# CITY OF HOLLY HILL, FLORIDA

**CITY COMMISSION**

**AGENDA ● SEPTEMBER 9, 2024**

**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

HOLLY HILL
FLORIDA

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

## CITY COMMISSION MEMBERS

**Mayor**
Chris Via

**District 1 - Commissioner**
John Penny

**District 2 - Commissioner**
Penny Currie

**District 3 - Commissioner**
John C. Danio

**District 4 - Commissioner**
Roy Johnson

**CITY MANAGER**
Joseph Forte

**CITY CLERK**
Valerie Manning

## 1. CALL TO ORDER

a. Roll Call
b. Invocation by Commissioner John Penny
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 and supporters will be heard first. Those in opposition to the request will be heard next. Comments should be restricted to pertinent information regarding the agenda item under discussion. Out of courtesy to others, we ask that speakers keep their comments brief and try to limit these comments to information not previously discussed. Speakers should state their name and address clearly for the record. The City Clerk's office is required to retain any documents, photographs, drawings, etc. that are shown to the City Commissioners in support of a position. 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 –2024-R-59 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 2024-2025; and Providing for Severability; and Providing for an Effective Date.

   (Requested by Michele Moore, Finance)

2. Resolution –2024-R-60 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 2024-2025; Providing for Severability; and Providing for an Effective Date.

   (Requested by Michele Moore, Finance)

## 3. PRESENTATION

1. Raftelis - Water and Wastewater Utility Revenue Sufficiency Study

   (Requested by Valerie Manning, City Clerk)

## 4. PUBLIC COMMENTS

## 5. APPROVAL OF MINUTES

1. Minutes - August 27, 2024 Regular City Commission Meeting

   (Requested by Valerie Manning, City Clerk)

## 6. CONSENT AGENDA - ITEMS ( 1 - 3 )

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 –2024-R-61 A Resolution of the City Commission of the City of Holly Hill, Florida, Approving the Grant Applications for Bypass Pumps to Serve Lift Stations #2, #11 and #20 as Submitted to Volusia County Community Assistance; Providing for Severability; and Providing for an Effective Date.

   (Requested by Antoine Khoury, Public Works)

2. Halifax Humane Society 2024-2025 Renewal Agreement

   (Requested by Brian Walker, Board of Planning and Appeals)

3. Drone Replacement Program Financial Assistance Agreement Between the FDLE and the HHPD

   (Requested by Valerie Manning, City Clerk)

## 7. REGULAR AGENDA

1. Resolution –2024-R-62 A Resolution of the City of Holly Hill, Florida, Establishing the Water and Sewer Rate Increases for Five Years Beginning October 1, 2024 and Annually Thereafter for the City of Holly Hill; Providing for Severability; Providing for Conflicting Resolutions; and Providing an Effective Date.

   (Requested by Michele Moore, Finance)

2. Resolution –2024-R-63 A Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Amending the Fee Schedule for the Fiscal Year 2024-2025; Providing for Severability; and Providing for an Effective Date.

   (Requested by Michele Moore, Finance)

3. Resolution –2024-R-64 A Resolution of the City of Holly Hill, Florida, Ratifying a Three-Year Agreement with the Police Benevolent Association of Holly Hill (P.B.A.) October 1, 2024 - September 30, 2027; Providing for Severability; Providing for Conflicting Resolutions; and Providing for an Effective Date.

   (Requested by Valerie Manning, City Clerk)

## 8. PUBLIC HEARINGS - NONE

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 and supporters will be heard first. Those in opposition to the request will be heard next. Comments should be restricted to pertinent information regarding the agenda item under discussion. Out of courtesy to others, we ask that speakers keep their comments brief and try to limit these comments to information not previously discussed. Speakers should state their name and address clearly for the record. The City Clerk's office is required to retain any documents, photographs, drawings, etc. that are shown to the City Commissioners in support of a position. 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.

## 9. COMMUNICATIONS

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

## 10. 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.

**STAFF REPORT**
**CITY OF HOLLY HILL, FLORIDA**

**City Commission**
**Resolution**

**MEETING DATE:** **September 9, 2024**
**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 2024-2025; and Providing for Severability; and Providing for an Effective Date.**
**NUMBER:** **2024-R-59**
**APPLICANT:**
**PLANNER:**

## DISCUSSION:

Florida Statute requires the City to hold a Public Hearing to adopt a tentative millage rate for the upcoming fiscal year, 2024-2025. The City Commission adopted a maximum millage rate of 5.9 at a meeting on July 23, 2024.

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 24, 2024 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 09, 2024.

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 24, 2024 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 2024-2025 Budget is based on this millage rate which is 7.11% above the rolled back rate of 5.4151 mills.

## STAFF RECOMMENDATION:

Approve the **First Reading** of the tentative millage rate and set the final public hearing date for September 24, 2024 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 24, 2024 AT 6:00 PM IN THE CITY COMMISSION CHAMBERS LOCATED AT CITY HALL.**

# Resolution No. 2024-59

## 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 2024-2025; 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 2024-2025; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS,** The City of Holly Hill of Volusia County, Florida, on September 09, 2024, adopted a Fiscal year 2024-2025 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 2024-2025 operating millage is 5.8 mills, which is greater than the rolled-back rate of 5.4151 mills by 7.11%.

**SECTION 2.** The Final Public Hearing will be September 24, 2024 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 9th day of SEPTEMBER, 2024 for First Public Hearing reading.**

**STAFF REPORT**
**CITY OF HOLLY HILL, FLORIDA**

**City Commission**
**Resolution**

**MEETING DATE:** **September 9, 2024**
**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 2024-2025; Providing for Severability; and Providing for an Effective Date.**
**NUMBER:** **2024-R-60**
**APPLICANT:**
**PLANNER:**

## DISCUSSION:

Florida Statute requires the City to hold a Public Hearing to adopt a tentative budget for the upcoming fiscal year, 2024-2025. 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.

Monday, September 9, 2024 is the first public hearing to adopt a tentative budget and on Tuesday, September 24, 2024 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 2024-2025 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 2024 - 2025 AND SETTING THE FINAL BUDGET HEARING DATE AND TIME.**

**ATTACHMENTS:**

- COHH FY2025 Budget Summary by Fund (PDF)
- Exhibit A COHH Proposed Budget FY2025 (PDF)

# Resolution No. 2024-60

## 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 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, ADOPTING THE TENTATIVE BUDGET FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2024 - 2025; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS,** The City of Holly Hill of Volusia County, Florida, on September 09, 2024 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 2024-2025.

**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 as Exhibit "A" which may later be amended by the City Commission.

**SECTION 2.** Set the final public hearing for September 24, 2024 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 9th day of SEPTEMBER, 2024 for first public hearing.**

CITY OF HOLLY HILL BUDGET SUMMARY

# PROPOSED BUDGET FY 2024-2025

| REVENUE AND EXPENDITURES FY 2024-2025 | REVENUE | EXPENDITURE |
|---|---|---|
| 001 - GENERAL FUND | $ 12,213,482 | $ 12,213,482 |
| 002 - LOGT 2nd | $ 435,000 | $ 435,000 |
| 004 - BUILDING AND ZONING | $ 406,629 | $ 406,629 |
| 006 - FIRE DONATIONS | $ - | $ - |
| 010 - HURRICANE MATTHEW | $ - | $ - |
| 015 - HURRICANE IRMA | $ - | $ - |
| 101 - POLICE IMPACT FEES | $ - | $ - |
| 102 - FIRE IMPACT FEES | $ - | $ - |
| 103 - ROAD IMPACT FEES | $ - | $ - |
| 104 - PARK IMPACT FEES | $ - | $ - |
| 110 - LAW ENFORCEMENT TRUST | $ - | $ - |
| 130 - CRA | $ 3,288,458 | $ 3,288,458 |
| 135 - CRA FOUNTAIN HEAD | $ - | $ - |
| 139 - CRA CAPITAL PROJECTS | $ 1,172,950 | $ 1,172,950 |
| 301 - GENERAL CAPITAL PROJECTS | $ 525,966 | $ 525,966 |
| 400 - WATER & SEWER | $ 8,753,961 | $ 8,753,961 |
| 401 - WATER IMPACT FEES | $ - | $ - |
| 402 - SEWER IMPACT FEES | $ - | $ - |
| 407 - WATER & SEWER R & R | $ 3,988,000 | $ 3,988,000 |
| 409 - WATER & SEWER RESERVES | $ - | $ - |
| 460 - STORMWATER | $ 1,164,270 | $ 1,164,270 |
| 461 - STORMWATER CAPITAL | $ 350,000 | $ 350,000 |
| 495 - SOLID WASTE | $ 3,509,700 | $ 3,509,700 |
| 605 - POLICE EXPLORERS | $ 150 | $ 150 |
| TOTAL ALL FUNDS: | $ 35,808,566 | $ 35,808,566 |

Attachment: COHH FY2025 Budget Summary by Fund (2024-R-60 : Tentative Budget Fiscal Year 2024-

HOLLY HILL FLORIDA Holly Hill, FL

# Budget Worksheet

## Account Summa

For Fiscal: 2024-2025 Period Ending: 09/30/2(

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

| | | | | Defined Budgets | | |
|---|---|---|---|---|---|---|
| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
| **Fund: 001 - GENERAL FUND** | | | | | | | |
| **Division: 0000 - UNDESIGNATED** | | | | | | | |
| 001-0000-311-1000 | AD-VALOREM TAXES | 3,402,424.00 | 3,302,139.01 | 3,585,407.35 | 3,468,759.93 | 3,946,290.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | 5.8 MILS PER $1,000 @ 95% COLLECTION | | | 0.00 | 0.00 | -3,946,290.00 | |
| 001-0000-311-2000 | DELINQUENT AD-VALOREM TAX | 5,000.00 | 200,446.76 | 5,000.00 | 229,898.52 | 5,000.00 | 0.00 |
| 001-0000-312-4100 | 1ST LOCAL OPTION FUEL TAXES | 185,198.00 | 184,447.56 | 183,326.00 | 153,702.84 | 201,128.00 | 0.00 |
| 001-0000-312-5100 | FIRE INS/FIRE PENSION | 48,566.00 | 105,789.25 | 49,814.00 | 62,142.69 | 105,789.00 | 0.00 |
| 001-0000-312-5200 | LOCAL OPTION TAXES / INS TAX... | 153,901.00 | 166,619.43 | 146,676.00 | 183,588.44 | 166,619.00 | 0.00 |
| 001-0000-314-1000 | ELECTRICITY UTILITY SERVICE T... | 1,080,000.00 | 1,282,297.32 | 1,219,000.00 | 1,091,174.80 | 1,230,000.00 | 0.00 |
| 001-0000-314-3000 | WATER UTILITY TAX | 345,000.00 | 389,632.93 | 398,000.00 | 330,356.08 | 398,000.00 | 0.00 |
| 001-0000-314-4000 | NATURAL GAS UTILITY TAX | 16,000.00 | 14,192.16 | 16,000.00 | 14,356.74 | 12,000.00 | 0.00 |
| 001-0000-314-8000 | PROPANE UTILITY TAX | 17,000.00 | 17,325.94 | 18,000.00 | 14,564.74 | 16,000.00 | 0.00 |
| 001-0000-315-1000 | TELECOMMUNICATION TAX | 382,278.00 | 396,356.95 | 406,184.00 | 254,514.11 | 391,607.00 | 0.00 |
| 001-0000-316-0000 | LOCAL BUSINESS TAX | 200,000.00 | 178,346.64 | 191,000.00 | 198,576.19 | 191,000.00 | 0.00 |
| 001-0000-323-1000 | FRANCHISE FEES-ELECTRICITY | 755,000.00 | 974,396.20 | 828,633.00 | 566,745.96 | 800,000.00 | 0.00 |
| 001-0000-323-4000 | GAS | 23,000.00 | 23,318.81 | 23,000.00 | 22,666.39 | 23,000.00 | 0.00 |
| 001-0000-323-9100 | TOWING SERVICE | 24,065.00 | 24,064.92 | 24,065.00 | 22,059.51 | 24,065.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | ARROW TOWING CONTRACT | | | 0.00 | 0.00 | -24,065.00 | |
| 001-0000-329-1000 | OTHER PERMITS AND FEES | 2,900.00 | 4,570.00 | 3,400.00 | 750.00 | 3,400.00 | 0.00 |
| 001-0000-329-1010 | GARAGE SALE PERMITS | 900.00 | 810.00 | 800.00 | 700.00 | 800.00 | 0.00 |
| 001-0000-329-1020 | APPLICATION FEE-BOPA | 0.00 | 50.00 | 50.00 | 0.00 | 50.00 | 0.00 |
| 001-0000-329-1030 | GOLF CART REGIST-RESIDENT | 0.00 | 25.00 | 25.00 | 75.00 | 25.00 | 0.00 |
| 001-0000-329-1040 | APPLICATION FEE-BTR(OL) | 5,000.00 | 5,268.27 | 5,000.00 | 6,242.00 | 5,000.00 | 0.00 |

