Contract Price of your contract is One hundred eight thousand, thirty-six Dollars ($108,036.00).

Two (2) copies of each of the following proposed Contract Documents (except Project Manual and Drawings) accompany this Notice of Award:

- Agreement Between Owner and Contractor
- Payment and Performance Bond
- Cash Bond
- Insurance Requirements
- Affidavit Regarding Workman's Compensation
- Certificate of Insurance for Workman's Compensation

You must comply with the following conditions to the awarded contract within ten (10) days of the date of the Notice of Award, which is by _____, 20___.

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

1. You must deliver to the OWNER two (2) fully executed counterparts of the Agreement.

2. You must deliver with the executed Agreement the required **cash bond** in the amount specified in the Bidding Documents.

3. You must provide in writing the correct name and address of the entity providing the cash bond, if applicable, or the financial institution issuing it.
4.
5. You must deliver with the executed Agreement two (2) completed, with original signatures, Certificates and Endorsements of Insurance in the form specified in the Bidding Documents.

Failure to comply with these conditions within the time specified will entitle the OWNER to consider your Bid abandoned, to annul this Notice of Award, and to declare your Bid Security forfeited.

Within ten (10) days after you comply with these conditions, the OWNER will return to you one (1) fully signed counterpart of the agreement with the Contract Documents attached.

OWNER'S REPRESENTATIVE:

_____

_____ Date: _____

(Authorized Signature)

_____

(Title)

(Name/Title) Amanda Balboa , Treasurer

aballoa

(Date) 8/15/25

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

A. In the event of conflict between any of the Contract Documents, the provisions of this Agreement shall govern.

IN WITNESS WHEREOF, the Parties hereto have signed this Contract in quintuplicate the day and year first above written.

ATTEST

Valerie Manning / Clerk

CITY OF HOLLY HILL, FLORIDA

Joseph Forte / City Manager

Towing Company - Amanda Balboa

8/15/25
DATE

WITNESS:

By Lyn M Choquette

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

BARWICK BANKING COMPANY

6016

5.1.c

CHECK ARMOR

J & A BALBOA ENTERPRISES, INC
DBA ARROW SERVICE & TOWING
PO BOX 250072
HOLLY HILL, FL 32125
(386) 255-2138

8/15/2025

PAY TO THE ORDER OF City of Holly Hill $ **3,001.00

Three Thousand One and 00/100********** DOL

City of Holly Hill
PO BOX 250699
Holly Hill, FL 32125-069999

MEMO CASH BID BOND FOR 1/36 OF TOTAL CONTRAC

AUTHORIZED SIGNATURE

⑈006016⑈ ⑆061211427⑆000000204107⑈

J & A BALBOA ENTERPRISES, INC **DBA ARROW SERVICE & TOWING** 601

City of Holly Hill 8/15/2025 3,001.00

BARWICK BANK 410 CASH BID BOND FOR 1/36 OF TOTAL CONT 3,001.00

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

ARROWRE-01

AODOM

5.1.c

CERTIFICATE OF LIABILITY INSURANCE

DATE 8/12/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Travis Barlow Company 1002 West Hwy 80 Pooler, GA 31322	CONTACT NAME: Justin Newman PHONE (A/C, No, Ext): (912) 330-5584 FAX (A/C, No): E-MAIL ADDRESS: Justin@travisbarlow.com
	INSURER(S) AFFORDING COVERAGE — NAIC
	INSURER A : TriSura Insurance Company — 22225
INSURED J & A Balboa Enterprises, Inc DBA: Arrow Wrecker Service P O Box 250072 Holly Hill, FL 32125	INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			149 TTS FL 100151-02	5/1/2025	5/1/2026	EACH OCCURRENCE	$ 1,00 0
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 10 0
							MED EXP (Any one person)	$ 0
							PERSONAL & ADV INJURY	$ 1,00 0
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,00 0
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 3,00 0
	OTHER:							$
A	AUTOMOBILE LIABILITY			149 TTS FL 100151-02	5/1/2025	5/1/2026	COMBINED SINGLE LIMIT (Ea accident)	$ 1,00 0
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY X SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
							PIP	$ 1 0
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N / A						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	On Hook & Cargo			149 TTS FL 100151-02	5/1/2025	5/1/2026	$5,000Ded/$100,000/	5(0
A	Garagekeepers			149 TTS FL 100151-02	5/1/2025	5/1/2026	(3 Locs)$500 Ded /	5(0

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is listed as additional insured

Fax 386-248-9480

CERTIFICATE HOLDER

City of Holly Hill
1065 Ridgewood Ave
Holly Hill, FL 32117

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

TECHNICAL BID REQUIREMENTS

Independence

Arrow Service & Towing is independent from The City of Holly Hill in every capacity. Arrow Service & Towing, owners, officers, or key personnel are not employees of the City, are not under contract with the City, and have no financial or controlling interest in City operations. The only relationship Arrow Service & Towing has had with the City of Holly Hill in the past five (5) years is the current towing contract, set to expire in the immediate future.

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

TECHNICAL BID REQUIREMENTS

License to practice in the State of Florida

Arrow Service & Towing and all assigned staff is properly licensed to tow vehicles in The State of Florida. Arrow Service & Towing has forty-five (45) years' experience.

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

TECHNICAL BID REQUIREMENTS

Conflict of Interest

Arrow Service & Towing has no conflicts of interest with The City of Holly Hill. None of Arrow Service & Towing's principals, employees, affiliates or subcontractor have relations, professional, financial, or otherwise with any City of Holly Hill elected officials, appointed officials, employees or agents or any of its agencies or component units for the past five (5) years.

Arrow Service & Towing is currently in a contract with The City of Holly Hill for towing services which is set to expire, and is what this current bid 25-PD-04 is replacing.

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

TECHNICAL BID REQUIREMENTS

Qualifications & Experience

Arrow Service & Towing is located at 541 Carswell Ave Holly Hill, Fl 32117. Arrow has been in business, in the City of Holly Hill since 1980. Arrow currently employs thirty-seven (37) people. Arrow has 24 trucks, ranging in all sizes to accommodate towing for all classes of vehicles.

Arrow Service & Towing has not had any litigation and/or proceedings for the previous three (3) years where a court or administrative agency has ruled for or against Arrow Service & Towing in any matter related to the Towing Company's professional activities.

Arrow Service & Towing has an immense amount of experience, as our forty-five (45) years includes towing for several police departments of similar size and nature of services being requested from The City of Holly Hill. We currently hold contracts with other Cities & State entities as listed in the "statement of bidders qualifications" section.

Arrow Service & Towing principals and staff are highly qualified, with a wide range of certifications and experience. Certifications include, Wreck Master Certified operators, Sunshine State Towing Certified operators, FDOT Maintenance of Traffic, Level 2 M.O.T. Certified, FEMA ICA-100, 200, 700, & 800. National Highway Safety Traffic Incident Response Management & FDOT Maintenance of traffic for incident responders.

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

City of Holly Hill, FL
1065 Ridgewood Ave
Holly Hill, FL 32117
(386) 248-9442

2025

BUSINESS TAX RECEIPT

Business Name:	ARROW WRECKER SERVICE		
Business Location:	541 CARSWELL AVE HOLLY HILL, FL 32117	**Mailing Address:**	541 CARSWELL AVE HOLLY HILL, FL 32117
Owner:	J & A Balboa Ent Inc. DBA Arrow Service and Towin		
License Number:	GENL-002555	**License Type:**	General
Issued Date:	6/5/2025	**Classification:**	Auto Services
Expiration Date:	9/30/2025	**Fees Paid:**	$1,043.22

* THIS DOCUMENT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS, PENALTY FOR FAILURE TO DO SO.
* TAX RECEIPT DOES NOT GUARANTEE JOB AND/OR WORK PERFORMANCE.
* BUSINESS MUST COMPLY WITH CITY ORDINANCE.

TO BE POSTED IN A CONSPICUOUS PLACE

ARROWRE-01

AODOM

5.1.c

CERTIFICATE OF LIABILITY INSURANCE

DATE 8/12/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICI BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZ REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endors If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Travis Barlow Company
1002 West Hwy 80
Pooler, GA 31322

CONTACT NAME: Justin Newman
PHONE (A/C, No, Ext): (912) 330-5584
FAX (A/C, No):
E-MAIL ADDRESS: Justin@travisbarlow.com

INSURER(S) AFFORDING COVERAGE	NAIC
INSURER A : TriSura Insurance Company	22225
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
J & A Balboa Enterprises, Inc DBA: Arrow Wrecker Service
P O Box 250072
Holly Hill, FL 32125

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PER INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH T CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TER EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY							
	CLAIMS-MADE X OCCUR			149 TTS FL 100151-02	5/1/2025	5/1/2026	EACH OCCURRENCE	$ 1,0
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$ 1,0
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,0
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 3,0
	OTHER:							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,0
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY X SCHEDULED AUTOS			149 TTS FL 100151-02	5/1/2025	5/1/2026	BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
							PIP	$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N / A (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	On Hook & Cargo			149 TTS FL 100151-02	5/1/2025	5/1/2026	$5,000Ded/$100,000/	5
A	Garagekeepers			149 TTS FL 100151-02	5/1/2025	5/1/2026	(3 Locs)$500 Ded /	5

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is listed as additional insured

Fax 386-248-9480

CERTIFICATE HOLDER

City of Holly Hill
1065 Ridgewood Ave
Holly Hill, FL 32117

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEF THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERE ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

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CERTIFICATE OF LIABILITY INSURANCE

DATE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICI BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZ REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endors If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER SUNZ Insurance Solutions LLC ID: (Impact Staff Leasing) c/o Impact Staff Leasing LLC 1315 W Indiantown Road, 2nd Floor Jupiter, FL 33458	CONTACT NAME: Joe Flaherty PHONE (A/C, No, Ext): 847-908-8719 FAX (A/C, No): E-MAIL ADDRESS: Joe.Flaherty@MarshMMA.com	
	INSURER(S) AFFORDING COVERAGE	NAIC
	INSURER A : SUNZ Insurance Company	34762
INSURED Impact Staff Leasing LLC 1315 W Indiantown Road, 2nd Floor Jupiter FL 33458	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 86324386 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PER INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH T CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TER EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC111-00001-025	7/15/2025	7/15/2026	✓ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Coverage provided for all leased employees but not subcontractors of: J & A Balboa Enterprises Inc
Client Effective: 7/15/2025

CERTIFICATE HOLDER

0102129

City Of Holly Hill
1065 Ridgewood Ave
Holly Hill FL 32117

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEF THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Rick Leonard

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Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

Business Tax Receipt

Doing business with Volusia County

Helpful Business Links

Other related county departments

Effective January 1, 2024, the ordinance requiring a Volusia County business tax receipt is repealed and a Volusia County business tax receipt is no longer required for any business located within Volusia County. For questions regarding whether a city business tax receipt is required for your business, please contact the city in which the business is physically located. For assistance with County business tax receipt records, please contact our office at 386-943-7085 or treasury@volusia.org.

Helpful business links

Other related county departments that you may need to get approval from in order to operate in Volusia County.

Links to state agencies and cities you may also need to register with.

Click here for a letter stating the Business Tax Receipt was rescinded.

Doing business with Volusia County

If you are interested in doing business with Volusia County, please visit our Purchasing and Contracts Division.

Business tax search

To find a business that was registered with the Treasury & Billing Division: Click here Business tax search.

Director

Craig Baumgardner, CEL

Historic Courthouse
125 W. New York Ave.
Room 120
DeLand, FL 32720

Office Hours: 8 am to 5pm

E-mail

treasury@volusia.org

Phone

386-943-7085

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

Florida Department of Agriculture and Consumer Services
Division of Consumer Services
2005 Apalachee Pkwy
Tallahassee, Florida 32399-6500

December 14, 2024

J & A BALBOA ENTERPRISES, INC.
PO BOX 250072
HOLLY HILL, FL 32125-0072

SUBJECT: Motor Vehicle Repair Shop Registration MV8775

Your application for registration as a motor vehicle repair shop has been processed. Your registration will expire December 18, 2026.