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 001-0000-329-1050 | FOOD TRUCK DAILY PERMIT | 200.00 | 50.00 | 200.00 | 150.00 | 200.00 | 0.00 |
| 001-0000-329-2000 | FIRE INSPECTION FEES | 27,000.00 | 35,206.95 | 46,000.00 | 38,670.60 | 46,000.00 | 0.00 |
| 001-0000-329-4010 | HERA REGISTRY | 10,000.00 | 7,128.00 | 10,000.00 | 4,800.00 | 10,000.00 | 0.00 |
| 001-0000-331-2410 | FEDERAL GRANTS | 2,259.00 | 2,559.00 | 0.00 | 2,577.00 | 0.00 | 0.00 |
| 001-0000-331-2425 | VOCA GRANT | 59,562.00 | 55,716.17 | 50,590.00 | 35,131.09 | 40,472.00 | 0.00 |
| 001-0000-331-2500 | US DOT/FL DOT | 65,000.00 | 65,519.18 | 65,000.00 | 32,196.95 | 56,000.00 | 0.00 |
| 001-0000-331-5200 | FEMA - REIMBURSEMENT | 0.00 | 0.00 | 0.00 | 99,506.79 | 0.00 | 0.00 |
| 001-0000-334-5200 | FEMA - HURRICANE REIMB | 0.00 | 0.00 | 0.00 | 1,282.26 | 0.00 | 0.00 |
| 001-0000-335-1200 | STATE SHARED REVENUES | 543,570.00 | 659,831.84 | 616,653.00 | 580,773.42 | 615,452.00 | 0.00 |
| 001-0000-335-1400 | MOBILE HOME LICENSES | 14,500.00 | 14,314.41 | 16,000.00 | 14,134.31 | 16,000.00 | 0.00 |
| 001-0000-335-1500 | ALCOHOL BEVERAGE TAX | 11,000.00 | 10,409.33 | 11,000.00 | 11,166.52 | 11,000.00 | 0.00 |
| 001-0000-335-1800 | LOCAL GOVT 1/2 CENT TAX | 800,987.00 | 904,019.83 | 900,112.00 | 657,131.35 | 871,987.00 | 0.00 |
| 001-0000-335-2100 | FIREFIGHTER SUPPL. COMP. | 5,000.00 | 8,076.23 | 5,000.00 | 3,716.67 | 5,000.00 | 0.00 |
| 001-0000-338-2000 | SHARED REV/OTHER LOCAL UN | 10,000.00 | 11,811.83 | 10,000.00 | 1,038.82 | 10,000.00 | 0.00 |
| 001-0000-341-0130 | COST ALLOCATION-CRA | 92,445.00 | 92,445.00 | 98,893.00 | 98,893.00 | 112,522.00 | 0.00 |
| 001-0000-341-0400 | COST ALLOCATION-W&S | 1,188,443.00 | 1,188,443.00 | 1,195,636.00 | 1,195,636.00 | 1,262,699.00 | 0.00 |
| 001-0000-341-0460 | STORMWATER | 183,099.00 | 183,099.00 | 154,214.00 | 154,214.00 | 142,420.00 | 0.00 |
| 001-0000-341-0495 | SOLID WASTE | 329,620.00 | 329,620.00 | 339,748.00 | 339,748.00 | 323,783.00 | 0.00 |
| 001-0000-342-1010 | COPIES/PD RPTS/OTHER | 1,500.00 | 1,362.15 | 1,700.00 | 1,283.15 | 1,700.00 | 0.00 |
| 001-0000-342-1020 | FINGERPRINTS/FALSE ALARMS | 7,000.00 | 14,136.00 | 10,300.00 | 9,740.00 | 10,300.00 | 0.00 |
| 001-0000-342-2010 | FALSE FIRE ALARMS | 0.00 | 2,225.00 | 300.00 | 4,025.00 | 300.00 | 0.00 |
| 001-0000-342-2020 | FIRE PLAN REVIEW FEES | 2,000.00 | 1,140.00 | 2,000.00 | 13,672.99 | 2,000.00 | 0.00 |
| 001-0000-344-9010 | FDOT MEDIAN MAINT | 25,032.00 | 40,381.46 | 34,502.00 | 34,503.00 | 34,503.00 | 0.00 |
| 001-0000-344-9012 | TRAFFIC SIGNAL MAINT-DOT | 42,184.00 | 0.00 | 0.00 | 27,692.00 | 0.00 | 0.00 |
| 001-0000-344-9015 | HWY LIGHTING MAINT - DOT | 41,547.00 | 41,547.29 | 42,794.00 | 117,730.62 | 44,382.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | BASED ON CONTRACT | 0.00 | 0.00 | -44,382.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-0000-347-2100 | CULTURE/RECREATION | 4,000.00 | 5,553.02 | 4,200.00 | 3,400.95 | 4,200.00 | 0.00 |
| 001-0000-347-4050 | SPECIAL EVENT PASSTHROUGH | 0.00 | -143.75 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001-0000-347-4300 | PROMOTIONAL ACTIVITY | 600.00 | 746.91 | 300.00 | 633.14 | 300.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 001-0000-347-5300 | SICA HALL REVENUES | 12,750.00 | 14,275.00 | 13,000.00 | 16,505.00 | 13,000.00 | 0.00 |
| 001-0000-349-2000 | LAND DEV (BOPA) | 700.00 | 550.00 | 800.00 | 250.00 | 800.00 | 0.00 |
| 001-0000-349-2010 | COMP PLAN AMENDMENTS | 4,000.00 | 4,000.00 | 4,500.00 | 4,000.00 | 4,500.00 | 0.00 |
| 001-0000-349-2020 | REZONING | 4,500.00 | 5,400.00 | 5,500.00 | 7,360.00 | 5,500.00 | 0.00 |
| 001-0000-349-2071 | RESIDENTIAL VARIANCE | 600.00 | 1,050.00 | 700.00 | 1,050.00 | 700.00 | 0.00 |
| 001-0000-349-2080 | ZONING VERIFICATION LETTR | 1,300.00 | 1,825.00 | 1,000.00 | 1,225.00 | 1,000.00 | 0.00 |
| 001-0000-349-2100 | PASS-THRU LEG.ADS,ADV,LEG | 1,400.00 | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 001-0000-349-4000 | CERTIFICATN/COPIES/RESRCH | 12,000.00 | 11,451.41 | 12,400.00 | 16,946.68 | 12,400.00 | 0.00 |
| 001-0000-349-4010 | CERTIFICATN/COPIES/RESRCH /... | 340.00 | 605.85 | 400.00 | 127.03 | 400.00 | 0.00 |
| 001-0000-349-5030 | LAND DEVELOPMENT-OTHER | 8,800.00 | 6,800.00 | 2,000.00 | 48,932.48 | 2,000.00 | 0.00 |
| 001-0000-349-5040 | SPECIAL EXCEPTION | 0.00 | 1,500.00 | 0.00 | 1,755.00 | 0.00 | 0.00 |
| 001-0000-349-5060 | STREET VACATIONS | 0.00 | 0.00 | 0.00 | 325.00 | 0.00 | 0.00 |
| 001-0000-349-5070 | SITE PERMIT | 0.00 | 0.00 | 0.00 | 106,347.00 | 0.00 | 0.00 |
| 001-0000-351-2000 | CIRCUIT COURT-CRIMINAL | 8,900.00 | 18,437.99 | 9,900.00 | 16,606.26 | 9,900.00 | 0.00 |
| 001-0000-351-2030 | POLICE EDUCATION | 200.00 | 254.00 | 200.00 | 290.00 | 200.00 | 0.00 |
| 001-0000-351-5000 | TRAFFIC COURT | 16,600.00 | 23,135.33 | 16,600.00 | 17,539.14 | 16,600.00 | 0.00 |
| 001-0000-351-5030 | POLICE EDUCATION | 1,900.00 | 3,142.00 | 2,000.00 | 2,432.00 | 2,000.00 | 0.00 |
| 001-0000-351-9000 | OTHER | 0.00 | 25.75 | 0.00 | 582.72 | 0.00 | 0.00 |
| 001-0000-354-0000 | LOCAL ORDINANCE VIOLATION | 300.00 | 2,750.00 | 1,300.00 | 23,037.48 | 1,300.00 | 0.00 |
| 001-0000-354-1010 | CODE VIOLATION FEES | 24,000.00 | 38,290.53 | 35,000.00 | 12,942.92 | 35,000.00 | 0.00 |
| 001-0000-354-1020 | PER DAY FINES | 0.00 | 86,700.17 | 5,000.00 | 89,119.89 | 5,000.00 | 0.00 |
| 001-0000-354-1030 | SPECIAL MASTER FEE | 6,200.00 | 7,550.00 | 5,000.00 | 11,345.34 | 5,000.00 | 0.00 |
| 001-0000-354-1035 | RENTAL HOUSING INSPECTION | 0.00 | 0.00 | 97,438.00 | 0.00 | 55,842.00 | 0.00 |
| 001-0000-361-1000 | INTEREST & OTHER EARNINGS | 600.00 | 12,057.91 | 2,660.00 | 60,395.49 | 52,932.00 | 0.00 |
| 001-0000-361-1500 | INVESTMENT EARNINGS | 24,000.00 | 204,203.36 | 73,217.00 | 129,972.22 | 115,500.00 | 0.00 |
| 001-0000-361-3010 | INCR/DECR FAIR VAL-INVEST | 0.00 | 5,249.66 | 0.00 | 17,319.39 | 0.00 | 0.00 |
| 001-0000-362-5000 | RENTS & LEASE | 4,200.00 | 0.00 | 0.00 | 1.00 | 0.00 | 0.00 |
| 001-0000-364-4100 | DISPOS. OF FIXED ASSETS | 0.00 | 6,974.07 | 0.00 | 3,787.00 | 0.00 | 0.00 |
| 001-0000-366-9000 | CNTRB & DON/PRIV SOURCE | 2,500.00 | 4,550.00 | 0.00 | 3,405.00 | 0.00 | 0.00 |
| 001-0000-366-9040 | SAFETY GRANT-INS SPONSR'D | 5,000.00 | 5,000.00 | 5,000.00 | 3,812.50 | 5,000.00 | 0.00 |
| 001-0000-366-9050 | SPONSORSHIPS-LOCDINNER | 0.00 | 2,200.00 | 11,040.00 | 11,040.00 | 0.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 001-0000-367-1001 | OTHER LICENSES | 0.00 | 15.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001-0000-369-1010 | CONVENIENCE FEES | 0.00 | 0.00 | 0.00 | 82,882.84 | 114,000.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | CONVENIENCE FEES | 12.00 | -9,500.00 | -114,000.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-0000-369-2010 | COLLECTION FEES ADMIN | 400.00 | 0.00 | 0.00 | 35.00 | 0.00 | 0.00 |
| 001-0000-369-2020 | COLLECTION AGENCY FEES | 300.00 | 0.00 | 0.00 | 47.69 | 0.00 | 0.00 |
| 001-0000-369-3030 | SETTLEMENTS | 0.00 | 41,503.00 | 0.00 | 52,893.51 | 0.00 | 0.00 |
| 001-0000-369-8010 | REBATES,REFUNDS,DISCOUNTS | 9,500.00 | 12,413.45 | 7,500.00 | 12,189.61 | 10,000.00 | 0.00 |
| 001-0000-369-9000 | MISC REVENUES | 7,600.00 | 6,541.70 | 2,000.00 | 18,595.47 | 2,500.00 | 0.00 |
| 001-0000-381-0101 | TRANSFER-LAW ENF IMPACT F... | 15,900.00 | 15,900.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001-0000-381-0130 | TRANSFER FRM COMM REDEV... | 8,580.00 | 8,580.00 | 9,923.00 | 9,923.00 | 9,915.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | FLEET | 1.00 | -9,915.00 | -9,915.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-0000-381-0400 | TRANSFER FRM ENTERPRISE | 218,922.00 | 218,922.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001-0000-381-0460 | TRANSFER FRM STORMWATER | 23,400.00 | 23,400.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001-0000-389-1000 | PRIOR YEAR CARRYOVER | 384,229.00 | 0.00 | 169,068.58 | 0.00 | 591,000.00 | 0.00 |
| | **Division: 0000 - UNDESIGNATED Total:** | **10,922,401.00** | **11,740,548.18** | **11,212,168.93** | **10,889,340.23** | **12,213,482.00** | **0.00** |
| **Division: 1101 - COMMISSION** | | | | | | | |
| 001-1101-511-1200 | REGULAR SALARIES | 44,000.00 | 43,999.80 | 44,000.00 | 39,769.03 | 62,388.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | COMMISSIONERS 4 | 4.00 | 0.00 | 0.00 |
| 2024-2025 | GOVERMENT OFFICIALS REGULAR SALARIES TOTAL | 0.00 | 0.00 | 62,388.00 |
| 2024-2025 | MAYOR 1 | 1.00 | 0.00 | 0.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-1101-511-2100 | FICA/MEDICARE TAXES | 2,000.00 | 1,535.75 | 3,400.00 | 1,388.20 | 4,820.00 | 0.00 |
| 001-1101-511-2300 | LIFE & HEALTH INSURANCE | 46,500.00 | 36,436.76 | 47,510.00 | 33,701.04 | 46,980.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | HEALTH INSURANCE & HSA | 5.00 | 9,340.00 | 46,700.00 |
| 2024-2025 | LIFE INSURANCE | 5.00 | 56.00 | 280.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 001-1101-511-2400 | WORKERS COMP INSURANCE | 100.00 | 40.04 | 440.00 | 36.19 | 610.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | WORKERS COMP | | | 0.00 | 0.00 | 610.00 | |
| 001-1101-511-4001 | TRAVEL & PER DIEM | 4,800.00 | 1,952.02 | 4,800.00 | 1,249.96 | 4,800.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | 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** | |
| 2024-2025 | CARDS AND LETTERS | | | 0.00 | 0.00 | 100.00 | |
| 001-1101-511-4500 | INSURANCE/NON-EMPLOYEE | 26,250.00 | 26,204.12 | 28,992.00 | 29,228.44 | 31,892.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BROWN & BROWN PACKAGE POLICY | | | 0.00 | 0.00 | 31,892.00 | |
| 001-1101-511-4700 | PRINTING & BINDING | 500.00 | 49.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BUSINESS CARD, NEWLY ELECTED PHOTO | | | 0.00 | 0.00 | 500.00 | |
| 001-1101-511-4901 | OTHER CHARGES | 200.00 | 70.00 | 200.00 | 0.00 | 200.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | MISC, CHARGES | | | 0.00 | 0.00 | 200.00 | |
| 001-1101-511-5205 | MEETING EXPENSE | 500.00 | 478.80 | 500.00 | 858.80 | 500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | REFRESHMENTS COMMISSION MEETINGS | | | 0.00 | 0.00 | 500.00 | |
| 001-1101-511-5220 | CLOTHING & EQUIPMENT | 250.00 | 0.00 | 650.00 | 0.00 | 650.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | COMISSION POLO SHIRTS | | | 0.00 | 0.00 | 650.00 | |
| 001-1101-511-5400 | BOOKS/PUBL/SUBSCR/MEMBE... | 6,200.00 | 4,546.00 | 5,500.00 | 4,771.00 | 6,500.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FIRST STEP BANQUET | | | 0.00 | 0.00 | 1,000.00 | |
| 2024-2025 | FLORIDA LEAGUE OF CITIES | | | 0.00 | 0.00 | 2,000.00 | |
| 2024-2025 | LEAGUE OF MAYORS | | | 0.00 | 0.00 | 500.00 | |
| 2024-2025 | R2C TPO | | | 0.00 | 0.00 | 2,000.00 | |
| 2024-2025 | VOLUSIA LEAGUE OF CITIES | | | 0.00 | 0.00 | 1,000.00 | |
| 001-1101-511-5501 | TRAINING & EDUCATION COST | 2,000.00 | 203.00 | 2,000.00 | 1,375.00 | 2,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | VOLUSIA DAYS | | | 0.00 | 0.00 | 800.00 | |
| 2024-2025 | VOLUSIA LOC DINNERS | | | 0.00 | 0.00 | 1,200.00 | |
| 001-1101-511-8200 | GRANTS & AID | 42,500.00 | 27,500.00 | 40,000.00 | 25,000.00 | 40,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FIRST STEP SHELTER | | | 0.00 | 0.00 | 25,000.00 | |
| 2024-2025 | HOPE PLACE | | | 0.00 | 0.00 | 15,000.00 | |
| | **Division: 1101 - COMMISSION Total:** | **175,900.00** | **143,015.29** | **178,592.00** | **137,377.66** | **201,940.00** | **0.00** |
| **Division: 1201 - CITY MANAGER** | | | | | | | |
| 001-1201-512-1200 | REGULAR SALARIES & WAGE | 229,005.00 | 229,004.48 | 244,515.00 | 224,164.81 | 306,228.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CITY CLERK | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | CITY MANAGER | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | CITY MANAGER DROP, OTHER WAGES | | | 1.00 | 47,142.00 | 47,142.00 | |
| 2024-2025 | CITY MGR & PERSONNEL REG SALARIES & WAGES TOTAL | | | 0.00 | 0.00 | 259,086.00 | |
| 001-1201-512-1510 | INCENTIVE PAY - CELL | 600.00 | 600.00 | 600.00 | 537.50 | 600.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | 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** | |
| 2024-2025 | CITY CLERK | | | 0.00 | 0.00 | 200.00 | |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 001-1201-512-1540 | AUTO ALLOWANCE | 6,000.00 | 6,000.00 | 6,000.00 | 5,250.00 | 6,000.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | CITY MANAGER - CELL/AUTO | 12.00 | 500.00 | 6,000.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-1201-512-2100 | FICA TAXES | 17,495.00 | 16,512.59 | 19,230.00 | 16,537.21 | 23,960.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | CITY MANAGER DEPT | 1.00 | 23,960.00 | 23,960.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-1201-512-2200 | RETIREMENT CONTRIBUTION | 61,285.00 | 61,284.66 | 69,420.00 | 63,850.97 | 90,020.00 | 0.00 |
| 001-1201-512-2300 | LIFE & HEALTH INSURANCE | 22,015.00 | 19,028.67 | 19,590.00 | 17,577.75 | 19,450.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | HEALTH INSURANCE & HSA | 2.00 | 9,340.00 | 18,680.00 |
| 2024-2025 | LIFE INSURANCE - CITY CLERK | 1.00 | 330.00 | 330.00 |
| 2024-2025 | LIFE INSURANCE - CITY MANAGER | 1.00 | 440.00 | 440.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-1201-512-2400 | WORKERS COMP INSURANCE | 203.00 | 202.84 | 2,430.00 | 199.78 | 2,920.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | WORKERS COMP | 0.00 | 0.00 | 2,920.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-1201-512-3150 | LEGAL/OFFICIAL ADVERTISNG | 14,997.00 | 9,935.84 | 12,000.00 | 6,379.74 | 12,000.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | CLERK OF COURT | 0.00 | 0.00 | 4,000.00 |
| 2024-2025 | NEWS JOURNAL ADVERTISING | 0.00 | 0.00 | 8,000.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-1201-512-3400 | OTHER SERVICES | 78,000.00 | 77,949.75 | 15,000.00 | 10,882.55 | 15,000.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | IRON MOUNTAIN | 0.00 | 0.00 | 10,000.00 |
| 2024-2025 | MUNICODE | 0.00 | 0.00 | 5,000.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-1201-512-4001 | TRAVEL & PER DIEM | 2,300.00 | 907.76 | 2,000.00 | 0.00 | 2,000.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | FCCMA | 0.00 | 0.00 | 1,000.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 2024-2025 | FLC ANNUAL CONFERENCE MILAGE PLUS 3 NIGHTS | | | 0.00 | 0.00 | 1,000.00 | |
| 001-1201-512-4200 | POSTAGE, FRT, EXPRESS | 800.00 | 592.96 | 600.00 | 256.18 | 600.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | PITNEY BOSE, FREIGHT & EXPENSES | | | 0.00 | 0.00 | 600.00 | |
| 001-1201-512-4400 | RENTALS & LEASES | 700.00 | 506.60 | 700.00 | 456.94 | 504.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | RICHOH COPIER LEASE | | | 12.00 | 42.00 | 504.00 | |
| 001-1201-512-4500 | INSURANCE/NON-EMPLOYEE | 3,496.00 | 3,489.72 | 5,531.00 | 5,576.24 | 6,084.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BROWN & BROWN PACKAGE POLICY | | | 0.00 | 0.00 | 6,084.00 | |
| 001-1201-512-4600 | REPAIRS & MAINTENANCE | 600.00 | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | SERVICE PITNEY BOWES ENVELOPE MACHINE | | | 1.00 | 500.00 | 500.00 | |
| 001-1201-512-4611 | MAINTENANCE CONTRACTS | 700.00 | 328.26 | 700.00 | 422.68 | 0.00 | 0.00 |
| 001-1201-512-4700 | PRINTING & BINDING | 1,000.00 | 547.00 | 1,000.00 | 968.36 | 1,420.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | RICOH COPIER CHARGES | | | 12.00 | 35.00 | 420.00 | |
| 2024-2025 | STATIONARY, ENVELOPES, BUSINESS CARDS, PLANNER | | | 0.00 | 0.00 | 1,000.00 | |
| 001-1201-512-4800 | PROMO.ADVERTISING ACTIV. | 1,220.00 | 0.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | MISC. PROMOTIONAL | | | 0.00 | 0.00 | 1,000.00 | |
| 001-1201-512-4810 | PROMO ACT.-SPECIAL EVENTS | 1,500.00 | 0.00 | 14,698.35 | 15,052.95 | 1,200.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | SPECIAL EVENTS | | | 0.00 | 0.00 | 1,200.00 | |
| 001-1201-512-4901 | OTHER CHARGES | 6,500.00 | 6,500.00 | 6,500.00 | 6,437.03 | 8,500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | EMPLOYEE APPRECIATION DAY 4/19 | | | 1.00 | 2,000.00 | 2,000.00 | |
| 2024-2025 | EMPLOYEE APPRECIATION HOLIDAY GIFT CARD | | | 0.00 | 0.00 | 6,500.00 | |
| 001-1201-512-4960 | ELECTION EXPENSE | 4,000.00 | 0.00 | 12,000.00 | 360.00 | 12,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | ELECTION EXPENSE | | | 0.00 | 0.00 | 12,000.00 | |
| 001-1201-512-5100 | OFFICE SUPPLIES | 2,000.00 | 900.25 | 1,200.00 | 1,221.13 | 1,200.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | OFFICE SUPPLIES | | | 0.00 | 0.00 | 1,200.00 | |
| 001-1201-512-5205 | MEETING EXPENSE | 300.00 | 24.88 | 300.00 | 0.00 | 300.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | STUDENT GOVERMENT DAY | | | 0.00 | 0.00 | 300.00 | |
| 001-1201-512-5400 | BOOKS/PUBL/SUBSCR/MEMBE... | 3,274.00 | 2,303.83 | 3,045.00 | 2,915.05 | 3,045.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FACC - CITY CLERK | | | 0.00 | 0.00 | 75.00 | |
| 2024-2025 | FCCMA - CITY MANAGER | | | 0.00 | 0.00 | 500.00 | |
| 2024-2025 | FLORIDA NOTARY ASSC. - CITY CLERK | | | 0.00 | 0.00 | 100.00 | |
| 2024-2025 | ICMA DUES - CITY MANAGER | | | 0.00 | 0.00 | 1,100.00 | |
| 2024-2025 | IIMC - CITY CLERK | | | 0.00 | 0.00 | 170.00 | |
| 2024-2025 | NEWS JOURNAL | | | 0.00 | 0.00 | 100.00 | |
| 2024-2025 | VOLUSIA LEAGUE OF CITIES | | | 0.00 | 0.00 | 1,000.00 | |
| 001-1201-512-5501 | TRAINING & EDUCATION COST | 2,340.00 | 1,169.95 | 2,040.00 | 420.00 | 2,040.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FCCMA CONFERENCE | | | 0.00 | 0.00 | 400.00 | |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 2024-2025 | FCCMA SYMPOSIUM; FCCMA WINTER INST; DISTRICT CLASS | | | 0.00 | 0.00 | 500.00 | |
| 2024-2025 | FLC CONFERENCE REGISTRATION | | | 0.00 | 0.00 | 400.00 | |
| 2024-2025 | FLORIDA ASSC. OF CITY CLERK WEBINARS | | | 0.00 | 0.00 | 200.00 | |
| 2024-2025 | IIMC - ONLINE COURSES FOR MCC CERTIFICATION | | | 0.00 | 0.00 | 240.00 | |
| 2024-2025 | VLC/VCARD DINNERS & MISC EVENTS | | | 0.00 | 0.00 | 300.00 | |
| 001-1201-514-3101 | PROFESSIONAL SERVICES | 160,666.00 | 106,202.97 | 150,000.00 | 102,586.53 | 150,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | LEGAL | | | 0.00 | 0.00 | 100,000.00 | |
| 2024-2025 | LOBBYIST | | | 0.00 | 0.00 | 50,000.00 | |
| | **Division: 1201 - CITY MANAGER Total:** | **621,196.00** | **544,193.01** | **590,799.35** | **482,253.40** | **666,771.00** | **0.00** |
| **Division: 1301 - ACCOUNTING** | | | | | | | |
| 001-1301-513-1200 | REGULAR SALARIES & WAGE | 499,600.00 | 349,905.26 | 457,025.00 | 253,922.96 | 474,877.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | ACCOUNTANT, SR | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | ASSISTANT FINANCE DIRECTOR | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | FINANCE CLERK II | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | FINANCE CLERK IV | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | FINANCE DIRECTOR | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | FINANCE REGULAR SALARIES & WAGE TOTAL | | | 0.00 | 0.00 | 474,877.00 | |
| 2024-2025 | PAYROLL COORDINATOR | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | PURCHASING AGENT | | | 1.00 | 0.00 | 0.00 | |
| 001-1301-513-1300 | OTHER SALARIES & WAGES | 151.00 | 150.12 | 0.00 | 2,000.00 | 0.00 | 0.00 |
| 001-1301-513-1400 | OVERTIME | 449.00 | 268.07 | 865.00 | 881.71 | 701.00 | 0.00 |
| 001-1301-513-1510 | INCENTIVE PAY - CELL | 1,163.00 | 1,162.50 | 1,200.00 | 537.50 | 1,200.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CELL PHONE | | | 2.00 | 600.00 | 1,200.00 | |
| 001-1301-513-1520 | UNIFORM ALLOWANCE | 1,400.00 | 1,200.00 | 1,400.00 | 1,000.00 | 1,400.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CLOTHING ALLOWANCE | | | 7.00 | 200.00 | 1,400.00 | |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 001-1301-513-2100 | FICA/MEDICARE TAXES | 35,937.00 | 26,938.31 | 35,270.00 | 19,475.27 | 36,610.00 | 0.00 |
| 001-1301-513-2200 | RETIREMENT CONTRIBUTION | 75,800.00 | 70,157.33 | 86,150.00 | 56,235.74 | 90,210.00 | 0.00 |
| 001-1301-513-2300 | LIFE & HEALTH INSURANCE | 82,649.00 | 49,182.69 | 67,950.00 | 30,817.92 | 67,350.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | HEALTH INSURANCE | 7.00 | 9,340.00 | 65,380.00 |
| 2024-2025 | LIFE INSURANCE | 0.00 | 0.00 | 1,970.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-1301-513-2400 | WORKERS COMP INSURANCE | 551.00 | 550.84 | 4,580.00 | 219.39 | 4,550.00 | 0.00 |
| 001-1301-513-3200 | ACCOUNTING & AUDITING | 87,940.00 | 66,860.00 | 79,300.00 | 63,500.00 | 91,700.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | ANNUAL AUDIT AND FIN CONSULT SERV | 0.00 | 0.00 | 77,600.00 |
| 2024-2025 | GFOA CERTIFICATE OF AWARD | 0.00 | 0.00 | 500.00 |
| 2024-2025 | OTHER SERVICES | 0.00 | 0.00 | 5,000.00 |
| 2024-2025 | SINGLE AUDIT | 2.00 | 4,300.00 | 8,600.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-1301-513-3400 | OTHER SERVICES | 11,000.00 | 623.48 | 2,500.00 | 6.54 | 2,500.00 | 0.00 |
| 001-1301-513-4001 | TRAVEL & PER DIEM | 1,996.00 | 888.33 | 4,160.00 | 2,139.47 | 4,160.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | FGFOA CONFERENCE ETC TRAVEL | 2.00 | 1,480.00 | 2,960.00 |
| 2024-2025 | SCHOOL OF GOVT FINANCE | 1.00 | 1,200.00 | 1,200.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-1301-513-4200 | POSTAGE, FRT, EXPRESS | 2,524.00 | 2,523.08 | 1,600.00 | 1,315.05 | 1,600.00 | 0.00 |
| 001-1301-513-4400 | RENTALS & LEASES | 2,200.00 | 1,523.09 | 2,200.00 | 913.88 | 1,008.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | RICHOH COPIER LEASE | 12.00 | 84.00 | 1,008.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-1301-513-4500 | INSURANCE/CLAIMS | 12,236.00 | 12,214.00 | 19,359.00 | 19,516.88 | 19,359.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | BROWN & BROWN PACKAGE POLICY | 0.00 | 0.00 | 19,359.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-1301-513-4611 | MAINTENANCE CONTRACTS | 8,500.00 | 6,313.93 | 1,400.00 | 1,380.17 | 0.00 | 0.00 |
| 001-1301-513-4700 | PRINTING & BINDING | 622.00 | 49.00 | 200.00 | 1,083.94 | 1,120.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BUSINESS CARDS, MISC PRINTING | | | 0.00 | 0.00 | 100.00 | |
| 2024-2025 | RICHOH COPY CHARGES | | | 12.00 | 85.00 | 1,020.00 | |
| 001-1301-513-4901 | OTHER CHARGES | 706.00 | 705.11 | 200.00 | 197.26 | 100.00 | 0.00 |
| 001-1301-513-5100 | OFFICE SUPPLIES | 3,596.00 | 3,595.92 | 2,700.00 | 2,217.78 | 2,700.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | MICR TONER | | | 0.00 | 0.00 | 700.00 | |
| 2024-2025 | OTHER | | | 0.00 | 0.00 | 2,000.00 | |
| 001-1301-513-5201 | OPERATING SUPPLIES | 1,000.00 | 760.51 | 700.00 | 216.56 | 700.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CHECK STOCK | | | 1.00 | 400.00 | 400.00 | |
| 2024-2025 | W2 FORMS | | | 1.00 | 300.00 | 300.00 | |
| 001-1301-513-5400 | BOOKS/PUBL/SUBSCR/MEMBE... | 1,044.00 | 1,043.23 | 1,259.00 | 1,324.00 | 1,535.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CMA MEMBERSHIP | | | 1.00 | 340.00 | 340.00 | |
| 2024-2025 | FGFOA MEMBERSHIP (3) | | | 0.00 | 0.00 | 225.00 | |
| 2024-2025 | GFOA MEMBERSHIP (3) | | | 0.00 | 0.00 | 570.00 | |
| 2024-2025 | GFOA PUBLICATIONS | | | 0.00 | 0.00 | 200.00 | |
| 2024-2025 | MISC PUBLICATIONS | | | 0.00 | 0.00 | 200.00 | |
| 001-1301-513-5501 | TRAINING & EDUCATION COST | 2,392.00 | 1,603.00 | 3,205.00 | 2,100.00 | 5,130.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FGFOA CONFERENCE REGISTRATION (2) | | | 0.00 | 0.00 | 1,140.00 | |
| 2024-2025 | SCHOOL GOVT FINANCE | | | 1.00 | 440.00 | 440.00 | |
| 2024-2025 | TYLER MASTER CLASSES | | | 0.00 | 0.00 | 2,350.00 | |
| 2024-2025 | WEB BASED TRAINING ( 6 CLASSES ) | | | 0.00 | 0.00 | 1,200.00 | |
| | **Division: 1301 - ACCOUNTING Total:** | **833,456.00** | **598,217.80** | **773,223.00** | **461,002.02** | **808,510.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Division: 1303 - CUSTOMER SERVICE** | | | | | | | |
| 001-1303-513-1200 | REGULAR SALARIES & WAGES | 150,000.00 | 149,295.93 | 170,165.00 | 176,125.44 | 185,902.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CUSTOMER SERVICE SUPERVISOR | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | FINANCE CLERK II | | | 2.00 | 0.00 | 0.00 | |
| 2024-2025 | FINANCE CLERK IV | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | REGULAR SALARIES & WAGES | | | 1.00 | 185,902.00 | 185,902.00 | |
| 001-1303-513-1400 | OVERTIME | 1,200.00 | 221.00 | 1,847.00 | 109.39 | 1,516.00 | 0.00 |
| 001-1303-513-1520 | UNIFORM ALLOWANCE | 400.00 | 400.00 | 400.00 | 300.00 | 400.00 | 0.00 |
| 001-1303-513-2100 | FICA/MEDICARE TAXES | 11,100.00 | 10,938.26 | 13,210.00 | 13,165.17 | 14,390.00 | 0.00 |
| 001-1303-513-2200 | RETIREMENT CONTRIBUTION | 18,303.00 | 18,049.78 | 23,360.00 | 23,926.77 | 25,570.00 | 0.00 |
| 001-1303-513-2300 | LIFE & HEALTH INSURANCE | 33,000.00 | 32,587.14 | 38,480.00 | 37,710.00 | 38,150.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | HEALTH INSURANCE & HSA | | | 4.00 | 9,340.00 | 37,360.00 | |
| 2024-2025 | LIFE INSURANCE | | | 0.00 | 0.00 | 790.00 | |
| 001-1303-513-2400 | WORKERS COMP INSURANCE | 200.00 | 184.63 | 1,730.00 | 156.84 | 1,800.00 | 0.00 |
| 001-1303-513-2500 | UNEMPLOYMENT COMP | 1,697.00 | 1,696.60 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001-1303-513-3400 | OTHER SERVICES | 191,964.00 | 191,963.54 | 184,620.00 | 166,479.29 | 218,700.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | ENCO LATE NOTIFICATIONS FEES | | | 12.00 | 300.00 | 3,600.00 | |
| 2024-2025 | GLOBAL CREDIT CARD FEES | | | 12.00 | 13,500.00 | 162,000.00 | |
| 2024-2025 | LANGUAGE LINE | | | 12.00 | 25.00 | 300.00 | |
| 2024-2025 | POINT & PAY | | | 12.00 | 1,200.00 | 14,400.00 | |
| 2024-2025 | TYLER INSITE FEES | | | 12.00 | 3,000.00 | 36,000.00 | |
| 2024-2025 | UTILITY CREDIT CHECKS | | | 12.00 | 200.00 | 2,400.00 | |
| 001-1303-513-4200 | POSTAGE, FRT, EXPRESS | 26,000.00 | 25,559.49 | 29,500.00 | 22,233.66 | 29,500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | UTILITY BILLINGS BULK MAIL | | | 0.00 | 0.00 | 29,500.00 | |
| 001-1303-513-4400 | RENTALS & LEASES | 1,600.00 | 1,523.09 | 2,600.00 | 1,264.85 | 1,748.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BAR CODE SCANNER ANNUAL | | | 1.00 | 340.00 | 340.00 | |
| 2024-2025 | PO BOX RENTAL | | | 0.00 | 0.00 | 400.00 | |
| 2024-2025 | RICHOH COPIER LEASE | | | 12.00 | 84.00 | 1,008.00 | |
| 001-1303-513-4500 | INSURANCE/CLAIMS | 6,992.00 | 6,979.44 | 11,062.00 | 11,152.52 | 11,062.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BROWN & BROWN PACKAGE POLICY | | | 0.00 | 0.00 | 11,062.00 | |
| 001-1303-513-4611 | MAINTENANCE CONTRACTS | 800.00 | 765.63 | 1,600.00 | 1,367.90 | 1,600.00 | 0.00 |
| 001-1303-513-4700 | PRINTING & BINDING | 8,700.00 | 8,576.09 | 10,900.00 | 8,390.03 | 4,450.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | DOOR KNOCKERS | | | 0.00 | 0.00 | 500.00 | |
| 2024-2025 | ENCO STATEMENT PROCESSING | | | 12.00 | 275.00 | 3,300.00 | |
| 2024-2025 | INSERTS | | | 2.00 | 325.00 | 650.00 | |
| 001-1303-513-4959 | OTHER CHARGES | 0.00 | 2,933.31 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001-1303-513-5100 | OFFICE SUPPLIES | 1,000.00 | 793.32 | 1,000.00 | 761.00 | 1,000.00 | 0.00 |
| 001-1303-513-5201 | OPERATING SUPPLIES | 72.00 | 71.90 | 0.00 | 676.47 | 0.00 | 0.00 |
| 001-1303-513-5220 | CLOTHING & EQUIP | 500.00 | 459.80 | 500.00 | 353.68 | 500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | UNIFORM SHIRTS (5 EA X 4) | | | 0.00 | 0.00 | 500.00 | |
| 001-1303-513-5501 | TRAINING & EDUCATION COST | 231.00 | 0.00 | 600.00 | 299.00 | 600.00 | 0.00 |
| | **Division: 1303 - CUSTOMER SERVICE Total:** | **453,759.00** | **452,998.95** | **491,574.00** | **464,472.01** | **536,888.00** | **0.00** |
| **Division: 1306 - ADMIN SVCS/IT** | | | | | | | |
| 001-1306-516-1200 | REGULAR SALARIES | 87,527.00 | 87,526.56 | 94,164.00 | 85,032.80 | 100,866.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | OTHER WAGES | | | 1.00 | 1,901.00 | 1,901.00 | |
| 2024-2025 | REGULAR SALARIES & WAGES | | | 1.00 | 98,965.00 | 98,965.00 | |
| 001-1306-516-1510 | INCENTIVE PAY - CELL | 600.00 | 600.00 | 600.00 | 537.50 | 600.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CELL PHONE ALLOWANCE | | | 24.00 | 25.00 | 600.00 | |
| 001-1306-516-1520 | UNIFORM ALLOWANCE | 200.00 | 200.00 | 200.00 | 100.00 | 100.00 | 0.00 |
| 001-1306-516-2100 | FICA/MEDICARE TAXES | 6,700.00 | 6,514.06 | 7,270.00 | 5,933.62 | 7,770.00 | 0.00 |
| 001-1306-516-2200 | RETIREMENT CONTRIBUTION | 10,840.00 | 10,839.30 | 12,780.00 | 11,549.77 | 13,750.00 | 0.00 |
| 001-1306-516-2300 | LIFE & HEALTH INSURANCE | 11,880.00 | 9,408.79 | 9,830.00 | 8,696.42 | 9,780.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | HEALTH INSURANCE & HSA | | | 1.00 | 9,340.00 | 9,340.00 | |
| 2024-2025 | LIFE INSURANCE | | | 0.00 | 0.00 | 440.00 | |
| 001-1306-516-2400 | WORKERS COMP INSURANCE | 100.00 | 75.92 | 940.00 | 73.66 | 960.00 | 0.00 |
| 001-1306-516-3400 | OTHER SERVICES | 71,528.00 | 60,002.42 | 82,810.00 | 73,171.83 | 99,596.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | ACCELLA | | | 0.00 | 0.00 | 6,700.00 | |
| 2024-2025 | ADOBE CREATIVE CLOUD | | | 0.00 | 0.00 | 3,500.00 | |
| 2024-2025 | AMAZON WEB SERVICES | | | 0.00 | 0.00 | 6,000.00 | |
| 2024-2025 | ANTIVIRUS SOFTWARE | | | 0.00 | 0.00 | 3,000.00 | |
| 2024-2025 | ANYDESK | | | 0.00 | 0.00 | 500.00 | |
| 2024-2025 | CANVA - PUBLISHING | | | 1.00 | 300.00 | 300.00 | |
| 2024-2025 | CISCO HARDWARE SUPPORT | | | 0.00 | 0.00 | 9,000.00 | |
| 2024-2025 | CIVIC HR | | | 0.00 | 0.00 | 2,000.00 | |
| 2024-2025 | CIVIC PLUS - COHH WEBSITE | | | 1.00 | 3,786.00 | 3,786.00 | |
| 2024-2025 | CODEJOCK | | | 0.00 | 0.00 | 200.00 | |
| 2024-2025 | ESRL-AESRL-ARCVIEW | | | 0.00 | 0.00 | 1,200.00 | |
| 2024-2025 | EXAGRID (DISC BACKUP APPLIANCE HW MAINT.) | | | 0.00 | 0.00 | 3,500.00 | |
| 2024-2025 | FOIA Public Records Software | | | 1.00 | 8,000.00 | 8,000.00 | |
| 2024-2025 | GO DADDY | | | 0.00 | 0.00 | 600.00 | |
| 2024-2025 | GOOGLE APPS | | | 0.00 | 0.00 | 13,000.00 | |
| 2024-2025 | HOSTGATOR WEB HOSTING | | | 0.00 | 0.00 | 500.00 | |
| 2024-2025 | INDIGO ROSE | | | 0.00 | 0.00 | 200.00 | |
| 2024-2025 | IPAD RMS MAINTENANCE | | | 0.00 | 0.00 | 225.00 | |
| 2024-2025 | PAGREFREEZER | | | 1.00 | 2,700.00 | 2,700.00 | |
| 2024-2025 | PORTER LEE CORPORATION | | | 0.00 | 0.00 | 1,000.00 | |
| 2024-2025 | RMS | | | 0.00 | 0.00 | 8,500.00 | |
| 2024-2025 | RUCKUS WIRELESS | | | 0.00 | 0.00 | 1,200.00 | |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 2024-2025 | SMARTSHEET | | | 1.00 | 3,300.00 | 3,300.00 | |
| 2024-2025 | SOFTWARE HOUSE INTERNATIONAL(SHI) | | | 0.00 | 0.00 | 16,000.00 | |
| 2024-2025 | VEAM BACKUP | | | 0.00 | 0.00 | 2,000.00 | |
| 2024-2025 | WASP BARCODE | | | 3.00 | 895.00 | 2,685.00 | |
| 001-1306-516-4001 | TRAVEL & PER DIEM | 2,300.00 | 1,617.61 | 2,300.00 | 104.41 | 2,300.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FLGISA CONFERENCE | | | 0.00 | 0.00 | 1,300.00 | |
| 2024-2025 | TRAVEL PER DIEM | | | 0.00 | 0.00 | 1,000.00 | |
| 001-1306-516-4100 | COMMUNICATION SERVICES | 55,400.00 | 51,455.43 | 55,400.00 | 47,208.09 | 55,400.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | DEPT. OF MANAGEMENT SERVICES | | | 0.00 | 0.00 | 1,200.00 | |
| 2024-2025 | PUBLIC WIFI | | | 0.00 | 0.00 | 2,200.00 | |
| 2024-2025 | SPECTRUM | | | 0.00 | 0.00 | 37,000.00 | |
| 2024-2025 | VERIZON | | | 0.00 | 0.00 | 15,000.00 | |
| 001-1306-516-4200 | POSTAGE, FRT, EXPRESS | 200.00 | 16.86 | 200.00 | 0.00 | 200.00 | 0.00 |
| 001-1306-516-4400 | RENTALS & LEASES | 1,200.00 | 1,009.20 | 1,200.00 | 652.68 | 1,200.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | PITNEY BOWES MACHINE | | | 12.00 | 100.00 | 1,200.00 | |
| 001-1306-516-4420 | OPERATING LEASE EXP | 40,856.00 | 40,855.14 | 40,000.00 | 38,045.49 | 40,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | PHONE SYSTEM LEASE | | | 0.00 | 0.00 | 40,000.00 | |
| 001-1306-516-4500 | INSURANCE/ NON EMPLOYEE | 1,748.00 | 1,744.84 | 2,765.00 | 2,788.12 | 3,042.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BROWN & BROWN PACKAGE POLICY | | | 0.00 | 0.00 | 3,042.00 | |
| 001-1306-516-4601 | REPAIRS & MAINTENANCE | 3,000.00 | 2,103.71 | 5,000.00 | 3,670.94 | 5,000.00 | 0.00 |
| 001-1306-516-4602 | COMPUTERS/ACCESSORIES | 2,144.00 | 109.98 | 3,000.00 | 101.65 | 3,000.00 | 0.00 |
| 001-1306-516-4611 | MAINTENANCE CONTRACTS | 190,212.00 | 185,238.02 | 91,352.00 | 111,880.51 | 91,352.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | GRANCIUS | | | 0.00 | 0.00 | 7,080.00 | |
| 2024-2025 | QUATRED | | | 0.00 | 0.00 | 2,472.00 | |
| 2024-2025 | TYLER TECHNOLOGIES | | | 0.00 | 0.00 | 66,800.00 | |
| 2024-2025 | TYLER TRAINING | | | 0.00 | 0.00 | 15,000.00 | |
| 001-1306-516-5100 | OFFICE SUPPLIES | 785.00 | 784.11 | 500.00 | 85.46 | 500.00 | 0.00 |
| 001-1306-516-5201 | OPERATING SUPPLIES | 518.00 | 517.01 | 249.00 | 192.90 | 249.00 | 0.00 |
| 001-1306-516-5202 | COMPUTERS/ACCESSORIES | 52,544.00 | 12,950.20 | 14,400.00 | 3,354.34 | 14,400.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | MONITORS, MISC COMPUTER SUPPLIES | | | 0.00 | 0.00 | 3,000.00 | |
| 2024-2025 | NEW SOFTWARE | | | 0.00 | 0.00 | 4,000.00 | |
| 2024-2025 | PD PRINTER | | | 0.00 | 0.00 | 1,300.00 | |
| 2024-2025 | PD SIGNATURE PADS | | | 0.00 | 0.00 | 600.00 | |
| 2024-2025 | UPS | | | 0.00 | 0.00 | 2,500.00 | |
| 2024-2025 | UPS BATTERIES | | | 0.00 | 0.00 | 3,000.00 | |
| 001-1306-516-5219 | UNIFORM EXPENSE | 0.00 | 0.00 | 200.00 | 0.00 | 200.00 | 0.00 |
| 001-1306-516-5400 | BOOKS/PUBL/SUBSCR/MEMBE... | 300.00 | 217.56 | 300.00 | 0.00 | 300.00 | 0.00 |
| 001-1306-516-5501 | TRAINING & EDUCATION COST | 3,100.00 | 200.00 | 3,100.00 | 300.00 | 3,100.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FLGISA REGISTRATION | | | 0.00 | 0.00 | 300.00 | |
| 2024-2025 | TRAINING | | | 0.00 | 0.00 | 2,800.00 | |
| 001-1306-516-6400 | MACHINERY & EQUIPMENT | 0.00 | 0.00 | 139,600.00 | 138,612.55 | 143,200.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CYBER SECURITY NETWORK ENHANCEMENTS | | | 1.00 | 125,000.00 | 125,000.00 | |
| 2024-2025 | PC DESKTOP REPLACEMENT | | | 13.00 | 1,400.00 | 18,200.00 | |
| | **Division: 1306 - ADMIN SVCS/IT Total:** | **543,682.00** | **473,986.72** | **568,160.00** | **532,092.74** | **596,865.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Division: 1310 - PERSONNEL** | | | | | | | |
| 001-1310-513-1200 | REGULAR SALARIES | 216,624.00 | 133,116.43 | 90,953.00 | 81,991.95 | 97,364.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | HUMAN RESOURCES MANAGER | | | 1.00 | 97,364.00 | 97,364.00 | |
| 001-1310-513-1510 | INCENTIVE PAY - CELL | 750.00 | 750.00 | 600.00 | 537.50 | 600.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | 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 | 9,825.00 | 9,824.08 | 7,020.00 | 6,162.61 | 7,510.00 | 0.00 |
| 001-1310-513-2200 | RETIREMENT CONTRIBUTION | 36,790.00 | 36,789.92 | 31,400.00 | 28,303.62 | 33,610.00 | 0.00 |
| 001-1310-513-2300 | LIFE & HEALTH INSURANCE | 14,855.00 | 11,930.15 | 9,820.00 | 8,678.66 | 9,770.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | HEALTH INSURANCE & HSA | | | 1.00 | 9,340.00 | 9,340.00 | |
| 2024-2025 | LIFE INSURANCE | | | 0.00 | 0.00 | 430.00 | |
| 001-1310-513-2400 | WORKERS COMP INSURANCE | 200.00 | 115.10 | 910.00 | 71.00 | 930.00 | 0.00 |
| 001-1310-513-2500 | UNEMPLOYMENT COMP | 451.00 | 450.24 | 20,000.00 | 3,850.00 | 20,000.00 | 0.00 |
| 001-1310-513-3101 | PROFESSIONAL SERVICES | 59,070.00 | 45,662.05 | 61,000.00 | 56,720.83 | 50,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CONSULTING FEE - BROWN & BROWN | | | 0.00 | 0.00 | 35,000.00 | |
| 2024-2025 | DRUG/ALCOHOL TESTS | | | 0.00 | 0.00 | 2,500.00 | |
| 2024-2025 | MEDICAL EXAMS | | | 0.00 | 0.00 | 5,000.00 | |
| 2024-2025 | PD PSYCH EVALUATIONS | | | 0.00 | 0.00 | 3,000.00 | |
| 2024-2025 | POLICE AND FIRE STRESS EKG TESTS | | | 0.00 | 0.00 | 2,000.00 | |
| 2024-2025 | RANDOM DRUG SCREENS | | | 0.00 | 0.00 | 2,500.00 | |
| 001-1310-513-3400 | OTHER SERVICES | 0.00 | 0.00 | 5,625.00 | 6,210.00 | 500.00 | 0.00 |
| 001-1310-513-3430 | EMPLOY ADS/JOB OPPORTUNIT | 500.00 | 495.00 | 1,000.00 | 400.00 | 1,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | JOB POSTINGS IN AUTHORIZED PUBLICATIONS | | | 1.00 | 1,000.00 | 1,000.00 | |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 001-1310-513-4001 | TRAVEL & PER DIEM | 750.00 | 325.31 | 2,000.00 | 245.49 | 2,000.00 | 0.00 |
| 001-1310-513-4200 | POSTAGE, FRT, EXPRESS | 500.00 | 61.84 | 500.00 | 25.55 | 100.00 | 0.00 |
| 001-1310-513-4400 | RENTALS & LEASES | 700.00 | 506.64 | 700.00 | 456.94 | 504.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | COPIER LEASE | 12.00 | 42.00 | 504.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-1310-513-4500 | INSURANCE/CLAIMS | 2,185.00 | 2,181.08 | 2,766.00 | 2,788.12 | 2,766.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | BROWN & BROWN PACKAGE POLICY | 0.00 | 0.00 | 2,766.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-1310-513-4611 | MAINTENANCE CONTRACTS | 4,650.00 | 4,164.58 | 4,650.00 | 465.81 | 0.00 | 0.00 |
| 001-1310-513-4700 | PRINTING & BINDING | 0.00 | 0.00 | 0.00 | 101.83 | 600.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | COPIER PER COPY CHARGES | 12.00 | 50.00 | 600.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-1310-513-4929 | OTHER CHARGES / OTHER PER... | 1,550.00 | 690.00 | 1,550.00 | 700.38 | 1,550.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | EMPLOYEE/CORPORATE/CITIZEN OF THE YEAR PICTURES | 0.00 | 0.00 | 750.00 |
| 2024-2025 | EMPLOYEE/CORPORATE/CITIZEN OF THE YEAR PLAQUES | 0.00 | 0.00 | 300.00 |
| 2024-2025 | WELLNESS EVENTS | 0.00 | 0.00 | 500.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-1310-513-5100 | OFFICE SUPPLIES | 95.00 | 94.99 | 750.00 | 0.00 | 500.00 | 0.00 |
| 001-1310-513-5400 | BOOKS/PUBL/SUBSCR/MEMBE... | 105.00 | 100.00 | 500.00 | 137.88 | 500.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | IPMA - HR INDIVIDUAL MEMBERSHIP | 0.00 | 0.00 | 500.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-1310-513-5501 | TRAINING & EDUCATION COST | 4,450.00 | 2,366.73 | 4,450.00 | 2,627.75 | 4,450.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | SEMINARS ETC FOR HR DIRECTOR | 0.00 | 0.00 | 1,950.00 |
| 2024-2025 | TARGET SOLUTIONS ON-LINE TRAINING | 0.00 | 0.00 | 2,500.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 001-1310-514-3101 | PROFESSIONAL SERVICES | 10,000.00 | 0.00 | 10,000.00 | 4,660.90 | 10,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | LABOR ATTORNEY | | | 0.00 | 0.00 | 10,000.00 | |
| | **Division: 1310 - PERSONNEL Total:** | **364,250.00** | **249,824.14** | **256,394.00** | **205,336.82** | **244,454.00** | **0.00** |
| **Division: 2110 - PUBLIC SAFETY** | | | | | | | |
| 001-2110-521-1200 | REGULAR SALARIES & WAGE | 1,458,498.00 | 1,413,249.81 | 1,595,211.00 | 1,419,317.45 | 1,629,313.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | ADMINISTRATIVE ASSISTANT | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | CAPTAIN | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | CHIEF OF POLICE | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | EVIDENCE/PROPERTY TECH | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | POLICE OFFICER CID | | | 4.00 | 0.00 | 0.00 | |
| 2024-2025 | POLICE OFFICER PATROL | | | 7.00 | 0.00 | 0.00 | |
| 2024-2025 | POLICE OFFICER TRAFFIC | | | 4.00 | 0.00 | 0.00 | |
| 2024-2025 | POLICE REGULAR SALARIES & WAGES | | | 0.00 | 0.00 | 1,629,313.00 | |
| 2024-2025 | POLICE SERVICE CLERK | | | 2.00 | 0.00 | 0.00 | |
| 2024-2025 | SERGEANT CID | | | 2.00 | 0.00 | 0.00 | |
| 2024-2025 | SERGEANT PATROL | | | 4.00 | 0.00 | 0.00 | |
| 2024-2025 | VICTIM ADVOCATE COORDINATOR | | | 1.00 | 0.00 | 0.00 | |
| 001-2110-521-1400 | OVERTIME | 155,000.00 | 148,493.53 | 153,986.00 | 128,903.81 | 230,648.00 | 0.00 |
| 001-2110-521-1500 | INCENTIVE PAY | 14,800.00 | 14,800.00 | 12,780.00 | 15,433.89 | 11,880.00 | 0.00 |
| 001-2110-521-1510 | INCENTIVE PAY / CELL PHONE A... | 6,000.00 | 4,862.50 | 5,400.00 | 4,362.50 | 6,000.00 | 0.00 |
| 001-2110-521-1520 | UNIFORM ALLOWANCE | 4,986.00 | 4,985.44 | 6,700.00 | 5,140.50 | 5,700.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CID CLOTHING ALLOWANCE | | | 0.00 | 0.00 | 5,000.00 | |
| 2024-2025 | CLOTHING ALLOWANCE | | | 0.00 | 0.00 | 700.00 | |
| 001-2110-521-1530 | BOOT ALLOWANCE | 3,120.00 | 3,120.00 | 2,520.00 | 2,520.00 | 2,520.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BOOT ALLOWANCE | | | 21.00 | 120.00 | 2,520.00 | |
| 001-2110-521-2100 | FICA TAXES | 125,000.00 | 118,180.91 | 135,960.00 | 117,461.57 | 144,410.00 | 0.00 |
| 001-2110-521-2200 | RETIREMENT CONTRIBUTION | 518,233.00 | 518,232.85 | 486,346.00 | 492,200.28 | 571,564.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FRS RETIREMENT | | | 0.00 | 0.00 | 31,200.00 | |
| 2024-2025 | POLICE PENSION CITY | | | 0.00 | 0.00 | 373,745.00 | |
| 2024-2025 | POLICE PENSION STATE | | | 0.00 | 0.00 | 166,619.00 | |
| 001-2110-521-2300 | LIFE & HEALTH INSURANCE | 327,000.00 | 229,370.17 | 260,410.00 | 207,147.43 | 267,810.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | HEALTH INSURANCE & HSA | | | 28.00 | 9,340.00 | 261,520.00 | |
| 2024-2025 | LIFE INSURANCE | | | 0.00 | 0.00 | 6,290.00 | |
| 001-2110-521-2400 | WORKERS COMP INSURANCE | 28,000.00 | 26,426.45 | 34,830.00 | 24,761.23 | 37,650.00 | 0.00 |
| 001-2110-521-2500 | UNEMPLOYMENT COMP | 1,925.00 | 1,925.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001-2110-521-3101 | PROFESSIONAL SERVICES | 6,600.00 | 6,025.30 | 24,800.00 | 17,805.66 | 6,800.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | SUSTEEN (CELLPHONE FORENSIC) | | | 0.00 | 0.00 | 2,200.00 | |
| 2024-2025 | THOMPSON RUETTER (CLEAR CID) | | | 0.00 | 0.00 | 4,600.00 | |
| 001-2110-521-3400 | OTHER SERVICES | 3,400.00 | 1,368.08 | 3,800.00 | 1,082.61 | 3,800.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BEAST | | | 0.00 | 0.00 | 1,500.00 | |
| 2024-2025 | EVIDENCE DESTRUCTION | | | 0.00 | 0.00 | 500.00 | |
| 2024-2025 | EVIDENCE STORAGE | | | 0.00 | 0.00 | 800.00 | |
| 2024-2025 | METH LAB CLEAN UP | | | 0.00 | 0.00 | 1,000.00 | |
| 001-2110-521-3500 | INVESTIGATION COSTS | 1,500.00 | 608.99 | 1,750.00 | 0.00 | 1,750.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CONFIDENTIAL INFORMANTS | | | 0.00 | 0.00 | 500.00 | |
| 2024-2025 | MISC INVESTIGATION COSTS | | | 0.00 | 0.00 | 750.00 | |
| 2024-2025 | SUBPOENAS | | | 0.00 | 0.00 | 500.00 | |
| 001-2110-521-4001 | TRAVEL & PER DIEM | 4,500.00 | 589.12 | 4,500.00 | 1,788.28 | 4,500.00 | 0.00 |
| 001-2110-521-4200 | POSTAGE, FRT, EXPRESS | 900.00 | 95.93 | 900.00 | 185.63 | 900.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | POSTAGE | | | 0.00 | 0.00 | 700.00 | |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 2024-2025 | POSTAGE- VAC | | | 0.00 | 0.00 | 200.00 | |
| 001-2110-521-4400 | RENTALS & LEASES | 25,007.00 | 17,900.44 | 19,700.00 | 17,577.65 | 17,004.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | LICENSE PLATE READER LEASE | | | 0.00 | 0.00 | 15,000.00 | |
| 2024-2025 | RICHOH COPIER LEASE | | | 12.00 | 167.00 | 2,004.00 | |
| 001-2110-521-4500 | INSURANCE/NON-EMPLOYEE | 74,938.00 | 74,937.72 | 95,686.00 | 96,466.49 | 105,255.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | LAW ENFORCEMENT LIABILITY | | | 0.00 | 0.00 | 32,680.00 | |
| 2024-2025 | PROPERTY & LIABILITY INSURANCE | | | 0.00 | 0.00 | 72,575.00 | |
| 001-2110-521-4601 | REPAIRS & MAINTENANCE | 5,400.00 | 2,791.51 | 3,000.00 | 2,670.35 | 3,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | COMMUNICATIONS INTERNATIONAL & BATTERIES | | | 0.00 | 0.00 | 600.00 | |
| 2024-2025 | RADAR CALIBRATIONS | | | 0.00 | 0.00 | 2,400.00 | |
| 001-2110-521-4611 | MAINTENANCE CONTRACTS | 20,930.00 | 19,674.42 | 38,140.00 | 34,991.43 | 32,140.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | AXON-BODY CAMERA (YEAR 3 LICENSE AND CAMERA FEE) | | | 0.00 | 0.00 | 17,530.00 | |
| 2024-2025 | AXON-TASER CONTRACT (5YEAR) 19 TASERS W/TRAINING | | | 0.00 | 0.00 | 13,100.00 | |
| 2024-2025 | CAMERA MAINTENANCE | | | 0.00 | 0.00 | 110.00 | |
| 2024-2025 | MAINTENANCE CONTRACTS | | | 0.00 | 0.00 | 1,400.00 | |
| 001-2110-521-4650 | FLEET CHARGES | 48,037.00 | 48,036.57 | 30,000.00 | 42,393.29 | 30,000.00 | 0.00 |
| 001-2110-521-4659 | PORTN OF 4650 REIMB BY EE | -9,400.00 | -11,455.66 | -9,400.00 | -11,365.22 | 0.00 | 0.00 |
| 001-2110-521-4660 | SMALL EQ REPAIR & MAINT | 500.00 | 49.50 | 500.00 | 0.00 | 500.00 | 0.00 |
| 001-2110-521-4700 | PRINTING & BINDING | 2,000.00 | 1,857.01 | 2,500.00 | 3,852.95 | 1,700.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BUSINESS CARDS | | | 0.00 | 0.00 | 250.00 | |