Your registration number is required by law to be placed on all estimate and invoice forms as well as on advertisements which are placed in a newspaper, magazine or directory.

Florida law requires every motor vehicle repair shop to post a sign which contains the Department's toll-free number for consumer information and assistance. Please affix the registration certificate below to the enclosed sign and display the sign and license in a location conspicuous to the public in your facility.

The sign is currently available in English and Spanish but can be translated into additional languages upon request. If you have any questions or would like to request a copy of the sign in another language, please email cscompliance@FDACS.gov or call (800) 435-7352 or (800) 352-9832 en Español.

Cut Here

POST CERTIFICATE CONSPICUOUSLY

State of Florida
Department of Agriculture and Consumer Services
Division of Consumer Services
2005 Apalachee Pkwy
Tallahassee, Florida 32399-6500

Registration No.: MV8775
Issue Date: December 13, 2024
Expiration Date: December 18, 2026

Motor Vehicle Repair Registration Certificate

Chapter 559, Florida Statutes
GOOD ONLY FOR THE LOCATION LISTED BELOW

J & A BALBOA ENTERPRISES, INC.
DBA: ARROW WRECKER SERVICE
541 CARSWELL AVE
HOLLY HILL, FL 32117-4411

OWNED BY:
J & A BALBOA ENTERPRISES, INC.

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

This is to certify that the Motor Vehicle Repair Shop whose name and address are shown above has registered and paid the prescribed fee (based on the declared number of mechanics, technicians, and helpers) as required by s. 559.904 F.S. and is authorized to perform Motor Vehicle Repairs at the location shown above.

Attachment: C- Arrow Service & Towing Bid (2025-R-68 : Towing Company Agreement)

HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **September 8, 2025**
FROM: **Michele Moore**
SUBJECT: **A Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Amending the Adopted Budget for the City of Holly Hill for the Fiscal Year 2024-2025; Providing for Severability; and Providing for an Effective Date.**
NUMBER: **2025-R-69**
APPLICANT:
PLANNER:

DISCUSSION:

The Police Department received a grant of $2,427.00 through the Edward Byrne Memorial Justice Assistance Grant Program (JAG) to assist with the purchase of two PepperBall VKS Pro Plus less-lethal launchers. These launchers will enhance officer safety and provide effective less-lethal options for managing high-risk situations involving unarmed or combative individuals.

The total cost for the equipment, including shipping, is $3,319.00. The city will cover the remaining cost difference. This budget amendment is necessary to recognize the grant funds and allocate the City's contribution for the purchase.

FISCAL ANALYSIS:

We received a grant for $2,427.00 through the Edward Byrne Memorial Justice Assistance Grant Program (JAG). This budget amendment request reflects the receipt of these funds and covers the additional cost of purchasing two PepperBall VKS Pro Plus less-lethal launchers.

The total cost of the launchers, including $45.00 for shipping, is $3,319.00. The City's responsibility is $892.00 and is in the budget under operating supplies, account #001-2210-521-5201.

STAFF RECOMMENDATION:

Staff recommends the approval of this Resolution.

COMMISSION GOAL:

Goal #1: Develop and maintain a sound and sustainable financial plan for the city that establishes sufficient reserves for all funds, ensures (whenever possible) that user fees pay for services rendered, provides a realistic capital improvement program, and encourages public/private sector partnerships and intergovernmental partnerships.

MOTION:

APPROVE BY AMENDING THE ADOPTED BUDGET FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2024-2025.

ATTACHMENTS:

- Attachment A - BAR JAG Grant (PDF)
- Attachment B - JG022 - Award Agreement (PDF)
- Attachment C Quote for Grant (PDF)

Resolution No. 2025-69

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, AMENDING THE ADOPTED BUDGET FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2024-2025; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, AMENDING THE ADOPTED BUDGET FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2024-2025; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City amends its annual budget as changes to the budget occur during the year, the City has amended the current budget for such changes by the following Resolutions; 2024-R-95, R-85, R-77, R-71, R-72, R-98, R-9, R-101, R-3, R-20, R-1, R-38 and R-43 amended the operating budget for Fiscal Year 2024-2025; and

WHEREAS, this Resolution, amending the budget, is to account for additional revenue from the Edward Byrne Memorial Justice Assistance Grant Program (JAG-D) with an adjustment of $2,427.00 to revenues and expenditures in total, pursuant to the itemizations contained in Exhibit “A,” which is attached hereto and incorporated herein; and

WHEREAS, the City of Holly Hill Police Department is committed to enhancing officer and community safety through the responsible use of less-lethal force options; and

WHEREAS, the Police Department intends to purchase two PepperBall VKS Pro Plus less-lethal launchers, which provide improved capabilities for safely managing high-risk situations involving unarmed or combative individuals; and

WHEREAS, the total cost of the equipment, including shipping, is $3,319.00, with the City covering the difference between the grant award and the purchase price; and

WHEREAS, the budget adjustments will allow the City of Holly Hill to adjust the Fiscal Year 2024-2025 budget to reflect the receipt of the grant funds and the City's contribution for the equipment purchase.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. The City Commission of the City of Holly Hill amends the Fiscal

Year 2024-2025 budget by revising the budget in total pursuant to itemizations contained in Exhibit "A", which is attached hereto and incorporated herein.

SECTION 2. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or a part of this Resolution.

SECTION 3. EFFECTIVE DATE. This Resolution shall become effective immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 8th day of SEPTEMBER, 2025.

CITY OF HOLLY HILL
Budget Amendment Request
Fiscal Year 2024-2025

Requesting Department			Date
POLICE			9/8/202

ADD FUNDS TO ACCOUNT NUMBER:	PROJECT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-0000-331-2410		Federal Grants	2,427.0(
		Total	2,427.0(

ADD FUNDS TO ACCOUNT NUMBER:	PROJECT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-2110-521-5201		Operating Supply	2,427.0(
		Total	2,427.0(

Purpose of Transfer: (include as much detail as possible)

To budget for receipt of the Edward Byrne Memorial Justice Assistance Grant Program (JAGC) for the purchase of two PepperBall less-lethal lauchers.

Note: Funds can only be transferred within the same fund and same department without requiring further commission action. In addition funds can only be expended after amendment is completed.

---------- Management Approvals----------

Department Head Signature _____ Date

City Manager Signature _____ Date

---------- For Finance Use Only ----------

Finance Review

Finance Director Signature _____ Date _____ Resolution #

Attachment: Attachment A - BAR JAG Grant (2025-R-69 : Edward Byrne Memorial Justice Assistance Grant Program (JAG-D) FY24/25 Budget

State of Florida
Florida Department of Law Enforcement
Bureau of Criminal Justice Grants (CJG)
2331 Phillips Road
Tallahassee, FL 32308

AWARD AGREEMENT

Recipient: City of Holly Hill

Recipient SAM UEI: ZK7ZUMNURSG6

Award Number: JG022

Award Period: 07/01/2025 – 03/31/2026

Award Title: D-JG022 Less Lethal Weapons

Federal Funds: $2,427.00

Matching Funds: $0.00

Total Funds: $2,427.00

CFDA: 16.738

Federal Award Number: 15PBJA-24-GG-04224-MUMU

Federal Program: Edward Byrne Memorial Justice Assistance Grant (JAG)

Federal Awarding Agency: U.S. Department of Justice (USDOJ)

Pass-through Entity: Florida Department of Law Enforcement (FDLE)

Research & Development: No

Indirect Cost: No

An award agreement is entered into by and between the Florida Department of Law Enforcement (herein referred to as "FDLE" or "Department") and the City of Holly Hill (herein referred to as "Recipient");

WHEREAS, the Department has the authority pursuant to Florida law and does hereby agree to provide federal financial assistance to the Recipient in accordance with the terms and conditions set forth in the award agreement, and

WHEREAS, the Department has available funds resulting from the federal award listed above, and

WHEREAS, the Recipient and the Department have each affirmed they have read and understood the agreement in its entirety and the Recipient has provided an executed agreement to the Department.

SCHEDULE OF APPENDICES

Appendix A – Scope of Work
Appendix B – Deliverables
Appendix C – Approved Budget
Appendix D – Award Contacts
Appendix E – Special Conditions
Appendix F – Standard Conditions

PERFORMANCE REPORTING

The Recipient shall provide **Quarterly Performance Reports** to the Department attesting to the progress towards deliverables. Performance Reports are due no later than 15 days after the end of each reporting period.

Attachment: Attachment B - JG022 - Award Agreement (2025-R-69 : Edward Byrne Memorial Justice Assistance Grant Program (JAG-D)

For example: If the monthly reporting period is July 1-31, the Performance Report is due August 15th; if the quarterly reporting period is January 1 – March 31, the Performance Report is due by April 15th.

The Recipient shall respond to the metrics in the electronic grant management system. Information provided by the Recipient will be used by the Department to compile reports on project progress and metrics to the U.S. Department of Justice.

Supporting documentation for performance must be maintained by Recipient and made available upon request for monitoring purposes. Examples of supporting documentation include but are not limited to timesheets, activity reports, meeting notices, delivery documents, public announcements, rosters, presentations, database statistics, etc.

Failure to submit performance reports by the deadline will result in a withholding of funds until performance reports are received.

FINANCIAL REPORTING

The State of Florida's performance and obligation to pay under this agreement is contingent upon an appropriation by the Legislature. The Department will administer and disburse funds under this agreement in accordance with ss. 215.97, 215.971, 215.981 and 215.985, F.S.

This is a cost reimbursement agreement. The Department will reimburse the Recipient for allowable expenditures included in the approved budget **(Appendix B)** incurred during each reporting period. The Recipient shall provide **Quarterly Payment Requests** to the Department attesting to expenditures made during the reporting period. These reports are due no later than 30 days after the end of each reporting period. For example: If the monthly reporting period is July 1-31, the Payment Request is due August 30th; if the quarterly reporting period is January 1 – March 31, the Payment Request is due by April 30th.

Using the electronic grant management system to record expenses, Payment Requests must clearly identify the dates of services, a description of the specific contract deliverables provided during the reporting period, the quantity provided, and the payment amount. All Payment Requests are reviewed and may be audited to the satisfaction of the Department. The Department's determination of acceptable expenditures shall be conclusive.

The final Payment Request shall be submitted to the Department no more than 60 days after the end date of the award. Any payment due under the terms of this agreement may be withheld until performance of services, all reports due are received, and necessary adjustments have been approved by the Department.

The Recipient must maintain original supporting documentation for all funds expended and received under this agreement in sufficient detail for proper pre- and post-audit and to verify work performed was in accordance with the deliverable(s). Payment shall be contingent upon the Department's grant manager receiving and accepting the invoice and the associated supporting documentation. Supporting documentation includes, but is not limited to: quotes, procurement documents, purchase orders, original receipts, invoices, canceled checks or EFT records, bank statements, etc. The state's Chief Financial Officer (CFO) reserves the right to require further documentation on an as needed basis.

Failure to comply with these provisions shall result in forfeiture of reimbursement.

Attachment: Attachment B - JG022 - Award Agreement (2025-R-69 : Edward Byrne Memorial Justice Assistance Grant Program (JAG-D)

Award Signatures

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in **Appendix C and Appendix D** of this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duly authorized officers on the date, month and year set out below.

Modifications to this page, including strikeovers, whiteout, etc. are not permitted.