| 2024-2025 | ID CARD SUPPLIES | | | 0.00 | 0.00 | 250.00 | |
| 2024-2025 | RICHOH COPY CHARGES | | | 12.00 | 100.00 | 1,200.00 | |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 001-2110-521-4901 | OTHER CHARGES | 1,500.00 | 663.95 | 1,500.00 | 626.32 | 1,500.00 | 0.00 |
| 001-2110-521-5100 | OFFICE SUPPLIES | 3,000.00 | 1,944.18 | 4,250.00 | 2,317.34 | 3,000.00 | 0.00 |
| 001-2110-521-5201 | OPERATING SUPPLIES | 22,449.00 | 22,448.76 | 23,000.00 | 19,558.49 | 249,000.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | AMMO FOR TWO (2) RANGE TRAININGS | 0.00 | 0.00 | 9,500.00 |
| 2024-2025 | CAMERA | 6.00 | 200.00 | 1,200.00 |
| 2024-2025 | CHRISTMAS PARADE | 0.00 | 0.00 | 300.00 |
| 2024-2025 | DSR 2 ANTENNA RADAR | 8.00 | 3,250.00 | 26,000.00 |
| 2024-2025 | EVIDENCE SUPPLIES (PACKAGING& DRUG KITS) | 0.00 | 0.00 | 3,000.00 |
| 2024-2025 | MISC OPERATING SUPPLIES (GLOVES, ETC) | 0.00 | 0.00 | 8,500.00 |
| 2024-2025 | NATIONAL NIGHT OUT | 0.00 | 0.00 | 500.00 |
| 2024-2025 | PD DEPT SUPPLIES | 1.00 | 200,000.00 | 200,000.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-2110-521-5205 | MEETING EXPENSE | 900.00 | 872.37 | 900.00 | 515.34 | 900.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | INTERVIEW BOARD MEETING EXPENSE | 0.00 | 0.00 | 100.00 |
| 2024-2025 | NEIGHBORHOOD WATCH MEETING | 0.00 | 0.00 | 800.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-2110-521-5220 | CLOTHING & EQUIP | 38,700.00 | 36,119.27 | 23,750.00 | 20,894.17 | 25,000.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | COMPLETE UNIFORMS FOR NEW HIRES | 0.00 | 0.00 | 2,500.00 |
| 2024-2025 | GUN REPLACEMENT | 0.00 | 0.00 | 5,400.00 |
| 2024-2025 | REPLACEMENT BULLETPROOF VEST | 8.00 | 437.50 | 3,500.00 |
| 2024-2025 | REPLACEMENT EQUIPMENT (LIEU/CLOTHING ALLOWANCE) | 0.00 | 0.00 | 4,600.00 |
| 2024-2025 | REPLACEMENT UNIFORMS | 0.00 | 0.00 | 9,000.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-2110-521-5221 | PROGRAM EXPENSE | 500.00 | 63.90 | 500.00 | 0.00 | 500.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | EXPLORER CHARTER AND INSURANCE | 0.00 | 0.00 | 500.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-2110-521-5250 | FUEL & OIL SUPPLIES | 90,000.00 | 87,824.96 | 95,000.00 | 76,708.75 | 96,000.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FUEL | | | 12.00 | 8,000.00 | 96,000.00 | |
| 001-2110-521-5400 | BOOKS/PUBL/SUBSCR/MEMBE… | 2,500.00 | 1,331.67 | 4,600.00 | 1,217.63 | 4,600.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FBI NATIONAL ACADEMY ASSOC | | | 0.00 | 0.00 | 300.00 | |
| 2024-2025 | FLORIDA CHIEFS ASSOCIATION | | | 0.00 | 0.00 | 400.00 | |
| 2024-2025 | FLORIDA EMERGENCY PREPARDNESS | | | 0.00 | 0.00 | 100.00 | |
| 2024-2025 | INT ASSOC FOR PROPERTY AND EVIDENCE | | | 0.00 | 0.00 | 200.00 | |
| 2024-2025 | INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE | | | 0.00 | 0.00 | 400.00 | |
| 2024-2025 | NOTARY | | | 0.00 | 0.00 | 500.00 | |
| 2024-2025 | SOCIAL MEDIA ARCHIVING | | | 0.00 | 0.00 | 1,900.00 | |
| 2024-2025 | VAC UPDATE TRAINING/MEMBERSHIPS | | | 0.00 | 0.00 | 500.00 | |
| 2024-2025 | VOLUSIA/FLAGLER COUNTY POLICE CHIEFS ASSOC | | | 0.00 | 0.00 | 300.00 | |
| 001-2110-521-5501 | TRAINING & EDUCATION COST | 18,400.00 | 15,965.54 | 22,450.00 | 8,845.16 | 22,450.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | MISC TRAINING CLASSES | | | 0.00 | 0.00 | 5,000.00 | |
| 2024-2025 | PLI | | | 27.00 | 150.00 | 4,050.00 | |
| 2024-2025 | SERGEANT TESTING | | | 0.00 | 0.00 | 5,000.00 | |
| 2024-2025 | TARGET SOLUTIONS | | | 27.00 | 100.00 | 2,700.00 | |
| 2024-2025 | TARGET SOLUTIONS MAINTENANCE | | | 0.00 | 0.00 | 400.00 | |
| 2024-2025 | THI | | | 2.00 | 1,200.00 | 2,400.00 | |
| 2024-2025 | VAC TRAINING MADATORY UPDATES | | | 0.00 | 0.00 | 1,000.00 | |
| 2024-2025 | VAC TRAINING SOFTWARE | | | 0.00 | 0.00 | 1,900.00 | |
| 001-2110-521-5520 | 2ND DOLLAR FUND | 3,700.00 | 0.00 | 3,700.00 | 722.97 | 0.00 | 0.00 |
| 001-2110-521-5610 | PROGRAM EXPENSES | 800.00 | 25.98 | 800.00 | 0.00 | 800.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | VIP-CLOTHING AND EQUIPMENT | | | 0.00 | 0.00 | 800.00 | |
| 001-2110-521-8200 | PRIVATE ORG.GRANTS/CONTRB | 1,000.00 | 1,000.00 | 1,500.00 | 0.00 | 1,500.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CRIME STOPPERS DINNER | | | 0.00 | 0.00 | 1,500.00 | |
| 001-2110-521-8301 | OTHER GRANTS & AIDS | 500.00 | 0.00 | 500.00 | 181.26 | 500.00 | 0.00 |
| | **Division: 2110 - PUBLIC SAFETY Total:** | **3,010,823.00** | **2,814,386.17** | **3,092,469.00** | **2,756,285.21** | **3,520,594.00** | **0.00** |
| **Division: 2210 - PUBLIC SAFETY** | | | | | | | |
| 001-2210-522-1200 | REGULAR SALARIES & WAGE | 792,741.00 | 716,437.09 | 887,750.00 | 704,093.91 | 888,456.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | DRIVER/ENGINEER-PARAMEDIC SHIFT A | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | DRIVER/ENGINEER-PARAMEDIC SHIFT B | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | DRIVER/ENGINEER-PARAMEDIC SHIFT C | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | FIRE CHIEF | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | FIRE REGULAR SALARIES & WAGES TOTAL | | | 0.00 | 0.00 | 888,456.00 | |
| 2024-2025 | FIREFIGHTER SHIFT A | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | FIREFIGHTER SHIFT B | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | FIREFIGHTER SHIFT B | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | FIREFIGHTER SHIFT C | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | FIREFIGHTER-PARAMEDIC SHIFT A | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | FIREFIGHTER-PARAMEDIC SHIFT C | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | LIEUTENANT SHIFT B | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | LIEUTENANT SHIFT C | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | LIEUTENANT-PARAMEDIC SHIFT A | | | 1.00 | 0.00 | 0.00 | |
| 001-2210-522-1300 | OTHER SALARIES & WAGES | 30,000.00 | 29,617.63 | 32,581.00 | 3,135.16 | 32,500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | PARAMEDIC PAY | | | 5.00 | 6,500.00 | 32,500.00 | |
| 001-2210-522-1400 | OVERTIME | 122,138.00 | 122,137.09 | 113,817.00 | 123,556.07 | 140,318.00 | 0.00 |
| 001-2210-522-1500 | INCENTIVE PAY | 6,500.00 | 6,465.00 | 6,240.00 | 3,945.00 | 4,320.00 | 0.00 |
| 001-2210-522-1510 | CELL PHONE ALLOWANCE | 600.00 | 600.00 | 600.00 | 537.50 | 600.00 | 0.00 |
| 001-2210-522-1530 | BOOT ALLOWANCE | 1,560.00 | 1,560.00 | 1,800.00 | 1,800.00 | 1,440.00 | 0.00 |
| 001-2210-522-2100 | FICA TAXES | 72,890.00 | 63,792.62 | 79,840.00 | 61,928.81 | 81,740.00 | 0.00 |
| 001-2210-522-2200 | RETIREMENT CONTRIBUTION | 431,540.00 | 423,070.38 | 465,940.00 | 403,440.41 | 508,370.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FIRE PENSION-CITY | | | 0.00 | 0.00 | 402,581.00 | |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 2024-2025 | FIRE PENSION-STATE | | | 0.00 | 0.00 | 105,789.00 | |
| 001-2210-522-2300 | LIFE & HEALTH INSURANCE | 148,670.00 | 107,352.28 | 125,830.00 | 96,939.08 | 124,490.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | HEALTH INSURANCE & HSA | | | 13.00 | 9,340.00 | 121,420.00 | |
| 2024-2025 | LIFE | | | 0.00 | 0.00 | 3,070.00 | |
| 001-2210-522-2400 | WORKERS COMP INSURANCE | 25,000.00 | 24,316.02 | 33,450.00 | 23,708.73 | 34,160.00 | 0.00 |
| 001-2210-522-3101 | PROFESSIONAL SERVICES | 4,160.00 | 1,400.00 | 0.00 | 0.00 | 2,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FLORIDA EMS LICENSES | | | 0.00 | 0.00 | 2,000.00 | |
| 001-2210-522-3400 | OTHER SERVICES | 600.00 | 21.29 | 1,120.00 | 520.00 | 700.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BIOHAZARD WASTE DISPOSAL | | | 0.00 | 0.00 | 700.00 | |
| 001-2210-522-4001 | TRAVEL & PER DIEM | 300.00 | 0.00 | 300.00 | 0.00 | 300.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | PER DIEM FOR TRAINING | | | 0.00 | 0.00 | 300.00 | |
| 001-2210-522-4200 | POSTAGE, FRT, EXPRESS | 250.00 | 71.23 | 250.00 | 61.74 | 250.00 | 0.00 |
| 001-2210-522-4400 | RENTALS & LEASES | 16,000.00 | 15,305.04 | 19,300.00 | 13,703.96 | 19,600.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | HYDRANT RENTAL FROM WATER DEPARTMENT | | | 0.00 | 0.00 | 18,000.00 | |
| 2024-2025 | MEDICAL OXYGEN RENTAL AND FILL | | | 0.00 | 0.00 | 1,600.00 | |
| 001-2210-522-4500 | INSURANCE/NON-EMPLOYEE | 27,822.00 | 27,821.12 | 39,406.00 | 41,896.73 | 43,347.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BROWN & BROWN PACKAGE POLICY | | | 0.00 | 0.00 | 43,347.00 | |
| 001-2210-522-4601 | REPAIRS & MAINTENANCE | 5,900.00 | 5,058.66 | 3,000.00 | 1,738.04 | 3,000.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | HURST RESCUE TOOL YEARLY SERVICE | | | 0.00 | 0.00 | 1,000.00 | |
| 2024-2025 | MSA AIR PACK SERVICE AND MAINTENANCE | | | 0.00 | 0.00 | 2,000.00 | |
| 001-2210-522-4611 | MAINTENANCE CONTRACTS | 2,792.00 | 2,791.38 | 2,700.00 | 1,926.53 | 2,700.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BREATHING AIR FILL STATION AND TESTING | | | 0.00 | 0.00 | 1,500.00 | |
| 2024-2025 | COMMUNICATIONS FOR VEHICLES (FOR CAD SYSTEM) | | | 0.00 | 0.00 | 600.00 | |
| 2024-2025 | MOBILE COM APP FOR ENGINE MDT (IPAD) (CAD SYSTEM) | | | 0.00 | 0.00 | 600.00 | |
| 001-2210-522-4650 | FLEET CHARGES | 11,000.00 | 10,052.11 | 20,000.00 | 16,085.11 | 22,000.00 | 0.00 |
| 001-2210-522-4660 | SMALL EQUIPMENT REPAIR | 603.00 | 602.18 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001-2210-522-4670 | GENERATOR REPAIR & MAIN | 500.00 | 147.99 | 1,000.00 | 361.66 | 0.00 | 0.00 |
| 001-2210-522-4700 | PRINTING & BINDING | 300.00 | 0.00 | 300.00 | 350.00 | 500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | PRINTING OF MEDICAL AND FIRE FORMS | | | 0.00 | 0.00 | 500.00 | |
| 001-2210-522-4901 | OTHER CHARGES | 0.00 | 0.00 | 0.00 | 45.00 | 0.00 | 0.00 |
| 001-2210-522-5100 | OFFICE SUPPLIES | 645.00 | 644.38 | 600.00 | 469.64 | 600.00 | 0.00 |
| 001-2210-522-5201 | OPERATING SUPPLIES | 28,500.00 | 26,956.17 | 22,500.00 | 14,723.35 | 46,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | ENGINE OPERATIONS | | | 0.00 | 0.00 | 7,500.00 | |
| 2024-2025 | NEW STATION APPLIANCES | | | 0.00 | 0.00 | 5,000.00 | |
| 2024-2025 | NEW STATION BAY FIXTURES | | | 0.00 | 0.00 | 1,000.00 | |
| 2024-2025 | NEW STATION BEDROOM FURNISHINGS | | | 0.00 | 0.00 | 1,000.00 | |
| 2024-2025 | NEW STATION CHIEF OFFICE FURNISHINGS | | | 0.00 | 0.00 | 1,000.00 | |
| 2024-2025 | NEW STATION DAY ROOM FURNITURE | | | 0.00 | 0.00 | 6,000.00 | |
| 2024-2025 | NEW STATION ENTRY/RECEPTION | | | 0.00 | 0.00 | 1,500.00 | |
| 2024-2025 | NEW STATION ICE MACHINE | | | 0.00 | 0.00 | 2,000.00 | |
| 2024-2025 | NEW STATION LT OFFICE FURNISHINGS | | | 0.00 | 0.00 | 1,000.00 | |
| 2024-2025 | NEW STATION WINDOW TREATMENTS | | | 0.00 | 0.00 | 4,000.00 | |
| 2024-2025 | REPLACEMENT TURNOUT GEAR 3 SETS | | | 0.00 | 0.00 | 9,000.00 | |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 2024-2025 | STATION OPERATIONS | | | 0.00 | 0.00 | 7,000.00 | |
| 001-2210-522-5205 | MEETING EXPENSE | 16.00 | 15.74 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001-2210-522-5206 | TRAINING SUPPLIES | 1,559.00 | 1,558.07 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001-2210-522-5219 | UNIFORM EXPENSE | 6,000.00 | 5,125.44 | 7,500.00 | 6,580.43 | 7,500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | STATION UNIFORMS | | | 0.00 | 0.00 | 3,500.00 | |
| 2024-2025 | UNIFORM CLEANING | | | 0.00 | 0.00 | 2,500.00 | |
| 2024-2025 | UNIFORM RENTAL | | | 12.00 | 125.00 | 1,500.00 | |
| 001-2210-522-5250 | FUEL & OIL SUPPLIES | 16,300.00 | 13,110.03 | 25,000.00 | 11,149.05 | 25,000.00 | 0.00 |
| 001-2210-522-5264 | MACH/EQUIP CAPITAL-LIKE | 4,500.00 | 4,500.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001-2210-522-5270 | EMS SUPPLIES | 10,000.00 | 6,430.37 | 11,000.00 | 4,718.12 | 11,500.00 | 0.00 |
| 001-2210-522-5290 | FIRE PREVENTION SUPPLIES | 500.00 | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | 23 / 24 SCHOOL AND COMMUNITY AWARENESS SUPPLIES | | | 0.00 | 0.00 | 500.00 | |
| 001-2210-522-5400 | BOOKS/PUBL/SUBSCR/MEMBE... | 500.00 | 349.95 | 500.00 | 325.00 | 600.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FIRE ENGINEERING TRAINING SUBSCRIPTION | | | 0.00 | 0.00 | 75.00 | |
| 2024-2025 | FLORIDA FIRE CHIEFS | | | 0.00 | 0.00 | 125.00 | |
| 2024-2025 | FLORIDA FIRE MARSHALLS | | | 0.00 | 0.00 | 200.00 | |
| 2024-2025 | VOLUSIA COUNTY FIRE CHIEFS | | | 0.00 | 0.00 | 200.00 | |
| 001-2210-522-5501 | TRAINING & EDUCATION COST | 10,300.00 | 2,112.29 | 10,400.00 | 4,117.34 | 10,600.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | EDUCATIONAL REIMBURSEMENT (IAFF) | | | 0.00 | 0.00 | 7,500.00 | |
| 2024-2025 | TARGET SOLUTIONS | | | 0.00 | 0.00 | 2,000.00 | |
| 2024-2025 | TRAINING | | | 0.00 | 0.00 | 100.00 | |
| 2024-2025 | TRAINING SUPPLIES | | | 0.00 | 0.00 | 1,000.00 | |
| | **Division: 2210 - PUBLIC SAFETY Total:** | **1,780,686.00** | **1,619,421.55** | **1,913,224.00** | **1,541,856.37** | **2,013,091.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Division: 2410 - PLANNING & CODE ENF** | | | | | | | |
| 001-2410-515-1200 | REGULAR SALARIES | 99,298.00 | 99,297.66 | 107,268.00 | 97,238.04 | 109,883.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | COMMUNITY DEVELOPMENT DIRECTOR (.75) | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | ECONOMIC DEVELOPMENT DIRECTOR/CRA COORD (.25) | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | REGULAR SALARIES TOTAL | | | 0.00 | 0.00 | 109,883.00 | |
| 001-2410-515-1510 | INCENTIVE PAY - CELL | 601.00 | 600.02 | 600.00 | 537.51 | 600.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CELL PHONE ALLOWANCE | | | 24.00 | 25.00 | 600.00 | |
| 001-2410-515-1520 | UNIFORM ALLOWANCE | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 | 0.00 |
| 001-2410-515-2100 | FICA/MEDICARE TAXES | 7,650.00 | 7,411.41 | 8,270.00 | 7,263.63 | 8,480.00 | 0.00 |
| 001-2410-515-2200 | RETIREMENT CONTRIBUTION | 28,730.00 | 28,729.04 | 33,090.00 | 29,996.91 | 33,800.00 | 0.00 |
| 001-2410-515-2300 | LIFE & HEALTH INSURANCE | 12,000.00 | 9,428.71 | 9,850.00 | 10,291.11 | 9,770.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | HEALTH INSURANCE & HSA | | | 0.00 | 0.00 | 9,350.00 | |
| 2024-2025 | LIFE INSURANCE | | | 0.00 | 0.00 | 420.00 | |
| 001-2410-515-2400 | WORKERS COMP INSURANCE | 100.00 | 86.37 | 1,040.00 | 84.55 | 1,050.00 | 0.00 |
| 001-2410-515-3101 | PROFESSIONAL SERVICES | 1,000.00 | 571.39 | 4,400.00 | 4,413.33 | 6,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | GIS SERVICES | | | 1.00 | 4,500.00 | 4,500.00 | |
| 2024-2025 | REFUNDABLE EXPENSE FOR STORMWATER REVIEWS, ETC | | | 0.00 | 0.00 | 1,500.00 | |
| 001-2410-515-3150 | LEGAL/OFFICIAL ADVERTISNG | 200.00 | 120.50 | 580.00 | 0.00 | 1,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | LEGAL ADS FOR REZONES, CPA, ETC | | | 0.00 | 0.00 | 1,000.00 | |
| 001-2410-515-4001 | TRAVEL & PER DIEM | 800.00 | 0.00 | 900.00 | 285.46 | 900.00 | 0.00 |
| 001-2410-515-4400 | RENTALS & LEASES | 865.00 | 785.01 | 865.00 | 913.78 | 1,008.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | RICHOH COPIER LEASE | | | 12.00 | 84.00 | 1,008.00 | |
| 001-2410-515-4500 | INSURANCE/NON EMPLOYEE | 1,311.00 | 1,308.64 | 6,914.00 | 6,970.32 | 7,605.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BROWN & BROWN PACKAGE POLICY | | | 0.00 | 0.00 | 7,605.00 | |
| 001-2410-515-4611 | REPAIRS & MAINTENANCE | 727.00 | 726.60 | 720.00 | 501.97 | 0.00 | 0.00 |
| 001-2410-515-4700 | PRINTING & BINDING | 49.00 | 49.00 | 0.00 | 230.11 | 780.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | RICHOH COPY CHARGES | | | 12.00 | 65.00 | 780.00 | |
| 001-2410-515-5100 | OFFICE SUPPLIES | 200.00 | 124.77 | 200.00 | 100.46 | 200.00 | 0.00 |
| 001-2410-515-5400 | BOOKS/PUBL/SUBSCR/MEMBE… | 850.00 | 831.00 | 950.00 | 769.00 | 950.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | AICP LICENSE AND CNU ACCREDITATION, ETC | | | 0.00 | 0.00 | 950.00 | |
| 001-2410-515-5501 | TRAINING & EDUCATION COST | 750.00 | 20.00 | 750.00 | 460.00 | 750.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CONFERENCE FOR REQUIRED CE CREDITS | | | 0.00 | 0.00 | 750.00 | |
| 001-2410-524-1200 | REGULAR SALARIES | 91,355.00 | 91,354.12 | 136,894.00 | 94,510.93 | 149,305.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CLERICAL ASSISTANT | | | 0.70 | 0.00 | 0.00 | |
| 2024-2025 | CODE ENFORCEMENT I | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | CODE ENFORCEMENT II | | | 0.50 | 0.00 | 0.00 | |
| 2024-2025 | CODE ENFORCEMENT REGULAR SALARIES TOTAL | | | 0.00 | 0.00 | 149,305.00 | |
| 2024-2025 | SENIOR CODE ENFORCEMENT OFFICER | | | 1.00 | 0.00 | 0.00 | |
| 001-2410-524-1400 | OVERTIME | 300.00 | 2.00 | 720.00 | 144.71 | 630.00 | 0.00 |
| 001-2410-524-1510 | INCENTIVE PAY - CELL | 900.00 | 900.00 | 1,200.00 | 806.25 | 1,200.00 | 0.00 |
| 001-2410-524-1520 | UNIFORM ALLOWANCE | 100.00 | 100.00 | 70.00 | 70.00 | 70.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 001-2410-524-1530 | BOOT ALLOWANCE | 200.00 | 180.00 | 300.00 | 180.00 | 438.00 | 0.00 |
| 001-2410-524-2100 | FICA/MEDICARE TAXES | 6,973.00 | 6,972.41 | 11,010.00 | 7,209.97 | 11,630.00 | 0.00 |
| 001-2410-524-2200 | RETIREMENT CONTRIBUTION | 11,260.00 | 11,259.89 | 19,300.00 | 12,845.10 | 20,450.00 | 0.00 |
| 001-2410-524-2300 | LIFE & HEALTH INSURANCE | 20,502.00 | 20,501.05 | 30,800.00 | 18,497.83 | 30,510.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | HEALTH INSURANCE & HSA | 3.20 | 9,340.00 | 29,890.00 |
| 2024-2025 | LIFE INSURANCE | 0.00 | 0.00 | 620.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-2410-524-2400 | WORKERS COMP INSURANCE | 1,200.00 | 1,014.82 | 2,180.00 | 1,005.64 | 2,140.00 | 0.00 |
| 001-2410-524-3101 | PROFESSIONAL SERVICES | 3,900.00 | 3,100.00 | 3,000.00 | 2,950.00 | 2,500.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | SPECIAL MASTER | 0.00 | 0.00 | 2,500.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-2410-524-3150 | LEGAL/OFFICIAL ADVERTISNG | 1,500.00 | 1,417.20 | 2,200.00 | 1,509.00 | 1,500.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | LIENS, RECORDING, LEGAL | 0.00 | 0.00 | 1,500.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-2410-524-3400 | OTHER SERVICES | 1,000.00 | 690.00 | 2,400.00 | 720.00 | 7,000.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | LAWN CARE, DEMO, DEBRIS REMOVAL, ETC. | 0.00 | 0.00 | 7,000.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-2410-524-3490 | HUMANE SOCIETY SERVICES | 27,000.00 | 26,667.60 | 38,100.00 | 34,216.94 | 40,000.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | HUMANE SOCIETY | 0.00 | 0.00 | 25,000.00 |
| 2024-2025 | REDINGER CLINIC | 0.00 | 0.00 | 15,000.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-2410-524-4001 | TRAVEL & PER DIEM | 500.00 | 496.00 | 1,500.00 | 828.14 | 1,500.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | TRAVEL AND PER DIEM FOR CODE | 0.00 | 0.00 | 1,500.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 001-2410-524-4200 | POSTAGE, FRT, EXPRESS | 4,000.00 | 3,999.46 | 3,300.00 | 2,076.30 | 3,000.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | MAILINGS OF NOTICES OF VIOLATION, NTA, ETC | | | 0.00 | 0.00 | 3,000.00 | |
| 001-2410-524-4400 | RENTALS & LEASES | 700.00 | 506.57 | 650.00 | 456.94 | 700.00 | 0.00 |
| 001-2410-524-4500 | INSURANCE/NON-EMPLOYEE | 6,170.00 | 6,158.96 | 8,432.00 | 8,500.71 | 9,275.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BROWN & BROWN PACKAGE POLICY | | | 0.00 | 0.00 | 9,275.00 | |
| 001-2410-524-4601 | REPAIRS & MAINTENANCE | 700.00 | 0.00 | 700.00 | 0.00 | 700.00 | 0.00 |
| 001-2410-524-4611 | MAINTENANCE CONTRACTS | 350.00 | 305.81 | 400.00 | 422.67 | 350.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | COPIER | | | 0.00 | 0.00 | 350.00 | |
| 001-2410-524-4650 | FLEET CHARGES | 600.00 | 543.50 | 1,000.00 | 45.73 | 1,000.00 | 0.00 |
| 001-2410-524-4700 | PRINTING & BINDING | 200.00 | 98.00 | 200.00 | 144.96 | 200.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | NOTICES, PLACARDS, ETC | | | 0.00 | 0.00 | 200.00 | |
| 001-2410-524-5100 | OFFICE SUPPLIES | 455.00 | 454.83 | 450.00 | 324.04 | 450.00 | 0.00 |
| 001-2410-524-5201 | OPERATING SUPPLIES | 105.00 | 66.65 | 250.00 | 92.58 | 300.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CAT TRAPS | | | 2.00 | 75.00 | 150.00 | |
| 2024-2025 | CATCH POLE | | | 0.00 | 0.00 | 150.00 | |
| 001-2410-524-5220 | CLOTHING & EQUIP | 600.00 | 0.00 | 600.00 | 0.00 | 600.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | SHIRTS AND PANTS FOR CODE ENFORCEMENT | | | 2.00 | 240.00 | 480.00 | |
| 2024-2025 | SHIRTS FOR CODE ENFORCEMENT | | | 0.00 | 0.00 | 120.00 | |
| 001-2410-524-5250 | FUEL & OIL SUPPLIES | 1,700.00 | 712.38 | 1,700.00 | 434.80 | 1,700.00 | 0.00 |
| 001-2410-524-5400 | BOOKS/PUBL/SUBSCR/MEMBE... | 235.00 | 190.00 | 235.00 | 460.00 | 265.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FACA MEMBERSHIP (ANIMAL CONTROL ASSOCIATION) | | | 0.00 | 0.00 | 75.00 | |
| 2024-2025 | FACE MEMBERSHIP (CODE ENFORCEMENT ASSOCIATION) | | | 0.00 | 0.00 | 150.00 | |
| 2024-2025 | VOLUSIA ASSOC OF CE | | | 0.00 | 0.00 | 40.00 | |
| 001-2410-524-5501 | TRAINING & EDUCATION COST | 2,425.00 | 600.00 | 1,500.00 | 350.00 | 1,500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CONTINUING ED FOR CERTIFICATION - CONFERENCES | | | 0.00 | 0.00 | 1,500.00 | |
| **Division: 2410 - PLANNING & CODE ENF Total:** | | **340,261.00** | **328,581.37** | **445,688.00** | **349,059.42** | **471,889.00** | **0.00** |
| **Division: 4141 - ROADS & STREETS** | | | | | | | |
| 001-4141-541-1200 | REGULAR SALARIES & WAGE | 161,887.00 | 126,572.67 | 286,187.00 | 174,541.99 | 254,619.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FIELD OPERATION SUPERVISOR | | | 0.50 | 0.00 | 0.00 | |
| 2024-2025 | LEAD MAINTENANCE WORKER | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | MAINTENANCE WORKER I | | | 4.00 | 0.00 | 0.00 | |
| 2024-2025 | MAINTENANCE WORKER II | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | REGULAR SALARIES & WAGES TOTAL | | | 0.00 | 0.00 | 254,619.00 | |
| 001-4141-541-1400 | OVERTIME | 4,826.00 | 4,825.69 | 5,005.00 | 3,235.64 | 3,836.00 | 0.00 |
| 001-4141-541-1510 | INCENTIVE PAY - CELL | 300.00 | 139.38 | 0.00 | 143.75 | 300.00 | 0.00 |
| 001-4141-541-1520 | UNIFORM ALLOWANCE | 100.00 | 70.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001-4141-541-1530 | BOOT ALLOWANCE | 762.00 | 762.00 | 960.00 | 900.00 | 1,138.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BOOT ALLOWANCE - MAINT. WORKERS | | | 6.50 | 175.00 | 1,138.00 | |
| 001-4141-541-2100 | FICA/MEDICARE TAXES | 10,500.00 | 9,943.10 | 22,400.00 | 13,449.55 | 19,910.00 | 0.00 |
| 001-4141-541-2200 | RETIREMENT CONTRIBUTION | 23,000.00 | 16,380.88 | 39,560.00 | 24,094.14 | 35,260.00 | 0.00 |
| 001-4141-541-2300 | LIFE & HEALTH INSURANCE | 62,600.00 | 32,467.60 | 76,700.00 | 41,443.93 | 61,780.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | HEALTH INSURANCE & HSA | | | 6.50 | 9,340.00 | 60,710.00 | |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 2024-2025 | LIFE INSURANCE | | | 0.00 | 0.00 | 1,070.00 | |
| 001-4141-541-2400 | WORKERS COMP INSURANCE | 10,500.00 | 5,144.79 | 16,790.00 | 7,993.54 | 13,620.00 | 0.00 |
| 001-4141-541-4001 | TRAVEL & PER DIEM | 120.00 | 120.00 | 100.00 | 0.00 | 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 | 1,500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | ASPHALT ROLLER, GRINDERS, ETC. | | | 0.00 | 0.00 | 1,500.00 | |
| 001-4141-541-4500 | INSURANCE/NON-EMPLOYEE | 12,952.00 | 12,928.60 | 20,598.00 | 20,766.39 | 22,658.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BROWN & BROWN PACKAGE POLICY | | | 0.00 | 0.00 | 22,658.00 | |
| 001-4141-541-4601 | REPAIRS & MAINTENANCE | 57,203.00 | 57,202.02 | 58,350.00 | 14,786.17 | 20,800.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BATES SECURITY - PLANT ENTRANCE | | | 0.00 | 0.00 | 2,000.00 | |
| 2024-2025 | BUCKET TRUCK ANNUAL CERTIFICATION | | | 0.00 | 0.00 | 800.00 | |
| 2024-2025 | STREETS, ROW, BRIDGES, ETC. | | | 0.00 | 0.00 | 18,000.00 | |
| 001-4141-541-4610 | TRAFFIC LIGHT REPAIRS | 42,200.00 | 39,556.99 | 38,150.00 | 25,918.07 | 42,150.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FEC LICENSE FEE #271924B CALLE GRANDE | | | 0.00 | 0.00 | 5,400.00 | |
| 2024-2025 | FEC XING SIGNAL MAINT #271925H FLOMICH STREET | | | 0.00 | 0.00 | 5,400.00 | |
| 2024-2025 | FEC XING SIGNAL MAINT #271926P WALKER STREET | | | 0.00 | 0.00 | 2,750.00 | |
| 2024-2025 | FEC XING SIGNAL MAINT #271931L 2ND ST | | | 0.00 | 0.00 | 2,350.00 | |
| 2024-2025 | FEC XING SIGNAL MAINT #273056X 10TH ST | | | 0.00 | 0.00 | 2,350.00 | |
| 2024-2025 | FEC XING SIGNAL MAINT #291924B CALLE GRANDE | | | 0.00 | 0.00 | 5,400.00 | |
| 2024-2025 | FEC XING SIGNAL MAINT #291929K 6TH ST | | | 0.00 | 0.00 | 5,400.00 | |
| 2024-2025 | PEDESTRIAN CROSSING 3RD STREET | | | 0.00 | 0.00 | 4,550.00 | |
| 2024-2025 | PEDESTRIAN CROSSING CALLE GRANDE | | | 0.00 | 0.00 | 4,550.00 | |
| 2024-2025 | VOLUSIA COUNTY MAINT AGREEMENT | | | 0.00 | 0.00 | 4,000.00 | |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 001-4141-541-4612 | STREET LIGHT REPAIRS | 2,500.00 | 0.00 | 2,500.00 | 0.00 | 1,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | NOVA STREET LIGHT REPAIRS | | | 0.00 | 0.00 | 1,000.00 | |
| 001-4141-541-4650 | FLEET CHARGES | 8,000.00 | 6,893.82 | 8,000.00 | 7,147.72 | 8,000.00 | 0.00 |
| 001-4141-541-4660 | SMALL EQ REPAIR & MAINT | 9,468.00 | 9,467.05 | 8,000.00 | 5,722.89 | 8,000.00 | 0.00 |
| 001-4141-541-4910 | OTHER CHARGES | 14,893.00 | 0.00 | 29,892.30 | 0.00 | 29,892.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FEC TRACK CROSSING UPGRADE | | | 0.00 | 0.00 | 29,892.00 | |
| 001-4141-541-4920 | TREE REMOVAL | 25,107.00 | 25,106.16 | 27,000.00 | 25,109.25 | 16,500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | ARBORIST TREE INSPECTIONS | | | 0.00 | 0.00 | 1,500.00 | |
| 2024-2025 | STREET/ROW TREE REMOVALS | | | 0.00 | 0.00 | 15,000.00 | |
| 001-4141-541-5201 | OPERATING SUPPLIES | 14,654.00 | 14,653.75 | 13,000.00 | 15,185.77 | 15,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CONES, BARRICADES, SAND BAGS, ETC. | | | 0.00 | 0.00 | 15,000.00 | |
| 001-4141-541-5204 | SMALL TOOLS & EQUIPMENT | 4,997.00 | 4,996.72 | 6,000.00 | 1,758.94 | 4,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | REPLACEMENT WEED EATERS AND EDGERS | | | 0.00 | 0.00 | 2,500.00 | |
| 2024-2025 | SMALL TOOLS & EQUIPMENT | | | 0.00 | 0.00 | 1,500.00 | |
| 001-4141-541-5210 | SIGNS & MATERIALS | 18,000.00 | 12,204.11 | 16,500.00 | 12,380.90 | 16,500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | STREET SIGN ASSEMBLIES | | | 0.00 | 0.00 | 4,500.00 | |
| 2024-2025 | STREET SIGNS & MATERIALS | | | 0.00 | 0.00 | 12,000.00 | |
| 001-4141-541-5219 | UNIFORM EXPENSE | 1,000.00 | 495.13 | 1,000.00 | 795.31 | 1,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | UNIFORM REPAIRS (ESTIMATED) | | | 0.00 | 0.00 | 300.00 | |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 2024-2025 | UNIFORMS - $180 EST X 6 EMPLOYEES X 50% | | | 0.00 | 0.00 | 600.00 | |
| 2024-2025 | UNIFORMS $130 EST X 1 EMPLOYEE X 10% | | | 0.00 | 0.00 | 100.00 | |
| 001-4141-541-5250 | FUEL & OIL SUPPLIES | 8,000.00 | 5,977.90 | 12,000.00 | 10,244.33 | 12,000.00 | 0.00 |
| 001-4141-541-5300 | ROAD MATERIAL & SUPPLIES | 12,841.00 | 11,907.77 | 6,000.00 | 2,108.70 | 6,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | 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 |
| 001-4141-541-5501 | TRAINING & EDUCATION COST | 450.00 | 280.00 | 2,500.00 | 669.00 | 500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | MISC TRANINGS, MOT, ETC | | | 0.00 | 0.00 | 500.00 | |
| | **Division: 4141 - ROADS & STREETS Total:** | **508,460.00** | **398,096.13** | **698,792.30** | **408,395.98** | **596,163.00** | **0.00** |
| **Division: 4160 - PUBLIC WORKS/FLEET** | | | | | | | |
| 001-4160-519-1200 | REGULAR SALARIES | 169,561.00 | 165,716.79 | 191,913.00 | 166,965.65 | 198,957.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FLEET REGULAR SALARIES TOTAL | | | 0.00 | 0.00 | 198,957.00 | |
| 2024-2025 | FLEET SUPERVISOR | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | MECHANIC | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | MECHANIC I | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | SENIOR MECHANIC | | | 1.00 | 0.00 | 0.00 | |
| 001-4160-519-1400 | OVERTIME | 1,449.00 | 1,448.79 | 934.00 | 642.84 | 680.00 | 0.00 |
| 001-4160-519-1510 | INCENTIVE PAY | 600.00 | 512.50 | 600.00 | 0.00 | 0.00 | 0.00 |
| 001-4160-519-1530 | BOOT ALLOWANCE | 600.00 | 600.00 | 480.00 | 600.00 | 700.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BOOT ALLOWANCE | | | 4.00 | 175.00 | 700.00 | |
| 001-4160-519-1550 | TOOL ALLOWANCE | 900.00 | 900.00 | 600.00 | 900.00 | 600.00 | 0.00 |
| 001-4160-519-2100 | FICA/MEDICARE TAXES | 13,500.00 | 12,644.02 | 14,900.00 | 12,722.82 | 15,400.00 | 0.00 |
| 001-4160-519-2200 | RETIREMENT CONTRIBUTION | 20,682.00 | 20,681.42 | 26,180.00 | 22,764.71 | 27,230.00 | 0.00 |
| 001-4160-519-2300 | LIFE & HEALTH INSURANCE | 47,000.00 | 35,062.15 | 38,560.00 | 24,204.30 | 38,210.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | HEALTH INSURANCE & HSA | | | 4.00 | 9,340.00 | 37,360.00 | |
| 2024-2025 | LIFE INSURANCE | | | 0.00 | 0.00 | 850.00 | |
| 001-4160-519-2400 | WORKERS COMP INSURANCE | 3,128.00 | 3,128.00 | 2,910.00 | 2,186.39 | 3,510.00 | 0.00 |
| 001-4160-519-4001 | TRAVEL & PER DIEM | 300.00 | 0.00 | 300.00 | 0.00 | 100.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | MEAL & MILEAGE | | | 0.00 | 0.00 | 100.00 | |
| 001-4160-519-4200 | POSTAGE, FRT, EXPRESS | 100.00 | 0.00 | 100.00 | 0.00 | 50.00 | 0.00 |
| 001-4160-519-4400 | RENTALS & LEASES | 1,400.00 | 340.00 | 600.00 | 417.42 | 600.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CYLINDER TANK RENTAL | | | 0.00 | 0.00 | 600.00 | |
| 001-4160-519-4500 | INSURANCE/NON-EMPLOYEE | 9,770.00 | 9,752.56 | 13,087.00 | 13,194.03 | 14,396.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BROWN & BROWN PACKAGE POLICY | | | 0.00 | 0.00 | 14,396.00 | |
| 001-4160-519-4601 | REPAIRS & MAINTENANCE | 1,900.00 | 1,142.11 | 2,200.00 | 1,449.68 | 2,200.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | LIFT MAINTENANCE | | | 0.00 | 0.00 | 1,100.00 | |
| 2024-2025 | MISC SHOP EQ REPAIRS | | | 0.00 | 0.00 | 1,100.00 | |
| 001-4160-519-4650 | FLEET CHARGES | 9,200.00 | 5,336.88 | 6,500.00 | 1,648.66 | 6,500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BUCKET TRUCK ANNUAL CERTIFICATION | | | 0.00 | 0.00 | 1,000.00 | |
| 2024-2025 | FLEET VEHICLE REPAIR & MAINTENANCE | | | 0.00 | 0.00 | 3,500.00 | |
| 2024-2025 | SCAN TOOL UPDATES | | | 2.00 | 1,000.00 | 2,000.00 | |
| 001-4160-519-4660 | SMALL EQ REPAIR & MAIN | 1,000.00 | 600.67 | 1,500.00 | 0.00 | 500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BATTERIES, COMPRESSORS, ETC. | | | 0.00 | 0.00 | 500.00 | |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 001-4160-519-5100 | OFFICE SUPPLIES | 800.00 | 442.48 | 800.00 | 150.39 | 600.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | OTHER MISCELANNEOUS SUPPLIES | | | 0.00 | 0.00 | 100.00 | |
| 2024-2025 | PRINTER INK | | | 0.00 | 0.00 | 500.00 | |
| 001-4160-519-5201 | OPERATING SUPPLIES | 8,950.00 | 3,836.77 | 9,400.00 | 2,628.76 | 7,650.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BOLTS, NUTS | | | 0.00 | 0.00 | 550.00 | |
| 2024-2025 | BRAKE CLEANER, CARB CLEANER, DEGREASER | | | 0.00 | 0.00 | 1,200.00 | |
| 2024-2025 | CAR WASH SOAP | | | 0.00 | 0.00 | 1,500.00 | |
| 2024-2025 | ELEC CONNECTORS, CABLE, WIRE | | | 0.00 | 0.00 | 1,000.00 | |
| 2024-2025 | REPLACEMENT AIR HOSES | | | 0.00 | 0.00 | 300.00 | |
| 2024-2025 | REPLACEMENT FIRE EXT | | | 0.00 | 0.00 | 400.00 | |
| 2024-2025 | SAFETY VESTS, RAIN GEAR, BOOTS, ETC. | | | 0.00 | 0.00 | 400.00 | |
| 2024-2025 | WASP SPRAY | | | 0.00 | 0.00 | 200.00 | |
| 2024-2025 | WHEEL WEIGHTS | | | 0.00 | 0.00 | 300.00 | |
| 2024-2025 | WINDSHIELD WASHER FLUID | | | 0.00 | 0.00 | 300.00 | |
| 2024-2025 | WIPER RAG CLEANING/REPLACMENT | | | 0.00 | 0.00 | 1,500.00 | |
| 001-4160-519-5202 | COMPUTERS | 2,000.00 | 0.00 | 2,000.00 | 1,788.00 | 2,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | DIAGNOSTIC REFERENCE SOFTWARE | | | 0.00 | 0.00 | 2,000.00 | |
| 001-4160-519-5204 | SMALL TOOLS & EQUIPMENT | 4,000.00 | 898.52 | 2,000.00 | 811.73 | 2,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | MISC SHOP TOOLS | | | 0.00 | 0.00 | 2,000.00 | |
| 001-4160-519-5219 | UNIFORM EXPENSE | 1,130.00 | 1,129.80 | 900.00 | 797.60 | 900.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | EMPLOYEES | | | 3.00 | 300.00 | 900.00 | |
| 001-4160-519-5250 | FUEL & OIL SUPPLIES | 12,000.00 | 4,804.81 | 10,000.00 | 3,060.15 | 5,000.00 | 0.00 |
| 001-4160-519-5264 | MACH/EQUIP CAPITAL-LIKE | 0.00 | 0.00 | 3,000.00 | 2,367.54 | 0.00 | 0.00 |
| 001-4160-519-5400 | BOOKS/PUBL/SUBSCR/MEMBE... | 50.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 001-4160-519-5501 | TRAINING & EDUCATION COST | 3,200.00 | 0.00 | 3,200.00 | 0.00 | 2,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | MISC TRAINING: FLAGFA, ASE, SAFETY, ETC. | | | 0.00 | 0.00 | 2,000.00 | |
| **Division: 4160 - PUBLIC WORKS/FLEET Total:** | | **313,220.00** | **268,978.27** | **332,664.00** | **259,300.67** | **329,783.00** | **0.00** |
| **Division: 4172 - BLDG & GROUNDS/FACI** | | | | | | | |
| 001-4172-572-1200 | REGULAR SALARIES & WAGE | 296,429.00 | 259,751.40 | 292,982.00 | 266,007.62 | 313,325.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | B&G REGULAR SALARIES & WAGES TOTAL | | | 0.00 | 0.00 | 313,325.00 | |
| 2024-2025 | CUSTODIAN I | | | 2.00 | 0.00 | 0.00 | |
| 2024-2025 | CUSTODIAN II | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | EQUIP OPER/MAINT WORKER I | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | FACILITIES SUPERVISOR | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | PW PROJECT MANAGER | | | 0.30 | 0.00 | 0.00 | |
| 2024-2025 | TRADESWORKER | | | 1.00 | 0.00 | 0.00 | |
| 001-4172-572-1300 | OTHER SALARIES & WAGES | 5,000.00 | 2,816.00 | 7,488.00 | 0.00 | 0.00 | 0.00 |
| 001-4172-572-1400 | OVERTIME | 3,000.00 | 2,389.65 | 1,945.00 | 4,967.59 | 2,450.00 | 0.00 |
| 001-4172-572-1510 | INCENTIVE PAY - CELL | 1,200.00 | 1,200.00 | 780.00 | 1,075.00 | 780.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CELL PHONE | | | 0.00 | 0.00 | 780.00 | |
| 001-4172-572-1520 | UNIFORM ALLOWANCE | 200.00 | 200.00 | 60.00 | 200.00 | 60.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CLOTHING ALLOWANCE - PW PROJECT | | | 0.00 | 0.00 | 60.00 | |
| 001-4172-572-1530 | BOOT ALLOWANCE | 1,200.00 | 1,200.00 | 756.00 | 960.00 | 1,103.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BOOT ALLOWANCE - | | | 6.00 | 175.00 | 1,050.00 | |
| 2024-2025 | BOOT ALLOWANCE - PW PROJECT MGR | | | 0.00 | 0.00 | 53.00 | |
| 001-4172-572-1540 | INCENTIVE AUTO | 1,200.00 | 1,200.00 | 360.00 | 1,100.00 | 360.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | AUTO ALLOWANCE | | | 1.00 | 360.00 | 360.00 | |
| 001-4172-572-2100 | FICA/MEDICARE TAXES | 20,893.00 | 20,164.73 | 23,330.00 | 20,858.98 | 24,360.00 | 0.00 |
| 001-4172-572-2200 | RETIREMENT CONTRIBUTION | 35,693.00 | 35,692.22 | 44,880.00 | 40,649.93 | 44,290.00 | 0.00 |
| 001-4172-572-2300 | LIFE & HEALTH INSURANCE | 74,307.00 | 57,705.09 | 60,720.00 | 48,123.75 | 60,200.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | HEALTH INSURANCE & HSA | | | 6.30 | 9,340.00 | 58,850.00 | |
| 2024-2025 | LIFE INSURANCE | | | 0.00 | 0.00 | 1,350.00 | |
| 001-4172-572-2400 | WORKERS COMP INSURANCE | 6,200.00 | 4,842.56 | 6,870.00 | 5,177.40 | 6,520.00 | 0.00 |
| 001-4172-572-3101 | PROFESSIONAL SERVICES | 300.00 | 150.00 | 300.00 | 260.00 | 200.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CITY HALL ELEVATOR OPERATING PERMITS | | | 0.00 | 0.00 | 200.00 | |
| 001-4172-572-3400 | OTHER SERVICES | 82,100.00 | 81,811.69 | 76,100.00 | 58,878.62 | 69,800.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FERTILIZATION, PEST & LANDSCAPING CONTROL GROUNDS | | | 0.00 | 0.00 | 5,000.00 | |
| 2024-2025 | FIRE ALARMS CONTRACTS AND INSPECTIONS | | | 0.00 | 0.00 | 2,000.00 | |
| 2024-2025 | LAWN MAINTENANCE - SUNRISE PARK, CITY HALL | | | 0.00 | 0.00 | 12,000.00 | |
| 2024-2025 | SECURITY ALARMS (CH, PD, SICA, B&G, CHA) | | | 0.00 | 0.00 | 3,400.00 | |
| 2024-2025 | WIFI SERVICES AT SICA HALL, CLUB HOUSE | | | 0.00 | 0.00 | 2,400.00 | |
| 2024-2025 | YMCA CONTRACT | | | 0.00 | 0.00 | 45,000.00 | |
| 001-4172-572-3420 | LANDSCAPING SERVICES | 144,950.00 | 139,908.26 | 136,556.28 | 115,940.60 | 120,000.00 | 0.00 |
| 001-4172-572-4001 | TRAVEL & PER DIEM | 200.00 | 0.00 | 200.00 | 0.00 | 200.00 | 0.00 |
| 001-4172-572-4200 | POSTAGE, FRT, EXPRESS | 100.00 | 5.95 | 100.00 | 3.99 | 50.00 | 0.00 |
| 001-4172-572-4301 | UTILITY SERVICES | 400,000.00 | 385,484.73 | 400,000.00 | 396,304.44 | 400,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BOYS & GIRLS CLUB UTILITIES | | | 0.00 | 0.00 | 10,000.00 | |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 2024-2025 | FPL AND TECO ALL ACCOUNTS | | | 0.00 | 0.00 | 340,000.00 | |
| 2024-2025 | WATER ALL ACCOUNTS | | | 0.00 | 0.00 | 50,000.00 | |
| 001-4172-572-4400 | RENTALS & LEASES | 1,500.00 | 0.00 | 2,000.00 | 0.00 | 2,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | MISC RENTALS (SCISSOR LIFT, ETC.) | | | 0.00 | 0.00 | 2,000.00 | |
| 001-4172-572-4500 | INSURANCE/NON-EMPLOYEE | 8,108.00 | 8,093.16 | 21,013.00 | 21,184.62 | 23,114.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BROWN & BROWN PACKAGE POLICY | | | 0.00 | 0.00 | 23,114.00 | |
| 001-4172-572-4601 | REPAIRS & MAINTENANCE | 102,139.00 | 96,523.79 | 185,300.00 | 174,947.72 | 101,500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | A/C MAINTENANCE ON 48 UNITS | | | 0.00 | 0.00 | 20,000.00 | |
| 2024-2025 | ANNUAL PARK RESTROOM INSPECTION & REJUVENATION | | | 0.00 | 0.00 | 3,000.00 | |
| 2024-2025 | BOYS & GIRLS CLUB MISC REPAIR & MAINTENANCE | | | 0.00 | 0.00 | 2,000.00 | |
| 2024-2025 | CITY HALL LIFT & ELEVATOR REPAIRS | | | 0.00 | 0.00 | 8,000.00 | |
| 2024-2025 | CITY HALL REPAIR & MAINTENANCE | | | 0.00 | 0.00 | 10,000.00 | |
| 2024-2025 | CLUB HOUSE REPAIR & MAINTENANCE | | | 0.00 | 0.00 | 3,000.00 | |
| 2024-2025 | FINANCE DEPT CARPETING | | | 0.00 | 0.00 | 5,000.00 | |
| 2024-2025 | FIRE DEPARTMENT REPAIR & MAINTENANCE | | | 0.00 | 0.00 | 3,000.00 | |
| 2024-2025 | FIRE/BURGLAR ALARM REPAIRS | | | 0.00 | 0.00 | 2,000.00 | |
| 2024-2025 | IRRIGATION SYSTEM REPAIRS | | | 0.00 | 0.00 | 10,000.00 | |
| 2024-2025 | PARK BUILDINGS & EQUIPMENT | | | 0.00 | 0.00 | 10,000.00 | |
| 2024-2025 | POLICE DEPARTMENT REPAIR & MAINTENANCE | | | 0.00 | 0.00 | 5,000.00 | |
| 2024-2025 | PW YARD REPAIR & MAINTENANCE (INCLUDES FLEET) | | | 0.00 | 0.00 | 8,000.00 | |
| 2024-2025 | QUARTERLY SCRUB & RINSE PARK RESTROOMS | | | 0.00 | 0.00 | 3,500.00 | |
| 2024-2025 | SICA HALL REPAIR & MAINTENANCE | | | 0.00 | 0.00 | 4,000.00 | |
| 2024-2025 | YMCA REPAIR & MAINTENANCE (DOORS, FRAMES, ROOF) | | | 0.00 | 0.00 | 5,000.00 | |
| 001-4172-572-4611 | MAINTENANCE CONTRACTS | 6,000.00 | 0.00 | 5,000.00 | 0.00 | 5,000.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CITY HALL A/C MAINT AGREEMENT | | | 0.00 | 0.00 | 5,000.00 | |
| 001-4172-572-4650 | FLEET CHARGES | 5,000.00 | 3,645.03 | 5,000.00 | 2,231.46 | 5,000.00 | 0.00 |
| 001-4172-572-4660 | SMALL EQ REPAIR & MAINT | 842.00 | 841.48 | 500.00 | 69.92 | 500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | STRING TRIMMERS, EDGERS, ETC | | | 0.00 | 0.00 | 500.00 | |
| 001-4172-572-4670 | GENERATOR REPAIR & MAIN | 5,000.00 | 225.95 | 5,000.00 | 200.00 | 4,000.00 | 0.00 |
| 001-4172-572-4810 | PROMO ACT.-SPECIAL EVENTS | 22,500.00 | 18,526.95 | 6,500.00 | 5,483.99 | 6,700.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | ART FESTIVAL | | | 0.00 | 0.00 | 1,000.00 | |
| 2024-2025 | CRUISIN' THE HILL | | | 0.00 | 0.00 | 1,000.00 | |
| 2024-2025 | MISC EXPENSES FOR CHRISTMAS PARADE | | | 0.00 | 0.00 | 2,000.00 | |
| 2024-2025 | OTHER EVENTS (CITY WIDE CLEANUPS, ETC.) | | | 0.00 | 0.00 | 1,500.00 | |
| 2024-2025 | STAGE AND TENT RENTALS FOR CHRISTMAS PARADE | | | 0.00 | 0.00 | 1,200.00 | |
| 001-4172-572-4920 | TREE REMOVAL | 5,000.00 | 2,050.00 | 5,000.00 | 4,800.00 | 5,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | PARKS, GROUNDS TREE REMOVAL | | | 0.00 | 0.00 | 5,000.00 | |
| 001-4172-572-5201 | OPERATING SUPPLIES | 22,957.00 | 22,956.73 | 15,000.00 | 20,465.57 | 26,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CLEANING SUPPLIES, GROUNDS SUPPLIES | | | 0.00 | 0.00 | 23,000.00 | |
| 2024-2025 | CONFERENCE ROOM CHAIRS | | | 0.00 | 0.00 | 3,000.00 | |
| 001-4172-572-5204 | SMALL TOOLS & EQUIPMENT | 7,659.00 | 7,658.72 | 5,000.00 | 4,919.46 | 7,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | MISC TOOLS (EDGER, POLE SAW, IRRIGATION TOOLS) | | | 0.00 | 0.00 | 7,000.00 | |
| 001-4172-572-5210 | SIGNS & MATERIALS | 6,900.00 | 5,286.01 | 2,000.00 | 1,528.98 | 1,000.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | PARKS AND FACILITIES SIGNAGE | | | 0.00 | 0.00 | 1,000.00 | |
| 001-4172-572-5219 | UNIFORM EXPENSE | 1,740.00 | 1,739.16 | 1,400.00 | 1,655.14 | 1,400.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | UNIFORM REPAIRS (ESTIMATED) | | | 0.00 | 0.00 | 100.00 | |
| 2024-2025 | UNIFORMS - $200 EST EXP X 1 EMPLOYEE | | | 0.00 | 0.00 | 200.00 | |
| 2024-2025 | UNIFORMS - $210 EST EXPENSE X 5 EMPLOYEES | | | 0.00 | 0.00 | 1,100.00 | |
| 001-4172-572-5221 | PROGRAM EXPENSE | 3,000.00 | 2,087.51 | 4,000.00 | 2,794.02 | 6,200.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | REPL DECORATIONS, ANIMATION BOXES CITY HALL | | | 0.00 | 0.00 | 2,500.00 | |
| 2024-2025 | REPL MERRY CHRISTMAS DISPLAY | | | 0.00 | 0.00 | 1,500.00 | |
| 2024-2025 | REPLACEMENT BULBS, REPAIRS CHRISTMAS ORNAMENTS | | | 0.00 | 0.00 | 1,500.00 | |
| 2024-2025 | REPLACEMENT SNOW FLAKE CITY HALL | | | 0.00 | 0.00 | 700.00 | |
| 001-4172-572-5250 | FUEL & OIL SUPPLIES | 10,000.00 | 9,497.74 | 8,600.00 | 9,727.37 | 11,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | ENGINE OIL FOR VEHICLES/EQUIPMENT | | | 0.00 | 0.00 | 1,000.00 | |
| 2024-2025 | FUEL FOR FACILITIES | | | 0.00 | 0.00 | 9,000.00 | |
| 2024-2025 | HYDRAULIC OIL FOR VEHICLES/EQUIPMENT | | | 0.00 | 0.00 | 1,000.00 | |
| 001-4172-572-5501 | TRAINING & EDUCATION COST | 3,700.00 | 200.00 | 3,700.00 | 439.24 | 3,700.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | MISC TRAINING COURSES: PEST, LAWN, SAFETY | | | 0.00 | 0.00 | 1,000.00 | |
| 2024-2025 | PMP TEST/CERTIFICATION (PMI) | | | 0.00 | 0.00 | 300.00 | |
| 2024-2025 | PMP TRANING (KNOWLEDGE BASE ACADEMY) | | | 0.00 | 0.00 | 1,200.00 | |
| 2024-2025 | TRADESWORKER TRAINING (HVAC, ETC.) | | | 0.00 | 0.00 | 1,200.00 | |
| **Division: 4172 - BLDG & GROUNDS/FACI Total:** | | **1,285,017.00** | **1,173,854.51** | **1,328,440.28** | **1,210,955.41** | **1,252,812.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Division: 8110 - NON-DEPARTMENTAL** | | | | | | | |
| 001-8110-580-4930 | ADMIN SERV FEE ALLOCATION | 24,972.00 | 24,972.00 | 38,767.00 | 38,767.00 | 40,546.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | PW ADMIN ALLOC | | | 1.00 | 40,546.00 | 40,546.00 | |
| 001-8110-580-4959 | BAD DEBT EXPENSE | 531.00 | 530.06 | 0.00 | 589.20 | 0.00 | 0.00 |
| 001-8110-580-6400 | MACHINERY & EQUIPMENT | 404,460.00 | 395,773.39 | 263,000.00 | 201,275.51 | 285,570.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FORD F-150 - STREETS | | | 1.00 | 40,000.00 | 40,000.00 | |
| 2024-2025 | FORD F-150 CREW CAB - FIRE | | | 1.00 | 54,570.00 | 54,570.00 | |
| 2024-2025 | POLICE INTERCEPTOR - PATROL | | | 2.00 | 58,000.00 | 116,000.00 | |
| 2024-2025 | POLICE INTERCEPTOR - TRAFFIC | | | 1.00 | 60,000.00 | 60,000.00 | |
| 2024-2025 | UTILITY BILLING - TABLETS | | | 3.00 | 5,000.00 | 15,000.00 | |
| 001-8110-581-0301 | TRANSFER TO CAPITAL PROJEC... | 0.00 | 0.00 | 88,000.00 | 88,000.00 | 0.00 | 0.00 |
| 001-8110-581-9104 | TRANSFER TO PERMITTING 004 | 179,675.00 | 179,675.00 | 155,782.00 | 155,782.00 | 148,606.00 | 0.00 |
| 001-8110-581-9131 | TRSFR TO CAPITAL PROJECTS | 65,000.00 | 65,000.00 | 0.00 | 0.00 | 415,500.00 | 0.00 |
| 001-8110-581-9190 | TRANSFER TO OTHER FUNDS | 0.00 | 1,939,462.11 | 0.00 | 0.00 | 83,500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | TRANSFER TO 002 FOR SIDEWALKS | | | 1.00 | 83,500.00 | 83,500.00 | |
| 001-8110-589-9910 | CONTINGENCY | 17,053.00 | 0.00 | -3,400.00 | 0.00 | 0.00 | 0.00 |
| 001-8110-591-9300 | INTEREST EXPENSE - SBITA | 0.00 | 3,880.36 | 0.00 | 0.00 | 0.00 | 0.00 |
| | **Division: 8110 - NON-DEPARTMENTAL Total:** | **691,691.00** | **2,609,292.92** | **542,149.00** | **484,413.71** | **973,722.00** | **0.00** |