Award ID: JG022
Award Title: D-JG022 Less Lethal Weapons
Award Period: 07/01/2025 – 03/31/2026

Florida Department of Law Enforcement
Bureau of Criminal Justice Grants

Signature: _____ Date: 8/21/25

Typed Name and Title: Cody Menacof, Bureau Chief

Recipient
City of Holly Hill

The award is not valid until signed and dated by all required parties including either the Chief Official or Designee below. Any Designee signatures must be accompanied by documentation granting the authority to execute this agreement.

By signing below, I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343, and Title 31, Sections 3729-3730 and 3801-3812.

Recipient Chief Official

Signature: _____ Date: 08/20/25

Typed Name and Title: John Penny, Mayor - The City of Holly Hill

Recipient Chief Official Designee

Signature: _____ Date: _____

Printed Name and Title: _____

Additional Recipient Signatures (optional)

If your local process requires additional signatures (i.e., legal, clerk, etc.) use the spaces below.

Signature: _____ Date: _____

Printed Name and Title: _____

Signature: _____ Date: _____

Printed Name and Title: _____

Attachment: Attachment B - JG022 - Award Agreement (2025-R-69 : Edward Byrne Memorial Justice Assistance Grant Program (JAG-D)

Appendix A - Scope of Work

Award Number:	JG022
Recipient:	City of Holly Hill
Award Title:	D-JG022 Less Lethal Weapons
Award Period:	07/01/2025 - 03/31/2026

Problem Identification

The City of Holly Hill is committed to ensuring the safety of both the police department officers and the community using effective, appropriate, and non-lethal force options. However, the police department currently faces limitations in the availability of less-lethal tools, particularly for front-line officers responding to high-risk or escalating situations. This creates a safety concern when officers are forced to rely on more extreme use-of-force options due to a lack of appropriate intermediate tools. Traditional pepper spray has limited range, is affected by environmental conditions, and often requires proximity to the subject — increasing risk to both the officer and the individual involved. The department has identified the pneumatic launcher as a critical addition to less-lethal capabilities. This launcher provides significantly increased range, accuracy, and reliability compared to hand-held pepper spray or batons, making it highly effective in situations involving unarmed but aggressive individuals, subjects in crisis, or crowd management. Without such equipment, officers lack essential tools that could allow for safer resolutions to volatile encounters.

The City of Holly Hill Police Department is actively working to reduce use of force incidents by prioritizing de-escalation strategies and the responsible use of less-lethal options. As part of this effort, the department is taking measurable steps to modernize its equipment and tactics to better align with evolving community safety standards.

Procuring this device is a top priority as the City works to modernize police response capabilities and reduce reliance on lethal force; however, the current general budget does not have sufficient funds available to support this project.

Scope of Work

The City of Holly Hill will use grant funds to purchase pepperball weapons with rounds. This will allow the police department to not only enhance its operational capabilities during high-risk or rapidly evolving incidents but to increase the safety of the officers, the individuals involved and the public.

Attachment: Attachment B - JG022 - Award Agreement (2025-R-69 : Edward Byrne Memorial Justice Assistance Grant Program (JAG-D)

Appendix B - Deliverables

Award Number:	JG022
Recipient:	City of Holly Hill
Award Title:	D-JG022 Less Lethal Weapons
Award Period:	07/01/2025 - 03/31/2026

Total payments for all deliverables will not exceed the maximum grant award amount.

Deliverable 1	Recipient will use federal grant funds to procure pepperball weapons with rounds.
Minimum Performance Criteria:	Performance will be the procurement and receipt of goods/services purchased.
Financial Consequences:	This is a cost reimbursement deliverable. Only those items purchased and received will be eligible for payment.
Deliverable Price:	Total payments for this deliverable will be approximately $4,063.00

Attachment: Attachment B - JG022 - Award Agreement (2025-R-69 : Edward Byrne Memorial Justice Assistance Grant Program (JAG-D)

Appendix C - Approved Budget

Award Number:	JG022		
Recipient:	City of Holly Hill		
Award Title:	D-JG022 Less Lethal Weapons		
Award Period:	07/01/2025-03/31/2026		
Award Amount:	$2,427.00	$0.00	$2,427.00
	Grant Funded	Match	Total

Standard Budget Terms

All items, quantities, and/or prices below are estimates based on the information available at the time of application.

The item(s) listed below may include additional individually priced, operationally necessary accessories, components, and/or peripherals and may be categorized as a "kit", "bundle", "system" etc.

Award funds may be used to pay for any applicable shipping, freight, and/or installation costs.

Award funds will NOT be used to pay for extended warranties, service agreements, contracts, etc., covering any periods that extend beyond the award end date. Funds may be prorated for services within the award period.

Any costs that exceed the award allocation will be the responsibility of the Recipient.

D. Equipment

Item Name	Description	Grant Funded	Match	Total
Less Lethal Weapon	2 pepperball weapons with rounds @ $1,637.00 each; shipping @ $45 Total Cost = $3,319.00.	$2,427.00	$0.00	$2,427.00
		D. Equipment Subtotal:		**$2,427.00**

Attachment: Attachment B - JG022 - Award Agreement (2025-R-69 : Edward Byrne Memorial Justice Assistance Grant Program (JAG-D)

Appendix D: Award Contacts

Award Number:	JG022
Recipient:	City of Holly Hill
Award Title:	D-JG022 Less Lethal Weapons
Award Period:	07/01/2025 - 03/31/2026

Recipient Grant Manager (GM)

Name: Mary Mearsheimer
Title: Procurement Agent
Address: 1065 Ridgewood Avenue
Holly Hill, FL 32117-3437
Phone: 386-248-9429
Email: mmearsheimer@hollyhillfl.org

Recipient Chief Official (CO)

Name: John Penny
Title: Mayor - The City of Holly Hill
Address: 1065 Ridgewood Avenue
Holly Hill, FL 32117-3437
Phone: 386-248-9420
Email: jpenny@hollyhillfl.org

Recipient Chief Financial Officer (CFO)

Name: Michele Moore
Title: Financial Director
Address: 1065 Ridgewood Avenue
Holly Hill, FL
Phone: 386-248-9427
Email: mmoore@hollyhillfl.org

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Appendix E: Special Conditions

Award Number:	JG022
Recipient:	City of Holly Hill
Award Title:	D-JG022 Less Lethal Weapons
Award Period:	07/01/2025 - 03/31/2026

In addition to the attached standard conditions, the above-referenced grant project is subject to the special conditions set forth below.

S0110	At the time of application, the Recipient indicated that they do not have written procedures to report and investigate all grant funded property loss, theft, or damaged. Documentation of compliance with this requirement must be in accordance with the standards identified in OMB's Uniform Requirements and must be maintained and provided to the Office of Criminal Justice Grants at monitoring.
S0048	The Recipient's internal controls do not appear to comply with the requirements outlined in the DOJ Grants Financial Guide and the Office of Management and Budget (OMB), Uniform Grant Requirements, 2 C.F.R. 200, specifically related to providing written notice to employees regarding whistleblower protections. Documentation of compliance with these requirements must be in accordance with the standards identified in OMB's Uniform Requirements and the DOJ Grants Financial Guide and must be maintained and provided to the Office of Criminal Justice Grants at monitoring.
S0047b	At the time of application, the Recipient indicated they do not have written procedures for cash advance and disbursement. Documentation of compliance with these requirements must be in accordance with the standards identified in OMB's Uniform Requirements and must be maintained and provided to the Office of Criminal Justice Grants at monitoring.
S0088	A risk assessment completed at the time of application review determined this project is LOW-RISK. As a result, backup documentation related to all grant-funded expenditures must be maintained and made available to OCJG upon request. Documentation may include, but is not limited to: procurement records (including quotes, competitive solicitations/bids, etc.), purchase orders, packing slips, delivery/receivable documents, invoices, proof of payment, timesheets, paystubs, activity logs, client activity logs, participant sign in sheets, billing documentation, travel vouchers etc.

Attachment: Attachment B - JG022 - Award Agreement (2025-R-69 : Edward Byrne Memorial Justice Assistance Grant Program (JAG-D)

Appendix F – FY2024 Award Standard Conditions

The Florida Department of Law Enforcement (FDLE) serves as the State Administering Agency (SAA) for various federal award programs awarded through the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP). FDLE has been assigned as the certified Fiscal Agent for the Project Safe Neighborhoods awards by the U.S. Attorney. FDLE awards funds to eligible applicants, and requires compliance with the agreement and Standard Conditions upon signed acceptance of the award.

The Department will only reimburse recipients for authorized activities specified in the agreement. Failure to comply with provisions of this agreement, or failure to perform award activities as specified, will result in required corrective action including but not limited to financial consequences, project costs being disallowed, withholding of federal funds and/or termination of the project.

GENERAL REQUIREMENTS

All recipients must comply with the financial and administrative requirements set forth in the following:

Current edition of the U.S. Department of Justice (DOJ) Grants Financial Guide
https://www.ojp.gov/doj-financial-guide-2022

Office of Management and Budget (OMB) Uniform Grant Guidance (2 C.F.R. Part 200)
Subpart A, Definitions
Subparts B-D, Administrative Requirements
Subpart E, Cost Principles
Subpart F, Audit Requirements and all applicable Appendices

Code of Federal Regulations: https://www.ecfr.gov/
2 C.F.R. § 175.105(b), Award Term for Trafficking in Persons
28 C.F.R. § 38, Equal Treatment for Faith-Based Organizations
28 C.F.R. § 83, Government-Wide Requirements for Drug-Free Workplace
28 C.F.R. §§ 18, 22, 23, 30, 35, 42, 61, and 63

U.S. Code:
Title 34, U.S. Code, Crime Control and Law Enforcement
Title 41, U.S. Code § 4712, Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information
Title 34, U.S. Code, § 10101 et seq., "Omnibus Crime Control and Safe Streets Act of 1968"

State of Florida General Records Schedule GS1-SL for State and Local Government Agencies:
https://files.floridados.gov/media/706717/gs1-sl-june-2023.pdf and
https://files.floridados.gov/media/706718/gs2-june-2023.pdf

State of Florida Statutes:
Section 112.061, Fla. Stat., Per diem/travel expenses of public officers, employees, authorized persons
Chapter 119, Fla. Stat., Public Records
Section 215.34(2), Fla. Stat., State funds; non-collectible items; procedure
Section 215.97, Fla. Stat. Florida Single Audit Act
Section 215.971, Fla. Stat., Agreements funded with federal or state assistance
Section 215.985, Fla. Stat., Transparency in government spending
Section 216.181(6), Fla. Stat., Approved budgets for operations and fixed capital outlay

DEFINITIONS

Award agreement means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302, 6304, is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal awarding agency or

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pass-through entity's direct benefit or use; and is distinguished from a cooperative agreement in that it does not provide for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.

Disallowed costs means those charges to a Federal award that the Federal awarding agency or pass-through entity determines to be unallowable, in accordance with the applicable Federal statutes, regulations, or the terms and conditions of the Federal award.

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. See also the definitions of *capital assets, computing devices, general purpose equipment, information technology systems, special purpose equipment,* and *supplies* in 2 C.F.R. § 200.1.

Fiscal Agent refers to the agency responsible for the administration of the Project Safe Neighborhoods (PSN) award programs. FDLE has been assigned as the certified Fiscal Agent for PSN awards.

Improper payment means any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements. Improper payment also includes any payment to an ineligible party, any payment for an ineligible good or service, any duplicate payment, any payment for a good or service not received (except for such payments where authorized by law), any payment that does not account for credit for applicable discounts, and any payment where insufficient documentation prevents a reviewer from discerning whether a payment was proper.

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. The micro-purchase threshold is set by the Federal Acquisition Regulation in 48 CFR Subpart 2.1 (Definitions). It is $10,000 except as otherwise discussed in Subpart 2.1 of that regulation, but this threshold is periodically adjusted for inflation.

Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each award (regardless of the period of performance of the awards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each award in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Non-Federal entity is a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

Non-federal pass-through entity is a non-Federal entity that provides an award to a recipient to carry out part of a Federal program; the Florida Department of Law Enforcement (FDLE) is the non-federal pass-through entity for this agreement, also referred to as the State Administering Agency (SAA).

Performance goal means a target level of performance expressed as a tangible, measurable objective, against which actual achievement can be compared, including a goal expressed as a quantitative standard, value, or rate. In some instances (e.g., discretionary research awards), this may be limited to the requirement to submit technical performance reports (to be evaluated in accordance with agency policy).

Period of performance means the time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must include start and end dates of the period of performance in the Federal award (see §§ 200.211 Information contained in a Federal award paragraph (b)(5) and 200.332 Requirements for pass-through entities, paragraph (a)(1)(iv)).

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Protected Personally Identifiable Information (PII) means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to social security numbers; passport numbers; credit card numbers; clearances; bank numbers; biometrics; date and place of birth; mother's maiden name; criminal, medical, and financial records; and educational transcripts. This does not include PII that is required by law to be disclosed. (See also § 200.79 Personally Identifiable Information (PII)).

Questioned cost means a cost that is questioned by the auditor because of an audit finding 1) that resulted from a violation or possible violation of a statute, regulation, or the terms and conditions of a Federal award, including for funds used to match Federal funds; 2) where the costs, at the time of the audit, are not supported by adequate documentation; or 3) where the costs incurred appear unreasonable and do not reflect the actions a prudent person would take in the circumstances.

Simplified acquisition threshold means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. § 1908. As of the publication of this part, the simplified acquisition threshold is $250,000, but this threshold is periodically adjusted for inflation. (Also see definition of Micro-purchase, 2 C.F.R. § 200.67).

Subaward is an award provided by a pass-through entity to a recipient for the recipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual who is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Recipient means a non-Federal entity that receives an award from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program.

Supplies means all tangible personal property other than those described in § 200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or $5,000, regardless of the length of its useful life. See also §§ 200.20 Computing devices and 200.33 Equipment.

For PSN: Task Forces are established by each USAO to collaborate with a PSN team of federal, state, local, and tribal (where applicable) law enforcement and other community members to implement a strategic plan for investigating, prosecuting, and preventing violent crime.

SECTION I: TERMS AND CONDITIONS

1.0 **Payment Contingent on Appropriation and Available Funds** - The State of Florida's obligation to pay under this agreement is contingent upon an annual appropriation by the Florida Legislature. Furthermore, the obligation of the State of Florida to reimburse recipients for incurred costs is subject to available federal funds.

2.0 **Commencement of Project** - If a project is not operational within (60) days of the original start date of the award period or the date of award activation (whichever is later), the recipient must report by letter to the Department the steps taken to initiate the project, the reasons for delay, and the expected start date.

If a project is not operational within (90) days of the original start date of the award period or the date of award activation (whichever is later), the recipient must submit a second statement to the Department explaining the implementation delay.

Upon receipt of the ninety (90) day letter, the Department shall determine if the reason for delay is justified or shall, at its discretion, unilaterally terminate this agreement and re-obligate award funds to other Department approved projects. The Department, where warranted by extenuating circumstances, may extend the starting date of the project past the ninety (90) day period, but only by formal written adjustment to this agreement.

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3.0 **Supplanting** - The recipient agrees that funds received under this award will not be used to supplant state or local funds but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for award activities.

4.0 **Non-Procurement, Debarment and Suspension** - The recipient agrees to comply with Executive Order 12549, Debarment and Suspension and 2 C.F.R. § 180, "OMB Guidelines to Agencies On Governmentwide Debarment And Suspension (Non-procurement)". These procedures require the recipient to certify it shall not enter into any lower tiered covered transaction with a person who is debarred, suspended, declared ineligible or is voluntarily excluded from participating in this covered transaction, unless authorized by the Department. If the award is $100,000 or more, the sub recipient and implementing agency certify that they and their principals:

1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;

2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a)(ii) of the "Lobbying, Debarment and Drug Free Workplace" certification; and

4) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

5.0 **Federal Restrictions on Lobbying** - In general, as a matter of federal law, federal funds may not be used by any recipient or subrecipient at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. § 1913.

Another federal law generally prohibits federal funds from being used by any recipient or subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal award or cooperative agreement, subaward, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. § 1352.

6.0 **State Restrictions on Lobbying -** In addition to the provisions contained above, the expenditure of funds for the purpose of lobbying the legislature or a state agency is prohibited under this agreement.

7.0 **Additional Restrictions on Lobbying -** The recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Office of Justice Programs.

8.0 **"Pay–to–Stay" -** Funds from this award may not be used to operate a "pay-to-stay" program in any local jail. Furthermore, no funds may be given to local jails that operate "pay-to-stay" programs. "Local jail", as referenced in this condition, means an adult facility or detention center owned and/or operated by city, county, or municipality. It does not include juvenile detention centers. "Pay-to-stay" programs as referenced in this condition, means a program by which extraordinary services, amenities and/or accommodations, not otherwise available to the general inmate population, may be provided, based upon an offender's apparent ability to pay, such that disparate conditions of confinement are created for the same or similar offenders within a jurisdiction.

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9.0 **The Coastal Barrier Resources Act -** The recipient will comply and assure the compliance of all contractors with the provisions of the Coastal Barrier Resources Act (P.L. No. 97-348) dated October 18, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new federal funds within the units of the Coastal Barrier Resources System.

10.0 **Background Check -** Whenever a background screening for employment or a background security check is required by law for employment, unless otherwise provided by law, the provisions of Section 435, Florida Statutes shall apply. All employees in positions designated by law as positions of trust or responsibility shall be required to undergo security background investigations as a condition of employment and continued employment. For the purposes of the subsection, security background investigations shall include, but not be limited to, employment history checks, fingerprinting for all purposes and checks in this subsection, statewide criminal and juvenile records checks through the Florida Department of Law Enforcement, and federal criminal records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies. Such background investigations shall be conducted at the expense of the employing agency or employee.

11.0 **Confidentiality of Data -** The recipient (or subrecipient at any tier) must comply with all confidentiality requirements of 34 U.S.C. § 10231 and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. The recipient further agrees, as a condition of award approval, to submit a Privacy Certificate in accordance with the requirements of 28 C.F.R. Part 22 and, in particular, 28 C.F.R. 22.23. Privacy Certification forms must be signed by the recipient chief official or an individual with formal, written signature authority for the chief official.

12.0 **Conferences and Inspection of Work -** Conferences may be held at the request of any party to this agreement. At any time, a representative of the Department, of the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right of visiting the project site to monitor, inspect and assess work performed under this agreement.

13.0 **Insurance for Real Property and Equipment -** The recipient must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity.

14.0 **Flood Disaster Protection Act -** The subrecipient will comply with Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, requiring that the purchase of flood insurance in communities where such insurance is available as a condition of the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified as an area having special flood hazards.

15.0 **General Appropriations Restrictions -** The recipient must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes as set forth in the Consolidated Appropriations Act.

16.0 **Immigration and Nationality Act -** No public funds will intentionally be awarded to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324(a), Section 274(A) of the Immigration and Nationality Act ("INA"). The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274(A) of the INA. Such violation by the recipient of the employment provisions contained in Section 274(A) of the INA shall be grounds for unilateral cancellation of this contract by the Department.

17.0 **For NCHIP & NARIP: Enhancement of Security -** If funds are used for enhancing security, the recipient must:

1) Have an adequate process to assess the impact of any enhancement of a school security measure that is undertaken on the incidence of crime in the geographic area where the enhancement is undertaken.

2) Conduct such an assessment with respect to each such enhancement; and submit to the Department the aforementioned assessment in its Final Program Report.

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18.0 **Personally Identifiable Information Breaches** - The recipient (or subrecipient at any tier) must have written procedures in place to respond in the event of actual or imminent "breach" (OMB M-17-12) if it: 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" within the scope of an OJP award-funded program or activity, or 2) uses or operates a "federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to FDLE for subsequent reporting to the OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

19.0 **Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards** - Consistent with Executive Order 14074, "Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety," OJP has prohibited the use of federal funds under this award for purchases or transfers of specified equipment by law enforcement agencies. In addition, OJP requires the recipient, and any subrecipient ("subgrantee") at any tier, to put in place specified controls prior to using federal funds under this award to acquire or transfer any property identified on the "controlled equipment" list. The details of the requirement are posted on the OJP web site at https://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment, and are incorporated by reference here.

20.0 **Exceptions regarding Prohibited and Controlled Equipment under OJP awards** - Notwithstanding any provision to the contrary in the other terms and conditions of this award, including in the condition regarding "Compliance with restrictions on the use of federal funds - prohibited and controlled equipment under OJP awards," the requirements for the "Transfer/Sale of Award-Funded Controlled Equipment to Other LEAs" and the requirements for the "Transfer/Sale of Award-Funded Controlled Equipment to NON-LEAs" do not apply to this award.

SECTION II: CIVIL RIGHTS REQUIREMENTS

1.0 **Participant Notification of Non-discrimination** - FDLE does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in the delivery of services, benefits or in employment.

2.0 **Title VI of the Civil Rights Act of 1964** - The recipient, or subrecipient at any tier, must comply with Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, and the DOJ implementing regulations, 28 C.F.R. pt. 42, subpts. C & D, which prohibits discrimination in federally assisted programs based on race, color, and national origin in the delivery of services.

3.0 **Equal Employment Opportunity Program (EEOP) –** The recipient and/or implementing agency must comply with all applicable requirements in 28 C.F.R. § 42, Subpart E, including preparing a Verification Form within 120 days from the initial award date and annually thereafter, and preparing an EEO Plan if required.

Recipients are required to use the Office for Civil Rights EEO Reporting Tool to satisfy this condition (https://ojp.gov/about/ocr/eeop.htm).

4.0 **Title IX of the Education Amendments of 1972** - If the recipient operates an education program or activity, the recipient must comply with all applicable requirements of 20 U.S.C. § 1681, and the DOJ implementing regulation at 28 C.F.R. § 54, which prohibits discrimination in federally assisted education programs based on sex both in employment and in the delivery of services.

5.0 **Partnerships with Faith-Based and other Neighborhood Organizations** - The recipient or subrecipient at any tier, must comply with all applicable requirements of 28 C.F.R. § 38, "Partnerships with Faith-Based and other Neighborhood Organizations", specifically including the provision for written notice to current or prospective program beneficiaries.

6.0 **Title II of the Americans with Disabilities Act of 1990** - Recipients who are public entities must comply with the requirements of the Americans with Disabilities Act (ADA), 42 U.S.C. § 12132, and the DOJ implementing regulation at 28 C.F.R. pt. 35, which prohibits discrimination on the basis of

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disability both in employment and in the delivery of services, including provision to provide reasonable accommodations.

7.0 **Section 504 of the Rehabilitation Act of 1973** - Recipients must comply with all provisions of 28 U.S.C. § 794, and the DOJ implementing regulation at 28 C.F.R. pt. 42, subpt. G, which prohibits discrimination in federally assisted programs on the basis of disability in both employment and the delivery of services.

8.0 **Age Discrimination Act of 1975** - Recipients must comply with all requirements of 42 U.S.C. § 6102, and the DOJ implementing regulation at 28 C.F.R. pt. 42, subpt. I, which prohibits discrimination based on age in the delivery of services in federally assisted programs.

9.0 **Omnibus Crime Control and Safe Streets Act of 1968** – Recipients must comply with all provisions of 34 U.S.C. § 10228(c), and the DOJ implementing regulations at 28 C.F.R. pt. 42, subpts. D & E, which prohibits discrimination in programs funded under the statute on the basis of race, color, national origin, sex, and religion, both in employment and in the delivery of services.

10.0 **Limited English Proficiency (LEP)** - In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. FDLE strongly advises recipients to have a written LEP Language Access Plan. For more information visit www.lep.gov.

11.0 **Finding of Discrimination** - In the event a federal or state court or federal or state administrative agency makes, after a due process hearing, a finding of discrimination on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to FDLE and to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

12.0 **Filing a Complaint** - If an employee, applicant, or client of a recipient has a discrimination complaint against the recipient, they may file a complaint with the recipient, with FDLE, or with the Office for Civil Rights.

Discrimination complaints may be submitted to FDLE at Office of the Inspector General, Post Office Box 1489, Tallahassee, Florida 32302-1489, or online at info@fdle.state.fl.us. Any discrimination complaints filed with FDLE will be reviewed by FDLE's Inspector General and referred to the Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission, based on the nature of the complaint.

Discrimination complaints may also be submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, Northwest, Washington, D.C. 20531, or at https://www.ojp.gov/program/civil-rights-office/filing-civil-rights-complaint.

For additional information on procedures for filing discrimination complaints, please visit https://www.fdle.state.fl.us/FDLE-Grants/Office-of-Criminal-Justice-Grants/Contact-Us.

13.0 **Retaliation** - In accordance with federal civil rights laws, the recipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

14.0 **Non-discrimination Contract Requirements** - Recipients must include comprehensive Civil Rights nondiscrimination provisions in all contracts funded by the recipient.

15.0 **Pass-through Requirements** - Recipients are responsible for the compliance of contractors and other entities to whom they pass-through funds including compliance with all Civil Rights requirements. These additional tier subrecipients must be made aware that their employees, applicants, or clients may file a discrimination complaint with the recipient, with FDLE, or with the USDOJ Office for Civil Rights and provided the contact information.

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16.0 **Civil Rights Training Requirements** - In accordance with Office of Justice Programs (OJP) requirements, the grant manager of the recipient entity responsible for managing awards from FDLE, will be required to complete a two part Civil Rights Training and maintain copies of the training certificates within their award files to be provided upon request at monitoring.

SECTION III: FINANCIAL REQUIREMENTS AND RESPONSIBILTY

1.0 **Fiscal Control and Fund Accounting Procedures** - All expenditures and cost accounting of funds shall conform to the DOJ Grants Financial Guide and 2 C.F.R. § 200 as applicable, in their entirety.

Recipients are required to establish and maintain adequate accounting systems and financial records and to accurately account for funds awarded to them. Financial management systems must be able to record and report on the receipt, obligation, and expenditure of award funds. Systems must also be able to accommodate a fund and account structure to separately track receipts, expenditures, assets, and liabilities for awards, programs, and additional tiered subrecipients. The awarded funds may or may not be an interest-bearing account, but any earned interest must be accounted for as program income and used for program purposes before the federal award period end date. Any unexpended interest remaining at the end of the federal award period must be refunded to FDLE for transmittal to DOJ.

2.0 **Match** - The value or amount of any "non-federal share," "match," or cost-sharing contribution incorporated into the approved budget is part of the "project cost" for purposes of the 2 C.F.R. § 200 Uniform Requirements, and is subject to audit. In general, the rules and restrictions that apply to award funds from federal sources also apply to funds in the approved budget that are provided as "match" or through "cost sharing."

SECTION IV: AWARD MANAGEMENT AND REPORTING REQUIREMENTS

1.0 **Obligation of Funds** - Award funds shall not be obligated prior to the start date, or subsequent to the end date, of the award. Only project costs incurred on or after the effective date, and on or prior to the termination date of the recipient's project are eligible for reimbursement.

2.0 **Use of Funds** - Federal funds may only be used for the purposes in the recipient's approved award agreement.

3.0 **Advance Funding** - Advance funding may be provided to a recipient upon a written request to the Department.

4.0 **Performance Reporting** - The recipient shall submit Monthly or Quarterly Project performance achievements and performance questionnaires to the Department, within fifteen (15) days after the end of the reporting period. Performance reporting must clearly articulate the activities that occurred within the reporting period, including descriptions of major accomplishments, milestones achieved, and/or barriers or delays encountered. Additional information may be required if necessary to comply with federal reporting requirements. Performance achievements and performance questionnaires that are not complete, accurate, and timely may result in sanctions, as specified in Section IV, Award Management and Reporting Requirements.

5.0 **Financial Consequences for Failure to Perform** - In accordance with Section 215.971, Florida Statutes, payments for state and federal financial assistance must be directly related to the scope of work and meet the minimum level of performance for successful completion. If the recipient fails to meet the minimum level of service or performance identified in this agreement, the Department will apply financial consequences commensurate with the deficiency. Financial consequences may include but are not limited to withholding payments or reimbursement until the deficiency is resolved, tendering only partial payment/reimbursement, imposition of other financial consequences according to the Standard Conditions as applicable, and/or termination of contract and requisition of goods or services from an alternate source. Any payment made in reliance on recipient's evidence of performance, which evidence is subsequently determined to be erroneous, will be immediately due to the Department as a refund.

6.0 **Award Amendments** - Recipients must submit an award amendment through the electronic grant management system for major substantive changes such as changes in project activities or scope of the

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project, target populations, service providers, implementation schedules, and designs or research plans set forth in the approved agreement and for any budget changes that affect a cost category that was not included in the original budget. Amendments are also required when there will be a transfer of 10% or more of the total budget between budget categories, or there is an indirect cost rate category change.

Recipients may transfer up to 10% of the total budget between current, approved budget categories without prior approval as long as the funds are transferred to an existing line item.

Under no circumstances can transfers of funds increase the total budgeted award.

Retroactive (after-the-fact) approval of project adjustments or items not currently in the approved award will only be considered under extenuating circumstances. Recipients who incur costs prior to approval of requested adjustments do so at the risk of the items being ineligible for reimbursement under the award.

All requests for changes, including requests for project period extensions, must be submitted in the electronic grant management system no later than thirty (30) days prior to award expiration date.

7.0 **Financial Expenditures and Reporting** - The recipient shall close the expense reporting period either on a Monthly or Quarterly basis. For any reporting period the recipient is seeking reimbursement, a payment request must also be submitted in the grant management system. Closing of the reporting period and Payment Requests are due thirty (30) days after the end of the reporting period with the exception of the final reporting period.

All project expenditures for reimbursement of recipient costs shall be submitted on the Project Expenditure Report Forms prescribed and provided by FDLE.

All Project Expenditure Reports shall be submitted in sufficient detail for proper pre-audit and post-audit.

All reports must relate financial data to performance accomplishments.

An expenditure report is not required when no reimbursement is being requested however, recipients should close the associated reporting period in the electronic grant management system.

Before the "final" Payment Request will be processed, the recipient must submit to the Department all outstanding Performance Achievements and must have satisfied all withholding, special, and monitoring conditions. Failure to comply with the above provisions shall result in forfeiture of reimbursement.

8.0 **Project Income (PGI)** - All income generated as a direct result of a project shall be deemed program income. Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (i.e., law enforcement entity).

The recipient shall submit a PGI Earnings and Expenditures form in the electronic grant management system as soon as PGI is earned or expended. Prior to expending funds, the recipient shall submit a PGI Spending Request form for FDLE approval. All PGI expenditures must directly relate to the project being funded and must be allowable under the federal award.
Additionally, any unexpended PGI remaining at the end of the federal award period must be submitted to FDLE for transmittal to the Bureau of Justice Assistance.

9.0 **Recipient Integrity and Performance Matters** - Requirement to report information on certain civil, criminal, and administrative proceedings to FDLE, SAM and FAPIIS.

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management ("SAM"), to the designated federal integrity and performance system ("FAPIIS").

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10.0 **Verification and updating of Recipient Grant Manager contact information** - The recipient must verify its Recipient Grant Manager (GM) contact information, including telephone number and e-mail address, is current and correct. If any information is incorrect or has changed, an authorized user of the recipient must make changes to the GM information in AmpliFund and provide the GM's contact information to the FDLE grant manager within thirty days of the change.

11.0 **Death in Custody Reporting (JAG Program Only)** – Recipients of funds under Florida's Justice Assistance Grant (JAG) program are required to report all deaths in custody to the Criminal Justice Grants. A death in custody occurs when a person dies who is detained, under arrest, in the process of being arrested, is en route to incarceration, or is incarcerated at a municipal or county jail, state prison, state-run prison boot camp, contracted prison, or other local or state correctional facility. For more information on the reporting requirements, visit: https://www.fdle.state.fl.us/FDLE-Grants/Office-of-Criminal-Justice-Grants/Forms/Forms/DCRA.

SECTION V: MONITORING AND AUDITS

1.0 **Access to Records** - The Florida Department of Law Enforcement, the Auditor General of the State of Florida, the U.S. Department of Justice, the U.S. Comptroller General or any of their duly authorized representatives, shall have access to books, documents, papers and records of the recipient and contractors for the purpose of audit and examination according to the Financial Guide. At any time, a representative of the Department, the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right to visit the project site to monitor, inspect and assess work performed under this agreement.

The Department reserves the right to unilaterally terminate this agreement if the recipient or contractor refuses to allow public access to all documents, papers, letters, or other materials subject to provisions of Chapter 119, Florida Statutes, unless specifically exempted and/or made confidential by operation of Chapter 119, Florida Statutes, and made or received by the recipient or its contractor in conjunction with this agreement.

The recipient will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

2.0 **Assessments and Evaluations** - The recipient agrees to participate in a data collection process measuring program outputs and outcomes as outlined by the Office of Justice Programs. The recipient agrees to cooperate with any assessments, national evaluation efforts, and/or information or data collection requests related to activities under this award.

3.0 **Monitoring** - The recipient agrees to comply with FDLE's award monitoring guidelines, protocols, and procedures; and to cooperate with FDLE on all award monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide FDLE all documentation necessary to complete monitoring of the award. Further, the recipient agrees to abide by reasonable deadlines set by FDLE for providing requested documents. Failure to cooperate with award monitoring activities may result in sanctions affecting the recipient's award, including, but not limited to: withholding and/or other restrictions on the recipient's access to funds, referral to the Office of the Inspector General for audit review, designation of the recipient as a FDLE High Risk grantee, or termination of award(s).

4.0 **Property Management** - The recipient shall establish and administer a system to protect, preserve, use, maintain and dispose of any property furnished to it by the Department or purchased pursuant to this agreement according to federal property management standards set forth in the DOJ Grants Financial Guide and 2 C.F.R. § 200.313. This obligation continues as long as the recipient retains the property, notwithstanding expiration of this agreement.

5.0 **Award Closeout** - Award Closeout will be initiated by the Department after the final payment request has been processed. The final payment request must be submitted within sixty (60) days of the end date of

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the award. All performance achievements and performance questionnaires must be completed before the award can be closed.

6.0 **High Risk Recipients** - If a recipient is designated "high risk" by a federal award-making agency, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to FDLE. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: (1) The federal awarding agency that currently designates the recipient high risk, (2). The date the recipient was designated high risk, (3) the high-risk point of contact at that federal awarding agency (name, phone number, and email address), and (4) The reasons for the high-risk status, as set out by the federal awarding agency.

7.0 **Imposition of Additional Requirements** - The recipient agrees to comply with any additional requirements that may be imposed by FDLE during the period of performance for this award if the recipient is designated as "high-risk" for purposes of the DOJ high-risk list.

8.0 **Retention of Records** - The recipient shall maintain all records and documents for a minimum of five (5) years from the date of the final financial statement and be available for audit and public disclosure upon request of duly authorized persons. The recipient shall comply with State of Florida General Records Schedule GS1-SL for State and Local Government Agencies: https://files.floridados.gov/media/706717/gs1-sl-june-2023.pdf.