| | **Fund: 001 - GENERAL FUND Surplus (Deficit):** | **0.00** | **65,701.35** | **0.00** | **1,596,538.81** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Fund: 002 - LOCAL OPTION FUEL TAX** | | | | | | | |
| **Division: 0000 - UNDESIGNATED** | | | | | | | |
| 002-0000-312-4210 | SECOND LOCAL OPTION TAXES | 131,151.00 | 132,771.05 | 133,711.00 | 112,514.68 | 147,723.00 | 0.00 |
| 002-0000-331-5010 | ECONOMIC ENVIRONMENT/CD... | 98,055.00 | 0.00 | 0.00 | 0.00 | 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 | 15.00 | 7,369.06 | 1,100.00 | 16,120.93 | 3,500.00 | 0.00 |
| 002-0000-361-1500 | INVESTMENT EARNINGS | 100.00 | 676.02 | 189.00 | 567.92 | 277.00 | 0.00 |
| 002-0000-361-3010 | INCR/DECR FAIR VAL-INVEST | 0.00 | 18.20 | 0.00 | 76.29 | 0.00 | 0.00 |
| 002-0000-381-0495 | TRANSFER FRM 495 FUND | 630.00 | 630.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 002-0000-381-1001 | TRANSFER FROM GENERAL FU... | 0.00 | 300,000.00 | 0.00 | 0.00 | 83,500.00 | 0.00 |
| 002-0000-389-1000 | PRIOR YEAR CARRYOVER | 1,037,222.00 | 0.00 | 858,239.68 | 0.00 | 0.00 | 0.00 |
| | **Division: 0000 - UNDESIGNATED Total:** | **1,467,173.00** | **641,464.33** | **1,193,239.68** | **329,279.82** | **435,000.00** | **0.00** |
| **Division: 4141 - ROADS & STREETS** | | | | | | | |
| 002-4141-541-4601 | REPAIRS & MAINTENANCE | 331,896.00 | 0.00 | 50,000.00 | 55,326.08 | 150,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | SIDEWALK REPLACEMENT PROGRAM | | | 0.00 | 0.00 | 150,000.00 | |
| | **Division: 4141 - ROADS & STREETS Total:** | **331,896.00** | **0.00** | **50,000.00** | **55,326.08** | **150,000.00** | **0.00** |
| **Division: 8110 - NON-DEPARTMENTAL** | | | | | | | |
| 002-8110-580-4601 | REPAIRS & MAINTENANCE | 1,135,277.00 | 799,946.79 | 1,143,239.68 | 9,582.39 | 285,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | ANNUAL PAVING PROGRAM | | | 1.00 | 285,000.00 | 285,000.00 | |
| | **Division: 8110 - NON-DEPARTMENTAL Total:** | **1,135,277.00** | **799,946.79** | **1,143,239.68** | **9,582.39** | **285,000.00** | **0.00** |
| | **Fund: 002 - LOCAL OPTION FUEL TAX Surplus (Deficit):** | **0.00** | **-158,482.46** | **0.00** | **264,371.35** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Fund: 004 - PERMITTING** | | | | | | | |
| **Division: 0000 - UNDESIGNATED** | | | | | | | |
| 004-0000-322-0000 | BUILDING PERMITS | 11,000.00 | 10,543.25 | 12,100.00 | 42,965.25 | 15,500.00 | 0.00 |
| 004-0000-322-1000 | BUILDING PERMITS / BUILDING | 99,000.00 | 147,215.36 | 107,600.00 | 152,282.42 | 112,000.00 | 0.00 |
| 004-0000-322-1100 | ELECTRIC | 10,000.00 | 14,813.00 | 10,800.00 | 44,937.44 | 12,500.00 | 0.00 |
| 004-0000-322-1200 | PLUMBING | 5,000.00 | 5,220.00 | 5,300.00 | 16,807.00 | 5,500.00 | 0.00 |
| 004-0000-322-1300 | MECHANICAL PERMITS | 14,000.00 | 17,151.75 | 15,100.00 | 25,593.45 | 15,500.00 | 0.00 |
| 004-0000-322-1600 | BUILDING PERMITS / TECHNOL... | 0.00 | 11,620.00 | 9,200.00 | 25,401.24 | 12,000.00 | 0.00 |
| 004-0000-329-1000 | OTHER PERMITS AND FEES | 2,000.00 | 2,777.00 | 2,200.00 | 5,538.88 | 2,500.00 | 0.00 |
| 004-0000-329-1011 | APLIC FEE-RES BLDG PERMIT | 23,000.00 | 28,425.00 | 23,100.00 | 26,485.10 | 23,500.00 | 0.00 |
| 004-0000-329-1012 | APLIC FEE-COM BLDG PERMIT | 14,000.00 | 14,960.00 | 14,900.00 | 20,005.00 | 15,500.00 | 0.00 |
| 004-0000-329-2000 | FIRE INSPECTION FEES | 3,000.00 | 5,995.00 | 3,300.00 | 4,954.28 | 3,500.00 | 0.00 |
| 004-0000-329-2022 | SECOND RE-INSPECTION | 300.00 | 690.00 | 300.00 | 200.00 | 300.00 | 0.00 |
| 004-0000-329-2023 | THIRD RE-INSPECTION | 70.00 | 400.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 004-0000-329-2024 | FOURTH/ADDL RE-INSPECTNS | 30.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 004-0000-329-2120 | CONSULTANT PASS-THRU FEES | 10.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 004-0000-329-2130 | O/S-PERMIT INSPECTIONS | 10,000.00 | 72,422.35 | 23,200.00 | 39,221.50 | 25,500.00 | 0.00 |
| 004-0000-329-2131 | O/S-PERMIT RE-INSPECTIONS | 0.00 | 120.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 004-0000-329-3030 | CHANGE CONTRACTOR FEE | 0.00 | 40.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 004-0000-329-3031 | CHANGE SUB-CONTRACTOR FEE | 20.00 | 170.00 | 0.00 | 150.00 | 0.00 | 0.00 |
| 004-0000-329-3032 | PLACARD FEE | 2,900.00 | 3,513.00 | 2,900.00 | 3,624.00 | 3,000.00 | 0.00 |
| 004-0000-329-3033 | PLACARD REPLACEMENT FEE | 100.00 | 30.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| 004-0000-329-3034 | PERMIT RENEWAL (ACTIVE) | 3,200.00 | 1,990.00 | 2,900.00 | 2,620.00 | 3,500.00 | 0.00 |
| 004-0000-329-3036 | CLOSEOUT-REACTV PRMT-MISC | 250.00 | 0.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| 004-0000-361-1000 | INTEREST & OTHER EARNINGS | 10.00 | 3,131.77 | 1,407.00 | 7,353.58 | 7,523.00 | 0.00 |
| 004-0000-369-9000 | OTHER MISC REVENUES | 420.00 | 495.62 | 0.00 | 715.76 | 0.00 | 0.00 |
| 004-0000-381-1001 | TRANSFER FROM GENERAL FU... | 179,675.00 | 179,675.00 | 155,782.00 | 155,782.00 | 148,606.00 | 0.00 |
| 004-0000-389-1000 | PRIOR YEAR CARRYOVER | 1,100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | **Division: 0000 - UNDESIGNATED Total:** | **379,085.00** | **521,398.10** | **390,289.00** | **574,636.90** | **406,629.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Division: 2415 - BLDG & FIRE INSPECT** | | | | | | | |
| 004-2415-524-1200 | REGULAR SALARIES | 246,817.00 | 227,011.55 | 239,020.00 | 220,052.35 | 254,537.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | B&Z REGULAR SALARIES TOTAL | | | 0.00 | 0.00 | 254,537.00 | |
| 2024-2025 | CHIEF BUILDING OFFICIAL | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | COMMUNITY DEVELOPMENT DIRECTOR ( .25) | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | FIRE INSPECTOR/BACKFLOW INSPECTOR | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | LICENSING/PERMIT/ZONING TECH | | | 1.00 | 0.00 | 0.00 | |
| 004-2415-524-1400 | OVERTIME | 500.00 | 400.86 | 947.00 | 837.90 | 462.00 | 0.00 |
| 004-2415-524-1510 | INCENTIVE PAY - CELL | 1,107.00 | 1,106.24 | 1,050.00 | 1,209.37 | 1,050.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CELL PHONE ALLOWANCE | | | 42.00 | 25.00 | 1,050.00 | |
| 004-2415-524-1520 | UNIFORM ALLOWANCE | 400.00 | 150.00 | 150.00 | 150.00 | 150.00 | 0.00 |
| 004-2415-524-1530 | BOOT ALLOWANCE | 300.00 | 240.00 | 240.00 | 240.00 | 350.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BOOT ALLOWANCE | | | 2.00 | 175.00 | 350.00 | |
| 004-2415-524-2100 | FICA/MEDICARE TAXES | 19,500.00 | 17,156.91 | 18,790.00 | 16,855.86 | 19,640.00 | 0.00 |
| 004-2415-524-2200 | RETIREMENT CONTRIBUTION | 35,500.00 | 33,664.60 | 60,950.00 | 53,857.24 | 63,660.00 | 0.00 |
| 004-2415-524-2300 | LIFE & HEALTH INSURANCE | 44,300.00 | 27,899.35 | 28,340.00 | 26,170.23 | 31,350.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | HEALTH INSURANCE & HSA | | | 3.25 | 9,340.00 | 30,360.00 | |
| 2024-2025 | LIFE INSURANCE | | | 0.00 | 0.00 | 990.00 | |
| 004-2415-524-2400 | WORKERS COMP INSURANCE | 2,279.00 | 2,278.54 | 3,540.00 | 2,223.66 | 3,480.00 | 0.00 |
| 004-2415-524-3101 | PROFESSIONAL SERVICES | 4,420.00 | 4,420.00 | 11,300.00 | 9,180.00 | 6,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | UNIVERSAL INSPECTIONS, ETC | | | 0.00 | 0.00 | 6,000.00 | |
| 004-2415-524-4001 | TRAVEL & PER DIEM | 1,800.00 | 833.71 | 1,150.00 | 561.12 | 1,150.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BEAU - TRAINING | | | 0.00 | 0.00 | 250.00 | |
| 2024-2025 | RICKIE - TRAINING | | | 0.00 | 0.00 | 900.00 | |
| 004-2415-524-4200 | POSTAGE, FRT, EXPRESS | 2,300.00 | 1,549.98 | 2,300.00 | 822.66 | 2,300.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | MAILING FEMA NOTICES THRU UTILITY BILLS | | | 0.00 | 0.00 | 300.00 | |
| 2024-2025 | MAILING OF BTRS | | | 0.00 | 0.00 | 2,000.00 | |
| 004-2415-524-4400 | RENTALS & LEASES | 900.00 | 785.08 | 825.00 | 913.87 | 1,020.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | RICHOH COPIER LEASE | | | 12.00 | 85.00 | 1,020.00 | |
| 004-2415-524-4500 | INSURANCE/NON-EMPLOYEE | 7,468.00 | 7,467.60 | 11,383.00 | 11,475.73 | 11,521.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BROWN & BROWN PACKAGE POLICY | | | 0.00 | 0.00 | 11,521.00 | |
| 004-2415-524-4601 | REPAIRS & MAINTENANCE | 62.00 | 61.09 | 50.00 | 40.75 | 25.00 | 0.00 |
| 004-2415-524-4611 | MAINTENANCE CONTRACTS | 727.00 | 726.61 | 450.00 | 502.02 | 0.00 | 0.00 |
| 004-2415-524-4650 | FLEET CHARGES | 1,279.00 | 264.04 | 1,279.00 | 9.53 | 1,279.00 | 0.00 |
| 004-2415-524-4700 | PRINTING & BINDING | 600.00 | 234.00 | 600.00 | 792.65 | 1,380.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FIRE INSPECTION NOTICES, FORMS, ETC | | | 0.00 | 0.00 | 600.00 | |
| 2024-2025 | RICHOH COPY CHARGES | | | 12.00 | 65.00 | 780.00 | |
| 004-2415-524-5100 | OFFICE SUPPLIES | 1,001.00 | 1,000.12 | 800.00 | 768.57 | 800.00 | 0.00 |
| 004-2415-524-5201 | OPERATING SUPPLIES | 300.00 | 66.65 | 300.00 | 0.00 | 300.00 | 0.00 |
| 004-2415-524-5220 | CLOTHING & EQUIP | 600.00 | 0.00 | 600.00 | 0.00 | 600.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | STAFF SHIRTS | | | 1.00 | 120.00 | 120.00 | |
| 2024-2025 | STAFF SHIRTS (3) PANTS (3) | | | 2.00 | 240.00 | 480.00 | |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 004-2415-524-5250 | FUEL & OIL SUPPLIES | 2,100.00 | 1,911.68 | 2,100.00 | 1,332.38 | 2,100.00 | 0.00 |
| 004-2415-524-5400 | BOOKS/PUBL/SUBSCR/MEMBE... | 3,775.00 | 1,727.50 | 2,675.00 | 1,727.50 | 2,025.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | ANNUAL SUBSCRIPTION TO NFPA | 0.00 | 0.00 | 1,600.00 |
| 2024-2025 | BOAF MEMBERSHIP - RICKIE LEE | 0.00 | 0.00 | 75.00 |
| 2024-2025 | FFMIA MEMBERSHP - BEAU | 0.00 | 0.00 | 175.00 |
| 2024-2025 | NFPA MEMBERSHIP - BEAU | 0.00 | 0.00 | 175.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 004-2415-524-5501 | TRAINING & EDUCATION COST | 1,050.00 | 634.00 | 1,450.00 | 549.00 | 1,450.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | FIRE INSPECTOR CONTING ED CERTIFICATION CREDITS | 0.00 | 0.00 | 250.00 |
| 2024-2025 | INSPECTOR FBOA - FOR CERTIFICATION CREDITS | 0.00 | 0.00 | 600.00 |
| 2024-2025 | PLANNING TECH TRAINING / CERTIFICATION | 0.00 | 0.00 | 600.00 |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Division: 2415 - BLDG & FIRE INSPECT Total:** | **379,085.00** | **331,590.11** | **390,289.00** | **350,272.39** | **406,629.00** | **0.00** |
| **Fund: 004 - PERMITTING Surplus (Deficit):** | **0.00** | **189,807.99** | **0.00** | **224,364.51** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Fund: 110 - LAW ENFORCEMENT TRUST FD** | | | | | | | |
| **Division: 0000 - UNDESIGNATED** | | | | | | | |
| 110-0000-358-2000 | FORFEITS | 0.00 | 12,737.68 | 0.00 | 50.00 | 0.00 | 0.00 |
| 110-0000-361-1000 | INTEREST & OTHER EARNINGS | 0.00 | 111.79 | 0.00 | 297.12 | 0.00 | 0.00 |
| 110-0000-361-1500 | INVESTMENT EARNINGS | 0.00 | 940.21 | 0.00 | 789.85 | 0.00 | 0.00 |
| 110-0000-361-3010 | INCR/DECR FAIR VAL-INVEST | 0.00 | 25.33 | 0.00 | 106.13 | 0.00 | 0.00 |
| 110-0000-389-1000 | PRIOR YEAR CARRYOVER | 15,900.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | **Division: 0000 - UNDESIGNATED Total:** | **15,900.00** | **13,815.01** | **0.00** | **1,243.10** | **0.00** | **0.00** |
| **Division: 8110 - NON-DEPARTMENTAL** | | | | | | | |
| 110-8110-581-9101 | TRANSFER TO GENERAL FUND | 15,900.00 | 15,900.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | **Division: 8110 - NON-DEPARTMENTAL Total:** | **15,900.00** | **15,900.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| | **Fund: 110 - LAW ENFORCEMENT TRUST FD Surplus (Deficit):** | **0.00** | **-2,084.99** | **0.00** | **1,243.10** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Fund: 130 - COMMUNITY REDEVELOPMT** | | | | | | | |
| **Division: 0000 - UNDESIGNATED** | | | | | | | |
| 130-0000-311-1000 | AD-VALOREM TAXES | 1,463,810.00 | 1,461,831.00 | 1,581,520.59 | 1,579,298.93 | 1,570,658.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BASED ON CRA ASSESSMENT FROM PROPERTY APPRAISER | | | 0.00 | 0.00 | -1,570,658.00 | |
| 130-0000-338-3000 | INTERLOCAL SHARE TIF | 1,476,996.00 | 1,490,704.30 | 1,684,721.31 | 1,684,721.31 | 1,658,597.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | HALIFAX HOSPITAL | | | 0.00 | 0.00 | -208,347.00 | |
| 2024-2025 | VOLUSIA COUNTY FUNDS TOTAL | | | 0.00 | 0.00 | -1,450,250.00 | |
| 130-0000-347-4000 | EVENTS | 0.00 | 28,042.87 | 0.00 | 20,742.49 | 5,000.00 | 0.00 |
| 130-0000-361-1000 | INTEREST & OTHER EARNINGS | 500.00 | 19,274.58 | 10,000.00 | 48,504.62 | 14,203.00 | 0.00 |
| 130-0000-361-1500 | INVESTMENT EARNINGS | 16,900.00 | 143,305.87 | 30,000.00 | 120,388.85 | 40,000.00 | 0.00 |
| 130-0000-361-3010 | INCR/DECR FAIR VAL-INVEST | 0.00 | 3,862.97 | 0.00 | 16,173.81 | 0.00 | 0.00 |
| 130-0000-364-4100 | DISPOS. OF FIXED ASSETS | 0.00 | 17,025.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 130-0000-366-9000 | CNTRB & DON/PRIV SOURCE | 0.00 | 869.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 130-0000-369-3030 | INSC SETTLEMENTS | 0.00 | 0.00 | 0.00 | 4,672.92 | 0.00 | 0.00 |
| 130-0000-389-1000 | PRIOR YEAR CARRYOVER | 70,208.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | **Division: 0000 - UNDESIGNATED Total:** | **3,028,414.00** | **3,164,915.59** | **3,306,241.90** | **3,474,502.93** | **3,288,458.00** | **0.00** |
| **Division: 2110 - PUBLIC SAFETY** | | | | | | | |
| 130-2110-521-1200 | REGULAR SALARIES | 156,000.00 | 85,242.98 | 177,251.00 | 79,466.86 | 182,012.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | PD CRA REGULAR SALARIES TOTAL | | | 0.00 | 0.00 | 182,012.00 | |
| 2024-2025 | POLICE OFFICER CRA | | | 2.00 | 0.00 | 0.00 | |
| 2024-2025 | SERGEANT CRA | | | 1.00 | 0.00 | 0.00 | |
| 130-2110-521-1400 | OVERTIME | 13,600.00 | 6,390.23 | 14,910.00 | 5,606.22 | 16,016.97 | 0.00 |
| 130-2110-521-1500 | INCENTIVE PAY | 1,000.00 | 720.00 | 800.00 | 880.00 | 240.00 | 0.00 |
| 130-2110-521-1510 | CELL PHONE ALLOWANCE | 600.00 | 600.00 | 600.00 | 287.50 | 600.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CELL PHONE ALLOWANCE (1) | | | 0.00 | 0.00 | 600.00 | |
| 130-2110-521-1520 | UNIFORM ALLOWANCE | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 130-2110-521-1530 | BOOT ALLOWANCE | 400.00 | 120.00 | 360.00 | 240.00 | 360.00 | 0.00 |
| 130-2110-521-2100 | FICA TAXES | 13,500.00 | 6,902.27 | 14,840.00 | 6,310.66 | 15,330.00 | 0.00 |
| 130-2110-521-2200 | RETIREMENT CONTRIBUTION | 39,500.00 | 21,875.05 | 39,750.00 | 18,100.06 | 41,636.00 | 0.00 |
| 130-2110-521-2300 | LIFE & HEALTH INSURANCE | 35,500.00 | 12,203.73 | 28,950.00 | 14,369.09 | 28,670.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | HEALTH INSURANCE & HSA | | | 3.00 | 9,340.00 | 28,020.00 | |
| 2024-2025 | LIFE INSURANCE | | | 0.00 | 0.00 | 650.00 | |
| 130-2110-521-2400 | WORKERS COMP INSURANCE | 2,900.00 | 1,729.87 | 4,050.00 | 1,506.85 | 4,280.00 | 0.00 |
| 130-2110-521-3400 | OTHER SERVICES | 0.00 | 0.00 | 0.00 | 150.00 | 0.00 | 0.00 |
| 130-2110-521-4001 | TRAVEL & PER DIEM | 1,000.00 | 120.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| 130-2110-521-4200 | POSTAGE, FRT, EXPRESS | 100.00 | 0.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| 130-2110-521-4500 | INSURANCE/NON-EMPLOYEE | 6,633.00 | 6,621.16 | 9,815.00 | 9,894.75 | 10,797.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BROWN & BROWN PACKAGE POLICY | | | 0.00 | 0.00 | 10,797.00 | |
| 130-2110-521-4601 | REPAIRS & MAINTENANCE | 1,200.00 | 126.14 | 800.00 | 118.00 | 800.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CALIBRATIONS | | | 0.00 | 0.00 | 600.00 | |
| 2024-2025 | RADIO REPAIRS AND MAINTENANCE | | | 0.00 | 0.00 | 200.00 | |
| 130-2110-521-4611 | MAINTENANCE CONTRACTS | 2,525.00 | 1,850.00 | 4,350.00 | 4,220.40 | 4,350.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | AXON BODY CAM MAINTENANCE-3 | | | 0.00 | 0.00 | 1,850.00 | |
| 2024-2025 | AZON-TASER- MAINTENANCE- 3 | | | 0.00 | 0.00 | 2,500.00 | |
| 130-2110-521-4650 | FLEET CHARGES | 2,825.00 | 2,824.69 | 2,500.00 | 2,803.61 | 2,500.00 | 0.00 |
| 130-2110-521-4659 | PORTN OF 4650 REIMB BY EE | -2,185.00 | -1,316.84 | -2,185.00 | -1,322.28 | 0.00 | 0.00 |
| 130-2110-521-4700 | PRINTING & BINDING | 700.00 | 129.48 | 700.00 | 0.00 | 700.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 130-2110-521-5100 | OFFICE SUPPLIES | 750.00 | 721.32 | 750.00 | 9.34 | 750.00 | 0.00 |
| 130-2110-521-5201 | OPERATING SUPPLIES | 6,000.00 | 4,593.31 | 7,900.00 | 2,941.43 | 7,900.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | AMMO | 0.00 | 0.00 | 1,500.00 |
| 2024-2025 | EVIDENCE SUPPLIES | 0.00 | 0.00 | 500.00 |
| 2024-2025 | GLOVES | 0.00 | 0.00 | 1,000.00 |
| 2024-2025 | MISC OPERATING SUPPLIES | 0.00 | 0.00 | 500.00 |
| 2024-2025 | MOVIES WITH A COP | 6.00 | 450.00 | 2,700.00 |
| 2024-2025 | SADY MATS | 4.00 | 350.00 | 1,400.00 |
| 2024-2025 | TRAINING SUPPLIES | 0.00 | 0.00 | 300.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 130-2110-521-5220 | CLOTHING & EQUIP | 5,300.00 | 2,094.81 | 3,980.00 | 1,281.99 | 3,980.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | EQUIPMENT REPLACEMENT | 0.00 | 0.00 | 800.00 |
| 2024-2025 | REPLACEMENT FIREARMS | 3.00 | 410.00 | 1,230.00 |
| 2024-2025 | REPLACEMENT VEST | 1.00 | 450.00 | 450.00 |
| 2024-2025 | UNIFORM REPLACEMENT | 0.00 | 0.00 | 1,500.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 130-2110-521-5250 | FUEL & OIL SUPPLIES | 10,000.00 | 3,705.13 | 8,500.00 | 3,034.05 | 8,500.00 | 0.00 |
| 130-2110-521-5501 | TRAINING & EDUCATION COST | 2,500.00 | 874.48 | 2,350.00 | 744.00 | 2,350.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | AXON-TASER TRAINING | 0.00 | 0.00 | 100.00 |
| 2024-2025 | PLI | 3.00 | 150.00 | 450.00 |
| 2024-2025 | TARGET SOLUTIONS | 3.00 | 100.00 | 300.00 |
| 2024-2025 | TARGET SOLUTIONS MAINTENANCE | 0.00 | 0.00 | 200.00 |
| 2024-2025 | TRAINING AND EDUCATION | 0.00 | 0.00 | 1,300.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | **Division: 2110 - PUBLIC SAFETY Total:** | **300,348.00** | **158,127.81** | **322,071.00** | **150,642.53** | **333,871.97** | **0.00** |
| **Division: 2410 - PLANNING & CODE ENF** | | | | | | | |
| 130-2410-524-1200 | REGULAR SALARIES | 31,981.00 | 31,980.50 | 36,321.00 | 33,059.86 | 38,817.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | CLERICAL ASSISTANT | 0.30 | 0.00 | 0.00 |
| 2024-2025 | CODE ENFORCEMENT CRA REGULAR SALARIES TOTAL | 0.00 | 0.00 | 38,817.00 |
| 2024-2025 | CODE ENFORCEMENT II | 0.50 | 0.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 130-2410-524-1400 | OVERTIME | 100.00 | 2.00 | 377.00 | 119.83 | 83.00 | 0.00 |
| 130-2410-524-1510 | INCENTIVE PAY - CELL | 300.00 | 300.00 | 300.00 | 268.75 | 300.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | CELL PHONE ALLOWANCE | 12.00 | 25.00 | 300.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 130-2410-524-1520 | UNIFORM ALLOWANCE | 0.00 | 0.00 | 80.00 | 30.00 | 80.00 | 0.00 |
| 130-2410-524-1530 | BOOT ALLOWANCE | 100.00 | 60.00 | 60.00 | 60.00 | 88.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | CRA Boot | 0.50 | 175.00 | 88.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 130-2410-524-2100 | FICA/MEDICARE TAXES | 2,417.00 | 2,416.56 | 2,850.00 | 2,507.13 | 3,020.00 | 0.00 |
| 130-2410-524-2200 | RETIREMENT CONTRIBUTION | 3,962.00 | 3,961.61 | 4,990.00 | 4,493.42 | 5,310.00 | 0.00 |
| 130-2410-524-2300 | LIFE & HEALTH INSURANCE | 6,717.00 | 6,716.23 | 7,710.00 | 6,707.70 | 7,650.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | HEALTH INSURANCE & HSA | 0.80 | 9,340.00 | 7,480.00 |
| 2024-2025 | LIFE INSURANCE | 0.00 | 0.00 | 170.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 130-2410-524-2400 | WORKERS COMP INSURANCE | 318.00 | 317.90 | 540.00 | 318.77 | 530.00 | 0.00 |
| 130-2410-524-3101 | PROFESSIONAL SERVICES | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | SPECIAL MASTER | 0.00 | 0.00 | 1,000.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 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 |
|---|---|---|---|---|
| 2024-2025 | LIENS, RECORDING, LEGAL | 0.00 | 0.00 | 200.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 130-2410-524-3400 | OTHER SERVICES | 4,076.00 | 0.00 | 5,000.00 | 0.00 | 5,000.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | CODE COMPLIANCE DEMO | 0.00 | 0.00 | 4,000.00 |
| 2024-2025 | CODE COMPLIANCE MOWING | 0.00 | 0.00 | 1,000.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 130-2410-524-4200 | POSTAGE, FRT, EXPRESS | 1,500.00 | 0.00 | 750.00 | 0.00 | 500.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | VIOLATION NOTICES, NTA, ETC | | | 0.00 | 0.00 | 500.00 | |
| 130-2410-524-4700 | PRINTING & BINDING | 150.00 | 0.00 | 150.00 | 49.00 | 150.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | NOTICES, PLACARDS, ETC | | | 0.00 | 0.00 | 150.00 | |
| 130-2410-524-5100 | OFFICE SUPPLIES | 100.00 | 0.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| 130-2410-524-5201 | OPERATING SUPPLIES | 100.00 | 66.65 | 100.00 | 0.00 | 0.00 | 0.00 |
| 130-2410-524-5219 | UNIFORMS | 120.00 | 0.00 | 50.00 | 0.00 | 50.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | SHIRT & PANTS FOR CODE OFFICER | | | 0.00 | 0.00 | 50.00 | |
| 130-2410-524-5250 | FUEL & OIL SUPPLIES | 1,110.00 | 1,109.89 | 800.00 | 799.99 | 800.00 | 0.00 |
| **Division: 2410 - PLANNING & CODE ENF Total:** | | **54,251.00** | **46,931.34** | **61,378.00** | **48,414.45** | **63,678.00** | **0.00** |
| **Division: 4173 - ADULT CTR/PICKLEBAL** | | | | | | | |
| 130-4173-572-3400 | OTHER SERVICES | 106,003.00 | 104,458.44 | 89,900.00 | 85,733.91 | 92,400.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | ALARM MONITORING | | | 0.00 | 0.00 | 3,600.00 | |
| 2024-2025 | CONTRACT MGT OF PICTONA (SR ACTIVITY CENTER) | | | 0.00 | 0.00 | 82,800.00 | |
| 2024-2025 | ELEVATOR MAINTENANCE | | | 0.00 | 0.00 | 6,000.00 | |
| 130-4173-572-3420 | LANDSCAPING SERVICES | 26,800.00 | 26,038.32 | 33,000.00 | 24,833.30 | 33,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | MOWING SERVICES INCLUDING MULCHING | | | 0.00 | 0.00 | 33,000.00 | |
| 130-4173-572-4301 | UTILITY SERVICES | 72,168.00 | 72,167.49 | 81,280.00 | 79,753.71 | 79,520.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | ELECTRIC (12 * 4,200.) | | | 0.00 | 0.00 | 50,400.00 | |
| 2024-2025 | GAS/GAS DISTRIBUTION ( 12@ 260.) | | | 0.00 | 0.00 | 3,120.00 | |
| 2024-2025 | STORMWATER ANNUAL FEE | | | 0.00 | 0.00 | 8,600.00 | |
| 2024-2025 | WATER/SEWER (12 @ 1,450.) | | | 0.00 | 0.00 | 17,400.00 | |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 130-4173-572-4500 | INSURANCE/NON-EMPLOYEE | 20,975.00 | 20,938.28 | 33,187.00 | 33,457.53 | 36,506.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BROWN AND BROWN PACKAGE POLICY | | | 0.00 | 0.00 | 36,506.00 | |
| 130-4173-572-4601 | REPAIRS & MAINTENANCE | 13,306.00 | 12,495.90 | 7,598.38 | 2,801.04 | 5,000.00 | 0.00 |
| 130-4173-572-4800 | PROMO.ADVERTISING ACTIV. | 500.00 | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| 130-4173-572-5201 | OPERATING SUPPLIES | 1,100.00 | 1,094.50 | 2,500.00 | 415.25 | 1,500.00 | 0.00 |
| 130-4173-572-5210 | PARKS & RECREATION | 1,924.00 | 1,923.63 | 0.00 | 0.00 | 0.00 | 0.00 |
| | **Division: 4173 - ADULT CTR/PICKLEBAL Total:** | **242,776.00** | **239,116.56** | **247,965.38** | **226,994.74** | **248,426.00** | **0.00** |
| **Division: 5510 - GENERAL ADMINISTRAT** | | | | | | | |
| 130-5510-514-3101 | PROFESSIONAL SERVICES | 26,832.00 | 16,471.00 | 37,100.00 | 5,683.20 | 56,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | LEGAL SERVICES | | | 0.00 | 0.00 | 56,000.00 | |
| 130-5510-552-1200 | REGULAR SALARIES | 53,017.00 | 53,016.57 | 56,640.00 | 61,855.36 | 83,915.75 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | ECONOMIC DEVELOPMENT DIR | | | 0.75 | 79,301.00 | 59,475.75 | |
| 2024-2025 | PT EVENTS COORDINATOR | | | 1.00 | 24,440.00 | 24,440.00 | |
| 130-5510-552-1510 | INCENTIVE PAY - CELL | 500.00 | 449.99 | 450.00 | 403.12 | 450.00 | 0.00 |
| 130-5510-552-1520 | UNIFORM ALLOWANCE | 200.00 | 150.00 | 150.00 | 150.00 | 150.00 | 0.00 |
| 130-5510-552-2100 | FICA/MEDICARE TAXES | 4,100.00 | 3,877.54 | 4,380.00 | 4,646.35 | 6,470.00 | 0.00 |
| 130-5510-552-2200 | RETIREMENT CONTRIBUTION | 6,494.00 | 6,493.72 | 7,690.00 | 8,426.58 | 11,450.00 | 0.00 |
| 130-5510-552-2300 | LIFE & HEALTH INSURANCE | 7,589.00 | 7,149.16 | 7,330.00 | 6,529.64 | 7,370.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | HEALTH INSURANCE & HSA | | | 0.75 | 9,340.00 | 7,010.00 | |
| 2024-2025 | LIFE INSURANCE | | | 0.00 | 0.00 | 360.00 | |
| 130-5510-552-2400 | WORKERS COMP INSURANCE | 100.00 | 51.29 | 570.00 | 64.31 | 810.00 | 0.00 |
| 130-5510-552-3101 | PROFESSIONAL SERVICES | 133,719.00 | 38,700.00 | 132,400.00 | 92,000.08 | 5,400.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | ANNUAL AUDIT | | | 0.00 | 0.00 | 5,400.00 | |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 130-5510-552-3150 | LEGAL/OFFICIAL ADVERTISNG | 260.00 | 127.04 | 200.00 | 441.25 | 200.00 | 0.00 |
| 130-5510-552-3420 | LANDSCAPING SERVICES | 101,000.00 | 81,099.98 | 89,000.00 | 74,208.40 | 89,000.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | 224 RIVERSIDE DR LANDSCAPING | 0.00 | 0.00 | 2,000.00 |
| 2024-2025 | FERTILIZATION & PEST CONTROL | 0.00 | 0.00 | 3,000.00 |
| 2024-2025 | MISC PLANT REPLACEMENT,IRRGATION REPAIR | 0.00 | 0.00 | 4,000.00 |
| 2024-2025 | US1 MEDIAN LANDSCAPING/MAINTENANCE | 0.00 | 0.00 | 80,000.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 130-5510-552-4001 | TRAVEL & PER DIEM | 146.00 | 75.00 | 1,000.00 | 0.00 | 500.00 | 0.00 |
| 130-5510-552-4200 | POSTAGE, FRT, EXPRESS | 540.00 | 539.07 | 358.88 | 84.81 | 300.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | INCLUDES SPECIAL EVENT MAILINGS | 0.00 | 0.00 | 300.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 130-5510-552-4301 | UTILITY SERVICES | 17,854.00 | 17,853.96 | 17,500.00 | 13,007.39 | 17,500.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | CRA UTILITIES (ELECTRIC, WATER, SEWER, ETC) | 0.00 | 0.00 | 17,500.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 130-5510-552-4400 | RENTALS & LEASES | 700.00 | 506.64 | 700.00 | 456.83 | 498.48 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | RICHOH COPIER LEASE | 12.00 | 41.54 | 498.48 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 130-5510-552-4500 | INSURANCE/NON-EMPLOYEE | 1,311.00 | 1,308.64 | 2,074.00 | 2,091.10 | 2,281.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | BROWN & BROWN PACKAGE POLICY | 0.00 | 0.00 | 2,281.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 130-5510-552-4601 | REPAIRS & MAINTENANCE | 26,000.00 | 16,103.13 | 26,000.00 | 21,015.21 | 25,000.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | RIVERSIDE PARK REPAIRS | 0.00 | 0.00 | 6,000.00 |
| 2024-2025 | US1 BUS SHELTER REPAIRS/MAINTENANCE | 0.00 | 0.00 | 10,000.00 |
| 2024-2025 | US1 MEDIAN TREES | 0.00 | 0.00 | 9,000.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 130-5510-552-4611 | MAINTENANCE CONTRACTS | 525.00 | 305.79 | 600.00 | 422.63 | 600.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | COPIER MAINTENANCE @ 25% | | | 0.00 | 0.00 | 600.00 | |
| 130-5510-552-4650 | FLEET CHARGES | 75.00 | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 130-5510-552-4700 | PRINTING & BINDING | 100.00 | 48.80 | 500.00 | 193.94 | 590.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | MISC PRINTING | | | 0.00 | 0.00 | 50.00 | |
| 2024-2025 | RICHOH COPY CHARGE | | | 12.00 | 45.00 | 540.00 | |
| 130-5510-552-4800 | PROMO.ADVERTISING ACTIV. | 3,220.00 | 3,176.12 | 1,942.74 | 1,541.12 | 5,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | ECONOMIC DEVELOPMENT AD LIVABILITY VOLUSIA | | | 0.00 | 0.00 | 1,500.00 | |
| 2024-2025 | OTHER CRA ADVERTISING (PRINT, DIGITAL, VIDEO) | | | 0.00 | 0.00 | 3,500.00 | |
| 130-5510-552-4810 | SPECIAL EVENTS | 159,500.00 | 113,200.37 | 60,500.00 | 42,855.38 | 77,700.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | EASTER EGG HUNT | | | 0.00 | 0.00 | 2,700.00 | |
| 2024-2025 | EVENTS & PROMOTION (12 EVENTS @ 6000.) | | | 0.00 | 0.00 | 72,000.00 | |
| 2024-2025 | NATIONAL NIGHT OUT | | | 0.00 | 0.00 | 3,000.00 | |
| 130-5510-552-4901 | OTHER CHARGES | 200.00 | 175.00 | 190.00 | 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 |
| 130-5510-552-4930 | ADMIN SERV FEE ALLOCATION | 92,445.00 | 92,445.00 | 98,893.00 | 98,893.00 | 102,607.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | DIRECT COST ALLOCATION - ADMINISTRATION | | | 1.00 | 102,607.00 | 102,607.00 | |
| 130-5510-552-5100 | OFFICE SUPPLIES | 0.00 | 0.00 | 200.00 | 0.00 | 0.00 | 0.00 |
| 130-5510-552-5201 | OPERATING SUPPLIES | 299.00 | 0.00 | 100.00 | 150.11 | 100.00 | 0.00 |
| 130-5510-552-5210 | SIGNS & MATERIALS | 500.00 | 321.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CRA DECORATIVE STREET SIGNAGE REPLACEMENT | | | 0.00 | 0.00 | 1,000.00 | |
| 130-5510-552-5400 | BOOKS/PUBL/SUBSCR/MEMBE… | 7,481.00 | 7,480.50 | 10,743.00 | 9,135.80 | 8,974.80 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FL DEVELOPMENT ASSOC MEMBERSHIP | | | 0.00 | 0.00 | 995.00 | |
| 2024-2025 | STATE SPECIAL DISTRICT FEE | | | 1.00 | 175.00 | 175.00 | |
| 2024-2025 | TEAM VOLUSIA | | | 0.00 | 0.00 | 7,804.80 | |
| 130-5510-552-5501 | TRAINING & EDUCATION COST | 1,405.00 | 1,404.95 | 3,000.00 | 1,427.95 | 3,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FL REDEVELOPMENT CONFERENCE | | | 0.00 | 0.00 | 1,500.00 | |
| 2024-2025 | PROFESSIONAL DEVELOPMENT CLASSES (3) | | | 0.00 | 0.00 | 1,500.00 | |
| 130-5510-552-8201 | PROPERTY IMPROVMNT GRAN… | 150,000.00 | 5,472.00 | 100,000.00 | 7,180.00 | 100,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | PROPERTY IMP REIMBURSEMENT GRANTS | | | 0.00 | 0.00 | 100,000.00 | |
| **Division: 5510 - GENERAL ADMINISTRAT Total:** | | **799,112.00** | **468,077.26** | **664,211.62** | **452,863.56** | **609,867.03** | **0.00** |
| **Division: 8110 - NON-DEPARTMENTAL** | | | | | | | |
| 130-8110-517-7131 | PRINCIPAL PAYMENTS / CRA D… | 370,000.00 | 370,000.00 | 375,000.00 | 375,000.00 | 385,000.00 | 0.00 |
| 130-8110-517-7132 | CRA DEBT 2013 | 410,000.00 | 410,000.00 | 425,000.00 | 425,000.00 | 430,000.00 | 0.00 |
| 130-8110-517-7231 | INTEREST EXPENSE | 35,518.00 | 35,517.12 | 26,344.00 | 26,343.41 | 16,984.00 | 0.00 |
| 130-8110-517-7232 | CRA DEBT 2013 | 37,339.00 | 37,338.25 | 27,669.00 | 27,668.76 | 17,766.00 | 0.00 |
| 130-8110-580-4901 | OTHER CHARGES | 17,025.00 | 17,025.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 130-8110-581-0139 | TRANSFER TO CRA CAPITAL | 0.00 | 0.00 | 1,146,679.90 | 1,146,679.90 | 1,172,950.00 | 0.00 |
| 130-8110-581-1001 | TRANSFER TO GENERAL FUND | 8,580.00 | 8,580.00 | 9,923.00 | 9,923.00 | 9,915.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | PD FLEET VEHICLE REPAIR & | | | 0.00 | 0.00 | 9,915.00 | |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 130-8110-589-9910 | CONTINGENCY | 753,465.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Division: 8110 - NON-DEPARTMENTAL Total:** | | **1,631,927.00** | **878,460.37** | **2,010,615.90** | **2,010,615.07** | **2,032,615.00** | **0.00** |
| **Fund: 130 - COMMUNITY REDEVELOPMT Surplus (Deficit):** | | **0.00** | **1,374,202.25** | **0.00** | **584,972.58** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Fund: 139 - CRA PROJECTS FUND** | | | | | | | |
| **Division: 0000 - UNDESIGNATED** | | | | | | | |
| 139-0000-337-7110 | ECHO GRANT | 270,146.00 | 270,145.58 | 0.00 | 0.00 | 0.00 | 0.00 |
| 139-0000-381-0130 | TRANSFER FRM 130 FUND | 0.00 | 0.00 | 1,146,679.90 | 1,146,679.90 | 1,172,950.00 | 0.00 |
| 139-0000-389-1000 | PRIOR YEAR CARRYOVER | 3,964,172.00 | 0.00 | 2,424,584.03 | 0.00 | 0.00 | 0.00 |
| | **Division: 0000 - UNDESIGNATED Total:** | **4,234,318.00** | **270,145.58** | **3,571,263.93** | **1,146,679.90** | **1,172,950.00** | **0.00** |
| **Division: 8110 - NON-DEPARTMENTAL** | | | | | | | |
| 139-8110-580-3101 | PROFESSIONAL SERVICES | 1,201,593.60 | 1,201,593.60 | 0.00 | 0.00 | 0.00 | 0.00 |
| 139-8110-580-3400 | OTHER SERVICES | 47,817.85 | 47,817.85 | 0.00 | 19,746.62 | 0.00 | 0.00 |
| 139-8110-580-6300 | INFRASTRUCTURE | 2,758,747.55 | 22,384.08 | 3,571,263.93 | 26,603.23 | 1,172,950.00 | 0.00 |
| 139-8110-589-9910 | CONTINGENCY | 226,159.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | **Division: 8110 - NON-DEPARTMENTAL Total:** | **4,234,318.00** | **1,271,795.53** | **3,571,263.93** | **46,349.85** | **1,172,950.00** | **0.00** |
| | **Fund: 139 - CRA PROJECTS FUND Surplus (Deficit):** | **0.00** | **-1,001,649.95** | **0.00** | **1,100,330.05** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Fund: 301 - CAPITAL PROJECTS** | | | | | | | |
| **Division: 0000 - UNDESIGNATED** | | | | | | | |
| 301-0000-331-5010 | CDBG GRANT | 0.00 | 0.00 | 94,857.00 | 0.00 | 102,966.00 | 0.00 |
| 301-0000-331-5200 | FEMA - REIMBURSEMENT | 186,101.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 301-0000-334-1000 | STATE OF FLORIDA / FIRE MAR... | 0.00 | 0.00 | 1,250,000.00 | 1,145,479.74 | 0.00 | 0.00 |
| 301-0000-334-5200 | STATE GRANTS / FEMA - HURRI... | 10,339.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 301-0000-361-1500 | INVESTMENT EARNINGS | 2,000.00 | 145,044.01 | 5,143.00 | 122,368.20 | 7,500.00 | 0.00 |
| 301-0000-361-3010 | INCR/DECR FAIR VAL-INVEST | 0.00 | 4,142.73 | 0.00 | 16,439.73 | 0.00 | 0.00 |
| 301-0000-381-1001 | TRANSFER FRM GENERAL FUND | 65,000.00 | 65,000.00 | 88,000.00 | 88,000.00 | 415,500.00 | 0.00 |
| 301-0000-389-1000 | PRIOR YEAR CARRYOVER | 5,950,134.00 | 0.00 | 4,241,338.39 | 0.00 | 0.00 | 0.00 |
| | **Division: 0000 - UNDESIGNATED Total:** | **6,213,574.00** | **214,186.74** | **5,679,338.39** | **1,372,287.67** | **525,966.00** | **0.00** |
| **Division: 8110 - NON-DEPARTMENTAL** | | | | | | | |
| 301-8110-580-6200 | BUILDINGS | 3,100,172.00 | 335,934.39 | 3,725,804.95 | 2,454,851.83 | 60,000.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | AIR CONDITIONER REPLACEMENTS | 0.00 | 0.00 | 40,000.00 |
| 2024-2025 | YMCA A/C REPLACEMENT | 0.00 | 0.00 | 20,000.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 301-8110-580-6300 | INFRASTRUCTURE | 2,578,365.00 | 786,820.91 | 1,769,712.36 | 266,020.43 | 313,000.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | CITY HALL ELECTRIC (LAWN CENTER) | 1.00 | 25,000.00 | 25,000.00 |
| 2024-2025 | CITY HALL PARKING LOT RESURFACING | 1.00 | 175,000.00 | 175,000.00 |
| 2024-2025 | CITY HALL VINYL FLOORING | 1.00 | 35,000.00 | 35,000.00 |
| 2024-2025 | PUBLIC WORKS ADMIN FLOORING | 1.00 | 35,000.00 | 35,000.00 |
| 2024-2025 | PW Western Fence | 0.00 | 0.00 | 28,000.00 |
| 2024-2025 | TENNIS COURT RESURFACING - YMCA | 1.00 | 15,000.00 | 15,000.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 301-8110-580-6400 | MACHINERY & EQUIPMENT | 480,809.00 | 336,307.35 | 183,821.08 | 65,422.11 | 152,966.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | 7TH STREET PARK | 1.00 | 102,966.00 | 102,966.00 |
| 2024-2025 | A/C MACHINE FOR FLEET | 1.00 | 8,000.00 | 8,000.00 |
| 2024-2025 | SUNRISE PARK N, DOG PARK DOORS & FRAMES | 1.00 | 42,000.00 | 42,000.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 301-8110-589-9910 | CONTINGENCY | 54,228.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | **Division: 8110 - NON-DEPARTMENTAL Total:** | **6,213,574.00** | **1,459,062.65** | **5,679,338.39** | **2,786,294.37** | **525,966.00** | **0.00** |
| | **Fund: 301 - CAPITAL PROJECTS Surplus (Deficit):** | **0.00** | **-1,244,875.91** | **0.00** | **-1,414,006.70** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Fund: 400 - WATER & SEWER FUND** | | | | | | | |
| **Division: 0000 - UNDESIGNATED** | | | | | | | |
| 400-0000-331-2700 | ARPA GRANT | 0.00 | 282,432.04 | 0.00 | 0.00 | 0.00 | 0.00 |
| 400-0000-341-0460 | STORMWATER- INTERNAL CHA... | 49,943.00 | 49,943.00 | 48,459.00 | 48,459.00 | 50,683.00 | 0.00 |
| 400-0000-341-0495 | SOLID WASTE - INTERNAL CHA... | 12,486.00 | 12,486.00 | 48,459.00 | 48,459.00 | 50,683.00 | 0.00 |
| 400-0000-341-1001 | GENERAL FUND - INTERNAL CHG | 24,972.00 | 24,972.00 | 38,767.00 | 38,767.00 | 40,546.00 | 0.00 |
| 400-0000-343-3007 | WATER CHARGES | 3,696,795.00 | 3,608,480.55 | 3,930,119.00 | 3,102,846.93 | 3,960,747.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | 2% INCREASE | | | 1.00 | 3,960,747.00 | -3,960,747.00 | |
| 400-0000-343-3092 | WATER METER CONNECTION | 3,500.00 | 8,510.00 | 3,500.00 | 32,279.42 | 26,000.00 | 0.00 |
| 400-0000-343-3093 | WATER SERVICE CHARGES | 21,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 400-0000-343-3094 | WATER CUT-OFF CHARGES | 73,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 400-0000-343-3095 | WATER HYDRANT RENTAL | 14,000.00 | 14,292.00 | 14,112.00 | 13,116.00 | 14,112.00 | 0.00 |
| 400-0000-343-5057 | SEWER/WASTEWATER UTILITY /.. | 3,744,261.00 | 3,870,721.03 | 3,998,335.00 | 3,202,448.15 | 4,246,956.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | 4% RATE INCREASE | | | 1.00 | 4,246,956.00 | -4,246,956.00 | |
| 400-0000-343-5070 | SEWER, REUSE | 0.00 | 3,900.00 | 0.00 | 3,000.00 | 0.00 | 0.00 |
| 400-0000-343-5072 | SEWER, REUSE, COMMERCIAL | 3,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 400-0000-343-5097 | SEWER CONNECTION | 0.00 | 600.00 | 0.00 | 6,277.54 | 0.00 | 0.00 |
| 400-0000-361-1000 | INTEREST & OTHER EARNINGS | 380.00 | 13,123.04 | 1,500.00 | 40,469.83 | 6,320.00 | 0.00 |
| 400-0000-361-1500 | INVESTMENT EARNINGS | 17,900.00 | 299,025.01 | 50,000.00 | 181,163.20 | 70,000.00 | 0.00 |
| 400-0000-361-3010 | INCR/DECR FAIR VAL-INVEST | 0.00 | 8,687.66 | 0.00 | 23,225.58 | 0.00 | 0.00 |
| 400-0000-362-2110 | T-MOBILE LEASE | 34,980.00 | 9,051.06 | 20,000.00 | 0.00 | 0.00 | 0.00 |
| 400-0000-364-4100 | DISPOS. OF FIXED ASSETS | 0.00 | -85,121.37 | 0.00 | 2,440.00 | 0.00 | 0.00 |
| 400-0000-365-1000 | SALE OF SURPLUS MATERIALS | 0.00 | 2,564.14 | 0.00 | 1,216.30 | 0.00 | 0.00 |
| 400-0000-369-3000 | SETTLEMENTS | 0.00 | 106,255.29 | 78,601.20 | 97,106.83 | 0.00 | 0.00 |
| 400-0000-369-3030 | INSURANCE | 0.00 | 0.00 | 0.00 | 975.90 | 0.00 | 0.00 |
| 400-0000-369-4000 | PENALTY REVENUES | 0.00 | 0.00 | 0.00 | -120.00 | 0.00 | 0.00 |
| 400-0000-369-7000 | PENALTY REVENUES | 220,000.00 | 324,826.43 | 230,177.00 | 274,144.84 | 255,000.00 | 0.00 |
| 400-0000-369-9000 | MISC REVENUES | 5,000.00 | 6,001.64 | 2,500.00 | 6,569.00 | 2,500.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 400-0000-381-0407 | TRANS FRM R&R FUND | 0.00 | 3,085,919.47 | 3,518,012.00 | 3,518,012.00 | 0.00 | 0.00 |
| 400-0000-381-0460 | TRANSFER FRM STORMWATER | 30,414.00 | 30,414.00 | 28,722.00 | 28,722.00 | 30,414.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | VACCOM TRUCK - 50% | 1.00 | -30,414.00 | -30,414.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 400-0000-381-1001 | TRANSFER FRM GEN FUND | 0.00 | 92,462.05 | 0.00 | 0.00 | 0.00 | 0.00 |
| 400-0000-389-1000 | PRIOR YEAR CARRYOVER | 10,524,942.00 | 0.00 | 6,092,958.00 | 0.00 | 0.00 | 0.00 |
| | **Division: 0000 - UNDESIGNATED Total:** | **18,476,573.00** | **11,769,545.04** | **18,104,221.20** | **10,669,578.52** | **8,753,961.00** | **0.00** |
| **Division: 3001 - WATER & SEWER ADMIN** | | | | | | | |
| 400-3001-536-1200 | REGULAR SALARIES | 186,296.00 | 186,295.92 | 264,554.00 | 238,579.34 | 281,323.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | ADMINISTRATIVE ASSISTANT | 1.00 | 0.00 | 0.00 |
| 2024-2025 | DEPUTY DIRECTOR | 1.00 | 0.00 | 0.00 |
| 2024-2025 | PUBLIC WORKS DIRECTOR | 1.00 | 0.00 | 0.00 |
| 2024-2025 | PW ADMINISTRATION REGULAR SALARIES & WAGES TOTAL | 0.00 | 0.00 | 281,323.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 400-3001-536-1400 | OVERTIME | 1,565.00 | 1,564.45 | 1,205.00 | 423.40 | 545.00 | 0.00 |
| 400-3001-536-1510 | INCENTIVE PAY / CELL PHONE A... | 763.00 | 762.50 | 1,200.00 | 1,075.00 | 1,200.00 | 0.00 |
| 400-3001-536-1520 | UNIFORM ALLOWANCE | 400.00 | 400.00 | 600.00 | 600.00 | 600.00 | 0.00 |
| 400-3001-536-1530 | BOOT ALLOWANCE | 0.00 | 0.00 | 120.00 | 120.00 | 175.00 | 0.00 |
| 400-3001-536-2100 | FICA/MEDICARE TAXES | 13,640.00 | 13,639.95 | 20,490.00 | 17,637.27 | 21,740.00 | 0.00 |
| 400-3001-536-2200 | RETIREMENT CONTRIBUTION | 34,950.00 | 34,949.97 | 49,280.00 | 44,298.35 | 52,330.00 | 0.00 |
| 400-3001-536-2300 | LIFE & HEALTH INSURANCE | 23,000.00 | 21,703.69 | 29,340.00 | 25,851.50 | 29,120.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | HEALTH INSURANCE | 3.00 | 9,340.00 | 28,020.00 |
| 2024-2025 | LIFE INSURANCE | 0.00 | 0.00 | 1,100.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 400-3001-536-2400 | WORKERS COMP INSURANCE | 2,896.00 | 2,895.53 | 7,800.00 | 5,772.20 | 2,690.00 | 0.00 |
| 400-3001-536-4001 | TRAVEL & PER DIEM | 500.00 | 0.00 | 600.00 | 0.00 | 600.00 | 0.00 |
| 400-3001-536-4200 | POSTAGE, FRT, EXPRESS | 100.00 | 18.40 | 100.00 | 1.35 | 50.00 | 0.00 |
| 400-3001-536-4400 | RENTALS & LEASES | 700.00 | 424.71 | 700.00 | 456.94 | 504.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | RICHOH COPIER LEASE | | | 12.00 | 42.00 | 504.00 | |
| 400-3001-536-4500 | INSURANCE/NON-EMPLOYEE | 3,959.00 | 3,951.92 | 6,037.00 | 6,086.40 | 6,641.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BROWN & BROWN PACKAGE POLICY | | | 0.00 | 0.00 | 6,641.00 | |
| 400-3001-536-4601 | REPAIRS & MAINTENANCE | 0.00 | 0.00 | 0.00 | 128.95 | 200.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | RADIO REPAIRS | | | 1.00 | 200.00 | 200.00 | |
| 400-3001-536-4611 | MAINTENANCE CONTRACTS | 500.00 | 146.22 | 500.00 | 50.91 | 500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | PW COPIER MAINTENANCE | | | 0.00 | 0.00 | 500.00 | |
| 400-3001-536-4650 | FLEET CHARGES | 2,351.00 | 2,350.96 | 1,200.00 | 1,784.54 | 1,200.00 | 0.00 |
| 400-3001-536-4700 | PRINTING & BINDING | 53.00 | 52.25 | 0.00 | 410.84 | 240.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | RICHOH COPY CHARGES | | | 12.00 | 20.00 | 240.00 | |
| 400-3001-536-5100 | OFFICE SUPPLIES | 1,500.00 | 1,129.67 | 1,000.00 | 1,441.42 | 1,500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FACILITIES DIVISION | | | 0.00 | 0.00 | 300.00 | |
| 2024-2025 | PW ADMINISTRATION | | | 0.00 | 0.00 | 800.00 | |
| 2024-2025 | STREETS DIVISION | | | 0.00 | 0.00 | 400.00 | |
| 400-3001-536-5201 | OPERATING SUPPLIES | 282.80 | 282.80 | 200.00 | 140.70 | 200.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | SAFETY VESTS, RAIN GEAR, BOOTS, ETC. | | | 0.00 | 0.00 | 200.00 | |
| 400-3001-536-5250 | FUEL & OIL SUPPLIES | 4,400.00 | 3,666.66 | 4,000.00 | 1,468.75 | 3,000.00 | 0.00 |
| 400-3001-536-5400 | BOOKS/PUBL/SUBSCR/MEMBE... | 448.20 | 411.75 | 450.00 | 0.00 | 450.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | AMERICAN SOCIETY OF CIVIL ENGINEERS | | | 0.00 | 0.00 | 350.00 | |
| 2024-2025 | PE LICENSE RENEWAL | | | 0.00 | 0.00 | 100.00 | |
| 400-3001-536-5501 | TRAINING & EDUCATION COST | 430.00 | 430.00 | 625.00 | 1,013.88 | 625.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | ASCE SEMINAR | | | 0.00 | 0.00 | 500.00 | |
| 2024-2025 | PROFESSIONAL ENGINEERING CONTINUING EDUCATION | | | 0.00 | 0.00 | 125.00 | |
| 400-3001-536-5920 | DEPRECIATION EXPENSE | 0.00 | 24,840.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Division: 3001 - WATER & SEWER ADMIN Total:** | | **278,734.00** | **299,917.35** | **390,001.00** | **347,341.74** | **405,433.00** | **0.00** |
| **Division: 3010 - WATER UTILITY** | | | | | | | |
| 400-3010-533-1200 | REGULAR SALARIES & WAGE | 531,193.00 | 531,192.21 | 586,536.00 | 489,539.00 | 595,439.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CHIEF WATER PLANT OPERATOR | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | PW PROJECT MANAGER (.35) | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | UTILITIES MAINTENANCE WORKER II | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | UTILITIES MAINTENANCE WORKER II | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | UTILITIES MAINTENANCE WORKER II | | | 0.50 | 0.00 | 0.00 | |
| 2024-2025 | UTILITIES MAINTENANCE WORKER III | | | 0.50 | 0.00 | 0.00 | |
| 2024-2025 | WATER DISTRIBUTION SYSTEM OPERATOR TRAINEE | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | WATER DISTRIBUTION SYSTEM OPERATOR TRAINEE | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | WATER PLANT OPERATOR C | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | WATER PLANT OPERATOR C | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | WATER PLANT OPERATOR I C | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | WATER PLANT OPERATOR II B | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | WATER PLANT OPERATOR III A | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | WATER REGULAR SALARIES & WAGES | | | 0.00 | 0.00 | 595,439.00 | |
| 400-3010-533-1300 | OTHER SALARIES & WAGES | 21,276.00 | 21,275.04 | 22,558.00 | 21,502.52 | 24,638.00 | 0.00 |
| 400-3010-533-1400 | OVERTIME | 35,140.00 | 35,139.90 | 22,484.00 | 28,097.75 | 22,055.00 | 0.00 |
| 400-3010-533-1510 | INCENTIVE PAY - CELL & AUTO | 692.00 | 691.88 | 1,230.00 | 681.25 | 1,530.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | AUTO | | | 1.00 | 420.00 | 420.00 | |
| 2024-2025 | CELL ALLOW | | | 0.00 | 0.00 | 1,110.00 | |
| 400-3010-533-1520 | UNIFORM ALLOWANCE | 100.00 | 30.00 | 70.00 | 0.00 | 70.00 | 0.00 |
| 400-3010-533-1530 | BOOT ALLOWANCE | 1,500.00 | 1,338.00 | 1,380.00 | 1,560.00 | 1,899.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BOOT ALLOWANCE - 3 STAFF | | | 10.85 | 175.00 | 1,899.00 | |
| 400-3010-533-2100 | FICA/MEDICARE TAXES | 44,560.00 | 44,559.10 | 48,600.00 | 40,800.74 | 49,460.00 | 0.00 |
| 400-3010-533-2200 | RETIREMENT CONTRIBUTION | 76,859.00 | 216,907.55 | 85,170.00 | 77,694.74 | 86,990.00 | 0.00 |
| 400-3010-533-2300 | LIFE & HEALTH INSURANCE | 88,000.00 | 87,809.47 | 109,590.00 | 76,447.86 | 108,500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | HEALTH INSURANCE | | | 11.35 | 9,340.00 | 106,010.00 | |
| 2024-2025 | LIFE INSURANCE | | | 0.00 | 0.00 | 2,490.00 | |
| 400-3010-533-2400 | WORKERS COMP INSURANCE | 9,500.00 | 8,311.77 | 10,690.00 | 8,170.84 | 9,850.00 | 0.00 |
| 400-3010-533-3101 | PROFESSIONAL SERVICES | 39,024.00 | 32,201.39 | 71,550.00 | 47,897.28 | 57,900.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | ANNUAL HOIST INSPECTION & CERTIFICATION @ 50% | | | 0.00 | 0.00 | 1,500.00 | |
| 2024-2025 | BACKFLOW INSPECTIONS/CERTIFICATIONS | | | 0.00 | 0.00 | 5,000.00 | |
| 2024-2025 | CERTIFIED THERMOMETER CALIBRATIONS @ 50% | | | 0.00 | 0.00 | 600.00 | |
| 2024-2025 | DOH LAB CERTIFICATION FEE @ 50% | | | 0.00 | 0.00 | 800.00 | |
| 2024-2025 | HACH REGULATORY QUARTERLY CALIBRATIONS @ 50% | | | 0.00 | 0.00 | 6,600.00 | |
| 2024-2025 | LAB ANALYSES AND MONITORING | | | 0.00 | 0.00 | 19,300.00 | |
| 2024-2025 | LAB PROFICIENCY TESTING @ 50% | | | 0.00 | 0.00 | 3,000.00 | |
| 2024-2025 | LAB THIRD PARTY INSPECTION @ 50% | | | 0.00 | 0.00 | 2,500.00 | |
| 2024-2025 | MISCELLANEOUS ENGINEERING SERVICES | | | 0.00 | 0.00 | 2,000.00 | |
| 2024-2025 | OPERATIONS LICENSING & CERTIFICATIONS | | | 0.00 | 0.00 | 12,900.00 | |
| 2024-2025 | RISK MANAGEMENT COMPLIANCE @ 50% | | | 0.00 | 0.00 | 3,600.00 | |
| 2024-2025 | RISK MANAGEMENT PLAN REGISTRATION @ 50% | | | 0.00 | 0.00 | 100.00 | |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 400-3010-533-3150 | LEGAL.OFFICIAL ADVERTISNG | 2,000.00 | 1,001.32 | 2,000.00 | 781.24 | 1,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | NEWSPAPER ADS, ETC. | | | 0.00 | 0.00 | 1,000.00 | |
| 400-3010-533-3400 | OTHER SERVICES | 117,466.00 | 79,781.78 | 114,800.00 | 70,674.39 | 133,600.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BEACON FIXED NETWORK 850 MO X 12 | | | 12.00 | 850.00 | 10,200.00 | |
| 2024-2025 | COLLECTION FEES | | | 0.00 | 0.00 | 1,100.00 | |
| 2024-2025 | ORION CELLULAR LTE METER TRANSPONDER 1500 MO X 12 | | | 0.00 | 0.00 | 18,000.00 | |
| 2024-2025 | ORION GATEWAY BACKHAUL CHARGES 300 PER QTR | | | 0.00 | 0.00 | 1,500.00 | |
| 2024-2025 | READ CENTER ANALYTICS SOFTWARE | | | 0.00 | 0.00 | 2,800.00 | |
| 2024-2025 | SLUDGE HAULING AND LAP APP @ 50% | | | 0.00 | 0.00 | 100,000.00 | |
| 400-3010-533-4001 | TRAVEL & PER DIEM | 300.00 | 60.00 | 200.00 | 142.02 | 300.00 | 0.00 |
| 400-3010-533-4200 | POSTAGE, FRT, EXPRESS | 182.00 | 181.75 | 100.00 | 34.49 | 100.00 | 0.00 |
| 400-3010-533-4301 | UTILITY SERVICES | 200,000.00 | 190,524.05 | 200,000.00 | 176,219.93 | 200,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FPL EST 15% INCREASE DUE TO FUEL COSTS | | | 0.00 | 0.00 | 197,348.00 | |
| 2024-2025 | TECO AVERAGE $75MO WITH 15% INCREASE | | | 0.00 | 0.00 | 1,320.00 | |
| 2024-2025 | WATER AVERAGE WITH 5.5% INCREASE | | | 0.00 | 0.00 | 1,332.00 | |
| 400-3010-533-4400 | RENTALS & LEASES | 2,300.00 | 1,722.03 | 2,500.00 | 1,656.94 | 2,304.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | AMMONIA TANK LEASE | | | 0.00 | 0.00 | 1,200.00 | |
| 2024-2025 | MISC EQUIPMENT RENTALS | | | 0.00 | 0.00 | 600.00 | |
| 2024-2025 | RICHOH COPIER RENTAL | | | 12.00 | 42.00 | 504.00 | |
| 400-3010-533-4500 | INSURANCE/NON-EMPLOYEE | 24,138.00 | 24,137.10 | 36,718.00 | 36,894.45 | 40,390.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | PROPERTY & LIABILITY | | | 0.00 | 0.00 | 39,290.00 | |
| 2024-2025 | STORAGE TANK AND POLLUTION | | | 0.00 | 0.00 | 1,100.00 | |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 400-3010-533-4601 | REPAIRS & MAINTENANCE | 153,300.00 | 141,160.69 | 179,728.40 | 157,028.38 | 150,600.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | A/C MAINTENANCE @ WATER PLANT | 0.00 | 0.00 | 1,500.00 |
| 2024-2025 | BACKFLOW PREVENTER MAINTENANCE | 0.00 | 0.00 | 3,000.00 |
| 2024-2025 | CHEMICAL CONTROLS | 0.00 | 0.00 | 6,400.00 |
| 2024-2025 | DISTRIBUTION SYSTEM MAINTENANCE | 0.00 | 0.00 | 75,000.00 |
| 2024-2025 | FEC BLANKET UTILITY CROSSING | 0.00 | 0.00 | 3,900.00 |
| 2024-2025 | LIME SOFTENING CLEANING | 0.00 | 0.00 | 15,000.00 |
| 2024-2025 | TRIMBLE RANGER CE SERVICE RENEWAL | 0.00 | 0.00 | 600.00 |
| 2024-2025 | WATER METER TESTER CALIBRATION | 0.00 | 0.00 | 200.00 |
| 2024-2025 | WATER PLANT & WELL REPAIRS (ELECTRIC, PUMPS, ETC.) | 0.00 | 0.00 | 45,000.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 400-3010-533-4611 | MAINTENANCE CONTRACTS | 39,686.00 | 13,699.50 | 39,800.00 | 17,594.92 | 40,500.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | ELEVATED STORAGE TANK MAINTENANCE CONTRACT | 0.00 | 0.00 | 16,000.00 |
| 2024-2025 | MISC MAINTENANCE CONTRACTS | 0.00 | 0.00 | 2,500.00 |
| 2024-2025 | RADIO SYSTEM MAINTENANCE | 0.00 | 0.00 | 1,000.00 |
| 2024-2025 | SCADA SYSTEM ANNUAL MAINTENANCE FEE | 0.00 | 0.00 | 21,000.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 400-3010-533-4650 | FLEET CHARGES | 15,000.00 | 9,255.06 | 15,000.00 | 8,555.18 | 12,000.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | MISC WATER VEHICLE/GENERATOR MAINTENANCE | 0.00 | 0.00 | 12,000.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 400-3010-533-4660 | SMALL EQ REPAIR & MAINT | 1,500.00 | 64.24 | 1,500.00 | 790.23 | 1,500.00 | 0.00 |
| 400-3010-533-4670 | GENERATOR REPAIR & MAIN | 2,000.00 | 302.57 | 2,000.00 | 353.56 | 2,000.00 | 0.00 |
| 400-3010-533-4700 | PRINTING & BINDING | 1,523.00 | 1,522.04 | 1,100.00 | 1,359.84 | 1,180.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | ANNUAL CCR REPORT | 0.00 | 0.00 | 200.00 |
| 2024-2025 | CUSTOMER NOTICE DOOR HANGERS | 0.00 | 0.00 | 700.00 |
| 2024-2025 | FREE CHLORINE BURN NOTICE | 0.00 | 0.00 | 100.00 |
| 2024-2025 | RICHOH COPY CHARGES | 12.00 | 15.00 | 180.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 400-3010-533-4930 | ADMIN SERV FEE ALLOCATION | 578,118.00 | 578,118.00 | 592,703.00 | 592,703.00 | 626,323.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | DIRECT COST - FACILITIES | 1.00 | 97,751.00 | 97,751.00 |
| 2024-2025 | DIRECT COST - FLEET | 1.00 | 39,775.00 | 39,775.00 |
| 2024-2025 | DIRECT COST ALLOCATION - ADMINISTRATION | 1.00 | 488,797.00 | 488,797.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 400-3010-533-4959 | BAD DEBT EXPENSE | 25,000.00 | 27,565.43 | 25,000.00 | 0.00 | 25,000.00 | 0.00 |
| 400-3010-533-5100 | OFFICE SUPPLIES | 884.00 | 883.91 | 1,100.00 | 1,054.74 | 1,500.00 | 0.00 |
| 400-3010-533-5201 | OPERATING SUPPLIES | 444,737.00 | 339,058.32 | 475,932.00 | 295,996.35 | 485,250.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | AQUA GOLD | 0.00 | 0.00 | 45,000.00 |
| 2024-2025 | CELLULAR RETROFITS TO EXISTING BADGER METERS | 0.00 | 0.00 | 20,000.00 |
| 2024-2025 | DISTILLED WATER @ 50% | 0.00 | 0.00 | 750.00 |
| 2024-2025 | FLUORIDE | 0.00 | 0.00 | 6,000.00 |
| 2024-2025 | HIGH CALCIUM QUICK LIME | 0.00 | 0.00 | 164,000.00 |
| 2024-2025 | LAB SUPPLIES | 0.00 | 0.00 | 12,000.00 |
| 2024-2025 | LIQUID ANHYDROUS AMMONIA | 0.00 | 0.00 | 10,000.00 |
| 2024-2025 | LIQUID CARBON DIOXIDE | 0.00 | 0.00 | 56,000.00 |
| 2024-2025 | LIQUID CHLORINE @ 50% | 0.00 | 0.00 | 90,000.00 |
| 2024-2025 | MISCELLANEOUS SUPPLIES | 0.00 | 0.00 | 7,500.00 |
| 2024-2025 | POLYMER | 0.00 | 0.00 | 3,000.00 |
| 2024-2025 | SAFETY GEAR, RAIN GEAR, ETC | 0.00 | 0.00 | 2,500.00 |
| 2024-2025 | WATER DISTRIBUTION [PARTS, FITTINGS, VALVES | 0.00 | 0.00 | 40,000.00 |
| 2024-2025 | WATER METER BOXES, TRANSPONDERS, PARTS | 0.00 | 0.00 | 25,000.00 |
| 2024-2025 | WTP INSTITUTIONAL SUPPLIES (CLEANING) | 0.00 | 0.00 | 3,500.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 400-3010-533-5204 | SMALL TOOLS & EQUIPMENT | 2,032.00 | 2,031.51 | 500.00 | 2,129.38 | 800.00 | 0.00 |
| 400-3010-533-5219 | UNIFORM EXPENSE | 3,956.00 | 3,421.24 | 2,500.00 | 1,866.25 | 2,800.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | UNFORM REPAIRS (ESTIMATED) | 0.00 | 0.00 | 200.00 |
| 2024-2025 | UNIFORMS - $130 EST EXP X 1 X 30% | 0.00 | 0.00 | 100.00 |
| 2024-2025 | UNIFORMS - $200 EST EXP X 12 | 0.00 | 0.00 | 2,400.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 2024-2025 | UNIFORMS - $250 EST EXP X 1 X 33 | | | 0.00 | 0.00 | 100.00 | |
| 400-3010-533-5250 | FUEL & OIL SUPPLIES | 39,623.00 | 3,917.28 | 30,000.00 | 8,441.49 | 20,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | ALL WATER VEHICLES (UB, PLANT, GENERATORS) | | | 0.00 | 0.00 | 20,000.00 | |
| 400-3010-533-5264 | MACH/EQUIP CAPITAL-LIKE | 16,956.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 400-3010-533-5400 | BOOKS/PUBL/SUBSCR/MEMBE... | 2,526.00 | 2,525.53 | 1,700.00 | 1,929.06 | 2,100.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BSI ONLINE SUBSCRIPTION | | | 0.00 | 0.00 | 500.00 | |
| 2024-2025 | FLORIDA RURAL WATER ASSOCIATION MEMBERSHIP | | | 0.00 | 0.00 | 600.00 | |
| 2024-2025 | FW&PCOA MEMBERSHIP (10 @ $30) | | | 0.00 | 0.00 | 300.00 | |
| 2024-2025 | SUNSHINE STATE ONE CALL $2,054.28 @ 33% | | | 0.00 | 0.00 | 700.00 | |
| 400-3010-533-5501 | TRAINING & EDUCATION COST | 3,700.00 | 1,130.00 | 3,400.00 | 290.00 | 2,800.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | DIST CERTIFICATION @ CEU PROGRAMS (3 OPERATORS) | | | 0.00 | 0.00 | 700.00 | |
| 2024-2025 | MOT CERTIFICATIONS 1 @ $400 | | | 0.00 | 0.00 | 400.00 | |
| 2024-2025 | OTHER MISC TRAINING COURSES/SEMINARS | | | 0.00 | 0.00 | 500.00 | |
| 2024-2025 | PLANT OPERATOR CERT CEU PROGRAMS | | | 0.00 | 0.00 | 1,200.00 | |
| **Division: 3010 - WATER UTILITY Total:** | | **2,524,771.00** | **2,401,519.66** | **2,688,139.40** | **2,168,887.82** | **2,710,378.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Division: 3020 - SEWER SERVICES** | | | | | | | |
| 400-3020-535-1200 | REGULAR SALARIES & WAGE | 616,654.00 | 616,653.19 | 617,914.00 | 555,155.16 | 640,986.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | CHIEF WASTEWATER PLANT OPERATOR | 1.00 | 0.00 | 0.00 |
| 2024-2025 | PW PROJECT MANAGER | 1.00 | 0.00 | 0.00 |
| 2024-2025 | UTILITIES MAINT WORKER II | 1.00 | 0.00 | 0.00 |
| 2024-2025 | UTILITIES MAINT WORKER II | 0.50 | 0.00 | 0.00 |
| 2024-2025 | UTILITIES MAINT WORKER II | 1.00 | 0.00 | 0.00 |
| 2024-2025 | UTILITIES MAINT WORKER III | 0.50 | 0.00 | 0.00 |
| 2024-2025 | UTILITIES MAINT WORKER III | 1.00 | 0.00 | 0.00 |
| 2024-2025 | UTILITIES MAINT WORKER III | 1.00 | 0.00 | 0.00 |
| 2024-2025 | WASTEWATER PLANT OPERATOR C | 1.00 | 0.00 | 0.00 |
| 2024-2025 | WASTEWATER PLANT OPERATOR I C | 1.00 | 0.00 | 0.00 |
| 2024-2025 | WASTEWATER PLANT OPERATOR I C | 2.00 | 0.00 | 0.00 |
| 2024-2025 | WASTEWATER PLANT OPERATOR I C | 1.00 | 0.00 | 0.00 |
| 2024-2025 | WASTEWATER PLANT OPERATOR I C | 1.00 | 0.00 | 0.00 |
| 2024-2025 | WASTEWATER REGULAR SALARIES & WAGES TOTAL | 0.00 | 0.00 | 640,986.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 400-3020-535-1300 | OTHER SALARIES & WAGES | 20,000.00 | 18,719.15 | 19,718.00 | 22,648.43 | 26,728.00 | 0.00 |
| 400-3020-535-1400 | OVERTIME | 54,519.00 | 54,518.51 | 61,460.00 | 50,439.20 | 57,949.00 | 0.00 |
| 400-3020-535-1510 | INCENTIVE PAY - CELL & AUTO | 700.00 | 635.63 | 1,230.00 | 537.50 | 1,230.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | AUTO | 1.00 | 420.00 | 420.00 |
| 2024-2025 | CELL | 1.00 | 810.00 | 810.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 400-3020-535-1520 | UNIFORM ALLOWANCE | 100.00 | 30.00 | 70.00 | 0.00 | 70.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | CLOTHING ALLOWANCE - PW Project Mgr | 0.00 | 0.00 | 70.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 400-3020-535-1530 | BOOT ALLOWANCE | 1,600.00 | 1,578.00 | 1,482.00 | 1,500.00 | 2,161.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | BOOT - PW PROJECT MGR | 0.00 | 0.00 | 61.00 |
| 2024-2025 | BOOT - SEWER DEPT | 12.00 | 175.00 | 2,100.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 400-3020-535-2100 | FICA/MEDICARE TAXES | 51,154.00 | 51,153.32 | 53,780.00 | 47,066.49 | 55,880.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 400-3020-535-2200 | RETIREMENT CONTRIBUTION | 88,109.00 | 228,157.69 | 94,950.00 | 85,325.71 | 98,960.00 | 0.00 |
| 400-3020-535-2300 | LIFE & HEALTH INSURANCE | 111,160.00 | 110,099.93 | 119,210.00 | 98,814.89 | 118,150.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | HEALTH INSURANCE | 12.35 | 9,340.00 | 115,350.00 |
| 2024-2025 | LIFE INSURANCE | 0.00 | 0.00 | 2,800.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 400-3020-535-2400 | WORKERS COMP INSURANCE | 10,569.00 | 10,568.57 | 10,690.00 | 10,409.90 | 10,030.00 | 0.00 |
| 400-3020-535-3101 | PROFESSIONAL SERVICES | 146,269.00 | 65,851.41 | 109,895.60 | 61,982.15 | 104,300.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | ANNUAL CONTINUOUS METER CALIBRATIONS - CFC | 0.00 | 0.00 | 2,100.00 |
| 2024-2025 | ANNUAL HOIST INSPECTIONS&CERTIFICATIONS @50% | 0.00 | 0.00 | 1,500.00 |
| 2024-2025 | ANNUAL METTLER BALANCE | 0.00 | 0.00 | 700.00 |
| 2024-2025 | BIO-ASSAY | 0.00 | 0.00 | 14,000.00 |
| 2024-2025 | CERT THERMOMETER CALIBRATIONS @ 50% | 0.00 | 0.00 | 600.00 |
| 2024-2025 | CRYPTOSPORIDIUM/GIARDIA (SEMI ANNUAL) | 0.00 | 0.00 | 2,500.00 |
| 2024-2025 | DOH LAB CERTIFICATION FEE @ 50% | 0.00 | 0.00 | 800.00 |
| 2024-2025 | ENVIRONMENTAL IMPACT TESTING FEES | 0.00 | 0.00 | 4,000.00 |
| 2024-2025 | EXPANDED/MISC TESTING REQUIREMENT | 0.00 | 0.00 | 6,600.00 |
| 2024-2025 | HACH REGULATORY QUARTERLY CALIBRATIONS @ 50% | 0.00 | 0.00 | 6,600.00 |
| 2024-2025 | INDUSTRIAL PRETREATMENT | 0.00 | 0.00 | 3,500.00 |
| 2024-2025 | LAB PROFICIENCY TESTING @ 50% | 0.00 | 0.00 | 3,000.00 |
| 2024-2025 | LAB THIRD PARTY INSPECTION | 0.00 | 0.00 | 2,500.00 |
| 2024-2025 | NPDES PERMIT MODIFICATION | 0.00 | 0.00 | 15,000.00 |
| 2024-2025 | NPDES WW ANNUAL REGULATORY PROGRAM | 0.00 | 0.00 | 6,000.00 |
| 2024-2025 | PRIORITY POLLUTANT | 0.00 | 0.00 | 6,600.00 |
| 2024-2025 | RECLAIMED/EFFLUENT WATER ANALYSIS | 0.00 | 0.00 | 5,500.00 |
| 2024-2025 | RISK MANAGEMENT PLAN COMPLIANCE @ 50% | 0.00 | 0.00 | 3,600.00 |
| 2024-2025 | RISK MANAGEMENT PLAN REGISTRATION @ 50% | 0.00 | 0.00 | 100.00 |
| 2024-2025 | SEWER PLAN REVIEW - M&H | 0.00 | 0.00 | 2,000.00 |
| 2024-2025 | SLUDGE ANALYSIS | 0.00 | 0.00 | 6,600.00 |
| 2024-2025 | WEEKLY ANALYSIS AND MONITORING | 0.00 | 0.00 | 5,500.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 2024-2025 | WELL MONITORING | | | 0.00 | 0.00 | 2,000.00 | |
| 2024-2025 | ZINC AND NICKEL TESTING | | | 0.00 | 0.00 | 3,000.00 | |
| 400-3020-535-3150 | LEGAL/OFFICIAL ADVERTISNG | 2,500.00 | 0.00 | 1,500.00 | 1,594.22 | 1,500.00 | 0.00 |
| 400-3020-535-3400 | OTHER SERVICES | 112,500.00 | 51,818.27 | 92,685.00 | 61,836.83 | 101,100.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | COLLECTIONS FEES (EST) $3,300 @ 33% | | | 0.00 | 0.00 | 1,100.00 | |
| 2024-2025 | SLUDGE HAULING AND LAND APP @ 50% | | | 0.00 | 0.00 | 100,000.00 | |
| 400-3020-535-4001 | TRAVEL & PER DIEM | 500.00 | 90.00 | 500.00 | 0.00 | 400.00 | 0.00 |
| 400-3020-535-4200 | POSTAGE, FRT, EXPRESS | 1,500.00 | 308.60 | 1,500.00 | 453.36 | 1,500.00 | 0.00 |
| 400-3020-535-4301 | UTILITY SERVICES | 169,622.00 | 166,447.82 | 172,022.00 | 159,366.29 | 172,022.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FPL | | | 0.00 | 0.00 | 168,000.00 | |
| 2024-2025 | GAS | | | 0.00 | 0.00 | 2,750.00 | |
| 2024-2025 | WATER | | | 0.00 | 0.00 | 1,272.00 | |
| 400-3020-535-4400 | RENTALS & LEASES | 3,000.00 | 521.97 | 3,000.00 | 456.92 | 2,804.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | MISC EQUIPMENT RENTALS | | | 0.00 | 0.00 | 2,300.00 | |
| 2024-2025 | RICHO COPIER LEASE | | | 12.00 | 42.00 | 504.00 | |
| 400-3020-535-4500 | INSURANCE/NON-EMPLOYEE | 25,708.00 | 25,707.46 | 40,220.00 | 40,424.01 | 44,242.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | PROPERTY & LIABILITY | | | 0.00 | 0.00 | 43,142.00 | |
| 2024-2025 | STORAGE TANK AND POLLUTION | | | 0.00 | 0.00 | 1,100.00 | |
| 400-3020-535-4601 | REPAIRS & MAINTENANCE | 437,291.00 | 288,683.96 | 525,240.74 | 399,033.23 | 497,200.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CHEMICAL CONTROLS @ 50% | | | 0.00 | 0.00 | 6,400.00 | |
| 2024-2025 | ELECTRICAL REPAIRS | | | 0.00 | 0.00 | 40,000.00 | |
| 2024-2025 | EMERGENCY SEWER AND FORCE MAIN REPAIRS | | | 0.00 | 0.00 | 150,000.00 | |
| 2024-2025 | HACH SVCS (INFLUENT, EFFLUENT, BIOASSAYS) | | | 0.00 | 0.00 | 3,000.00 | |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 2024-2025 | HIGH MAST LIGHTING - REPAIR/MAINTENANCE | | | 0.00 | 0.00 | 15,000.00 | |
| 2024-2025 | INSTRUMENTATION MAINTENANCE | | | 0.00 | 0.00 | 6,600.00 | |
| 2024-2025 | LIFT STATION GENERAL MAINTENANCE | | | 0.00 | 0.00 | 50,600.00 | |
| 2024-2025 | OTHER MISC. PUMP REPAIRS | | | 0.00 | 0.00 | 38,500.00 | |
| 2024-2025 | OTHER MISC. REPAIRS | | | 0.00 | 0.00 | 48,000.00 | |
| 2024-2025 | REPL PARTS FOR CHEMICAL FEED PUMP | | | 0.00 | 0.00 | 6,000.00 | |
| 2024-2025 | REPL PARTS FOR INFLUENT/EFFLUENT PUMPS | | | 0.00 | 0.00 | 6,000.00 | |
| 2024-2025 | REPL PARTS FOR POLYMER FEED EQUIPMENT | | | 0.00 | 0.00 | 3,000.00 | |
| 2024-2025 | REPL PARTS FOR VULCAN STEP SCREENS | | | 0.00 | 0.00 | 10,000.00 | |
| 2024-2025 | REPLACEMENT BEARINGS FOR BTU#1 AND #2 | | | 0.00 | 0.00 | 12,000.00 | |
| 2024-2025 | REPLACEMENT PARTS FOR DAF UNIT | | | 0.00 | 0.00 | 5,500.00 | |
| 2024-2025 | SERVICE - DISC FILTERS: PUMPS AND HARDWARE | | | 0.00 | 0.00 | 5,000.00 | |
| 2024-2025 | SERVICE FOR BTU MOTORS | | | 0.00 | 0.00 | 5,000.00 | |
| 2024-2025 | SERVICE FOR DISC FLOW SLUDGE PUMP | | | 0.00 | 0.00 | 9,000.00 | |
| 2024-2025 | SERVICE FOR RECLAIM PUMPS | | | 0.00 | 0.00 | 20,000.00 | |
| 2024-2025 | SEWER, MANHOLES, CLEANOUTS, ETC. | | | 0.00 | 0.00 | 50,600.00 | |
| 2024-2025 | SURGE PROTECTORS FOR MCC #1, #2, #3 | | | 0.00 | 0.00 | 7,000.00 | |
| 400-3020-535-4611 | MAINTENANCE CONTRACTS | 75,900.00 | 899.13 | 76,900.00 | 51,981.68 | 78,900.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | COPIER AND PRINTER MAINTENANCE CONTRACT | | | 0.00 | 0.00 | 900.00 | |
| 2024-2025 | SCADA SYSTEM ANNUAL MAINTENANCE FEE | | | 0.00 | 0.00 | 78,000.00 | |
| 400-3020-535-4650 | FLEET CHARGES | 21,990.00 | 11,551.45 | 15,000.00 | 6,819.13 | 12,000.00 | 0.00 |
| 400-3020-535-4660 | SMALL EQ REPAIR & MAINT | 513.00 | 512.20 | 700.00 | 394.87 | 1,000.00 | 0.00 |
| 400-3020-535-4670 | GENERATOR REPAIR & MAIN | 15,000.00 | 9,789.33 | 19,295.00 | 15,485.11 | 26,295.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FACTORY PREVENTATIVE MAINTENANCE (EVERY 4 YEARS) | | | 0.00 | 0.00 | 7,000.00 | |
| 2024-2025 | GENERATOR REPAIR AND MAINTENANCE | | | 0.00 | 0.00 | 19,295.00 | |
| 400-3020-535-4700 | PRINTING & BINDING | 400.00 | 322.78 | 500.00 | 442.44 | 580.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | MISC PRINTING | | | 1.00 | 400.00 | 400.00 | |
| 2024-2025 | RICHOH COPY CHARGES | | | 12.00 | 15.00 | 180.00 | |
| 400-3020-535-4930 | ADMIN SERV FEE ALLOCATION | 610,325.00 | 610,325.00 | 602,933.00 | 602,933.00 | 636,377.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | DIRECT COST - FACILITIES | | | 1.00 | 97,751.00 | 97,751.00 | |
| 2024-2025 | DIRECT COST - FLEET | | | 1.00 | 46,404.00 | 46,404.00 | |
| 2024-2025 | DIRECT COST ALLOCATION - ADMINISTRATION | | | 1.00 | 492,222.00 | 492,222.00 | |
| 400-3020-535-4959 | BAD DEBT EXPENSE | 25,000.00 | 27,565.43 | 25,000.00 | 0.00 | 25,000.00 | 0.00 |
| 400-3020-535-5100 | OFFICE SUPPLIES | 1,067.00 | 1,066.27 | 450.00 | 254.26 | 450.00 | 0.00 |
| 400-3020-535-5201 | OPERATING SUPPLIES | 441,129.00 | 280,983.58 | 486,208.50 | 227,203.30 | 539,759.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BUILDING MATERIALS (REPAIR, PAINT, | | | 0.00 | 0.00 | 5,400.00 | |
| 2024-2025 | DISTILLED WATER @ 50% | | | 0.00 | 0.00 | 750.00 | |
| 2024-2025 | GRANULAR CHLORINE | | | 0.00 | 0.00 | 5,000.00 | |
| 2024-2025 | HARDY DIAGNOSTIC WATER | | | 0.00 | 0.00 | 3,000.00 | |
| 2024-2025 | LIQUID ALUMINUM SULFATE | | | 0.00 | 0.00 | 64,500.00 | |
| 2024-2025 | LIQUID CHLORINE @ 50% | | | 0.00 | 0.00 | 99,600.00 | |
| 2024-2025 | MICROC GLYCERIN | | | 0.00 | 0.00 | 134,585.00 | |
| 2024-2025 | MISC LABORATORY SUPPLIES | | | 0.00 | 0.00 | 16,000.00 | |
| 2024-2025 | MISC WWTP PROCESS CONTROL SUPPLIES | | | 0.00 | 0.00 | 16,000.00 | |
| 2024-2025 | PERSONAL PROTECTIVE EQUIPMENT | | | 0.00 | 0.00 | 1,000.00 | |
| 2024-2025 | POLYMER (D.A.F. UNIT) | | | 0.00 | 0.00 | 47,226.00 | |
| 2024-2025 | POLYMER (S.H.B. PRESSES) | | | 0.00 | 0.00 | 53,498.00 | |
| 2024-2025 | SULFUR DIOXIDE | | | 0.00 | 0.00 | 52,800.00 | |
| 2024-2025 | SWR COLLECTIONS, PARTS | | | 0.00 | 0.00 | 35,000.00 | |
| 2024-2025 | WWTF SUPPLIES (BULBS, SOAP, MOPS, ETC.) | | | 0.00 | 0.00 | 5,400.00 | |
| 400-3020-535-5202 | COMPUTERS | 1,000.00 | 0.00 | 1,500.00 | 0.00 | 1,500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | SCADA EQUIPMENT NOT COVERED BY DFS | | | 0.00 | 0.00 | 1,500.00 | |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 400-3020-535-5204 | SMALL TOOLS & EQUIPMENT | 4,984.00 | 4,983.62 | 5,860.00 | 2,561.37 | 3,500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | REPLACEMENT TOOLS: HAND, POWER, PNUEMATIC | | | 0.00 | 0.00 | 3,500.00 | |
| 400-3020-535-5210 | SIGNS & MATERIALS | 0.00 | 0.00 | 505.00 | 855.22 | 700.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | RECLAIMED WATER SIGNS. ETC | | | 0.00 | 0.00 | 700.00 | |
| 400-3020-535-5219 | UNIFORM EXPENSE | 4,026.00 | 3,532.04 | 2,500.00 | 2,604.60 | 2,400.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | UNIFORM REPAIRS (ESTIMATED) | | | 0.00 | 0.00 | 200.00 | |
| 2024-2025 | UNIFORMS - @200 EST EXP X 11 EMPLOYEES | | | 0.00 | 0.00 | 2,200.00 | |
| 400-3020-535-5250 | FUEL & OIL SUPPLIES | 36,122.00 | 30,811.06 | 39,500.00 | 27,597.34 | 35,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | ALL WWTF VEHICLES (LIFT STATIONS, GENERATORS) | | | 0.00 | 0.00 | 35,000.00 | |
| 400-3020-535-5400 | BOOKS/PUBL/SUBSCR/MEMBE... | 1,800.00 | 1,420.65 | 1,400.00 | 570.62 | 2,300.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | DEP OPERATOR CERTIFICATES | | | 0.00 | 0.00 | 1,200.00 | |
| 2024-2025 | FW & PCOA MEMBERSHIP | | | 0.00 | 0.00 | 400.00 | |
| 2024-2025 | SUNSHINE STATE ONE CALL @ 33% | | | 0.00 | 0.00 | 700.00 | |
| 400-3020-535-5501 | TRAINING & EDUCATION COST | 4,000.00 | 802.00 | 2,100.00 | 1,551.24 | 4,100.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FWRC CONFERENCE | | | 0.00 | 0.00 | 600.00 | |
| 2024-2025 | MISC TRAINING: SAFETY, COLLECTIONS, ETC. | | | 0.00 | 0.00 | 1,000.00 | |
| 2024-2025 | OPERATOR CERTIFICATION PROGRAMS | | | 0.00 | 0.00 | 2,500.00 | |
| | **Division: 3020 - SEWER SERVICES Total:** | **3,096,711.00** | **2,676,108.02** | **3,207,418.84** | **2,538,298.47** | **3,307,073.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Division: 3060 - WATER & SEWER ADMIN** | | | | | | | |
| 400-3060-536-5920 | DEPRECIATION EXPENSE | 0.00 | 1,647,868.92 | 0.00 | -22,966.42 | 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** | **1,710,804.24** | **0.00** | **-22,966.42** | **0.00** | **0.00** |
| **Division: 8110 - NON-DEPARTMENTAL** | | | | | | | |
| 400-8110-517-7140 | PRINCIPAL PYMT VACUUM TRK | 55,554.00 | 0.00 | 57,444.00 | 47,737.78 | 59,405.00 | 0.00 |
| 400-8110-517-7171 | W&S SERIES 2012 BONDS | 920,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 400-8110-517-7174 | W&S SERIES 2005 | 95,000.00 | 0.00 | 95,000.00 | 95,000.00 | 100,000.00 | 0.00 |
| 400-8110-517-7175 | W&S SERIES SRF 2005 | 37,275.00 | 0.00 | 38,070.00 | 38,069.16 | 38,881.00 | 0.00 |
| 400-8110-517-7176 | W&S SERIES SRF 2007 | 287,716.00 | 0.00 | 293,993.00 | 146,203.22 | 300,407.00 | 0.00 |
| 400-8110-517-7177 | 2011 W&S R&R BOND | 245,000.00 | 0.00 | 250,000.00 | 250,000.00 | 260,000.00 | 0.00 |
| 400-8110-517-7178 | SERIES 2013 WTR MTR BOND | 165,000.00 | 0.00 | 170,000.00 | 170,000.00 | 0.00 | 0.00 |
| 400-8110-517-7240 | INTEREST VACUUM TRK | 5,276.00 | 5,275.20 | 3,386.00 | 2,952.52 | 1,424.00 | 0.00 |
| 400-8110-517-7271 | W&S SERIES 2012 BONDS | 10,902.00 | 10,901.95 | 0.00 | 0.00 | 0.00 | 0.00 |
| 400-8110-517-7274 | W&S SERIES 2005 | 15,299.00 | 11,618.57 | 11,619.00 | 11,619.17 | 7,962.00 | 0.00 |
| 400-8110-517-7275 | W&S SERIES SRF 2005 | 3,495.00 | 3,132.32 | 2,701.00 | 2,700.10 | 1,889.00 | 0.00 |
| 400-8110-517-7276 | W&S SERIES SRF 2007 | 41,546.00 | 41,285.80 | 35,269.00 | 18,427.48 | 28,855.00 | 0.00 |
| 400-8110-517-7277 | 2011 W&S R&R BOND | 101,031.00 | 95,878.78 | 90,623.00 | 90,622.28 | 79,899.00 | 0.00 |
| 400-8110-517-7278 | SERIES 2013 WTR MTR BOND | 4,899.00 | 3,298.01 | 1,649.00 | 1,649.00 | 0.00 | 0.00 |
| 400-8110-580-1810 | COMPENSATED LEAVE | 0.00 | 58,678.56 | 0.00 | 0.00 | 0.00 | 0.00 |
| 400-8110-580-6300 | INFRASTRUCTURE | 6,127,352.00 | 0.00 | 9,424,627.96 | 430,252.05 | 0.00 | 0.00 |
| 400-8110-580-6400 | MACHINERY & EQUIPMENT | 40,000.00 | 0.00 | 36,180.00 | 6,136.71 | 0.00 | 0.00 |
| 400-8110-581-0407 | TRANSFER TO WATER & SEWER... | 4,037,600.00 | 4,037,600.00 | 1,302,500.00 | 1,302,500.00 | 1,452,355.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | TRANSFER TO 407 FUND FOR CAPITAL PROJECTS | | | 1.00 | 1,452,355.00 | 1,452,355.00 | |
| 400-8110-581-1001 | TRANSFER TO GENERAL FUND | 218,922.00 | 218,922.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 400-8110-589-9910 | CONTINGENCY | 164,490.00 | 0.00 | 5,600.00 | 0.00 | 0.00 | 0.00 |
| 400-8110-591-9300 | INTEREST EXPENSE - LEASES | 0.00 | 21,302.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Division: 8110 - NON-DEPARTMENTAL Total:** | | **12,576,357.00** | **4,507,893.19** | **11,818,661.96** | **2,613,869.47** | **2,331,077.00** | **0.00** |
| **Fund: 400 - WATER & SEWER FUND Surplus (Deficit):** | | **0.00** | **173,302.58** | **0.00** | **3,024,147.44** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Fund: 407 - PROPRIETARY R&R FUND** | | | | | | | |
| **Division: 0000 - UNDESIGNATED** | | | | | | | |
| 407-0000-331-5010 | CDBG GRANT | 0.00 | 0.00 | 0.00 | 100,119.00 | 0.00 | 0.00 |
| 407-0000-334-3100 | STATE OF FLORIDA GRANT FDEP | 0.00 | 0.00 | 1,360,000.00 | 28,546.00 | 0.00 | 0.00 |
| 407-0000-343-3100 | WATER UTILITY R&R | 0.00 | 0.00 | 0.00 | 241,078.09 | 0.00 | 0.00 |
| 407-0000-343-3101 | INSIDE CITY LIMITS | 290,000.00 | 297,507.95 | 290,000.00 | 0.00 | 290,000.00 | 0.00 |
| 407-0000-343-5150 | SEWER UTILITY R&R | 290,000.00 | 297,935.61 | 290,000.00 | 241,396.26 | 290,000.00 | 0.00 |
| 407-0000-361-1000 | INTEREST & OTHER EARNINGS | 0.00 | 13,873.60 | 2,500.00 | 20,288.19 | 4,648.00 | 0.00 |
| 407-0000-361-1500 | INVESTMENT EARNINGS | 7,400.00 | 243,851.66 | 50,574.00 | 310,886.05 | 50,000.00 | 0.00 |
| 407-0000-361-3010 | INCR/DECR FAIR VAL-INVEST | 0.00 | 7,419.81 | 0.00 | 43,137.84 | 0.00 | 0.00 |
| 407-0000-381-0400 | TRANSFER FRM ENTERPRISE | 4,037,600.00 | 4,037,600.00 | 1,302,500.00 | 1,302,500.00 | 1,452,355.00 | 0.00 |
| 407-0000-389-1000 | PRIOR YEAR CARRYOVER | 2,239,361.00 | 0.00 | 6,026,686.57 | 0.00 | 1,900,997.00 | 0.00 |
| | **Division: 0000 - UNDESIGNATED Total:** | **6,864,361.00** | **4,898,188.63** | **9,322,260.57** | **2,287,951.43** | **3,988,000.00** | **0.00** |
| **Division: 3010 - WATER UTILITY** | | | | | | | |
| 407-3010-533-4959 | BAD DEBT EXPENSE | 0.00 | 3,222.42 | 0.00 | 0.00 | 0.00 | 0.00 |
| | **Division: 3010 - WATER UTILITY Total:** | **0.00** | **3,222.42** | **0.00** | **0.00** | **0.00** | **0.00** |
| **Division: 3020 - SEWER SERVICES** | | | | | | | |
| 407-3020-535-4959 | OTHER CHARGES | 0.00 | 3,222.42 | 0.00 | 0.00 | 0.00 | 0.00 |
| | **Division: 3020 - SEWER SERVICES Total:** | **0.00** | **3,222.42** | **0.00** | **0.00** | **0.00** | **0.00** |
| **Division: 8110 - NON-DEPARTMENTAL** | | | | | | | |
| 407-8110-580-6300 | INFRASTRUCTURE | 6,525,411.00 | 0.00 | 5,406,248.57 | 1,631,396.40 | 3,833,000.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | 3RD STREET WATER MAIN | 1.00 | 800,000.00 | 800,000.00 |
| 2024-2025 | GALVANIZED PIPE REPLACEMENT | 1.00 | 50,000.00 | 50,000.00 |
| 2024-2025 | GALVANIZED PUMP REPLACEMENT | 1.00 | 38,000.00 | 38,000.00 |
| 2024-2025 | HYDRANT REPAIR & REPLACEMENT | 1.00 | 45,000.00 | 45,000.00 |
| 2024-2025 | LIFT STATION #4 REHAB | 1.00 | 900,000.00 | 900,000.00 |
| 2024-2025 | METERS - RETROFITS W/CELL | 1.00 | 975,000.00 | 975,000.00 |
| 2024-2025 | RESURFACE/SEAL WALLS OF MANHOLES | 1.00 | 60,000.00 | 60,000.00 |
| 2024-2025 | SB 64 COMPLIANCE | 1.00 | 350,000.00 | 350,000.00 |
| 2024-2025 | SEWER LININE | 1.00 | 500,000.00 | 500,000.00 |
| 2024-2025 | WATER MIXING AND AERATION IMPROVEMENTS | 1.00 | 15,000.00 | 15,000.00 |
| 2024-2025 | WATER PLANT OFFICES ROOF | 1.00 | 100,000.00 | 100,000.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 407-8110-580-6400 | MACHINERY & EQUIPMENT | 279,397.00 | 7,281.99 | 388,000.00 | 110,636.00 | 155,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | Heavy Duty Truck | | | 1.00 | 75,000.00 | 75,000.00 | |
| 2024-2025 | LIFT STATION PUMP REPLACEMENTS | | | 1.00 | 80,000.00 | 80,000.00 | |
| 407-8110-581-0400 | TRANSFER TO W&S | 0.00 | 3,085,919.47 | 3,518,012.00 | 3,518,012.00 | 0.00 | 0.00 |
| 407-8110-581-0460 | TRANSFER TO STORMWATER | 0.00 | 100,000.00 | 10,000.00 | 10,000.00 | 0.00 | 0.00 |
| 407-8110-589-9910 | CONTINGENCY | 59,553.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Division: 8110 - NON-DEPARTMENTAL Total:** | | **6,864,361.00** | **3,193,201.46** | **9,322,260.57** | **5,270,044.40** | **3,988,000.00** | **0.00** |
| **Fund: 407 - PROPRIETARY R&R FUND Surplus (Deficit):** | | **0.00** | **1,698,542.33** | **0.00** | **-2,982,092.97** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Fund: 460 - STORMWATER FUND** | | | | | | | |
| **Division: 0000 - UNDESIGNATED** | | | | | | | |
| 460-0000-325-2080 | NON AD-VAL STRMWTR | 1,167,285.00 | 1,069,213.22 | 1,055,293.00 | 1,020,876.73 | 1,038,423.38 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | NON ADVAL ERUS (95%) $96*.95 less NAVA fees | | | 11,605.18 | -89.48 | -1,038,423.38 | |
| 460-0000-325-2085 | STORMWATER CHARGES | 0.00 | 85,952.04 | 92,933.00 | 96,628.13 | 109,346.39 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CNDO CMPLX, GVT 95% (96.00*.95=91.20) Less NAVA | | | 1,222.03 | -89.48 | -109,346.39 | |
| 460-0000-325-2089 | DELINQ NON AD-VAL STMWTR | 0.00 | 873.01 | 0.00 | 50,137.27 | 0.00 | 0.00 |
| 460-0000-331-1000 | FEDERAL GRANTS | 75,000.00 | 6,285.00 | 0.00 | 11,175.00 | 0.00 | 0.00 |
| 460-0000-361-1000 | INTEREST & OTHER EARNINGS | 0.00 | 3,184.67 | 0.00 | 4,048.09 | 1,500.23 | 0.00 |
| 460-0000-361-1500 | INVESTMENT EARNINGS | 7,000.00 | 62,460.86 | 7,087.00 | 47,500.19 | 15,000.00 | 0.00 |
| 460-0000-361-3010 | INCR/DECR FAIR VAL-INVEST | 0.00 | 1,686.96 | 0.00 | 6,328.66 | 0.00 | 0.00 |
| 460-0000-381-0407 | TRANSFER FROM WATER & SE... | 0.00 | 100,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 460-0000-381-1001 | TRANSFER FROM GENERAL FU... | 0.00 | 10,540.41 | 0.00 | 0.00 | 0.00 | 0.00 |
| 460-0000-389-1000 | PRIOR YEAR CARRYOVER | 35,717.00 | 0.00 | 318,823.60 | 0.00 | 0.00 | 0.00 |
| | **Division: 0000 - UNDESIGNATED Total:** | **1,285,002.00** | **1,340,196.17** | **1,474,136.60** | **1,236,694.07** | **1,164,270.00** | **0.00** |
| **Division: 3080 - STORMWATER MANAGEME** | | | | | | | |
| 460-3080-538-1200 | REGULAR SALARIES & WAGE | 142,000.00 | 141,999.31 | 127,608.00 | 145,240.74 | 152,943.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | LEAD EQUIPMENT OPERATOR / MAINT WORKER | | | 1.00 | 0.00 | 0.00 | |
| 2024-2025 | MAINTENANCE WORKER I | | | 3.00 | 0.00 | 0.00 | |
| 2024-2025 | STORMWATER REGULAR SALARIES & WAGES TOTAL | | | 0.00 | 0.00 | 152,943.00 | |
| 460-3080-538-1400 | OVERTIME | 7,274.00 | 4,136.28 | 1,121.00 | 3,880.53 | 1,529.00 | 0.00 |
| 460-3080-538-1510 | INCENTIVE PAY | 300.00 | 83.11 | 0.00 | 0.00 | 0.00 | 0.00 |
| 460-3080-538-1520 | UNIFORM ALLOWANCE | 100.00 | 70.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 460-3080-538-1530 | BOOT ALLOWANCE | 1,264.00 | 882.00 | 360.00 | 480.00 | 700.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BOOT ALLOWANCE 3 STAFF | | | 4.00 | 175.00 | 700.00 | |
| 460-3080-538-2100 | FICA/MEDICARE TAXES | 11,274.00 | 11,136.60 | 9,890.00 | 11,349.06 | 11,890.00 | 0.00 |
| 460-3080-538-2200 | RETIREMENT CONTRIBUTION | 22,120.00 | 47,581.71 | 21,810.00 | 23,026.63 | 24,260.00 | 0.00 |
| 460-3080-538-2300 | LIFE & HEALTH INSURANCE | 40,000.00 | 34,324.62 | 28,830.00 | 21,485.24 | 38,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | HEALTH INSURANCE | | | 4.00 | 9,340.00 | 37,360.00 | |
| 2024-2025 | LIFE INSURANCE | | | 0.00 | 0.00 | 640.00 | |
| 460-3080-538-2400 | WORKERS COMP INSURANCE | 7,800.00 | 6,754.46 | 7,410.00 | 5,361.03 | 8,130.00 | 0.00 |
| 460-3080-538-3101 | PROFESSIONAL SERVICES | 12,000.00 | 12,000.00 | 12,000.00 | 10,000.00 | 13,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | ERNIE PETERSON STORMWATER ASSESSMENT SERVICES | | | 0.00 | 0.00 | 13,000.00 | |
| 460-3080-538-3150 | LEGAL/OFFICIAL ADVERTISNG | 1,500.00 | 0.00 | 750.00 | 0.00 | 500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | NEWSPAPER ADS, ETC. | | | 0.00 | 0.00 | 500.00 | |
| 460-3080-538-3400 | OTHER SERVICES | 49,896.00 | 49,895.65 | 71,000.00 | 54,167.53 | 69,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | RETENTION POND MAINTENANCE | | | 0.00 | 0.00 | 15,000.00 | |
| 2024-2025 | STREET SWEEPING CONTRACT | | | 0.00 | 0.00 | 54,000.00 | |
| 460-3080-538-3420 | LANDSCAPING SERVICES | 21,236.00 | 16,800.00 | 20,000.00 | 14,000.00 | 25,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | LANDSCAPING OF STORMWATER PROPERTIES | | | 0.00 | 0.00 | 25,000.00 | |
| 460-3080-538-4001 | TRAVEL & PER DIEM | 200.00 | 120.00 | 300.00 | 0.00 | 300.00 | 0.00 |
| 460-3080-538-4200 | POSTAGE, FRT, EXPRESS | 300.00 | 11.58 | 300.00 | 2.83 | 100.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | POSTAGE, FREIGHT & EXPRESS, NPDES INSERTS | | | 0.00 | 0.00 | 100.00 | |
| 460-3080-538-4301 | UTILITY SERVICES | 36,250.00 | 26,219.03 | 36,250.00 | 25,378.98 | 36,250.00 | 0.00 |
| 460-3080-538-4400 | RENTALS & LEASES | 700.00 | 521.96 | 700.00 | 456.85 | 504.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | RICHOH COPIER LEASE | | | 12.00 | 42.00 | 504.00 | |
| 460-3080-538-4500 | INSURANCE/NON-EMPLOYEE | 22,827.00 | 22,787.04 | 45,489.00 | 45,859.55 | 50,038.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BROWN & BROWN PACKAGE POLICY | | | 0.00 | 0.00 | 50,038.00 | |
| 460-3080-538-4601 | REPAIRS & MAINTENANCE | 93,355.00 | 66,764.10 | 61,315.10 | 46,646.64 | 61,800.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | BUCKET TRUCK ANNUAL CERTIFICATION @ 50% | | | 0.00 | 0.00 | 800.00 | |
| 2024-2025 | CATCH BASIN & STORMWATER MANHOLE REPAIRS | | | 0.00 | 0.00 | 5,500.00 | |
| 2024-2025 | DITCH CLEANING | | | 0.00 | 0.00 | 25,000.00 | |
| 2024-2025 | FEC BLANKET UTILITY CROSSING FEES | | | 0.00 | 0.00 | 5,000.00 | |
| 2024-2025 | FOUNTAIN PUMPS & CONTROLS | | | 0.00 | 0.00 | 5,500.00 | |
| 2024-2025 | GRATES, MANHOLE COVERS, PIPE | | | 0.00 | 0.00 | 10,000.00 | |
| 2024-2025 | SW PIPE REPAIR, LINING, REPLACEMENT | | | 0.00 | 0.00 | 10,000.00 | |
| 460-3080-538-4611 | MAINTENANCE CONTRACTS | 800.00 | 146.21 | 800.00 | 44.25 | 400.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | COPIER AND PRINTER MAINTENANCE | | | 0.00 | 0.00 | 400.00 | |
| 460-3080-538-4650 | FLEET CHARGES | 16,500.00 | 8,389.67 | 15,000.00 | 15,091.67 | 16,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | STORMWATER VEHICLES, HEAVY EQUIPMENT, PUMPS | | | 0.00 | 0.00 | 16,000.00 | |
| 460-3080-538-4660 | SMALL EQ REPAIR & MAINT | 12,000.00 | 11,092.30 | 5,000.00 | 3,783.98 | 7,500.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| 460-3080-538-4700 | PRINTING & BINDING | 250.00 | 8.72 | 300.00 | 607.69 | 420.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | RICHOH COPY CHARGES | | | 12.00 | 10.00 | 120.00 | |
| 2024-2025 | STORMWATER LITERATURE, NPDES BROCHURES, ETC | | | 0.00 | 0.00 | 300.00 | |
| 460-3080-538-4910 | OTHER SPECIAL COSTS | 80,746.00 | 6,285.00 | 68,715.00 | 42,465.00 | 0.00 | 0.00 |
| 460-3080-538-4930 | ADMIN SERV FEE ALLOCATION | 233,042.00 | 233,042.00 | 202,673.00 | 202,673.00 | 193,102.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | DIRECT COST - ADMINISTRATION | | | 1.00 | 169,900.00 | 169,900.00 | |
| 2024-2025 | DIRECT COST - PW ADMIN | | | 1.00 | 23,202.00 | 23,202.00 | |
| 460-3080-538-4959 | BAD DEBT EXPENSE | 0.00 | 20,350.36 | 0.00 | 0.00 | 0.00 | 0.00 |
| 460-3080-538-5100 | OFFICE SUPPLIES | 800.00 | 93.47 | 100.00 | 125.29 | 200.00 | 0.00 |
| 460-3080-538-5201 | OPERATING SUPPLIES | 8,000.00 | 5,859.74 | 1,993.50 | 5,802.94 | 8,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CONES, BARRICADES, PPE, ETC | | | 0.00 | 0.00 | 8,000.00 | |
| 460-3080-538-5204 | SMALL TOOLS & EQUIPMENT | 3,000.00 | 2,109.27 | 7,000.00 | 3,365.00 | 5,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | MISC TOOLS | | | 0.00 | 0.00 | 2,000.00 | |
| 2024-2025 | REPLACEMENT WEED EATERS AND EDGERS | | | 0.00 | 0.00 | 3,000.00 | |
| 460-3080-538-5219 | UNIFORM EXPENSE | 1,270.00 | 1,073.84 | 1,200.00 | 298.91 | 1,200.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | UNIFORM REPAIRS (ESTIMATED) | | | 0.00 | 0.00 | 300.00 | |
| 2024-2025 | UNIFORMS - $200 EST X 11 EMPLOYEES X 50% | | | 0.00 | 0.00 | 700.00 | |
| 2024-2025 | UNIFORMS $130 EST X 1 EMPLOYEE X 10% | | | 0.00 | 0.00 | 100.00 | |
| 2024-2025 | UNIFORMS $250 EST X 1 EMPLOYEE X 33% | | | 0.00 | 0.00 | 100.00 | |
| 460-3080-538-5250 | FUEL & OIL SUPPLIES | 12,500.00 | 7,241.82 | 15,000.00 | 8,316.67 | 17,500.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | GASOLINE & DIESEL, MOTOR OIL, ETC. | | | 0.00 | 0.00 | 17,500.00 | |
| 460-3080-538-5264 | MACH/EQUIP CAPITAL-LIKE | 7,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 460-3080-538-5300 | ROAD MATERIAL & SUPPLIES | 3,000.00 | 1,232.00 | 5,000.00 | 0.00 | 5,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | SHELL, LIMEROCK, SAND, FILL DIRT, ETC | | | 0.00 | 0.00 | 5,000.00 | |
| 460-3080-538-5400 | BOOKS/PUBL/SUBSCR/MEMBE... | 1,500.00 | 673.74 | 1,500.00 | 570.62 | 1,500.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | FL STORMWATER ASSOCIATION MEMBERSHIP | | | 0.00 | 0.00 | 700.00 | |
| 2024-2025 | FLORIDA SUNSHINE ONE CALL @ 33% | | | 0.00 | 0.00 | 800.00 | |
| 460-3080-538-5501 | TRAINING & EDUCATION COST | 1,500.00 | 280.00 | 2,000.00 | 849.00 | 7,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CDL TRAINING (1 STAFF) | | | 0.00 | 0.00 | 5,000.00 | |
| 2024-2025 | MISC TRAINING COURSES: SAFETY, ETC. | | | 0.00 | 0.00 | 2,000.00 | |
| 460-3080-538-5920 | DEPRECIATION EXPENSE | 0.00 | 281,619.81 | 0.00 | 22,966.42 | 0.00 | 0.00 |
| **Division: 3080 - STORMWATER MANAGEME Total:** | | **852,804.00** | **1,021,585.40** | **771,414.60** | **714,296.05** | **756,766.00** | **0.00** |
| **Division: 8110 - NON-DEPARTMENTAL** | | | | | | | |
| 460-8110-517-7161 | SRF 2003 PRINCIPAL | 347,541.00 | -0.06 | 0.00 | 0.00 | 0.00 | 0.00 |
| 460-8110-517-7261 | SRF 2003 INTEREST | 6,077.00 | 4,336.67 | 0.00 | 0.00 | 0.00 | 0.00 |
| 460-8110-580-1810 | COMPENSATED LEAVE | 0.00 | 2,186.20 | 0.00 | 0.00 | 0.00 | 0.00 |
| 460-8110-581-0400 | TRANSFER TO W&S | 30,414.00 | 30,414.00 | 28,722.00 | 28,722.00 | 30,414.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | DEBT SERVICE VACCON TRUCK (1/2 ANNUAL COST P & I) | | | 0.00 | 0.00 | 30,414.00 | |
| 460-8110-581-0460 | TRANS TO WATER & SEWER | 10,000.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 460-8110-581-0461 | TRANSFER TO STORMWATER C... | 7,500.00 | 7,500.00 | 674,000.00 | 674,000.00 | 350,000.00 | 0.00 |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | PIPE LINING #22SW06, CAT 420 BACKHOE LOADER | | | 1.00 | 350,000.00 | 350,000.00 | |
| 460-8110-581-1001 | TRANSFER TO GENERAL FUND | 23,400.00 | 23,400.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 460-8110-589-9910 | CONTINGENCY | 7,266.00 | 0.00 | 0.00 | 0.00 | 27,090.00 | 0.00 |
| **Division: 8110 - NON-DEPARTMENTAL Total:** | | **432,198.00** | **77,836.81** | **702,722.00** | **702,722.00** | **407,504.00** | **0.00** |
| **Fund: 460 - STORMWATER FUND Surplus (Deficit):** | | **0.00** | **240,773.96** | **0.00** | **-180,323.98** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Fund: 461 - STORMWTR CAPITAL PROJECTS** | | | | | | | |
| **Division: 0000 - UNDESIGNATED** | | | | | | | |
| 461-0000-361-1000 | INTEREST & OTHER EARNINGS | 0.00 | 10,128.04 | 0.00 | 25,224.50 | 0.00 | 0.00 |
| 461-0000-381-0460 | TRANSFER FRM STORMWATER ... | 17,500.00 | 17,500.00 | 674,000.00 | 674,000.00 | 350,000.00 | 0.00 |
| 461-0000-381-0463 | TRANSFER FRM W&S FUND | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 0.00 | 0.00 |
| 461-0000-389-1000 | PRIOR YEAR CARRYOVER | 2,281,298.00 | 0.00 | 1,339,801.59 | 0.00 | 0.00 | 0.00 |
| | **Division: 0000 - UNDESIGNATED Total:** | **2,298,798.00** | **27,628.04** | **2,023,801.59** | **709,224.50** | **350,000.00** | **0.00** |
| **Division: 8110 - NON-DEPARTMENTAL** | | | | | | | |
| 461-8110-538-6400 | MACHINERY & EQUIPMENT | 17,500.00 | 0.00 | 84,000.00 | 0.00 | 150,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | CAT 420 BACKHOE/LOADER | | | 1.00 | 150,000.00 | 150,000.00 | |
| 461-8110-580-6300 | OTHER USES / INFRASTRUCTURE | 2,281,298.00 | 0.00 | 1,939,801.59 | 576,666.85 | 200,000.00 | 0.00 |
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | PIPE LINING OF STORMWATER PIPES 22SW06 | | | 1.00 | 200,000.00 | 200,000.00 | |
| | **Division: 8110 - NON-DEPARTMENTAL Total:** | **2,298,798.00** | **0.00** | **2,023,801.59** | **576,666.85** | **350,000.00** | **0.00** |
| | **Fund: 461 - STORMWTR CAPITAL PROJECTS Surplus (Deficit):** | **0.00** | **27,628.04** | **0.00** | **132,557.65** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Fund: 495 - SOLID WASTE ENTERPRISE** | | | | | | | |
| **Division: 0000 - UNDESIGNATED** | | | | | | | |
| 495-0000-343-4040 | REFUSE | 2,679,139.00 | 2,786,653.42 | 2,760,000.00 | 2,358,545.32 | 3,478,200.00 | 0.00 |
| 495-0000-361-1000 | INTEREST & OTHER EARNINGS | 300.00 | 861.28 | 346.00 | 8,277.35 | 1,500.00 | 0.00 |
| 495-0000-361-1500 | INVESTMENT EARNINGS | 12,200.00 | 104,980.98 | 25,658.00 | 82,951.47 | 30,000.00 | 0.00 |
| 495-0000-361-3010 | INCR/DECR FAIR VAL-INVEST | 0.00 | 2,669.27 | 0.00 | 11,175.83 | 0.00 | 0.00 |
| 495-0000-381-1001 | TRANSFER FROM GENERAL FU... | 0.00 | 1,536,459.65 | 0.00 | 0.00 | 0.00 | 0.00 |
| 495-0000-389-1000 | PRIOR YEAR CARRYOVER | 2,353,497.00 | 0.00 | 409,983.12 | 0.00 | 0.00 | 0.00 |
| | **Division: 0000 - UNDESIGNATED Total:** | **5,045,136.00** | **4,431,624.60** | **3,195,987.12** | **2,460,949.97** | **3,509,700.00** | **0.00** |
| **Division: 3040 - SOLID WASTE** | | | | | | | |
| 495-3040-534-3400 | OTHER SERVICES | 4,414,606.00 | 3,851,152.64 | 2,584,483.12 | 2,070,996.88 | 2,648,698.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | REDMAN CONSULTING CONTRACT | 0.00 | 0.00 | 25,000.00 |
| 2024-2025 | TIPPING FEES DEBRIS | 0.00 | 0.00 | 7,000.00 |
| 2024-2025 | WASTE PRO - COMMERICAL DUMPSTERS | 0.00 | 0.00 | 1,053,864.00 |
| 2024-2025 | WASTE PRO - COMPACTORS | 0.00 | 0.00 | 108,324.00 |
| 2024-2025 | WASTE PRO - ROLL-OFFS | 0.00 | 0.00 | 213,986.00 |
| 2024-2025 | WASTE PRO CONTRACT - COMMERICAL TOTERS | 0.00 | 0.00 | 184,296.00 |
| 2024-2025 | WASTE PRO CONTRACT - RESIDENTIAL TOTERS | 0.00 | 0.00 | 1,054,728.00 |
| 2024-2025 | WASTE PRO EXTRA PICKUPS, MISC | 0.00 | 0.00 | 1,500.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 495-3040-534-4500 | INSURANCE/NON-EMPLOYEE | 5,244.00 | 5,234.56 | 8,297.00 | 8,364.40 | 9,127.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | BROWN AND BROWN PACKAGE POLICY | 0.00 | 0.00 | 9,127.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 495-3040-534-4901 | OTHER CHARGES | 0.00 | 0.00 | 0.00 | 258.40 | 0.00 | 0.00 |
| 495-3040-534-4930 | ADMIN SERV FEE ALLOCATION | 342,106.00 | 342,106.00 | 388,207.00 | 388,207.00 | 374,466.00 | 0.00 |