9.0 **Disputes and Appeals** - The Department shall make its decision in writing when responding to any disputes, disagreements, or questions of fact arising under this agreement and shall distribute its response to all concerned parties. The recipient shall proceed diligently with the performance of this agreement according to the Department's decision. If the recipient appeals the Department's decision, the appeal also shall be made in writing within twenty-one (21) calendar days to the Department's clerk (agency clerk). The recipient's right to appeal the Department's decision is contained in Chapter 120, Florida Statutes, and in procedures set forth in Rule 28-106.104, Florida Administrative Code. Failure to appeal within this time frame constitutes a waiver of proceedings under Chapter 120, Florida Statutes.

10.0 **Failure to Address Audit Issues** - The recipient understands and agrees that FDLE may withhold award funds, or may impose award conditions or other related requirements, if (as determined by FDLE) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the 2 C.F.R. § 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews.

11.0 **Single Annual Audit** - Recipients that expend $1,000,000 or more in a year in total federal award funding shall have a single audit or program-specific audit conducted for that year. The audit shall be performed in accordance with the OMB 2 C.F.R. § 200 Subpart F – Audit Requirements and other applicable federal law. The contract for this agreement shall be identified in the Schedule of Federal Financial Assistance in the subject audit. The contract shall be identified as federal funds passed through the Florida Department of Law Enforcement and include the contract number, CFDA number, award amount, contract period, funds received and disbursed. When applicable, the recipient shall submit an annual financial audit that meets the requirements of 2 C.F.R. § 200 Subpart F, "Audit Requirements" Section 215.97, Florida Statutes, "Florida Single Audit Act" and Rules of the Auditor General, Chapter 10.550, and Chapter 10.650, "Local Governmental Entity Audits" and "Florida Single Audit Act Audits Nonprofit and For-Profit Organizations."

A complete audit report that covers any portion of the effective dates of this agreement must be performed and submitted to the Federal Audit Clearinghouse within the earlier of thirty (30) calendar days after receipt of the auditor's report(s), or nine (9) months after the end of the audit period. Submissions must include required elements described in Appendix X to 2 C.F.R. § 200 on the specified Data Collection Form (Form SF-SAC).

Records shall be made available upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the Department.

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Recipients that expend less than $1,000,000 in federal awards during a fiscal year are exempt from the Single Audit Act audit requirements for that fiscal year. In this case, written notification, in the form of the "Certification of Audit Exemption" form, shall be provided to the Department by the Chief Financial Officer, or designee, that the recipient is exempt. This notice shall be provided to the Department no later than March 1 following the end of the fiscal year.

SECTION VI: AWARD PROCUREMENT AND COST PRINCIPLES

1.0 **Procurement Procedures** - Recipients must have written procedures for procurement transactions. Procedures must conform to applicable Federal law and the standards in 2 C.F.R. §§ 200.318-326.

This condition applies to agreements that FDLE considers to be a procurement "contract", and not a second-tier award.

The details of the advance approval requirement to use a noncompetitive approach in a procurement contract under this award are posed on the OJP website at https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm.

Additional information on Federal purchasing guidelines can be found in the Guide to Procurements Under DOJ Grants and Cooperative agreements at https://www.ojp.gov/doj-guide-to-procurement-procedures.

2.0 **Cost Analysis** - A cost analysis must be performed by the recipient if the cost or price is at or above the $35,000 acquisition threshold and the contract was awarded non-competitively in accordance with Section 216.3475, Florida Statutes. The recipient must maintain records to support the cost analysis, which includes a detailed budget, documented review of individual cost elements for allowability, reasonableness, and necessity. See also: Reference Guide for State Expenditures.

3.0 **Allowable Costs** - Allowance for costs incurred under the award shall be determined according to the general principles and standards for selected cost items set forth in the DOJ Grants Financial Guide and 2 C.F.R. Part 200, Subpart E, "Cost Principles".

4.0 **Unallowable Costs** - Payments made for costs determined to be unallowable by either the Federal awarding agency, or the Department, either as direct or indirect costs, must be refunded (including interest) to FDLE and the Federal Government in accordance with instructions that determined the costs are unallowable unless state or Federal statute or regulation directs otherwise. See also 2 C.F.R. §§ 200.300-309.

5.0 **Unmanned Aircraft Systems (UAS)** - The recipient agrees that no funds under this award (including via subcontract or subaward, at any tier) may be used for unmanned aircraft systems (UAS), which includes unmanned aircraft vehicles (UAV), or for any accompanying accessories to support UAS.

6.0 **Facial Recognition Technology (FRT)** - In accepting this award, the recipient agrees that grant funds cannot be used for Facial Recognition Technology (FRT) unless the recipient has policies and procedures in place to ensure that the FRT will be utilized in an appropriate and responsible manner that promotes public safety, and protects privacy, civil rights, and civil liberties and complies with all applicable provisions of the U.S. Constitution, including the Fourth Amendment's protection against unreasonable searches and seizures and the First Amendment's freedom of association and speech, as well as other laws and regulations. Recipients utilizing funds for FRT must make such policies and procedures available to DOJ upon request.

7.0 **Body Armor** - Certification of body armor "mandatory wear" policies, and compliance with NIJ standards If recipient uses funds under this award to purchase body armor, the recipient must submit a signed certification that each law enforcement agency receiving body armor purchased with funds from this award has a written "mandatory wear" policy in effect. The recipient must keep signed certifications on file for any subrecipients planning to utilize funds from this award for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any funds from this award may be used by an agency for body armor. There are no requirements regarding the

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nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty. **For PSN,** if recipient uses funds under this award to purchase body armor, the recipient is strongly encouraged to have a "mandatory wear" policy in effect. There are no requirements regarding the nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty.

Ballistic-resistant and stab-resistant body armor purchased with award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards, and is listed on the NIJ Compliant Body Armor Model List. In addition, ballistic-resistant and stab-resistant body armor purchased must be made in the United States and must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information and the NIJ Compliant Body Armor List may be found by following the links located on the NIJ Body Armor page: https://nij.ojp.gov/topics/equipment-and-technology/body-armor.

8.0 Indirect Cost Rate - A recipient that is eligible to use the "de minimis" indirect cost rate described in 2 C.F.R. § 200.414(f), and elects to do so, must advise FDLE in writing of both its eligibility and its election, and must comply with all associated requirements in the 2 C.F.R. § 200 and Appendix VII.

9.0 Sole Source - If the project requires a non-competitive purchase from a sole source, the recipient must complete the Sole Source Justification for Services and Equipment Form and submit to FDLE upon application for pre-approval. If the recipient is a state agency and the cost meets or exceeds $250,000, the recipient must also receive approval from the Florida Department of Management Services (DMS) *(See §* 287.057(5), Fla. Stat.). Additional details on the sole source requirement can be found at 2 C.F.R. § 200 and the DOJ Grants Financial Guide.

10.0 Personnel Services - Recipients may use award funds for eligible personnel services including salaries, wages, and fringe benefits, including overtime in accordance with the DOJ Grants Financial Guide Section 3.9 - Compensation for Personal Services, consistent with the principles set out in 2 C.F.R. § 200, Subpart E and those permitted in the federal program's authorizing legislation. Recipient employees should be compensated with overtime payments for work performed in excess of the established work week and in accordance with the recipient's written compensation and pay plan.

Documentation - Charges for salaries, wages, and fringe benefits must be supported by a system of internal controls providing reasonable assurance that charges are accurate, allowable, and properly allocated. Documentation supporting charges must be incorporated into the official records of the organization.

Charges made to the Personnel Budget Category must reasonably reflect the total time and activity for which the employee is compensated by the organization and cover both federally funded and all other activities. The records may include the use of subsidiary records as defined in the organization's written policies. Where award recipients work on multiple award programs or cost activities, documentation must support a reasonable allocation or distribution of costs among specific activities or cost objectives.

Federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. An award recipient may compensate an employee at a higher rate, provided the amount in excess of the compensation limitation is not paid with federal funds.

11.0 Contractual Services - The recipient must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts as described in 2 C.F.R. § 200.318, General procurement.

Requirements for Contractors of Recipients - The recipient assures the compliance of all contractors with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended 34 U.S.C. § 10101 et seq.; the provisions of the current edition of the DOJ Grants Financial Guide (https://www.ojp.gov/doj-financial-guide-2022); and all other applicable federal and state laws, orders, circulars, or regulations. The recipient must pass-through all requirements and conditions

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applicable to the federal award to any subcontract. The term "contractor" is used rather than the term "vendor" and means an entity that receives a contract as defined in 2 C.F.R. § 200.22, the nature of the contractual relationship determines the type of agreement.

Approval of Consultant Contracts - Compensation for individual consultant services must be reasonable and consistent with that paid for similar services in the marketplace. The Federal awarding agency and pass-through entity must review and approve in writing all consultant contracts prior to employment of a consultant when the individual compensation rate exceeds $650 (excluding travel and subsistence costs) per eight-hour day, or $81.25 per hour. A detailed justification must be submitted to and approved by FDLE, who will coordinate written approval of the Federal awarding agency, prior to recipient obligation or expenditures of such funds. Approval shall be based upon the contract's compliance with requirements found in the Financial Guide Section 3.6 Consultant Rates and applicable state statutes. The Department's approval of the recipient agreement does not constitute approval of individual consultant contracts or rates. If consultants are hired through a competitive bidding process (not sole source), the $650 threshold does not apply.

12.0 **FFATA Reporting Requirements** - Recipients that enter into awards of $30,000 or more should review the Federal Funding Accountability and Transparency Act of 2006 (FFATA), website for additional reporting requirements at https://ojp.gov/funding/Explore/FFATA.htm.

13.0 **Travel and Training** - The cost of all travel shall be reimbursed according to the recipient's written travel policy. If the recipient does not have a written travel policy, cost of all travel will be reimbursed according to State of Florida Travel Guidelines Section 112.061, Florida Statutes. Any foreign travel must obtain prior written approval from the Federal awarding agency and pass-through entity.

14.0 **Expenses Related to Conferences, Meetings, Trainings, and Other Events** - Award funds requested for meetings, retreats, seminars, symposia, events, and group training activities and related expenses must receive written pre-approval from the Federal awarding agency and pass-through entity and comply with all provisions in 2 C.F.R. § 200.432 and DOJ Grants Financial Guide Section 3.10; Conference Approval, Planning, and Reporting. Award applications requesting approval for meeting, training, conference, or other event costs must include a completed Conference & Events Submission Form for approval prior to obligating award funds for these purposes.

15.0 **Training and Training Materials** - Any training or training materials that has been developed or delivered with award funding under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at www.ojp.gov/funding/ojptrainingguidingprinciples.htm.

16.0 **Publications, Media, Websites, and Patents Ownership of Data and Creative Material** - Ownership of material, discoveries, inventions, and results developed, produced, or discovered subordinate to this agreement is governed by the terms of the DOJ Grants Financial Guide, 28 C.F.R. §§ 66, and 2 C.F.R. 200.315.

Written, Visual, or Audio Publications - Publication costs for electronic and print media, including distribution, promotion, and general handling are allowable. If these costs are not identifiable with a particular direct cost objective, it should be allocated as indirect costs. Publication includes writing, editing, and preparing the illustrated material (including videos and electronic mediums).

Recipients must request pre-approval in writing for page charges for professional journal publications. All publication materials must comply with provisions in 2 C.F.R. § 200.461 and DOJ Grants Financial Guide, Section 3.9; Allowable Costs – Publication.

Recipients must submit for review and approval one (1) copy of any written materials to be published, including web-based materials and website content, to be paid under this award at least thirty (30) days prior to the targeted dissemination date.

Any written, visual, or audio publications funded in whole or in part under this award, with the exception of press releases, must contain the following statements identifying the federal award:

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*"This project was supported by **[Federal Award Number]** awarded by the **[Bureau of Justice Assistance/Bureau of Justice Statistics]**. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."*

Websites - Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service:

"This Web site is funded in whole or in part through a grant from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."

The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

Patents - Recipients are subject to applicable regulations governing patents and inventions, including government wide regulations issued by the Department of Commerce (37 C.F.R. § 401 and 2 C.F.R. § 200.315(c)).

Recipients must promptly and fully report to FDLE and the Federal awarding agency if any program produces patentable items, patent rights, processes, or inventions, in the course of work sponsored under this award.

17.0 **For NCHIP & NICS: Purchase of Automated Fingerprint Identification System (AFIS)** - AFIS equipment purchased under this award must conform to the American National Standards Institute (ANSI) Standard, "Data Format for the Interchange of Fingerprint, Facial & Other Biometric Information" (ANSI/NIST-ITL 1-2007 PART 1) and any other applicable standards set forth by the Federal Bureau of Investigation (FBI).

18.0 **Information Technology Projects**

Criminal Intelligence Systems - The recipient agrees that any information technology system funded or supported by the Office of Justice Programs funds will comply with 28 C.F.R. § 23, Criminal Intelligence Systems Operating Policies, if the Office of Justice Programs determines this regulation to be applicable. Should the Office of Justice Programs determine 28 C.F.R. § 23 to be applicable, the Office of Justice Programs may, at its discretion, perform audits of the system, as per 28 C.F.R. § 23.20(g). Should any violation of 28 C.F.R. § 23 occur, the recipient may be fined as per 34 U.S.C. § 10231. The recipient may not satisfy such a fine with federal funds.

The recipient understands and agrees that no awarded funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. In doing so the recipient agrees that these restrictions will not limit the use of awarded funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecutions, or adjudication activities.

State IT Point of Contact - The recipient must ensure that the State IT Point of Contact receives written notification regarding any information technology project funded by this award during the obligation and expenditures period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these award funds. In addition, the recipient must maintain an administrative file documenting the meeting of this requirement. For a list of State IT Points of Contact, go to https://it.ojp.gov/technology-contacts.

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The State IT Point of Contact will ensure the recipient's project follows a statewide comprehensive strategy for information sharing systems that improve the functioning of the criminal justice system, with an emphasis on integration of all criminal justice components, law enforcement, courts, prosecution, corrections, and probation and parole.

Interstate Connectivity - To avoid duplicating existing networks or IT systems in any initiatives funded by the Bureau of Justice Assistance for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the recipient can demonstrate to the satisfaction of the Bureau of Justice Assistance that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

19.0 **Interoperable Communications Guidance** - Recipients using funds to support emergency communications activities must comply with the current SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. Emergency communications activities include the purchase of Interoperable Communications Equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission (FCC) Waiver Order. SAFECOM guidance can be found at https://www.cisa.gov/sites/default/files/2023-04/fy23_safecom_guidance.pdf.

Recipients interested in developing a public safety broadband network in the 700 MHz band in their jurisdictions must adhere to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band. The recipient shall also ensure projects support the Statewide Communication Interoperability Plan (SCIP) and are fully coordinated with the full-time Statewide Interoperability Coordinator (SWIC). If any future regulatory requirement (from the FCC or other governmental entity) results in a material technical or financial change in the project, the recipient should submit associated documentation, and other material, as applicable, for review by the SWIC to ensure coordination. Recipients must provide a listing of all communications equipment purchased with award funding (plus the quantity purchased of each item) to FDLE once items are procured during any periodic programmatic progress reports.

20.0 **Global Standards Package** - In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the recipient to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular award. Recipient shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at https://it.ojp.gov/gsp. Recipient shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

21.0 **Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment** - In accordance with the requirements as set out in 2 C.F.R. § 200.216, recipients are prohibited from obligating or expending award funds to:

1) Procure or obtain;
2) Extend or renew a contract to procure or obtain;
3) Enter into a contract to procure or obtain equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, produced by Huawei Technologies Company or ZTE Corporation (or a subsidiary or affiliate of such entities).

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22.0 **Unreasonable Restrictions on Competition** - This condition applies with respect to any procurement of property or services funded (in whole or in part) by this award, by the recipient (or subrecipient at any tier), and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

1) Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 and 200.319(a) – Recipient (or subrecipient at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.
2) Monitoring of compliance with the requirements of this condition will be conducted by FDLE.
3) The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), award recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.
4) Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

23.0 **Non-Disclosure Agreements** - No recipient or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

24.0 **Whistleblower Protections** – An employee of a recipient (at any tier) must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in paragraph (a)(2) of 41 U.S.C. 4712 information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

The recipient and subrecipient must inform their employees in writing of employee whistleblower rights and protections under 41 U.S.C. 4712.

25.0 **Confidential Funds and Confidential Funds Certificate** - A signed certification that the Project Director or Implementing Agency Chief Official has read, understands, and agrees to abide by all conditions for confidential funds outlined in Section 3.12 of the DOJ Grants Financial Guide is required for all projects that involve confidential funds. The signed certification must be submitted at the time of award application. Confidential Funds certifications must be signed by the recipient Chief Official or an individual with formal, written signature authority for the Chief Official.

Prior to the reimbursement of expenditures for confidential funds, the recipient must compile and maintain a CI Funds Tracking Sheet to record all disbursements under the award. The completed form must be submitted with the payment request for FDLE review.

26.0 **For JAG: Task Force Training Requirement** - The recipient agrees that within 120 days of award, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. The training can be accessed https://www.centf.org/CTFLI/.

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All current and new task force members are required to complete this training once during the life of the award, or once every four years if multiple awards include this requirement. This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability.

When FDLE awards funds to support a task force, the recipient must compile and maintain a task force personnel roster along with course completion certificates.

27.0 **For NCHIP & NARIP: Protective Order Systems** - Any system developed with funds awarded under this cooperative agreement will be designed to permit interface with the National Protective Order file maintained by the FBI.

SECTION VII: ADDITIONAL REQUIREMENTS

1.0 **Environmental Protection Agency's (EPA) list of Violating Facilities** - The recipient assures that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the Program Purpose are not listed on the EPA's list of Violating Facilities and that it will notify the Department of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

2.0 **National Environmental Policy Act (NEPA)** - The recipient agrees to assist FDLE in complying with the NEPA, the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of award funds by the recipient. This applies to the following new activities whether or not they are being specifically funded with these award funds. That is, it applies as long as the activity is being conducted by the recipient or any third party and the activity needs to be undertaken in order to use these award funds. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the award, prior to obligating funds for any of these purposes.

If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact FDLE.

1) New construction;
2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain; a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
3) A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
4) Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or educational environments; and
5) Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by the Bureau of Justice Assistance. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed by the Department of Justice at https://www.bja.gov/Funding/nepa.html, for programs relating to methamphetamine laboratory operations.

3.0 **National Historic Preservation Act** - The recipient will assist the Department (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 300.101 et seq.), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. 312501-312508) and the National Environmental Policy Act of 1969 (43 C.F.R. 46).

4.0 **Human Research Subjects** - The recipient agrees to comply with the requirements of 28 C.F.R. § 46 and all Office of Justice Programs policies and procedures regarding the protection of human research

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subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

5.0 Disclosures

Conflict of Interest – Recipients (at any tier) must establish safeguards to prohibit employees, officers, agents, and board members from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. Recipients must disclose in writing any potential conflict of interest to FDLE (the non-federal pass-through entity).

No employee, officer, agency, or board member may solicit nor accept gratuities, favors, or anything of monetary value from providers/contractors.

Violations of Criminal Law - The recipient must disclose all violations of state or federal criminal law involving fraud, bribery or gratuity violations potentially affecting the award.

6.0 Uniform Relocation Assistance and Real Property Acquisitions Act - The recipient will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs.

7.0 Limitations on Government Employees Financed by Federal Assistance - The recipient will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7321-26, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

8.0 Funds to Association of Community Organizations for Reform Now (ACORN) Unallowable - Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or award to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

9.0 Text Messaging While Driving - Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), and Section 316.305, Florida Statutes., the recipient is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

10.0 DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database - If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS), by a government DNA lab with access to CODIS. With the exception of Forensic Genetic Genealogy, no profiles generated with award funding may be entered into any other non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS. Booking agencies should work with their state CODIS agency to ensure all requirements are met for participation in Rapid DNA (see National Rapid DNA Booking Operational Procedures Manual).

11.0 Forensic Genealogy Testing - Recipients utilizing award funds for forensic genealogy testing must adhere to the United States Department of Justice Interim Policy Forensic Genealogical DNA Analysis and Searching and must collect and report the metrics identified in Section IX of the document to the Bureau of Justice Assistance. For more information, visit https://www.justice.gov/olp/page/file/1204386/download.

12.0 Environmental Requirements and Energy - For awards in excess of $100,000, the recipient must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C § 85), section 508 of the Clean Water Act (33 U.S.C. § 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 C.F.R. § 1 seq.). The recipient must comply with

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mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871), if any.

13.0 **Other Federal Funds** - The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this award, and those awards have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this award, the recipient will promptly notify, in writing the grant manager for this award, and, if so requested by FDLE seek a budget modification or change of project scope amendment to eliminate any inappropriate duplication of funding.

14.0 **Trafficking in Persons** - The recipient must comply with applicable requirements pertaining to prohibited conduct relating to the trafficking of persons, whether on the part of recipients, recipients or individuals defined as "employees" of the recipient. The details of the recipient and recipient obligations related to prohibited conduct related to trafficking in persons are incorporated by reference and posted at https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm.

15.0 **Requirement of the Award; Remedies for Non-Compliance or for Materially False Statements** - Any materially false, fictitious, or fraudulent statement to the Department related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001, 1621, and/or 34 U.S.C. § 10272), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or unenforceable; such provision shall be deemed severable from this award.

16.0 **Employment Eligibility Verification for Hiring Under This Award** - The recipient must ensure that as part of the hiring process for any position that is or will be funded (in whole or in part) with award funds, the employment eligibility of the individual being hired is properly verified in accordance with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

1) All persons who are or will be involved in activities under this award must be made aware of the requirement for verification of employment eligibility, and associated provisions of 8 U.S.C. 1324a(a)(1) and (2) that make it unlawful in the United States to hire (or recruit for employment) certain aliens.
2) The recipient must provide training (to the extent necessary) to those persons required by this condition to be notified of the requirement for employment eligibility verification and the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).
3) As part of the recordkeeping requirements of this award, the recipient must maintain records of all employment eligibility verifications pertinent to compliance with this condition and in accordance with I-9 record retention requirements, as well as pertinent records of notifications and trainings.
4) Monitoring of compliance with the requirements of this condition will be conducted by FDLE.
5) Persons who are or will be involved in activities under this award includes any and all recipient officials or other staff who are or will be involved in the hiring process with respect to an award funded position under this award.
6) For the purposes of satisfying this condition, the recipient may choose to participate in, and use E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient entity uses E-Verify to confirm employment eligibility for each position funded through this award.
7) Nothing in this condition shall be understood to authorize or require any recipient, or any person or other entity, to violate federal law, including any applicable civil rights or nondiscrimination law.
8) Nothing in this condition, including paragraph vi., shall be understood to relieve any recipient, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

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17.0 **Determination of Suitability to Interact with Minors** - This condition applies if it is indicated in the application for award (at any tier) that a purpose of some or all of the activities to be carried out under the award is to benefit a set of individuals under 18 years of age.

The recipient (or subrecipient at any tier), must make determinations of suitability before certain individuals may interact with participating minors. The requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP website at https://ojp.gov/funding/Explore/Interact-Minors.htm.

18.0 **Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters** - No recipient under this award, or entity that receives a procurement contract with funds under this award, may require an employee to sign an internal confidentiality agreement that prohibits the reporting of waste, fraud, or abuse to an investigative or law enforcement representative authorized to receive such information.