**Budget Detail**

| Budget Code | Description | Units | Price | Amount |
|---|---|---|---|---|
| 2024-2025 | DIRECT COST ALLOC GEN FUND | 1.00 | 323,783.00 | 323,783.00 |
| 2024-2025 | DIRECT COST PW ADMIN | 1.00 | 50,683.00 | 50,683.00 |

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

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Budget Detail** | | | | | | | |
| **Budget Code** | **Description** | | | **Units** | **Price** | **Amount** | |
| 2024-2025 | PAVING MOBILITY FEE | | | 0.00 | 0.00 | 200,000.00 | |
| 495-3040-534-4959 | BAD DEBT EXPENSE | 15,000.00 | 5,545.39 | 15,000.00 | 0.00 | 15,000.00 | 0.00 |
| 495-3040-534-5920 | DEPRECIATION EXPENSE | 0.00 | 553.32 | 0.00 | 0.00 | 0.00 | 0.00 |
| | **Division: 3040 - SOLID WASTE Total:** | **4,976,956.00** | **4,404,591.91** | **3,195,987.12** | **2,667,826.68** | **3,247,291.00** | **0.00** |
| **Division: 8110 - NON-DEPARTMENTAL** | | | | | | | |
| 495-8110-581-9102 | TRANSFER TO 002 | 630.00 | 630.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 495-8110-589-9910 | CONTINGENCY | 67,550.00 | 0.00 | 0.00 | 0.00 | 262,409.00 | 0.00 |
| | **Division: 8110 - NON-DEPARTMENTAL Total:** | **68,180.00** | **630.00** | **0.00** | **0.00** | **262,409.00** | **0.00** |
| | **Fund: 495 - SOLID WASTE ENTERPRISE Surplus (Deficit):** | **0.00** | **26,402.69** | **0.00** | **-206,876.71** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|---|
| **Fund: 605 - POLICE EXPLORERS** | | | | | | | |
| **Division: 0000 - UNDESIGNATED** | | | | | | | |
| 605-0000-347-2100 | PROGRAM ACTIVITY FEES | 1,700.00 | 297.63 | 500.00 | 37.00 | 0.00 | 0.00 |
| 605-0000-366-9015 | CNTRB & DON/PRIV SOURCE | 1,200.00 | 3,837.00 | 1,500.00 | 237.60 | 150.00 | 0.00 |
| 605-0000-389-1000 | PRIOR YEAR CARRYOVER | 2,200.00 | 0.00 | 1,195.00 | 0.00 | 0.00 | 0.00 |
| | **Division: 0000 - UNDESIGNATED Total:** | **5,100.00** | **4,134.63** | **3,195.00** | **274.60** | **150.00** | **0.00** |
| **Division: 2110 - PUBLIC SAFETY** | | | | | | | |
| 605-2110-521-5220 | CLOTHING & EQ | 800.00 | 455.86 | 800.00 | 0.00 | 0.00 | 0.00 |
| 605-2110-521-5221 | PROGRAM EXPENSE | 4,300.00 | 2,937.06 | 2,395.00 | 469.84 | 150.00 | 0.00 |
| | **Division: 2110 - PUBLIC SAFETY Total:** | **5,100.00** | **3,392.92** | **3,195.00** | **469.84** | **150.00** | **0.00** |
| | **Fund: 605 - POLICE EXPLORERS Surplus (Deficit):** | **0.00** | **741.71** | **0.00** | **-195.24** | **0.00** | **0.00** |
| | **Report Surplus (Deficit):** | **0.00** | **1,390,009.59** | **0.00** | **2,145,029.89** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet** **For Fiscal: 2024-2025 Period Ending: 09/30/2025**

## Group Summa

**Defined Budgets**

| Divisio… | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|
| **Fund: 001 - GENERAL FUND** | | | | | | |
| 0000 - UNDESIGNATED | 10,922,401.00 | 11,740,548.18 | 11,212,168.93 | 10,889,340.23 | 12,213,482.00 | 0.00 |
| 1101 - COMMISSION | 175,900.00 | 143,015.29 | 178,592.00 | 137,377.66 | 201,940.00 | 0.00 |
| 1201 - CITY MANAGER | 621,196.00 | 544,193.01 | 590,799.35 | 482,253.40 | 666,771.00 | 0.00 |
| 1301 - ACCOUNTING | 833,456.00 | 598,217.80 | 773,223.00 | 461,002.02 | 808,510.00 | 0.00 |
| 1303 - CUSTOMER SERVICE | 453,759.00 | 452,998.95 | 491,574.00 | 464,472.01 | 536,888.00 | 0.00 |
| 1306 - ADMIN SVCS/IT | 543,682.00 | 473,986.72 | 568,160.00 | 532,092.74 | 596,865.00 | 0.00 |
| 1310 - PERSONNEL | 364,250.00 | 249,824.14 | 256,394.00 | 205,336.82 | 244,454.00 | 0.00 |
| 2110 - PUBLIC SAFETY | 3,010,823.00 | 2,814,386.17 | 3,092,469.00 | 2,756,285.21 | 3,520,594.00 | 0.00 |
| 2210 - PUBLIC SAFETY | 1,780,686.00 | 1,619,421.55 | 1,913,224.00 | 1,541,856.37 | 2,013,091.00 | 0.00 |
| 2410 - PLANNING & CODE ENF | 340,261.00 | 328,581.37 | 445,688.00 | 349,059.42 | 471,889.00 | 0.00 |
| 4141 - ROADS & STREETS | 508,460.00 | 398,096.13 | 698,792.30 | 408,395.98 | 596,163.00 | 0.00 |
| 4160 - PUBLIC WORKS/FLEET | 313,220.00 | 268,978.27 | 332,664.00 | 259,300.67 | 329,783.00 | 0.00 |
| 4172 - BLDG & GROUNDS/FACI | 1,285,017.00 | 1,173,854.51 | 1,328,440.28 | 1,210,955.41 | 1,252,812.00 | 0.00 |
| 8110 - NON-DEPARTMENTAL | 691,691.00 | 2,609,292.92 | 542,149.00 | 484,413.71 | 973,722.00 | 0.00 |
| **Fund: 001 - GENERAL FUND Surplus (Deficit):** | **0.00** | **65,701.35** | **0.00** | **1,596,538.81** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| Divisio... | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|
| **Fund: 002 - LOCAL OPTION FUEL TAX** | | | | | | |
| 0000 - UNDESIGNATED | 1,467,173.00 | 641,464.33 | 1,193,239.68 | 329,279.82 | 435,000.00 | 0.00 |
| 4141 - ROADS & STREETS | 331,896.00 | 0.00 | 50,000.00 | 55,326.08 | 150,000.00 | 0.00 |
| 8110 - NON-DEPARTMENTAL | 1,135,277.00 | 799,946.79 | 1,143,239.68 | 9,582.39 | 285,000.00 | 0.00 |
| **Fund: 002 - LOCAL OPTION FUEL TAX Surplus (Deficit):** | **0.00** | **-158,482.46** | **0.00** | **264,371.35** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| Divisio... | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|
| **Fund: 004 - PERMITTING** | | | | | | |
| 0000 - UNDESIGNATED | 379,085.00 | 521,398.10 | 390,289.00 | 574,636.90 | 406,629.00 | 0.00 |
| 2415 - BLDG & FIRE INSPECT | 379,085.00 | 331,590.11 | 390,289.00 | 350,272.39 | 406,629.00 | 0.00 |
| **Fund: 004 - PERMITTING Surplus (Deficit):** | **0.00** | **189,807.99** | **0.00** | **224,364.51** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| Divisio... | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|
| **Fund: 110 - LAW ENFORCEMENT TRUST FD** | | | | | | |
| 0000 - UNDESIGNATED | 15,900.00 | 13,815.01 | 0.00 | 1,243.10 | 0.00 | 0.00 |
| 8110 - NON-DEPARTMENTAL | 15,900.00 | 15,900.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Fund: 110 - LAW ENFORCEMENT TRUST FD Surplus (Deficit):** | **0.00** | **-2,084.99** | **0.00** | **1,243.10** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| Divisio… | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|
| **Fund: 130 - COMMUNITY REDEVELOPMT** | | | | | | |
| 0000 - UNDESIGNATED | 3,028,414.00 | 3,164,915.59 | 3,306,241.90 | 3,474,502.93 | 3,288,458.00 | 0.00 |
| 2110 - PUBLIC SAFETY | 300,348.00 | 158,127.81 | 322,071.00 | 150,642.53 | 333,871.97 | 0.00 |
| 2410 - PLANNING & CODE ENF | 54,251.00 | 46,931.34 | 61,378.00 | 48,414.45 | 63,678.00 | 0.00 |
| 4173 - ADULT CTR/PICKLEBAL | 242,776.00 | 239,116.56 | 247,965.38 | 226,994.74 | 248,426.00 | 0.00 |
| 5510 - GENERAL ADMINISTRAT | 799,112.00 | 468,077.26 | 664,211.62 | 452,863.56 | 609,867.03 | 0.00 |
| 8110 - NON-DEPARTMENTAL | 1,631,927.00 | 878,460.37 | 2,010,615.90 | 2,010,615.07 | 2,032,615.00 | 0.00 |
| **Fund: 130 - COMMUNITY REDEVELOPMT Surplus (Deficit):** | **0.00** | **1,374,202.25** | **0.00** | **584,972.58** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| Divisio… | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|
| **Fund: 139 - CRA PROJECTS FUND** | | | | | | |
| 0000 - UNDESIGNATED | 4,234,318.00 | 270,145.58 | 3,571,263.93 | 1,146,679.90 | 1,172,950.00 | 0.00 |
| 8110 - NON-DEPARTMENTAL | 4,234,318.00 | 1,271,795.53 | 3,571,263.93 | 46,349.85 | 1,172,950.00 | 0.00 |
| **Fund: 139 - CRA PROJECTS FUND Surplus (Deficit):** | **0.00** | **-1,001,649.95** | **0.00** | **1,100,330.05** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| Divisio... | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|
| **Fund: 301 - CAPITAL PROJECTS** | | | | | | |
| 0000 - UNDESIGNATED | 6,213,574.00 | 214,186.74 | 5,679,338.39 | 1,372,287.67 | 525,966.00 | 0.00 |
| 8110 - NON-DEPARTMENTAL | 6,213,574.00 | 1,459,062.65 | 5,679,338.39 | 2,786,294.37 | 525,966.00 | 0.00 |
| **Fund: 301 - CAPITAL PROJECTS Surplus (Deficit):** | **0.00** | **-1,244,875.91** | **0.00** | **-1,414,006.70** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| Divisio… | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|
| **Fund: 400 - WATER & SEWER FUND** | | | | | | |
| 0000 - UNDESIGNATED | 18,476,573.00 | 11,769,545.04 | 18,104,221.20 | 10,669,578.52 | 8,753,961.00 | 0.00 |
| 3001 - WATER & SEWER ADMIN | 278,734.00 | 299,917.35 | 390,001.00 | 347,341.74 | 405,433.00 | 0.00 |
| 3010 - WATER UTILITY | 2,524,771.00 | 2,401,519.66 | 2,688,139.40 | 2,168,887.82 | 2,710,378.00 | 0.00 |
| 3020 - SEWER SERVICES | 3,096,711.00 | 2,676,108.02 | 3,207,418.84 | 2,538,298.47 | 3,307,073.00 | 0.00 |
| 3060 - WATER & SEWER ADMIN | 0.00 | 1,710,804.24 | 0.00 | -22,966.42 | 0.00 | 0.00 |
| 8110 - NON-DEPARTMENTAL | 12,576,357.00 | 4,507,893.19 | 11,818,661.96 | 2,613,869.47 | 2,331,077.00 | 0.00 |
| **Fund: 400 - WATER & SEWER FUND Surplus (Deficit):** | **0.00** | **173,302.58** | **0.00** | **3,024,147.44** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| Divisio... | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|
| **Fund: 407 - PROPRIETARY R&R FUND** | | | | | | |
| 0000 - UNDESIGNATED | 6,864,361.00 | 4,898,188.63 | 9,322,260.57 | 2,287,951.43 | 3,988,000.00 | 0.00 |
| 3010 - WATER UTILITY | 0.00 | 3,222.42 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3020 - SEWER SERVICES | 0.00 | 3,222.42 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8110 - NON-DEPARTMENTAL | 6,864,361.00 | 3,193,201.46 | 9,322,260.57 | 5,270,044.40 | 3,988,000.00 | 0.00 |
| **Fund: 407 - PROPRIETARY R&R FUND Surplus (Deficit):** | **0.00** | **1,698,542.33** | **0.00** | **-2,982,092.97** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| Divisio... | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|
| **Fund: 460 - STORMWATER FUND** | | | | | | |
| 0000 - UNDESIGNATED | 1,285,002.00 | 1,340,196.17 | 1,474,136.60 | 1,236,694.07 | 1,164,270.00 | 0.00 |
| 3080 - STORMWATER MANAGEME | 852,804.00 | 1,021,585.40 | 771,414.60 | 714,296.05 | 756,766.00 | 0.00 |
| 8110 - NON-DEPARTMENTAL | 432,198.00 | 77,836.81 | 702,722.00 | 702,722.00 | 407,504.00 | 0.00 |
| **Fund: 460 - STORMWATER FUND Surplus (Deficit):** | **0.00** | **240,773.96** | **0.00** | **-180,323.98** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| Divisio... | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|
| **Fund: 461 - STORMWTR CAPITAL PROJECTS** | | | | | | |
| 0000 - UNDESIGNATED | 2,298,798.00 | 27,628.04 | 2,023,801.59 | 709,224.50 | 350,000.00 | 0.00 |
| 8110 - NON-DEPARTMENTAL | 2,298,798.00 | 0.00 | 2,023,801.59 | 576,666.85 | 350,000.00 | 0.00 |
| **Fund: 461 - STORMWTR CAPITAL PROJECTS Surplus (Deficit):** | **0.00** | **27,628.04** | **0.00** | **132,557.65** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| Divisio... | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|
| **Fund: 495 - SOLID WASTE ENTERPRISE** | | | | | | |
| 0000 - UNDESIGNATED | 5,045,136.00 | 4,431,624.60 | 3,195,987.12 | 2,460,949.97 | 3,509,700.00 | 0.00 |
| 3040 - SOLID WASTE | 4,976,956.00 | 4,404,591.91 | 3,195,987.12 | 2,667,826.68 | 3,247,291.00 | 0.00 |
| 8110 - NON-DEPARTMENTAL | 68,180.00 | 630.00 | 0.00 | 0.00 | 262,409.00 | 0.00 |
| **Fund: 495 - SOLID WASTE ENTERPRISE Surplus (Deficit):** | **0.00** | **26,402.69** | **0.00** | **-206,876.71** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet**

**For Fiscal: 2024-2025 Period Ending: 09/30/2025**

**Defined Budgets**

| Divisio... | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|
| **Fund: 605 - POLICE EXPLORERS** | | | | | | |
| 0000 - UNDESIGNATED | 5,100.00 | 4,134.63 | 3,195.00 | 274.60 | 150.00 | 0.00 |
| 2110 - PUBLIC SAFETY | 5,100.00 | 3,392.92 | 3,195.00 | 469.84 | 150.00 | 0.00 |
| **Fund: 605 - POLICE EXPLORERS Surplus (Deficit):** | **0.00** | **741.71** | **0.00** | **-195.24** | **0.00** | **0.00** |
| **Report Surplus (Deficit):** | **0.00** | **1,390,009.59** | **0.00** | **2,145,029.89** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**Budget Worksheet** **For Fiscal: 2024-2025 Period Ending: 09/30/2025**

## Fund Summa

**Defined Budgets**

| Fund | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity |
|---|---|---|---|---|---|---|
| 001 - GENERAL FUND | 0.00 | 65,701.35 | 0.00 | 1,596,538.81 | 0.00 | 0.00 |
| 002 - LOCAL OPTION FUEL TAX | 0.00 | -158,482.46 | 0.00 | 264,371.35 | 0.00 | 0.00 |
| 004 - PERMITTING | 0.00 | 189,807.99 | 0.00 | 224,364.51 | 0.00 | 0.00 |
| 110 - LAW ENFORCEMENT TRUST FD | 0.00 | -2,084.99 | 0.00 | 1,243.10 | 0.00 | 0.00 |
| 130 - COMMUNITY REDEVELOPMT | 0.00 | 1,374,202.25 | 0.00 | 584,972.58 | 0.00 | 0.00 |
| 139 - CRA PROJECTS FUND | 0.00 | -1,001,649.95 | 0.00 | 1,100,330.05 | 0.00 | 0.00 |
| 301 - CAPITAL PROJECTS | 0.00 | -1,244,875.91 | 0.00 | -1,414,006.70 | 0.00 | 0.00 |
| 400 - WATER & SEWER FUND | 0.00 | 173,302.58 | 0.00 | 3,024,147.44 | 0.00 | 0.00 |
| 407 - PROPRIETARY R&R FUND | 0.00 | 1,698,542.33 | 0.00 | -2,982,092.97 | 0.00 | 0.00 |
| 460 - STORMWATER FUND | 0.00 | 240,773.96 | 0.00 | -180,323.98 | 0.00 | 0.00 |
| 461 - STORMWTR CAPITAL PROJECTS | 0.00 | 27,628.04 | 0.00 | 132,557.65 | 0.00 | 0.00 |
| 495 - SOLID WASTE ENTERPRISE | 0.00 | 26,402.69 | 0.00 | -206,876.71 | 0.00 | 0.00 |
| 605 - POLICE EXPLORERS | 0.00 | 741.71 | 0.00 | -195.24 | 0.00 | 0.00 |
| **Report Surplus (Deficit):** | **0.00** | **1,390,009.59** | **0.00** | **2,145,029.89** | **0.00** | **0.00** |

Attachment: Exhibit A COHH Proposed Budget FY2025 (2024-R-60 : Tentative Budget Fiscal Year 2024-

**City Commission**
1065 Ridgewood Ave
Holly Hill, FL 32117

**SCHEDULED**

Meeting: 09/09/24 06:00 PM
Department: City Clerk
Category: Presentation
Prepared By: Valerie Manning
Initiator: Valerie Manning
Sponsors:
DOC ID: 4628

**PRESENTATION (ID # 4628)**

# Raftelis - Water and Wastewater Utility Revenue Sufficiency Study

Attachment: PowerPoint Presentation - Water & Wastewater Utility Revenue Sufficiency Study (4628 :

# City of Holly Hill

## Water and Wastewater Utility Revenue Sufficiency Study

Presented September 9th, 2024

RAFTELIS

# Agenda

1. Project Background
2. Revenue Sufficiency Analysis
3. Conclusions and Recommendations



Attachment: PowerPoint Presentation - Water & Wastewater Utility Revenue Sufficiency Study (4628 :

# Project Background

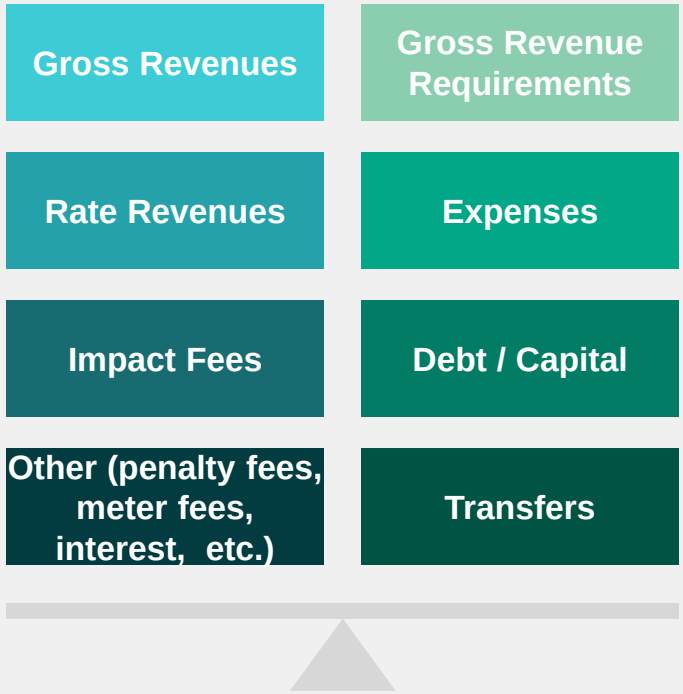
- The last rate study was in FY 2019
  - Rates adopted for FY's 2020 – 2024
- Following prior rate plan has placed the utility in a solid financial position
  - Very strong operating fund balance with almost 300 days of rate revenues
  - Projected positive cashflows for 2024 (inflows greater than outflows)
  - Projected debt service coverage for 2024 of almost 360% (Gen. Target 150%)
- System has been operating in a high inflationary environment
  - Consumer Price Index – 20% increase since 2019
  - Construction Materials Index – 41% increase since 2019
  - Industrial Chemicals Index – 25% increase since 2019
- City's pursuit of grant funding providing major benefit to rate payers



Attachment: PowerPoint Presentation - Water & Wastewater Utility Revenue Sufficiency Study (4628 :

# Study Tasks and Approach

- Develop financial forecast to project water and wastewater system operations for Fiscal Years 2024 through 2029
- Project revenues and revenue requirements
- Develop funding strategy for capital improvement plan
- Evaluate cash reserve targets and financial performance requirements
- Determine adequacy of revenues at existing rates






Attachment: PowerPoint Presentation - Water & Wastewater Utility Revenue Sufficiency Study (4628 :

# Study Goals and Considerations

- Maintain positive cashflow through the end of the forecast period (FY 2029)
  - Inflows equal to outflows without the use of reserves
- Compliance with all debt service rate coverage covenants
  - Senior lien (SunTrust Bonds) required coverage – 120%
  - Subordinate lien (SRF Loans) required coverage – 115%
  - All-In Coverage (all loans combined) target coverage – 150%
- Achieve adequate operating reserve balance levels
  - 90 Days of rate revenues as required minimum balance
  - 120+ Days of rate revenues as target minimum balance



Attachment: PowerPoint Presentation - Water & Wastewater Utility Revenue Sufficiency Study (4628 :

# System Customers, Growth, and Revenues

- Approximately 7,900 accounts in FY 2023
- Customer account growth of approx. 73 customers per year
  - Approximately 1.1% per year
- Combined system rate revenues at existing rates approximating $7.9 million in FY 2024 increasing to $8.4 million by FY 2029
  - Due to customer growth assumptions
- Other revenues of approximately $524,000 per year
  - Misc. charges (service fees, penalty fees, etc.)
  - Projected interest income
- Impact Fee Revenues of approximately $183,000 per year
  - Based on projected customer growth



Attachment: PowerPoint Presentation - Water & Wastewater Utility Revenue Sufficiency Study (4628 :

# Revenue Requirements – Operating Expenses

- FY 2024 Operating budget of $8.4 million in total expenditures adjusted down to $6.1 million in recurring operating expenses
  - Adjustments for capital and debt payments and interfund transfers
  - Adjustments for contingency and bad debt of approx. $114,000 per year
- $6.1 Million increasing to $8.2 million by FY 2029
  - Average annual increase of approximately 6.2% per year
  - Major escalation factors include:
    - Labor: 5.0% per year
    - Health Insurance: 15.0% per year
    - Chemicals / Fuel: 6.0% per year
    - Repair: 3.5% per year
    - General Inflation (CPI): 2.3% per year



Attachment: PowerPoint Presentation - Water & Wastewater Utility Revenue Sufficiency Study (4628 :

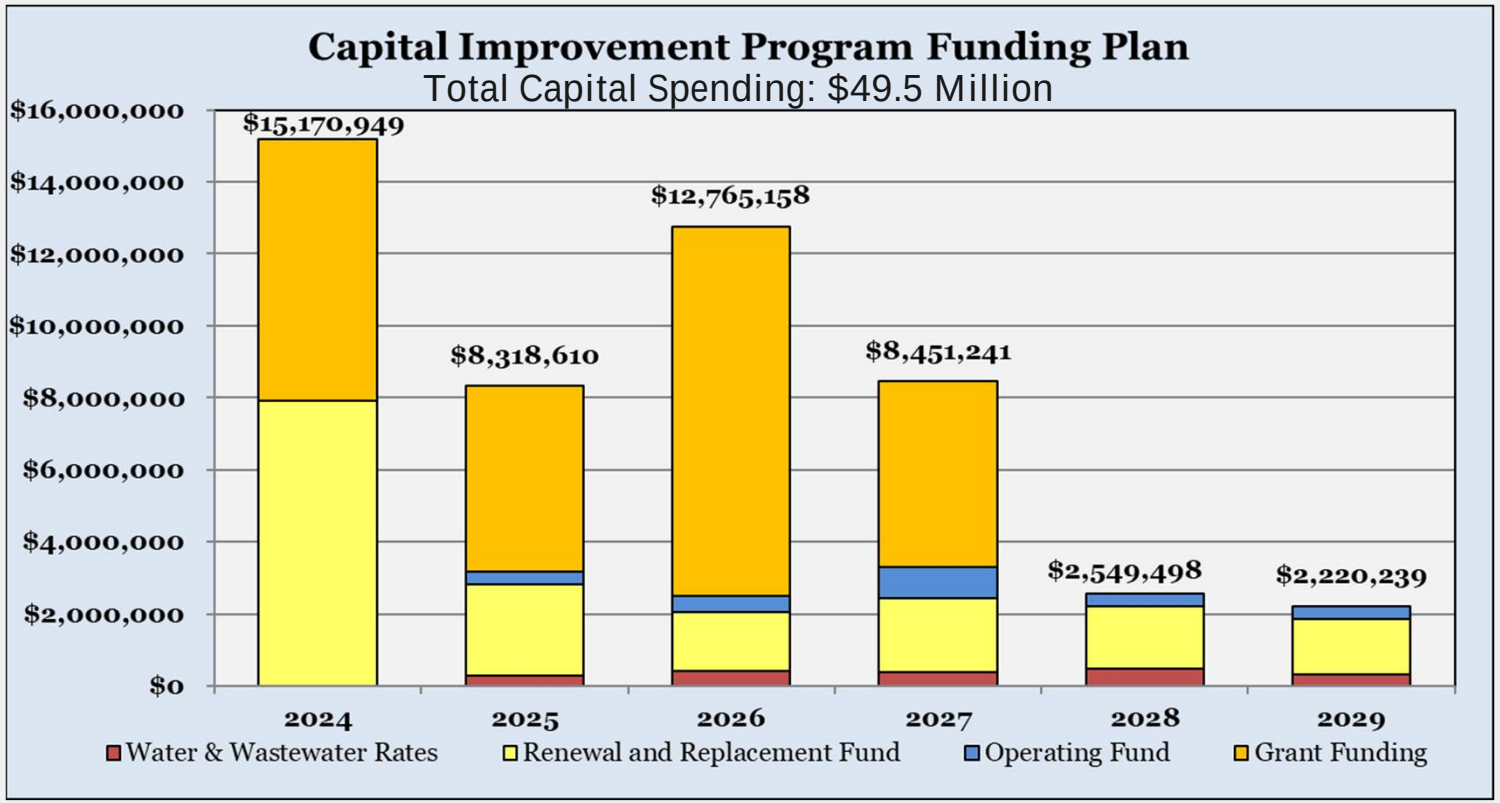
# Revenue Requirements – Capital Improvement Plan (CIP)

- Capital Improvement Plan (CIP) of $49.5 million from FY 2024 - 2029
  - Water and wastewater plant improvements, asset renewals and replacements (R&R), and as other capital and equipment needs
- CIP to be funded through use of rates, reserves, and grants
  - $27.8 Million in grant funded projects (56% of plan)
    - ARPA and SAHFI programs
      - Avoided debt service costs of approximately $1.7 million per year
  - $21.7 Million in rate and reserve funded projects (44% of plan)
    - Use of operating reserves, R&R reserves, and annual user rates



Attachment: PowerPoint Presentation - Water & Wastewater Utility Revenue Sufficiency Study (4628 :

# Revenue Requirements – Capital Improvement Plan (cont.)






Attachment: PowerPoint Presentation - Water & Wastewater Utility Revenue Sufficiency Study (4628 :