The foregoing is not intended, to contravene requirements applicable to classified information. In accepting this award, the recipient:

1) Has not required internal confidentiality agreements or statements from employees or contractors that currently prohibit reporting waste, fraud, or abuse;
2) Certifies that, if it learns that it is or has been requiring its employees or contractors to execute agreements that prohibit reporting of waste, fraud, or abuse, it will immediately stop any further obligations of award funds, will provide prompt written notification to FDLE, and will resume such obligations only if expressly authorized to do so by FDLE.
3) Will comply with requirements of 5 U.S.C. §§ 1501-08 and 7321-26, which limit certain political activities of state or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

19.0 **Safe Policing and Law Enforcement** - Recipients that are state, local, college or university law enforcement agencies must be in compliance with the safe policing certification requirement outlined in Executive Order 13929. For detailed information on this certification requirement, see https://cops.usdoj.gov/SafePolicingEO.

20.0 **For JAG: Extreme Risk Protection Programs -** Recipients using funds for Extreme Risk Protection programs must include, at a minimum: pre-deprivation and post-deprivation due process rights that prevent any violation or infringement of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive or procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). Such programs must include, at the appropriate phase to prevent any violation of constitutional rights, at minimum, notice, the right to an in-person hearing, an unbiased adjudicator, the right to know opposing evidence, the right to present evidence, and the right to confront adverse witnesses; the right to be represented by counsel at no expense to the government; pre-deprivation and post-deprivation heightened evidentiary standards and proof which mean not less than the protections afforded to a similarly situated litigant in Federal court or promulgated by the State's evidentiary body, and sufficient to ensure the full protections of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive and procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). The heightened evidentiary standards and proof under such programs must, at all appropriate phases to prevent any violation of any constitutional right, at minimum, prevent reliance upon evidence that is unsworn or unaffirmed, irrelevant, based on inadmissible hearsay, unreliable, vague, speculative, and lacking a foundation; and penalties for abuse of the program.

21.0 **For RSAT: State Alcohol and Drug Abuse Agency** - The recipient will coordinate the design and implementation of treatment programs with the State alcohol and drug abuse agency or any appropriate

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local alcohol and drug abuse agency, especially when there is an opportunity to coordinate with initiatives funded through the Justice Assistance Grant (JAG) program.

22.0 **For RSAT: Drug Testing** - The recipient will implement or continue to require urinalysis or other proven reliable forms of testing of individuals in correctional residential substance abuse treatment programs. Such testing shall include individuals released from residential substance abuse treatment programs who remain in the custody of the State.

23.0 **For RSAT: Opioid Abuse and Reduction** - The recipient understands and agrees that, to the extent that substance abuse treatment and related services are funded by this award, they will include needed treatment and services to address opioid abuse and reduction.

24.0 **For RSAT: Data Collection** - The recipient agrees that award funds may be used to pay for data collection, analysis, and report preparation only if that activity is associated with federal reporting requirements. Other data collection, analysis, and evaluation activities are not allowable uses of award funds.

25.0 **For RSAT:** Recipient understands and agrees that strategic planning activities funded by this award must include planning on how to address individuals with co-occurring mental health and opioid use disorders.

26.0 **For PSN: Coordination with U.S. Attorney and PSN Task Forces** - The recipient agrees to coordinate the project with the U.S. Attorney and Project Safe Neighborhoods Task Force(s) for the respective U.S. Attorney Districts covered by the award. The recipient also is encouraged to coordinate with other community justice initiatives and other ongoing, local gun prosecution and law enforcement strategies.

27.0 **For PSN: Media-related Outreach** - The recipient agrees to submit to FDLE for review and approval by DOJ, any proposal or plan for PSN media-related outreach projects.

28.0 **For NCHIP & NARIP: Comprehensive Evaluation** - In order to ensure that the National Criminal History Improvement Program (NCHIP) and the NICS Act Record Improvement Program (NARIP) are realizing the objectives in the most productive manner, the recipient agrees to participate in a comprehensive evaluation effort. It is anticipated that the evaluation will take place during the course of the program and will likely involve each participating agency. It is expected that the evaluation will have a minimal impact on an agency's program personnel and resources.

29.0 **For NCHIP & NARIP: Coordination and Compatibility with Systems** - In accordance with federal award conditions, recipient agrees all activities supported under this award must:

1) Be coordinated with Federal, State, and local activities relating to homeland security and presale firearm checks.
2) Ensure criminal justice information systems designed, implemented, or upgraded with NCHIP or NARIP funds are compatible, where applicable, with the National Incident-Based Reporting System (NIBRS), the National Crime Information Center system (NCIC 2000), the National Criminal Instant Background Check System (NICS), the Integrated Automated Fingerprint Identification System (IAFIS), and applicable national, statewide or regional criminal justice information sharing standards and plans.
3) Intend to establish or continue a program that enters into the National Crime Information Center (NCIC) records of: (a) Protection orders for the protection of persons from stalking or domestic violence; (b) Warrants for the arrest of persons violating protection orders intended to protect victims from stalking or domestic violence; and (c) Arrests or convictions of persons violating protection orders intended to protect victims from stalking or domestic violence.

30.0 **For NCHIP & NARIP: Firearm and Background Checks** - Consonant with federal statutes that pertain to firearms and background checks -- including 18 U.S.C. § 922 and 34 U.S.C. Ch. 409 -- in connection with any use, by the recipient (or any subrecipient at any tier), of this award to fund (in whole or in part) a specific project or program (such as a law enforcement, prosecution, or court program) that results in any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the National Instant Background Check System (NICS), or that has as one of its purposes the

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establishment or improvement of records systems that contain any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS, the recipient (or subrecipient, if applicable) must ensure that all such court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS are promptly made available to the NICS or to the "State" repository/database that is electronically available to (and accessed by) the NICS, and -- when appropriate -- promptly must update, correct, modify, or remove such NICS-relevant "eligible records".

In the event of minor and transitory non-compliance, the recipient may submit evidence to demonstrate diligent monitoring of compliance with this condition (including subrecipient compliance). DOJ will give great weight to any such evidence in any express written determination regarding this condition.

31.0 For Paul Coverdell: Generally Accepted Laboratory Practices – The recipient shall ensure that any forensic laboratory, forensic laboratory system, medical examiner's office, or coroner's office that will receive any portion of the award uses generally accepted laboratory practices and procedures as established by accrediting organizations or appropriate certifying bodies.

32.0 For Paul Coverdell: Accreditation – The recipient may not obligate, expend, or draw down any funds under this award until the recipient submits documentation sufficient to demonstrate that it is accredited.

33.0 If the recipient is not accredited, the recipient must prepare and apply for accreditation by not more than two years from the award date of this award. If accredited, the recipient must continue to demonstrate such accreditation as a condition of receiving or using these subawarded funds; or, if not accredited, the recipient must use the subawarded funds to prepare and apply for accreditation.

34.0 The Coverdell statute (see 34 U.S.C. section 10562(2)) and the Paul Coverdell Science Improvement Grants Program solicitation state certain requirements and guidance associated with proper accreditation and regarding what BJA will consider to be acceptable documentation of accreditation. The awarded funds may not be used under this award by a forensic laboratory or forensic laboratory system with accreditation (or by such laboratory to obtain accreditation) that BJA determines not to be consistent with the Coverdell law and the solicitation or to be otherwise deficient.

The recipient agrees to notify FDLE promptly upon any change in its accreditation status.

35.0 For Paul Coverdell: Gross Income/Revenues – The recipient understands and agrees that gross income (revenues) from fees charged for forensic science or medical examiner services constitutes program income (in whole or in part), and that program income must be determined, used, and documented in accordance with the provisions of 2 C.F.R. 200.307, including as applied in the DOJ Grants Financial Guide, as it may be revised from time to time. The recipient further understands and agrees that both program income earned during the award period and expenditures of such program income must be reported on the quarterly and final Federal Financial Reports (SF425) and are subject to audit.

The recipient understands and agrees that program income earned during the award period may be expended only for permissible uses of funds specifically identified in the solicitation for the Paul Coverdell Forensic Science Improvement Grants Program. The recipient further understands and agrees that program income earned during the award period may not be used to supplant State or local government sources for the permissible uses of funds listed in the solicitation.

The recipient understands and agrees that program income that is earned during the final one hundred twenty (120) days of the award period may, if appropriate, be obligated (as well as expended) for permissible uses during the one hundred twenty-day (120-day) period following the end of the award period. The recipient further understands and agrees that any program income earned during the award period that is not obligated and expended with one hundred twenty (120) days of the end of the award period must be returned to OJP.

The recipient understands and agrees that, throughout the award period, it must promptly notify BJA if it either starts or stops charging fees for forensic science or medical examiner services, or if it revises its

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method of allocating fees received for such services to program income. Notice must be provided in writing to the BJA grant manager for the award within ten (10) business days of implementation of the change.

36.0 For Paul Coverdell: External Investigations – The recipient shall comply with 34 U.S.C. section 10562(4), relating to processes in place to conduct independent external investigations into allegations of serious negligence or misconduct by employees or contractors.

The recipient of this subaward acknowledges that, as stated in the solicitation for the Paul Coverdell Forensic Science Improvement Grants Program, BJA assumes that recipients (and subrecipients) of Coverdell funds will make use of the process referenced in their certification as to external investigations and will refer allegations of serious negligence or misconduct substantially affecting the integrity of forensic results to government entities with an appropriate process in place to conduct independent external investigations, such as the government entity (or entities) identified in the grant application. The recipient shall submit the following information as part of its final report:

1) The number and nature of any allegations of serious negligence or misconduct substantially affecting the integrity of forensic results received during the 12-month period of the award;
2) Information on the referrals of such allegations (e.g., the government entity or entities to which referred, the date of referral);
3) The outcome of such referrals (if known as of the date of the report); and
4) If any such allegations were not referred, the reasons(s) for the non-referral.

Should the project period for this award be extended, the recipient shall submit the above information as to the first twelve months of the award as part of the first semi-annual progress report that comes due after the conclusion of the first twelve months of the project period, and shall submit the required information as to subsequent twelve-month periods every twelve months thereafter (as part of a semi-annual progress report) until the close of the award period, at which point the recipient shall submit the required information as to any period not covered by prior reports as part of its final report. The recipient understands and agrees that funds may be withheld (including funds under future awards), or other related requirements may be imposed, if the required information is not submitted on a timely basis.

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PepperBall®

Quotation

A Division of United Tactical Systems, LLC
28101 Ballard Drive, Unit F
Lake Forest, IL 60045
260-478-2500

Sales Order Number: 0088389
Sales Order Date: 7/29/2025
Page: 1

BILL
Holly Hill Police Department 0006601
1065 Ridgewood Ave
Daytona Beach, FL 32117
USA
ATTN:
bwilliams@hollyhillfl.org

SHIP
Holly Hill Police Department
Chief Byron Williams
1065 Ridgewood Ave
Daytona Beach, FL 32117
USA

Pmt Terms: Net 30
Salesperson: RC
Expire Date: 9/29/2025
Taxable: N
Purchase Order: Quote 072925
Ship Via: FED EX GROUND
FOB:

Line #	Ordered	Part Number	Description	Price	UM	Ext Pri
1	2	**744-03-0004**	PepperBall® VKS PRO Plus™ - Yellow	1,637.00	$	3,274.00 US

FREIGHT OK 45

Credit Card payment subject to 3% fe
Excludes Training

Net Order:	$	3,274.00
Less Discount:	$	0.00
Freight:	$	45.00
Sales Tax:	$	0.00
Order Total:	$	3,319.00 US

Attachment: Attachment C Quote for Grant (2025-R-69 : Edward Byrne Memorial Justice Assistance Grant Program (JAG-D) FY24/25 Budget