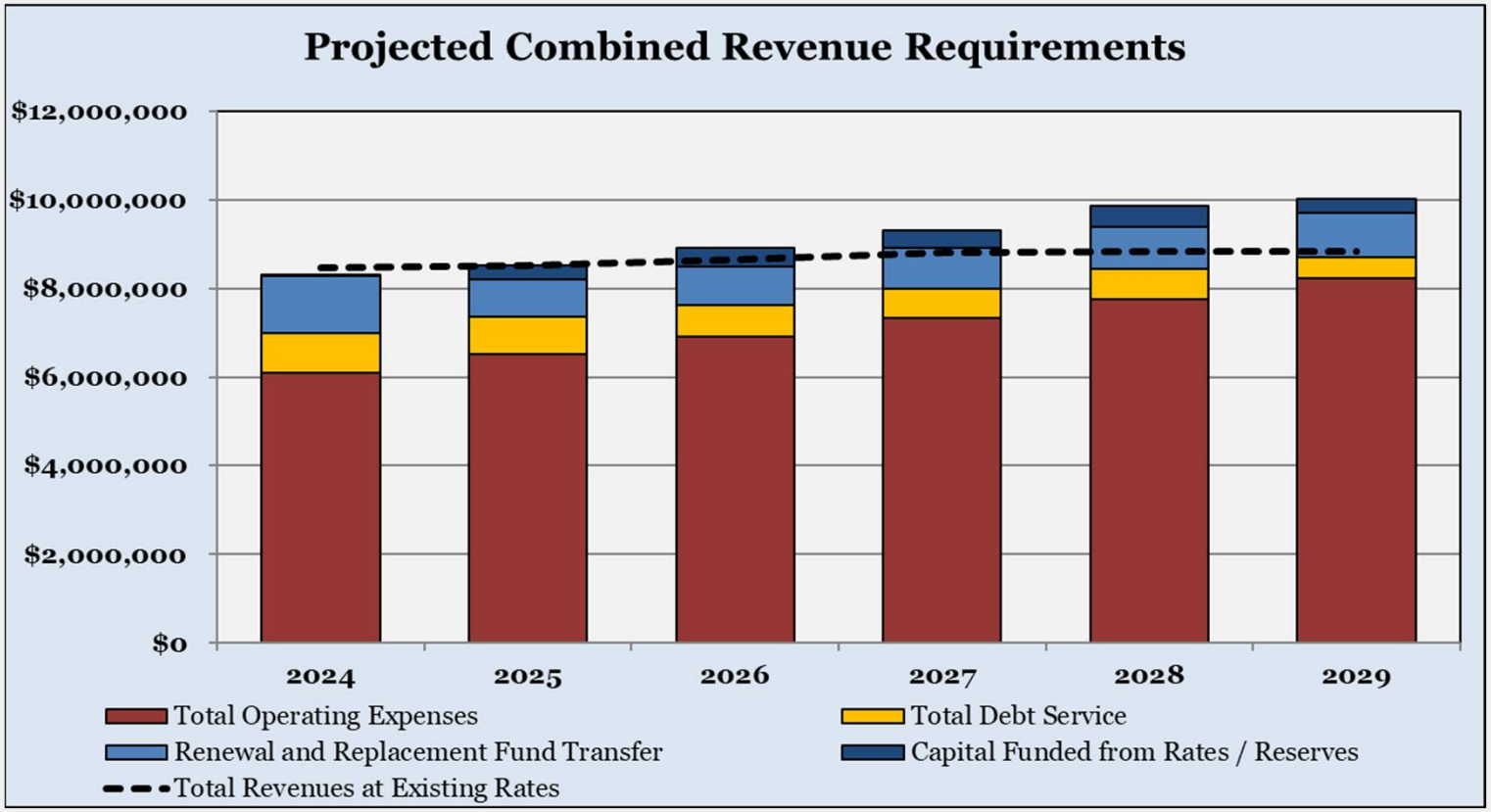
# Revenue Requirements – Debt Service

- Existing debt service of approximately $884,000 in 2024
  - Water and Sewer System Improvement Revenue Bonds, Series 2005 - $108,000
  - Water and Sewer System Revenue Bonds, Series 2011 - $345,000
  - SRF Loan #WW 709070 - $41,000
  - SRF Loan #WW 709080 - $329,000
  - 2019 Vacuum Truck Loan - $61,000
- Total existing payments decreasing to $487,000 by 2029 as debts are paid off
  - Series 2005 Bonds final payment in 2025
  - SRF Loan #WW 709070 final payment in 2027
  - SRF Loan #WW 709080 final payment in 2029



Attachment: PowerPoint Presentation - Water & Wastewater Utility Revenue Sufficiency Study (4628 :

# Adequacy of Existing Rates (cont.)






Attachment: PowerPoint Presentation - Water & Wastewater Utility Revenue Sufficiency Study (4628 :

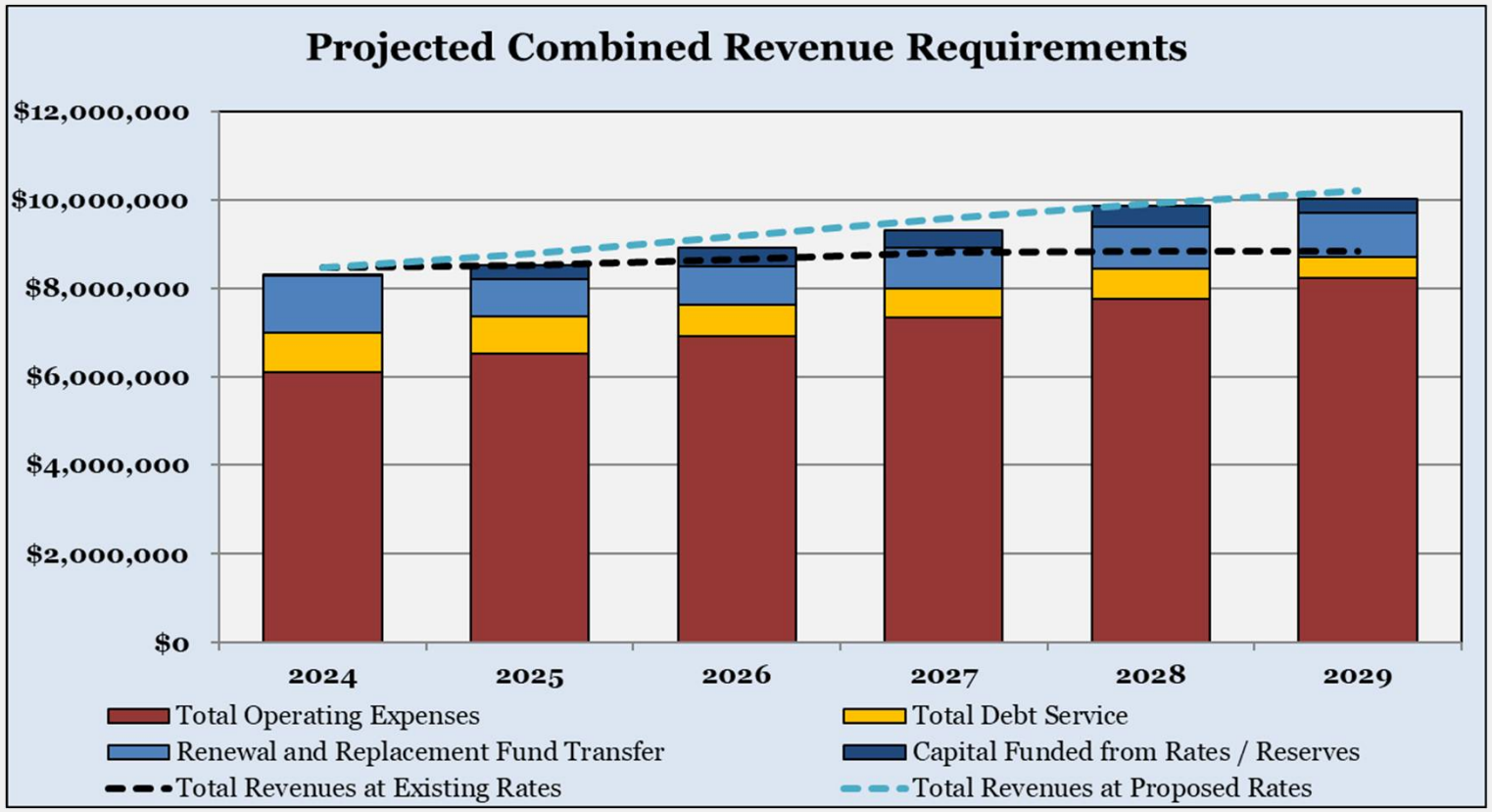
# Proposed Rate Adjustments Identified in the Financial Forecast

| | 2025 | 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|
| Water System | 2.0% | 2.0% | 2.0% | 2.0% | 2.0% |
| Wastewater System | 4.0% | 4.0% | 4.0% | 4.0% | 4.0% |
| Effective Date | Oct. 1, 2024 | Oct. 1, 2025 | Oct. 1, 2026 | Oct. 1, 2027 | Oct. 1, 2028 |



Attachment: PowerPoint Presentation - Water & Wastewater Utility Revenue Sufficiency Study (4628 :

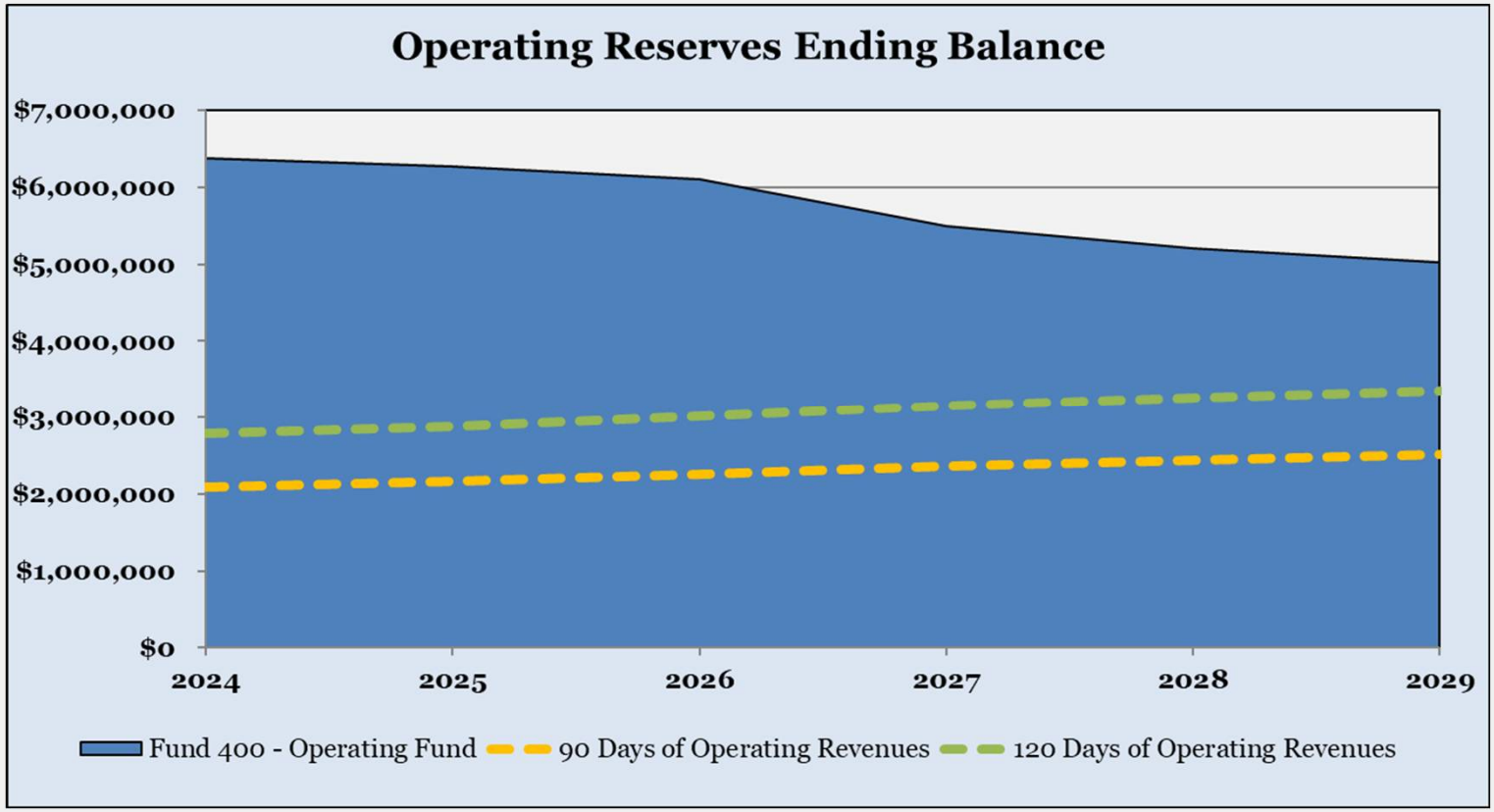
# Adequacy of Proposed Rates






Attachment: PowerPoint Presentation - Water & Wastewater Utility Revenue Sufficiency Study (4628 :

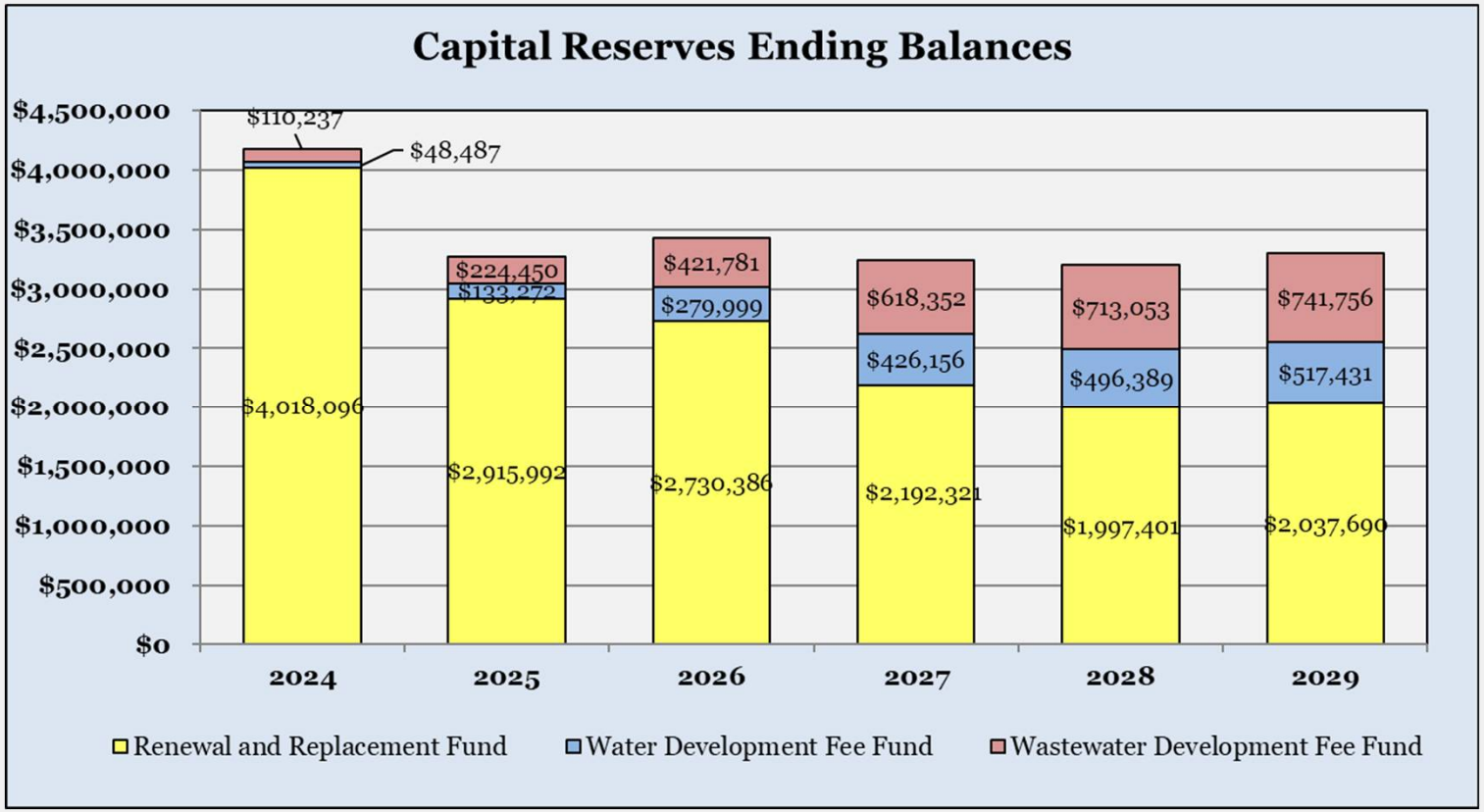
# Adequacy of Proposed Rates (cont.)






Attachment: PowerPoint Presentation - Water & Wastewater Utility Revenue Sufficiency Study (4628 :

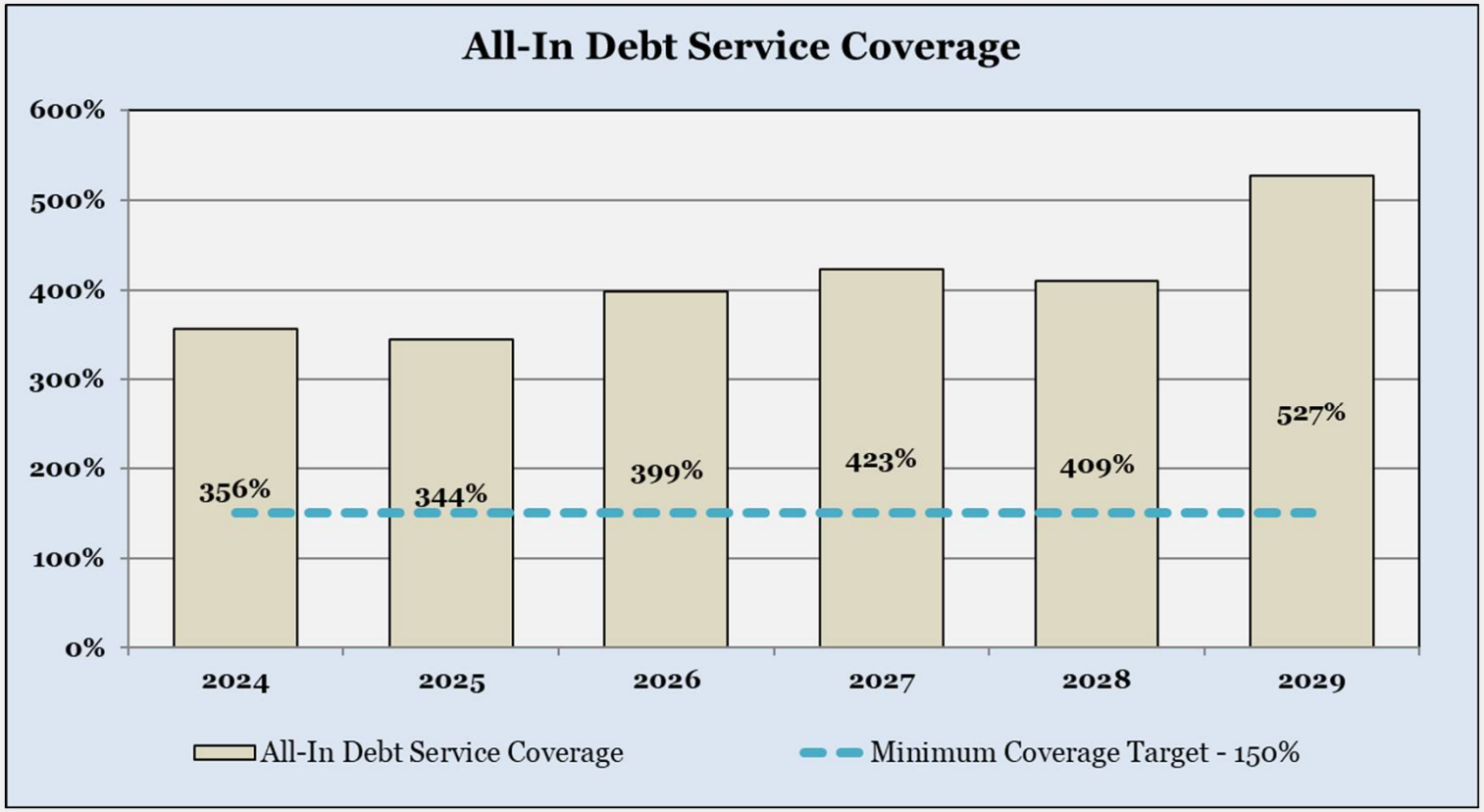
# Adequacy of Proposed Rates (cont.)






Attachment: PowerPoint Presentation - Water & Wastewater Utility Revenue Sufficiency Study (4628 :

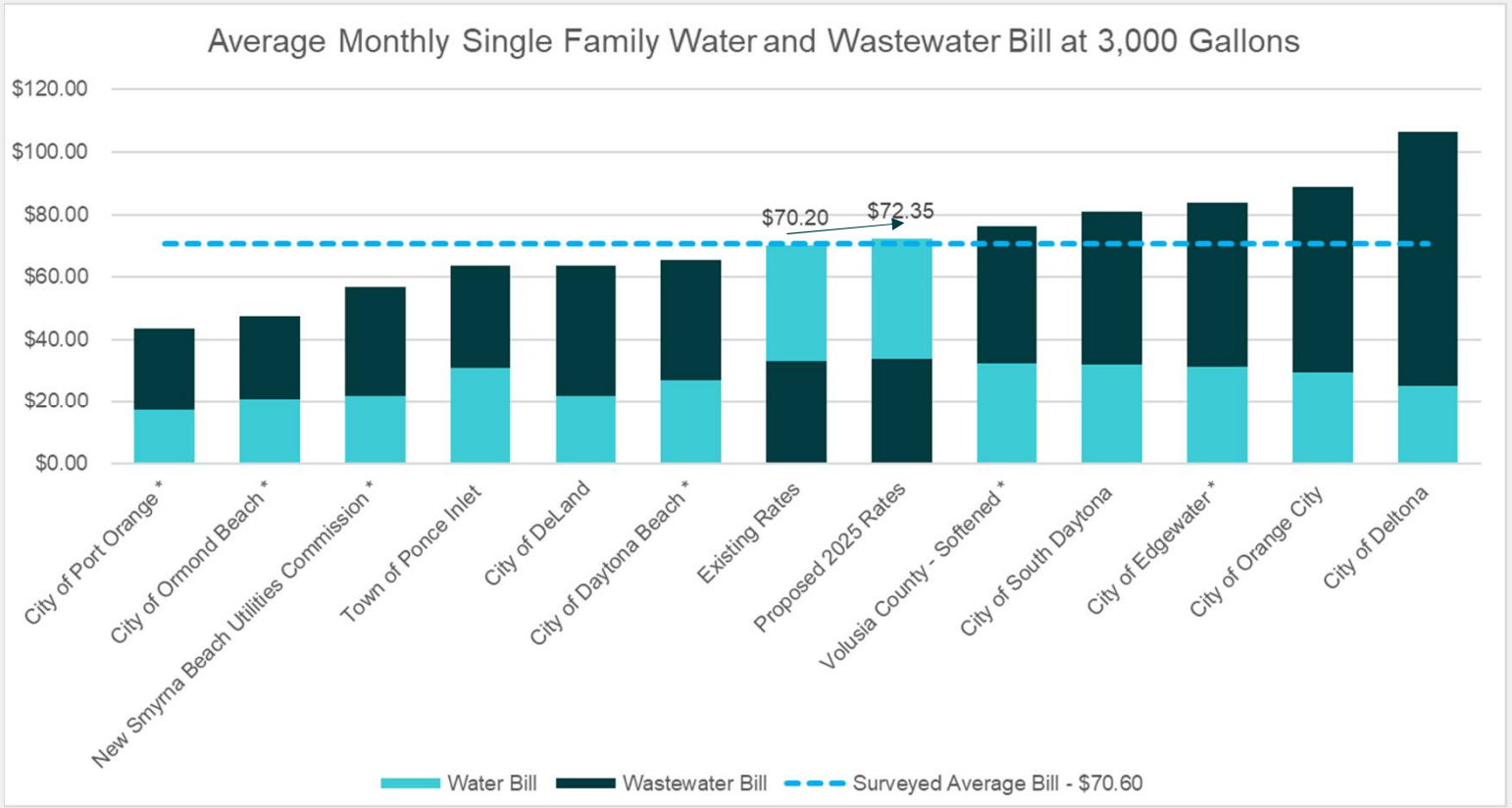
# Adequacy of Proposed Rates (cont.)






Attachment: PowerPoint Presentation - Water & Wastewater Utility Revenue Sufficiency Study (4628 :

# Rate Comparison






Attachment: PowerPoint Presentation - Water & Wastewater Utility Revenue Sufficiency Study (4628 :

# Observations and Recommendations

- Existing water and wastewater rates are not projected to be sufficient to recover revenue requirements through Fiscal Year 2029
- Adopt proposed monthly user rate adjustment plan
- Proposed rates are projected to:
  - Maintain positive operating cashflow through end of forecast period
  - Fulfill all coverage requirements and targets during forecast period
  - Maintain adequate operating and capital reserves
- Revisit plan in 3-5 years
  - Adjust for changes in operations, growth, capital costs, project timing, etc.



Attachment: PowerPoint Presentation - Water & Wastewater Utility Revenue Sufficiency Study (4628 :


Q&A
19

HOLLY HILL
FLORIDA

**STAFF REPORT**
**CITY OF HOLLY HILL, FLORIDA**

**City Commission**
**Agenda Item**

**MEETING DATE:** **September 9, 2024**
**FROM:** **Valerie Manning**
**SUBJECT:** **Minutes - August 27, 2024 Regular City Commission Meeting**
**NUMBER:** **(ID # 4618)**
**APPLICANT:**
**PLANNER:**

**DISCUSSION**:

Minutes from the August 27, 2024 regular City Commission meeting.

**MOTION:**

Approve the minutes as submitted by staff.

- Minutes - August 27, 2024 - Regular City Commission meeting (PDF)

# CITY OF HOLLY HILL, FLORIDA

## CITY COMMISSION

## MINUTES ● AUGUST 27, 2024

**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 |
|---|---|---|---|
| Chris Via | Mayor | Present | |
| John Penny | District 1 - Commissioner | Present | |
| Penny Currie | District 2 - Commissioner | Absent | |
| John C. Danio | District 3 - Commissioner | Present | |
| Roy Johnson | District 4 - Commissioner | Present | |

b. Invocation by Mayor Chris Via
Mayor Via led the invocation.

c. Pledge of Allegiance
Mayor Via led the Pledge of Allegiance to the Flag.

## 2. PUBLIC COMMENTS

The following individuals spoke to the Mayor and City Commissioners:

Gabriel Varga, Ormond Beach; Dawn Bolin, Holly Hill; and Christina Bolin, Holly Hill.

## 3. APPROVAL OF MINUTES

1.

Minutes - August 13, 2024 Regular City Commission Meeting and Election Minutes - August 20, 2024 General Election

(Requested by Valerie Manning, City Clerk)
**Mayor Via opened public participation. No one spoke.**

| | |
|---|---|
| **RESULT:** | **APPROVED [UNANIMOUS]** |
| **MOVER:** | John Penny, District 1 - Commissioner |
| **SECONDER:** | John C. Danio, District 3 - Commissioner |
| **AYES:** | Via, Penny, Danio, Johnson |
| **ABSENT:** | Currie |

Enacted and approved this 27th day of August, 2024, in Holly Hill



Attachment: Minutes - August 27, 2024 - Regular City Commission meeting (4618 : Minutes)

**4. CONSENT AGENDA - ITEMS ( 1 - 3 )**

Mayor Via asked if there was anyone in the audience who wished to speak to any item on the Consent Agenda or if any member of the Commission wished to pull an item for further discussion. There was no one.

1. -2024-R-56 Resolution

A Resolution of the City Commission of the City of Holly Hill, Florida, Authorizing the Mayor and City Manager to Enter into an Agreement with Volusia County Regarding Transportation Impact Coordination; Providing for Severability; and Providing for an Effective Date.

(Requested by Joseph Forte, City Manager)

| | |
|---|---|
| **RESULT:** | **APPROVED [UNANIMOUS]** |
| **MOVER:** | Roy Johnson, District 4 - Commissioner |
| **SECONDER:** | John C. Danio, District 3 - Commissioner |
| **AYES:** | Via, Penny, Danio, Johnson |
| **ABSENT:** | Currie |

**RESOLUTION**
**2024-R-56**
**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE MAYOR AND CITY MANAGER TO ENTER INTO AN AGREEMENT WITH VOLUSIA COUNTY REGARDING TRANSPORTATION IMPACT COORDINATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE MAYOR AND CITY MANAGER TO ENTER INTO AN AGREEMENT WITH VOLUSIA COUNTY REGARDING TRANSPORTATION IMPACT COORDINATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS,** Volusia County established a county-wide transportation thoroughfare road impact fee pursuant to its home rule authority, establishing common law regarding the creation and imposition of impact fees, and section 163.31801, Fla. Stat.; and

**WHEREAS**, the county-wide thoroughfare road system consists of all state roadways and any roadway that designated and shown on the Thoroughfare Road Map (Figure 2-1) contained in the Transportation Element of the Comprehensive Plan, connects municipalities and regions of the County and is an important component for the County and the Cities; and

**WHEREAS**, the County and Cities have coordinated on the imposition and

Attachment: Minutes - August 27, 2024 - Regular City Commission meeting (4618 : Minutes)

collection of thoroughfare road impact fees; and

**WHEREAS**, currently Volusia County collects the thoroughfare road impact fees for developments in municipal areas that impact the County thoroughfare road system; and

**WHEREAS**, Section 70-75 (b) of the Code of Ordinances, County of Volusia, requires that no county or municipal certificate of occupancy, local business tax receipt, or use permit, or any activity requiring payment of an impact fee shall be issued unless and until the thoroughfare road impact fee ("impact fee") has been paid; and

**WHEREAS**, CS/HB 479 (2024) creates a new paragraph j in section 163.3180(5), Fla. Stat., that require the entity issuing the building permit to collect the impact fees; and

**WHEREAS**, new subparagraph 163.3180(5)(j)(4) provides that the new paragraph j does not apply to a county or municipality that has entered into an existing interlocal agreement as of October 1, 2024, to coordinate the mitigation of transportation impacts; and

**WHEREAS**, the purpose of this interlocal agreement is to continue the existing system of the collection and enforcement of county wide transportation impact fees as well as to not modify the existing system for transportation concurrency for County thoroughfare roads.

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

**SECTION 1.** That the City Commission Approve the Interlocal Agreement Regarding Transportation Impact Coordination Between Volusia County and the City of Holly Hill.

**SECTION 2.** That the Mayor and City Manager are authorized to execute said contract with Volusia County.

**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 27th day of AUGUST, 2024.**

Enacted and approved this 27th day of August, 2024, in Holly Hill

2. –2024-R-57 Resolution

Attachment: Minutes - August 27, 2024 - Regular City Commission meeting (4618 : Minutes)

A Resolution of the City of Holly Hill, Florida, Approving the Piggy-Back of the Toho Water Authority Agreement with A.C. Schultes for Maintenance and Repair Services for Water Supply Wells and Pumps at a Cost of $58,684.07; Providing for Severability; and Providing for an Effective Date.

(Requested by Antoine Khoury, Public Works)

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Roy Johnson, District 4 - Commissioner |
| **SECONDER:** | John C. Danio, District 3 - Commissioner |
| **AYES:** | Via, Penny, Danio, Johnson |
| **ABSENT:** | Currie |

**RESOLUTION**
**2024-R-57**
**A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE PIGGY-BACK OF THE TOHO WATER AUTHORITY AGREEMENT WITH A.C. SCHULTES FOR MAINTENANCE AND REPAIR SERVICES FOR WATER SUPPLY WELLS AND PUMPS AT A COST OF $58,684.07; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE PIGGY-BACK OF THE TOHO WATER AUTHORITY AGREEMENT WITH A.C. SCHULTES FOR MAINTENANCE AND REPAIR SERVICES FOR WATER SUPPLY WELLS AND PUMPS AT A COST OF $63,445.16; AND AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENT ORDERS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS,** Chapter 287, Florida Statutes, grants the authority to piggy-back the purchase of goods and services as a form inter-governmental cooperative purchasing in which a public purchaser requests competitive sealed bids, enters into a contract, and arranges, as part of the contract, for other public purchasing units to purchase from the selected vendor under the same terms and conditions as itself in order to take advantage of the better pricing that large purchasers are able to obtain in order to reduce administrative time and costs involved in the procurement process (i.e., cost of preparing bid specifications, advertising, etc.); and

**WHEREAS,** pursuant to the City's purchasing policy, "piggy-back" contracts are allowed for existing government contracts; and

**WHEREAS,** the City has determined that in this circumstance piggy-backing onto an agreement entered into by Toho Water Authority, is the most economically advantageous way to procure these goods and services; and

**WHEREAS,** the City Commission of the City now desires to (i) authorize and approve staff to piggy-back a contract with A. C. Schultes for maintenance and repair services for water supply wells and pumps and (ii) authorize the City Manager to execute

Attachment: Minutes - August 27, 2024 - Regular City Commission meeting (4618 : Minutes)

an agreement in the amount of $63,445.16 for the purchase of this service.

**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 piggy-back of the Toho Water Authority contract and authorize the City Manager to execute an agreement for $ 63,445.16 for maintenance and repair services for water supply well and pumps.

**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 27th day of AUGUST, 2024.**

Enacted and approved this 27th day of August, 2024, in Holly Hill

3.

2024-2025 Holiday Calendar

(Requested by Valerie Manning, City Clerk)

| | |
|---|---|
| **RESULT:** | **APPROVED [UNANIMOUS]** |
| **MOVER:** | Roy Johnson, District 4 - Commissioner |
| **SECONDER:** | John C. Danio, District 3 - Commissioner |
| **AYES:** | Via, Penny, Danio, Johnson |
| **ABSENT:** | Currie |

Enacted and approved this 27th day of August, 2024, in Holly Hill

## 5. REGULAR AGENDA

1. 2024-R-58 Resolution

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 2023-2024; Providing for Severability; and Providing for an Effective Date.

(Requested by Michele Moore, Finance)
**Mayor Via opened public participation. No one spoke.**

Attachment: Minutes - August 27, 2024 - Regular City Commission meeting (4618 : Minutes)

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | John C. Danio, District 3 - Commissioner |
| **SECONDER:** | Roy Johnson, District 4 - Commissioner |
| **AYES:** | Via, Penny, Danio, Johnson |
| **ABSENT:** | Currie |

**RESOLUTION**
**2024-R-58**
**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 2023-2024; 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 2023-2024; 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; 2023-R-52, adopted an operating budget for Fiscal Year 2023-2024; budget amendments: 2023-R-59, 2023-R-68, 2023-R-69, 2023-R-71, 2024-R-4, 2024-R-9 and 2024-R-34amended the operating budget for Fiscal Year 2023-2024; and

**WHEREAS**, this resolution, amending the budget, is to account for additional revenue from the Edward Byrne Memorial Justice Assistance Grant Program (JAGD) with an adjustment of $2,577 revenues and expenditures in total pursuant to itemizations contained in Exhibit "A", which is attached hereto and incorporated herein; and

**WHEREAS**, the budget adjustments will allow the City of Holly Hill to adjust the Fiscal Year 2023-2024 budget.

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

**SECTION 1. Amended Budget**: The City Commission of the City of Holly Hill amends the Fiscal Year 2023-2024 budget by revising the budget in total pursuant to itemizations contained in Exhibit "A", which is attached hereto and incorporated herein.

**SECTION 2. Effective Date**. This Resolution shall become effective immediately upon its adoption.

**APPROVED AND AUTHENTICATED on this 27th day of AUGUST, 2024.**

Enacted and approved this 27th day of August, 2024, in Holly Hill

Attachment: Minutes - August 27, 2024 - Regular City Commission meeting (4618 : Minutes)

2.

Request for Code Enforcement Lien Reduction - 135 Walker Street

(Requested by Joseph Forte, City Manager)
The City has received a request for a Reduction of Code Enforcement Lien placed on the real property located at 135 Walker Street, Parcel # 424250020072. The original owner was Lorreen Sheldon and is now with Great Equity, LLC. Mr. Bobby Ellison is under contract with Greater Equity, LLC who is the assignor via an Assignment of Residential Purchase Contract with a closing date no later than August 31, 2024.
The code violation had been cited and the case brought to the Special Master on August 17, 2023. A finding of Fact and Conclusion of Law found the property to be in violation of several IPMC codes and city Ordinances that if not remedied, would accumulate fines in the amount of $50.00 per day per violation plus a $250.00 Special Master fee. The liens began to accrue and over time have accumulated to $94,900.00.
The property is not in compliance however, the buyer of the property is entering into an agreement with the City to bring the property into compliance within an agreed upon time frame to have the lien reduced as recommended by the City Manager. Therefore, the property eligible for a lien reduction.
The City has determined a lien reduction in the amount of $10,480.53 by August 31, 2024 and failure to pay the lien in full by August 31, 2024 will result in the lien remaining on the property subject to the city filing for collection on the lien.

**Mayor Via opened public participation.**

Jim Legary, Holly Hill.

**Mayor Via closed public participation.**

| | |
|---|---|
| **RESULT:** | **APPROVED [UNANIMOUS]** |
| **MOVER:** | Roy Johnson, District 4 - Commissioner |
| **SECONDER:** | John C. Danio, District 3 - Commissioner |
| **AYES:** | Via, Penny, Danio, Johnson |
| **ABSENT:** | Currie |

Enacted and approved this 27th day of August, 2024, in Holly Hill

## 6. PUBLIC HEARINGS - NONE

## 7. COMMUNICATIONS

A. City Manager Comments
None.

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B. City Attorney Comments
None.

C. City Commission Comments
Commissioner Penny mentioned that he did mention this to Mr. Forte and Mr. Walker but he mentioned that one of the biggest complaints he gets is Code Enforcement. For example, living next to a house that should be brought into Code Enforcement, he gets complaints and he will ask staff, “Hey, what's going on with, you know, 123 Main Street”, for example, which is not a real place in our city and Code Enforcement will say they've been cited, they went to Special Master”, and they are accumulating $250 a day forever and then we kind of just let it go and it goes and goes and goes, and it never gets addressed until it turns up to one of these houses like we did on Aniston or some house that we have to condemn. Commissioner Penny stated he thinks there has to be a better mechanism. He would like to see if staff, every six (6) months, would go back and pull all the houses that have liens against them and see the status and then send the owner a letter. Commissioner Penny stated because he believes a lot of these owners are absentee owners that are renting the properties out and these properties may be inherited. He saw one the other day that the father died several years ago and now the son owns it and there’s this accumulating lien and maybe they don't know. He will give them the benefit of the doubt but he would like to see a letter sent to every person that has liens against them letting them know that Mr. Smith, in the past six (6) months you have accumulated $548, in additional liens, how can we help you come into compliance? The answer that is being given to the citizens is that they went to Special Master and they’re accumulating fines. He doesn’t think it’s acceptable. We can’t just close that case; it might be more work for our staff but he thinks we need to have some type of mechanism to stay on top of this thing and remind them every six (6) months. Commissioner Penny stated he asked Mr. Forte if that was a possibility and he told Mr. Forte he was going to bring it up tonight at the Commission meeting and see if there’s anyone opposed to something like that. He thinks it’s something that might help if you live next door to the house you want something done and just to be told, “we’ve already handled that and when they come into compliance, we will be happy,” but then it gets like that house on Aniston, where you got hoarders there. There’s several houses around the city if you just drive around. Actually, he challenges the Commission to walk the city, ride your bike or walk. You will see a lot when you walk our city and then you can report back to staff. “We know about that one; we've known about that one for 10 years, nothing's changed and we can't make him change.” Commissioner Penny stated he doesn’t say we have to send him a certified letter because that's more expense, just send him a letter with a stamp on it send it to him. Mr. Forte said that he thought with the new software, it would be easy, not easy, but it would be attainable to do. Commissioner Penny stated he noticed that the city’s retention ponds look terrible. He doesn’t know if it's the heat that’s growing the algae and stuff but if you drive down Nova Road, those two or three retention ponds on the east side of Nova Road, they're terrible. It looks like they need to be raked so he doesn’t know if we can pay any attention to that. Commissioner Penny stated he got a call from Lori, one of the City Commissioners in Ormond Beach today, and he thinks she said she's going to meet with Mayor Via about undergrounding. She had some questions but I'm her mentor through the Volusia League of Cities, for newly elected people, they can reach out to someone that has more tenure in the seat and we talked about some issues. She brought up the

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Rails to Trails issue where our bike path, some consider it a trail, some consider a bike path, some consider it a sidewalk, but the goal would be to have connectivity all along the east coast. We, as a Commission, brought it up several years ago as a city and we're told that we needed to have cooperation from a neighboring city it and it had to be a multi-jurisdictional project. If you ride the bike path on the Halifax River it stops, it doesn't go all the way to Granada and so the goal would be to get it to the Granada, go over the bridge and then go up to Flagler on A-1-A, the trail goes on there but so there's a broken piece and she said that was one of her goals. She was just recently reelected without opposition. She told him that if our staff and their staff could get together, that there might be more cooperation than there was in the past. He thought that was interesting to hear. Commissioner Penny mentioned the upcoming golf tournament. We're sold out. There's a waiting list for the golf tournament. All the major sponsors have been sold and we have 112 field with eight people on the waiting list already. It should be a successful fundraiser. Commissioner Penny stated one last thing, and he isn't sure what we can do about this or how we can accomplish it but he would like staff to look into hiring a Civil Attorney and to send a "Cease and Desist letter" to Gabriel Varga. He believes Mr. Varga is disseminating false and misleading information, which boarders on the cause of cyber stalking. If you read the definition of cyber stalking, he believes Mr. Varga is committing cyber stalking towards our city, towards our City Manager. Commissioner Penny stated he doesn't know how far it can go but he would like to research it and see what it can do. He doesn't know that our city attorney can handle that. He would like to hire some outside counsel and look into that but to knowingly spread false and misleading information over and over and over is not acceptable and should be punished. He just doesn't know if he has any support for that.

Mayor Via stated he doesn't mind staff looking into that. His position on it is, he's fine with whatever is said about him and the Commission but he does think that there have been lines crossed here. Mr. Forte, certainly, or any other person that has been targeted, he thinks the way that he has, definitely has their own recourse. He just doesn't know if that's the City Commission's job to do that. He understands he could be outvoted here but that's just my take on it. He's not opposed to what Commissioner Penny is saying and he's glad with gathering those facts.

Commissioner Penny stated and he understands it's a delicate balance in that. There's First Amendment Rights that we have to consider. As an elected official you should be able to take it but as an employee, he doesn't believe they stand to that same commitment. So, he would like to do some research on it. He doesn't know what's available to us. Maybe Attorney Simpson can point us in the right direction but he just doesn't think it's fair that a public employee be rated…

Mayor Via stated and have to continually take it. Yes, I agree. I think we sign up for this when we run for office but our employees, they're doing their job day in and day out and they have a lot of things going on and when information has tried to be shared over and over and it doesn't go anywhere, that's when he thinks the line is crossed.

Commissioner Danio stated he totally agrees.

Commissioner Johnson stated he totally agrees as well.

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Mayor Via stated, Commissioner Penny, I think you're asking if there's any opposition for staff to look into what type of options there are and so I don't hear any objection to that or at least I hear ***consensus*** on that. If you want to relay that, Mr. Walker, to Mr. Forte when he gets back.

Commissioner Danio shared his disappoint in the low turnout as well for voting.
Commissioner Johnson stated it's a national election year, everybody should go out and practice voting and get ready for November. Hears a lot of good things from people about Holly Hill and the positivity he's been hearing and about Pictona. The Volusia Sports Center is at it's capacity and doing really well and it's only been open less than two years. Flight Gymnastics is doing well. Commissioner Johnson mentioned LPGA and how much it has outgrown because of the increased traffic. He's hoping the rock climbing business is still moving forward. The RV Holly Hill Park is moving along nicely and will increase the traffic as well.

Mayor Via mentioned that Mr. Forte, Mr. Walker and himself met with some people from FDOT and some from the County and Miriam Gabi and it all sounds very positive but it will be long-term process for LPGA and the Florida League of Cities annual conference. Lots of nice things said about Pictona. We are focusing on our city and working with surrounding cities for projects, we all need to work together. We're all helping each other look better.

D. Mayor's Comments

Mayor Via reminded everyone that National Night Out is October 1st here at City Hall. It was well attended last year. The event is from 5:30 PM - 7:30 PM. Mayor Via congratulated Debra Snow for winning the District 1 City Commissioner seat and thanked Arthur Byrnes for running for office. Mayor Via shared his concerns about the overall low turnout for the city's election. Mayor Via encouraged the public to speak, to talk, to the Commissioners and reach out to them. It's hard to hear the public if they don't reach out to us. Mayor Via stated he always encourages everyone, we hear dissenting voices, and he thinks that's the beauty of the First Amendment. The beauty of America is that these people, no matter who they are, can come up and say and disagree with whatever they want but there's a process in place and we all ran on certain things and we're up here doing the best that we can and he thinks that each one of us as a Commission, has held true to our ethics and our moral values and do what we think is best for the city. Now we may not always all agree but that's the beauty of a rainbow. Is the difference of colors. Mayor Via stated his dad always said that to me, so hope he's listening at home, thanks Dad. Mayor Via stated with that being said, he just wants to encourage everybody to get out and vote. As he looks out here in the audience, we just have a few members here that could hear us. Hopefully, people are listening at home. Mayor Via stated as he moves off of this dais, he will be out in the community helping and trying to get the word out about things and trying to help the city to continually move forward.

## 8. ADJOURNMENT

The Mayor adjourned the meeting at approximately 7:00 PM.

Attachment: Minutes - August 27, 2024 - Regular City Commission meeting (4618 : Minutes)

HOLLY HILL
FLORIDA

**STAFF REPORT**
**CITY OF HOLLY HILL, FLORIDA**

**City Commission**
**Resolution**

**MEETING DATE:** **September 9, 2024**
**FROM:** **Antoine Khoury**
**SUBJECT:** **A Resolution of the City Commission of the City of Holly Hill, Florida, Approving the Grant Applications for Bypass Pumps to Serve Lift Stations #2, #11 and #20 as Submitted to Volusia County Community Assistance; Providing for Severability; and Providing for an Effective Date.**
**NUMBER:** **2024-R-61**
**APPLICANT:**
**PLANNER:**

## DISCUSSION:

Volusia County's Community Assistance Division receives Community Development Block Grant (CDBG) funding annually through the U.S. Department of Housing and Urban Development (HUD). Utilizing the fiscal year 2024/2025 countywide allocation and previously unallocated funds, the Community Assistance Division is accepting applications for capital improvement projects submitted by non-profit agencies, local municipalities and Volusia County internal departments/divisions.

The funds available include $1,400,000 for eligible projects directed toward neighborhood revitalization and improved community facilities. Unlike the specific annual allocations intended for cities within Volusia County, these funds are available as open and competitive grants.

Per HUD eligibility guidelines, CDBG funds may be used for Lift Station Improvements provided a minimum of 50.35% of residents in the service area are of low to moderate income. Staff identified three (3) discrete lift stations which currently do not have bypass pumps. These bypass pumps provide redundancy to the stations to ensure continuing service in the event of a loss of power. The three (3) lift stations identified for consideration of bypass pumps are Lift Station #2, Lift Station #11 and Lift Station #20.

Lift Station #2 is located in Riverside Park, 231 Riverside Drive, Holly Hill, Florida 32117. The block group that this lift station serves has a total population of 855, with 475 (55.60%) living with low to moderate income. An application for funding for a bypass pump to serve this lift station is included under "Exhibit A".

Lift Station #11 is located at 440 8th Street, Holly Hill, Florida 32117. The block group that this lift station serves has a total population of 905, with 780 (86.20%) living with low to moderate income. An application for funding for a bypass pump to serve this lift station is included under "Exhibit B".

Lift Station #20 is located at 926 Flomich Street, Holly Hill, Florida 32117. The block group that

this lift station serves has a total population of 1,775, with 1,310 (73.80%) living with low to moderate income. An application for funding for a bypass pump to serve this lift station is included under "Exhibit C"

**FISCAL ANALYSIS:**

There is no financial impact to the City in submitting these applications for grant assistance. Each of these bypass pump projects are anticipated to cost $150,000, and the City has requested $150,000 in funding for each project.

**STAFF RECOMMENDATION:**

Due to the timeline of the grant process, these grant applications were submitted to the County as a placeholder contingent upon Holly Hill City Commission approval. Staff recommends the approval of the proposed grant applications for bypass pumps serving lift stations #2, #11 and #20 respectively as submitted to Volusia County Community Assistance.

**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 GRANT APPLICATIONS FOR BYPASS PUMPS TO SERVE LIFT STATIONS #2, #11 AND #20 AS SUBMITTED TO VOLUSIA COUNTY COMMUNITY ASSISTANCE.**

**ATTACHMENTS:**

- Exhibit A - Lift Station 2 Bypass Pump Application (PDF)
- Exhibit B - Lift Station 11 Bypass Pump Application (PDF)
- Exhibit C - Lift Station 20 Bypass Pump Application (PDF)

# Resolution No. 2024-61

## A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE GRANT APPLICATIONS FOR BYPASS PUMPS TO SERVE LIFT STATIONS #2, #11 AND #20 AS SUBMITTED TO VOLUSIA COUNTY COMMUNITY ASSISTANCE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE GRANT APPLICATIONS FOR BYPASS PUMPS TO SERVE LIFT STATIONS #2, #11 AND #20 AS SUBMITTED TO VOLUSIA COUNTY COMMUNITY ASSISTANCE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS,** Volusia County qualifies as an urban entitlement community and receives funds directly from the U.S. Department of Housing and Urban Development's Community Block Grant Program; and

**WHEREAS,** Volusia County has made available $1,400,000 in funds for eligible projects directed toward neighborhood revitalization and improved community facilities; and

**WHEREAS,** staff have identified three (3) discrete lift stations which currently do not have bypass pumps and are located in funding eligible areas; and

**WHEREAS,** due to the timeline of the grant process, these projects have been submitted to Volusia County Community Assistance as a placeholder contingent upon City Commission Approval.

**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 the grant applications for bypass pumps to serve lift stations #2, #11 and #20 as submitted to Volusia County Community Assistance.

**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 9th day of SEPTEMBER, 2024.**

Volusia County
FLORIDA

# County of Volusia

# FY 2024/25

# Community Development Block Grant (CDBG) Program

## Capital Improvement Project Application

City of Holly Hill

Applicant Name

Lift Station #2 Bypass Pump

Project Name

Attachment: Exhibit A - Lift Station 2 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## A. Application Checklist

**FY 2024/25 CDBG Capital Project - Funding Application Checklist**

*Applicant **MUST** place this initialed and signed checklist on top of all submitted proposals.*

| Initials of CDBG Primary Contact or Representative | Necessary Application Document/Information |
|---|---|
| SJ | Applicant Information |
| SJ | Project description/Location & Implementation Responsibility |
| SJ | Plan of Action |
| SJ | Budget |
| SJ | Procurement Description |
| SJ | Applicable Procurement Policy (attach only the pages referenced) |
| SJ | **Signed and Completed** Certification of Construction Need (Required for existing structures or facilities) |
| SJ | Signed and Completed Conflict of Interest Statement |
| SJ | Attached Maps and Photos |
| | Attached Board, City Commission, or Department Director approval documentation including meeting agendas, meeting minutes, signed resolutions, etc. |
| | Other (If applicable) _____ |

**Note:** When filing out this application please refer to the FY 2024/25 CDBG Funding Application Instructions and Guidance.

Attachment: Exhibit A - Lift Station 2 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

Volusia County FLORIDA

2024 CDBG Funding Application
Capital Project

## B. Applicant Information

Name of Applicant: City of Holly Hill

CDBG Primary Contact Name and Title: (should be the same for all proposals) Steven Juengst, Public Works Administrative Manager

Email Address: sjuengst@hollyhillfl.org Phone Number: (386) 248-9463

Project Manager Name and Title: (Implementation) Josef Grusauskas, Deputy Director Public Works - Utilities

Email Address: jgrusauskas@hollyhillfl.org Phone Number: (386) 248-9463

Proposed Project Title: Lift Station #2 Bypass Pump

Total Amount Requested: $150,000 Total Estimated Project Cost: $150,000

Additional Funds Available to Leverage, if applicable: $50,600

Source of Additional Funds, if applicable: Enterprise Funds

Physical Location of Proposed Project: 231 Riverside Drive, Holly Hill, FL 32117

| Certifying Representative |
|---|
| ▪ Person authorized to sign contract, if project is selected ▪ Please sign in **BLUE INK** |
| To the best of my knowledge and belief, data in this proposal are true and correct and the **governing body of the applicant has duly authorized the document.** |

Signature: _____ 8.22.2024

**Name:** *Joseph A. Forte* **Date Signed**

**Title: City Manager**

Attachment: Exhibit A - Lift Station 2 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

Volusia County FLORIDA

2024 CDBG Funding Application
Capital Project

## C. Project Description

**Type of Project:**

- ☐ Acquisition of Real Property
- ☐ Clearance/Demolition
- ☐ Public Facility Improvements (General)
- ☐ Senior Centers
- ☐ Neighborhood Facilities
- ☐ Parks, Recreational Facilities
- ☐ Flood/Drainage Improvements
- ☐ Code Enforcement
- ☒ Water/Sewer Improvements
- ☐ Non-Residential Historic Preservation
- ☐ Street/Sidewalk Improvements
- ☐ ADA Accessibility

**Exact location/project address:**
*(Provide a site map clearly identifying where on the site the proposed project will take place)*
231 Riverside Drive, Holly Hill, Florida 32117
29.231314, -81.028195

*If applicable, please indicate the following:*

Address Start: _____ Address End: _____ Linear Feet: _____

**Summary of project:**
*(Provide a detailed description of the project to include the entire scope of work. Elements of the project not included in this section of the application may not be considered once awarded.)*
The proposed project will install a bypass pump and affiliated piping serving lift station #2 and all residents served by this stations' service. During severe natural hazard events that impact the integrity of the local electrical utility and distribution system, the emergency bypass pump for lift station #2 will ensure uninterrupted continuity of operation.

**Project Need and Justification:**
*(Describe the underlying purpose and need for the proposed project, including any alternatives considered, and how the proposed project is intended to address housing and/or community development needs.)*
Natural hazards, especially severe atmospheric events such as hurricanes and storms, impact a city's utility infrastructure and cause cascading effects that threaten the health and safety of the citizens and property. In September 2022, Hurricane Ian impacted the City of Holly Hill, causing extensive damage to the area and impacting electrical power distribution for the City's lift station system. Although the proposed lift station identified in this application avoided damages in the aftermath of Hurricane Ian, it is currently vulnerable due to a lack of a permanenently installed redundant power system to support the wastewater collection services during failures of the local power grid. Becauase of this, the risk of sewer backups in the event of a loss of power poses a risk to the health an citizens served by the lift station. There is currently a generator in place at lift station #2, but it is at the end of its expected life. In addition, bypass pumps are less expensive and far more efficient than generators, and in the event that a lift station is inaccessible due to downed trees or debris, the lift station will continue to function for a longer period of time with a bypass pump as opposed to a generator.

Attachment: Exhibit A - Lift Station 2 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

**Anticipated accomplishments and/or outcomes:**

The installation of a bypass pump serving lift station #2 will provide redundant power to ensure continuity of operation during and after future severe weather events or other emergencies that impact the local utility grid.

**Describe the designated service area and beneficiaries:**
*(Provide a detailed description, photos, and a map that clearly shows the project site and area that will benefit from the proposed project.)*

Lift Station #2 is located at 231 Riverside Drive in Holly Hill, Florida. This lift station is located in census tract 081002, block group 3, which according 2020 census data has 855 residents, of whom 55.6% live with low/moderate income.

**Existing Conditions and Trends:**
*(Provide a description of existing conditions, the character, features, and resources of the project area as well as any trends that are likely to continue in the absence of the project. Please cite current data to support your response.)*
If no action is taken, Lift Station #2 will remain vulnerable to loss of function during severe weather events or when electrical power is lost. The threat to public health, local environment, infrastructure and resident served by Lift Station #2 would remain.

Attachment: Exhibit A - Lift Station 2 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## D. National Objective

**Activity will meet a national objective by:** *(choose one of the two options)*

☒ **Area Benefit**
Uses census tract data to demonstrate more than 51% of beneficiaries are LMI.
(choose one of the two options)
☒ Census tract block group data
or
☐ Income survey conducted by agency/municipality

☐ **Limited Clientele Benefit**
Uses data for a certain population within the community.
(choose one of the two options)
☐ Will be income verified
or
☐ Presumed low-income by HUD

Area Benefit: *(if applicable)*

| Census Tract | Block Group | Total Population | Low/Mod Population | % Low/Mod Population |
|---|---|---|---|---|
| 081002 | 3 | 855 | 475 | 55.60% |
| | **Total** | | | |

Limited Clientele Benefit: *(if applicable)*

Qualifying group

Number of persons served

**Similar Projects:**
(Describe any similar capital projects previously carried out, and the outcomes. Describe any experience with implementing projects utilizing CDBG or other federal funding sources.)
The City of Holly Hill recently had a bypass pump installed at our Lift Station #19, located at 407 Flomich Street. This was following the completion of a project to refurbush this lift station that was partially funded by a Community Development Block Grant.

The City of Holly Hill has managed annual CDBG grant projects, an ARPA project and multiple Hazard Mitigation Grant Program projects.

**Agency Capacity:**
(Describe the agency's experience and current capacity to manage a capital project. Describe the agency's capacity to complete a competitive solicitation, oversee grant compliance, and manage contractors.)

Attachment: Exhibit A - Lift Station 2 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

The City of Holly Hill will hire an engineering firm to provide construction inspections and administration for this project, but also have a Utilities Director, Josef Grusauskas, and Utility Mechnic staff who will oversee the construction of this project. The solicitation and grant compliance portions of this project will be overseen by the City's CDBG liaison, Steven Juengst, as well as the City's finance departmet

**Feasibility of Maintaining Project:**
(Explain future maintenance as a result of the project)

Routine maintenance of lift stations is done on a daily basis by City of Holly Hill Utility Mechanic staff. Bypass pumps are tested weekly to ensure proper functioning. Any failure of the bypass pump would be repaired by City staff or contracted as needed.

Attachment: Exhibit A - Lift Station 2 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## E. Project Timeframe

**Implementation Responsibility:**

Who will be implementing the construction of the proposed project?

☐ Agency/Municipality Employees
☒ Contractor
☐ County of Volusia Employees (only applies to internal departments/divisions)

Comments about implementation responsibility (if needed):

The bypass pump and affiliated piping will be performed by a qualified contractor and overseen by en engineering firm in addition to City Utility staff.

**Plan of Action:**
***Plan of Action below will become part of the Subrecipient Agreement if project is approved***
*(Clearly explain who created the POA provided below (i.e. purchasing analyst, public works director, etc.), what factors were considered, what is unique to this project timeline, and note any potential concerns or delays. Projects that are shovel ready and can be completed within 12 months will be prioritized. See application instructions for an example POA.)*
The Grant Manager created this plan of action in concert with the Public Works Deputy Director - Utilies. There is anticipated to be a lead time allowance on the bypass pump of 6 months. The installation work itself is anticipated to be completed within one month.

| CDBG FY 2024/25 Plan of Action | | |
|---|---|---|
| **Milestones** | **Planned Date** | **Notes (not required)** |
| Authorization to Proceed Received | 1/1/25 | Remaining dates will adjust if ATP is not received by this date |
| Technical Design & Procurement Documents Complete | 01/24/25 | |
| Complete Solicitation Package Submitted to Volusia County | 01/27/25 | |
| Solicitation Package Approved by Volusia County (Allow one week) | 02/03/25 | |
| Solicitation Advertised | 02/14/25 | |
| Pre-Solicitation Meeting | 02/25/25 | |
| Solicitation Opening | 03/11/25 | |
| Contract Award | 03/25/25 | |
| Pre-Construction Meeting | 04/01/25 | |
| Issue a Notice to Proceed | 04/01/25 | |
| Project Start Date | 04/01/25 | |
| Project Completed | 11/21/25 | |
| All Reimbursement Requests Submitted to Volusia County | 12/19/25 | |

Attachment: Exhibit A - Lift Station 2 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## F. Project Budget

*(Applicants must either fill out the following budget, or attach an additional budget)*

| Budget Categories | Project Cost Estimate | Sources of Funds | | |
|---|---|---|---|---|
| | | CDBG Funds | Applicant Funds | Other: |
| | | AMOUNT | AMOUNT | AMOUNT |
| Materials Costs | $100,000 | $100,000 | | |
| Labor Costs | $35,000 | $35,000 | | |
| Engineering Services | $15,000 | $15,000 | | |
| Other: _____ | | | | |
| Other: _____ | | | | |
| Other: _____ | | | | |
| SOURCE TOTAL (Column total) | | | | |
| TOTAL PROJECT COST (the total project costs, all funding sources) | $150,000 | | | |

**Please note, due to grant-based accounting method used by HUD, funds cannot be transferred between fiscal years. As a result, remaining program year balances that are less than $1,000 will revert to countywide funds.*

**Description of Budget:**
*(Explain the budget above. Include the resources that will be used for the project prior to reimbursement, any potential funding concerns, completeness of budget given, and estimates used. Backup documentation for the budget amounts should be available upon request. If project is to be implemented by the county, attach correspondence with relevant County of Volusia department stating the budget reasoning.)*
Clearing & Grubbing: $6,000.00
Pipe, Plastic, Couplings: $500.00
Bypass Pump: $70,000.00
Backfill: $500.00
Grading: $5,000.00
Equipment Rentals (Cranes, etc) $15,000.00
Sewer Pumping System: $35,000.00
Structural Concrete: $500.00
Storage Tank: $2,500.00
Engineering/CEI: $15,000.00

**Leveraged Funds:**
*(Clearly explain what funds, if any, are being used to match CDBG funds for the project. If any funds are anticipated, but are not currently in hand, please note that here (ex: pledges).)*

The City of Holly Hill does not anticipate that the cost of the provision and installation of a bypass pump and affiliated equipment will exceed $150,000. However, the City does have

Attachment: Exhibit A - Lift Station 2 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

$50,600 in the proposed fiscal year 2024/2025 budget for lift station repair and maintenance.

**Outstanding Balance:**
*(Explain any remaining CDBG balances from prior year capital projects)*
Fiscal Year 2022-2023 CDBG Project - School Zone Improvements: $97,319.00
This project was put out to bid in July 2023 but had no bidders. It was subsequently broadcast again in August 2023, but again no bids were received. This project was broadcast a third time in January 2024 and one bid was received. Following confirmation that a single bid would be acceptable for the CDBG program, this project was awarded on April 7, 2024. There has been some delay on required equipment, with the lead time of solar school zone flashers anticiapted to be received in September 2024.

Fiscal Year 2023-2024 CDBG Project - Sunrise Park North Playground: $94,857.00
This project was broadcast on April 26, 2024 with a bid opening on June 11, 2024. The City Commission awarded a contract on June 25, 2024. The playground is due to be fabricated and ready for installation by the end of September 2024.

Attachment: Exhibit A - Lift Station 2 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## G. § 570.611 Conflict of Interest

**Please read and sign at the bottom of the next page, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.**

**(a)** ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.

(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).

**(b)** ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. For the UDAG program, the above restrictions shall apply to all activities that are a part of the UDAG project and shall cover any such financial interest or benefit during, or at any time after, such person's tenure.

**(c)** ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

**(d)** ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

Attachment: Exhibit A - Lift Station 2 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available.
(ii) Whether an opportunity was provided for open competitive bidding or negotiation.
(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class.
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question.
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section.
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

| **Name** | **Conflicts/Potential** |
|---|---|
| | |
| | |
| | |
| | |

| Joseph A. Forte | Steven Juengst |
|---|---|
| **Authorized Official** | **CDBG Liaison** |
| Signature | 8.22.2024 |
| **Signature** | **Date** |
| Steven Juengst | 8/21/2024 |
| **Signature** | **Date** |

Attachment: Exhibit A - Lift Station 2 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## H. Procurement

**Eligible procurement:**
Purchases must be handled fairly and in a manner that encourages full and open competition; documentation must be maintained that demonstrates this. Additionally, subrecipients or subgrantees are required to abide by the most strict of the following when purchasing services, supplies, materials, or equipment:

- The municipality or agency purchasing and procurement policy
- All applicable federal procurement rules, most specifically those contained in 24 CFR 85.36
- A Volusia County CDBG entitlement program threshold of $50,000 for small purchases, which will be outlined in the FY 2024/25 Subrecipient Agreement. Purchases above this threshold must be awarded through a formal competitive bid or proposal process, even if the limit established in the subrecipient's or subgrantee's procurement policy allows a higher threshold for a formal competitive bid. In the event that the municipality or agency procurement policy requires a formal bid for purchases less than $50,000, the municipality or agency shall follow their policy.

**Please note:** Approval of the application including the process outlined below does not eliminate the requirement to approve all steps of the project procurement and implementation with Community Assistance prior to moving forward, this is mandatory to ensure that projects remain compliant and eligible for CDBG reimbursement.

**What method of procurement will be used for this project:**
*Include the name of the procurement method, a brief summary of the steps that will be taken, and a reference to the procurement policy of the agency or municipality implementing the project. Attach the page of the policy that applies to the reference to this submission.*
The procurement method employed for this project will be a formal sealed bid. This method will include a formal written contract with the lowest and best responsible bidder after due notice inviting proposals, and will be subject to approval by the City Commission of Holly Hill. This procurement method is a requirement of the City's purchasing policy Section 1.3

**Procurement Reasoning:**
*Clearly explain why the method of procurement noted above is the best choice for this project.*
The benefits of a formal contract procedure are multifaceted. Invitations to Bid are placed on Vendor Link, which is an online bid posting tool which reaches a far greater area than we typically see during non-formal bid procedures. In addition, the formal bid procedure gives the opportunity for the City to included additional mandates in the contract such as bid bonds, performance bonds, and all documents pertaining to CDBG project requirements.

**Procurement Management:**
*Explain who will be responsible for implementing the procurement method above, including their position. Explain past solicitations completed that show the capacity to complete a competitive solicitation (how it was advertised, type of projects, dollar amounts of projects, etc.).*

Michele Moore - Finance Director

Attachment: Exhibit A - Lift Station 2 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## I. Certification of Construction Need

The purpose of this form is to differentiate between the two categories of public facility or infrastructure projects shown below:

- Maintenance of a public facility or infrastructure, and
- Necessary rehabilitation of a public facility or infrastructure.

The agency or municipality that is implementing the proposed capital project must designate an employee to confirm which category, from the two listed above, of which the project best fits. The employee should have the knowledge and experience to make an informed determination and explanation regarding the proposed project, the facility, the past use, and the current condition.

Agencies and municipalities should exercise reasonable judgment in choosing an employee to certify the construction need of a project. It is not the intent of the entitlement community, County of Volusia, to have the agency or municipality incur any additional costs or to hire outside experts. Due to the vast differences in the organization of different agencies and jurisdictions, specific employee positions cannot be defined. A certification completed by the CDBG contact(s) for the agency or municipality would not be appropriate. Please discuss potential certifications with Volusia County if you have any questions or concerns.

**Name and Title of Certifying Employee:** Josef Grusauskas

Email Address: jgrusauskas@hollyhillfl.org Phone Number: (386) 248-9463

**Proposed Project Title:** Lift Station #2 Bypass Pump

**Project should be classified as:**

☐ Maintenance ☐ Deferred Maintenance ☐ Rehabilitation ☒ New Construction

**Reason for determination given:** (Attach additional pages or documentation as needed)

This proposed project is for the installation of a bypass pump and affiliated equipment where no such pump currently exists. The addition of a bypass pump serving lift station #2 will create a redundancy in power that will help ensure that the lift station #2 can continue to operate even during a loss of power.

| Josef Grusauskas | | 8-21-24 |
|---|---|---|
| **Certifying Employee Printed Name** | **Certifying Employee Signature** | **Date** |

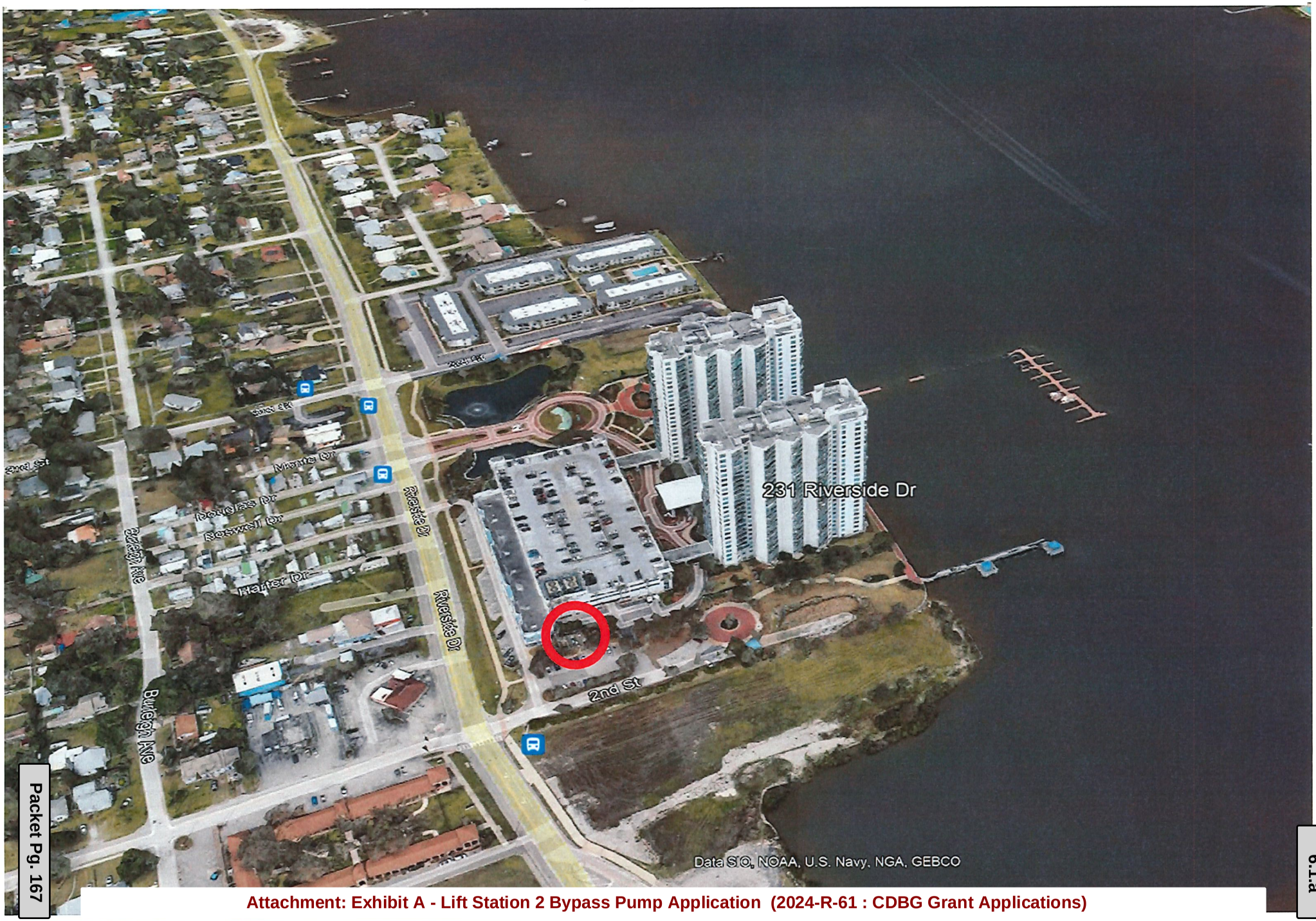
Attachment: Exhibit A - Lift Station 2 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

# EXHIBIT A

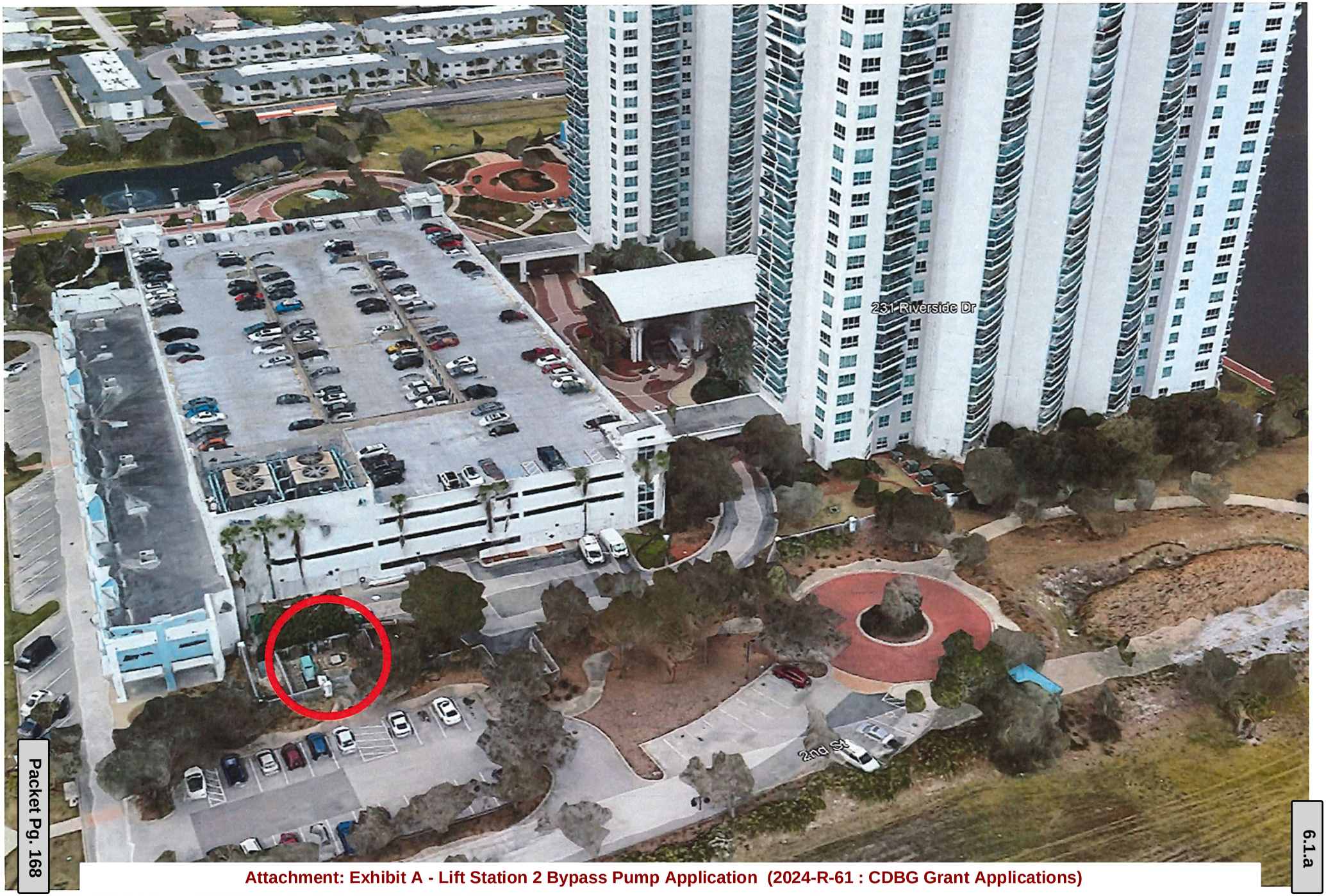
# PHOTOGRAPHS

Attachment: Exhibit A - Lift Station 2 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

**Lift Station #2**
**231 Riverside Drive**
**Holly Hill, Florida 32117**



# Lift Station #2
# 231 Riverside Drive
# Holly Hill, Florida 32117



Lift Station #2
231 Riverside Drive
Holly Hill, Florida 32117

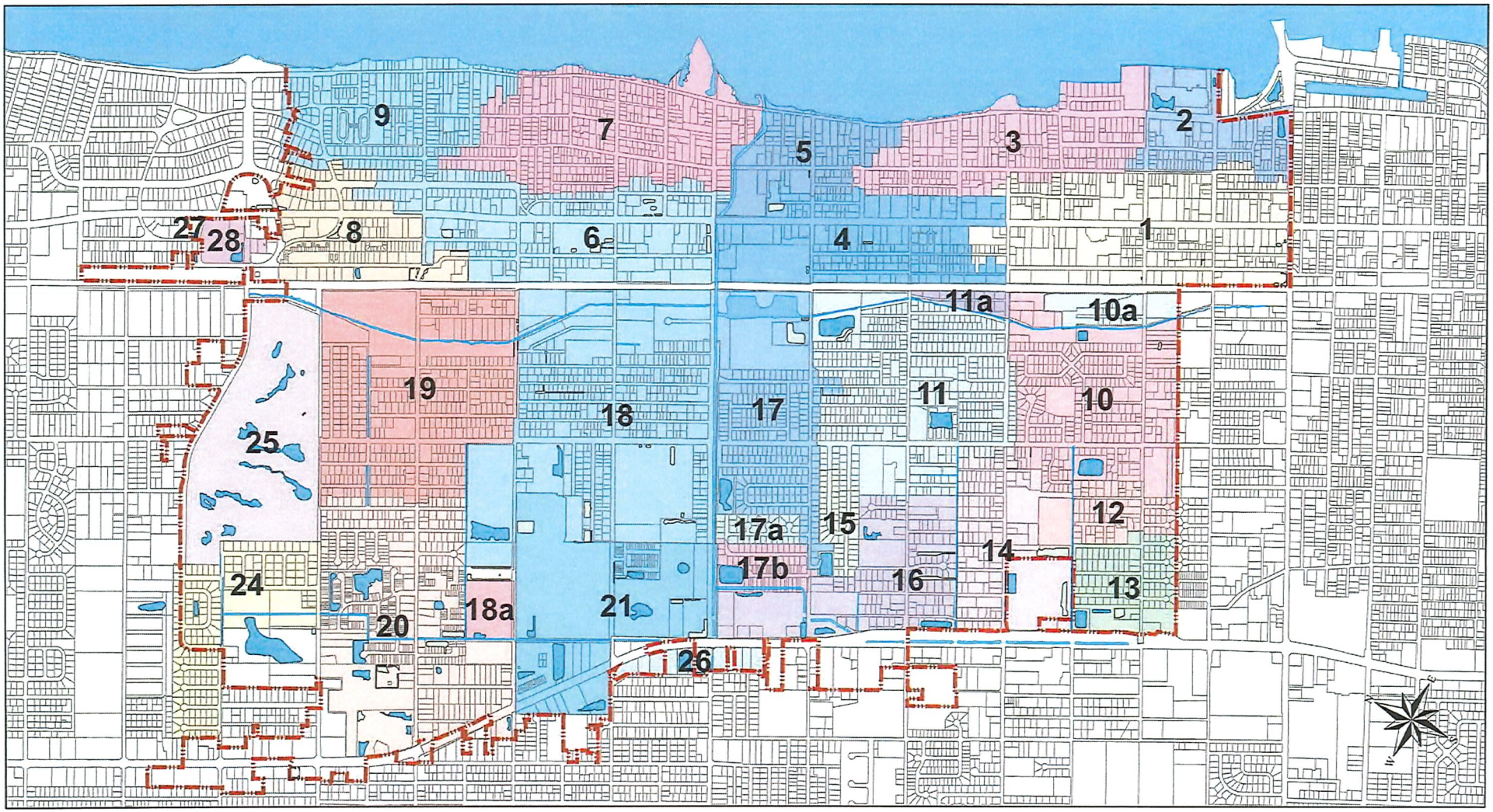


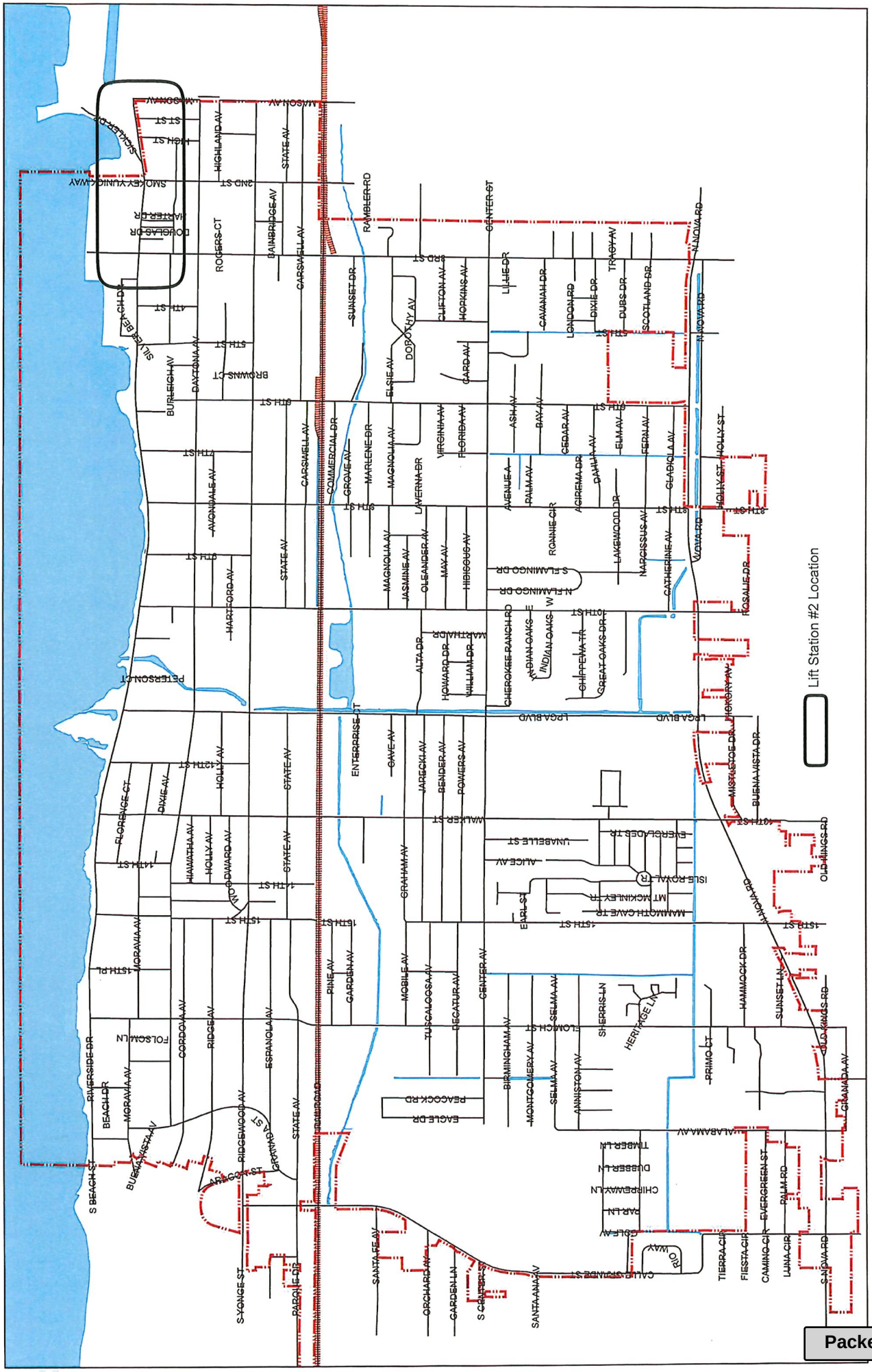
# EXHIBIT B

# LIFT STATION SERVICE AREA

Attachment: Exhibit A - Lift Station 2 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

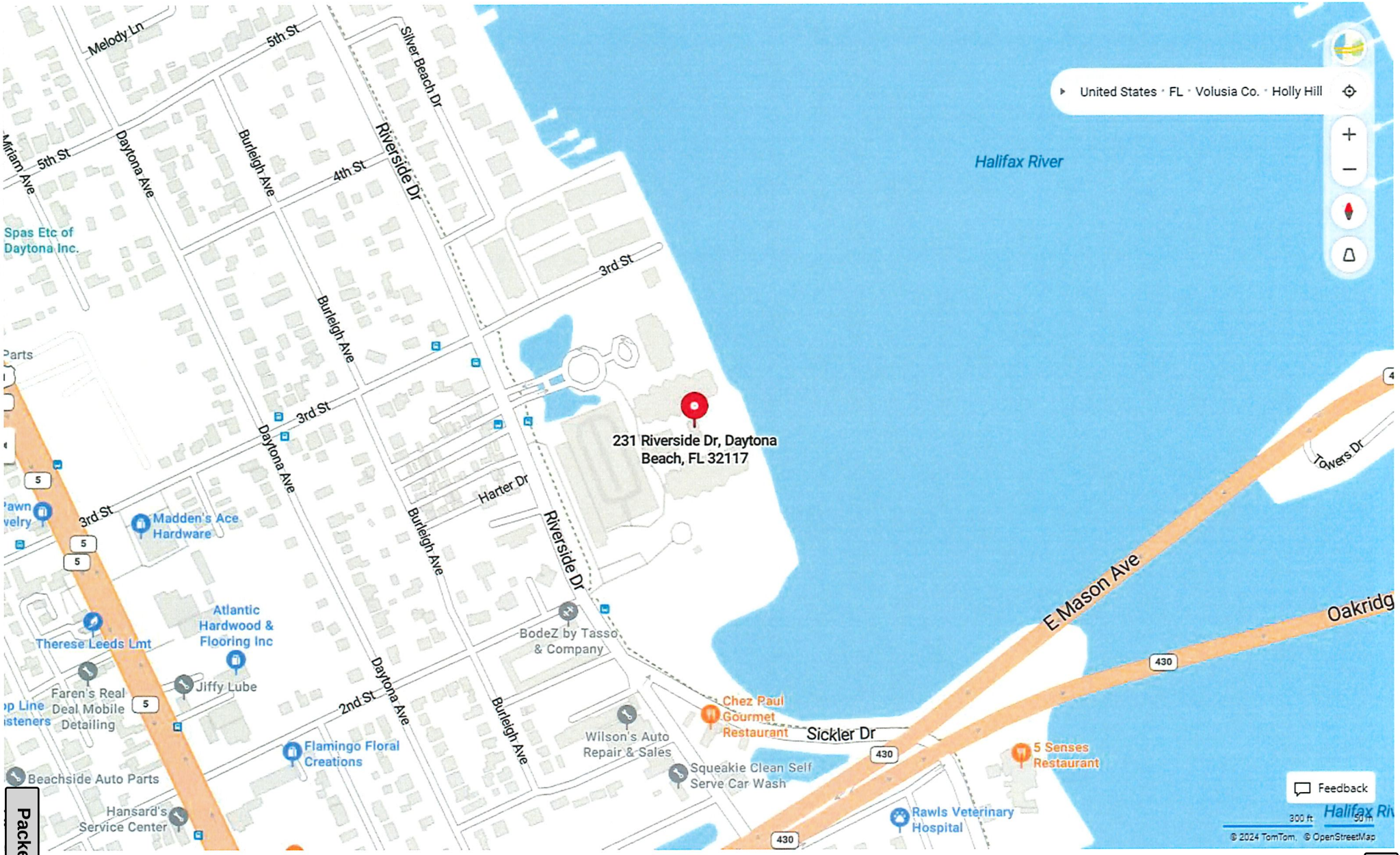
# City of Holly Hill, Florida
# Lift Station Service Areas

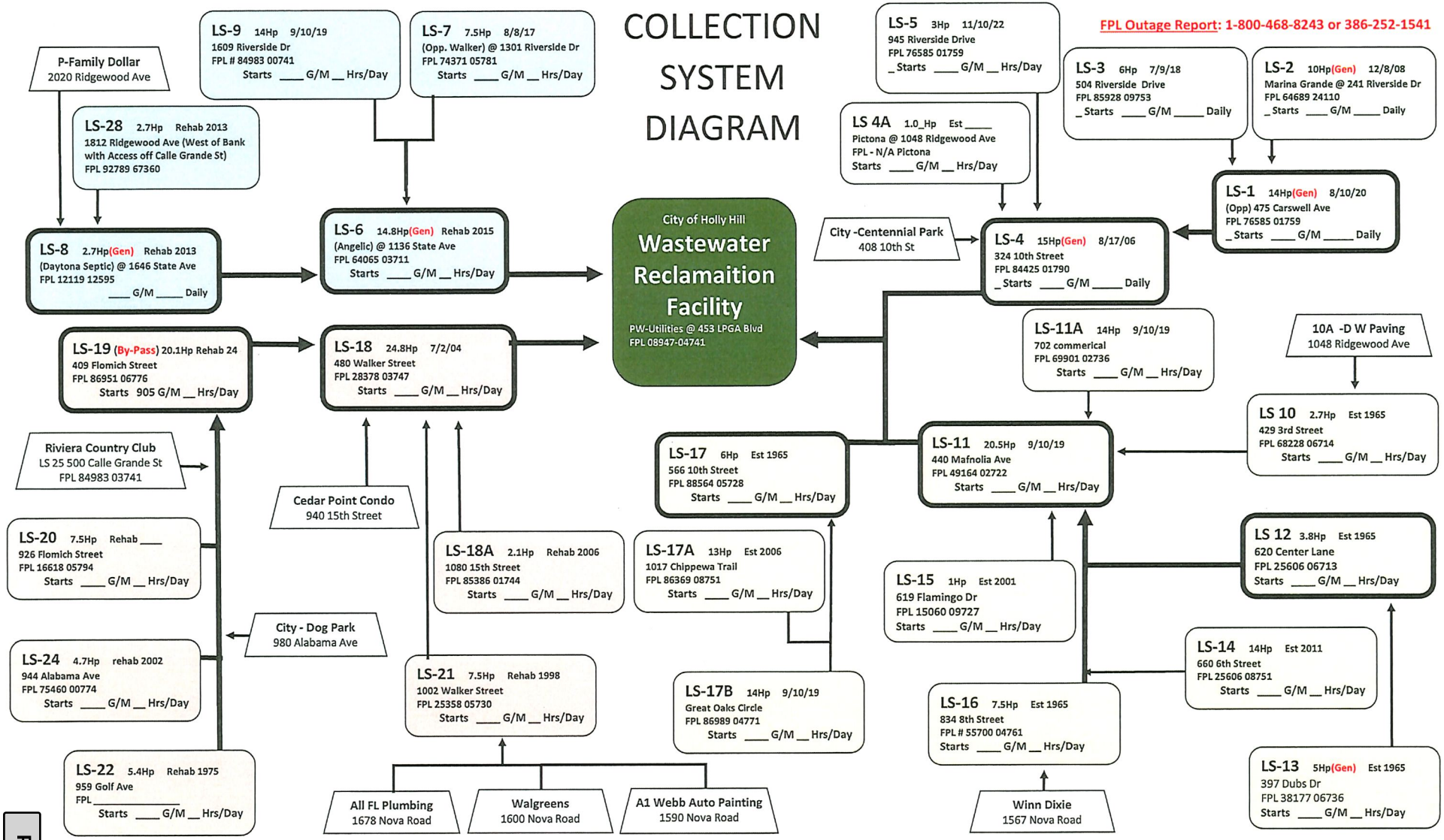





Attachment: Exhibit A - Lift Station 2 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

# Lift Station #2
# 231 Riverside Drive
# Holly Hill, Florida 32117




COLLECTION SYSTEM DIAGRAM
FPL Outage Report: 1-800-468-8243 or 386-252-1541
P-Family Dollar
2020 Ridgewood Ave
LS-9 14Hp 9/10/19
1609 Riverside Dr
FPL # 84983 00741
Starts ____ G/M __ Hrs/Day
LS-7 7.5Hp 8/8/17
(Opp. Walker) @ 1301 Riverside Dr
FPL 74371 05781
Starts ____ G/M __ Hrs/Day
LS-5 3Hp 11/10/22
945 Riverside Drive
FPL 76585 01759
_Starts ____ G/M __ Hrs/Day
LS-3 6Hp 7/9/18
504 Riverside Drive
FPL 85928 09753
_Starts ____ G/M ____ Daily
LS-2 10Hp(Gen) 12/8/08
Marina Grande @ 241 Riverside Dr
FPL 64689 24110
_Starts ____ G/M ____ Daily
LS-28 2.7Hp Rehab 2013
1812 Ridgewood Ave (West of Bank with Access off Calle Grande St)
FPL 92789 67360
LS 4A 1.0_Hp Est ____
Pictona @ 1048 Ridgewood Ave
FPL - N/A Pictona
Starts ____ G/M __ Hrs/Day
LS-1 14Hp(Gen) 8/10/20
(Opp) 475 Carswell Ave
FPL 76585 01759
_Starts ____ G/M ____ Daily
LS-8 2.7Hp(Gen) Rehab 2013
(Daytona Septic) @ 1646 State Ave
FPL 12119 12595
___ G/M ____ Daily
LS-6 14.8Hp(Gen) Rehab 2015
(Angelic) @ 1136 State Ave
FPL 64065 03711
Starts ____ G/M __ Hrs/Day
City of Holly Hill
Wastewater Reclamaition Facility
PW-Utilities @ 453 LPGA Blvd
FPL 08947-04741
City -Centennial Park
408 10th St
LS-4 15Hp(Gen) 8/17/06
324 10th Street
FPL 84425 01790
_Starts ____ G/M ____ Daily
LS-19 (By-Pass) 20.1Hp Rehab 24
409 Flomich Street
FPL 86951 06776
Starts 905 G/M __ Hrs/Day
LS-18 24.8Hp 7/2/04
480 Walker Street
FPL 28378 03747
Starts ____ G/M __ Hrs/Day
LS-11A 14Hp 9/10/19
702 commerical
FPL 69901 02736
Starts ____ G/M __ Hrs/Day
10A -D W Paving
1048 Ridgewood Ave
LS 10 2.7Hp Est 1965
429 3rd Street
FPL 68228 06714
Starts ____ G/M __ Hrs/Day
Riviera Country Club
LS 25 500 Calle Grande St
FPL 84983 03741
Cedar Point Condo
940 15th Street
LS-17 6Hp Est 1965
566 10th Street
FPL 88564 05728
Starts ____ G/M __ Hrs/Day
LS-11 20.5Hp 9/10/19
440 Mafnolia Ave
FPL 49164 02722
Starts ____ G/M __ Hrs/Day
LS-20 7.5Hp Rehab ___
926 Flomich Street
FPL 16618 05794
Starts ____ G/M __ Hrs/Day
LS-18A 2.1Hp Rehab 2006
1080 15th Street
FPL 85386 01744
Starts ____ G/M __ Hrs/Day
LS-17A 13Hp Est 2006
1017 Chippewa Trail
FPL 86369 08751
Starts ____ G/M __ Hrs/Day
LS-15 1Hp Est 2001
619 Flamingo Dr
FPL 15060 09727
Starts ____ G/M __ Hrs/Day
LS 12 3.8Hp Est 1965
620 Center Lane
FPL 25606 06713
Starts ____ G/M __ Hrs/Day
City - Dog Park
980 Alabama Ave
LS-24 4.7Hp rehab 2002
944 Alabama Ave
FPL 75460 00774
Starts ____ G/M __ Hrs/Day
LS-21 7.5Hp Rehab 1998
1002 Walker Street
FPL 25358 05730
Starts ____ G/M __ Hrs/Day
LS-17B 14Hp 9/10/19
Great Oaks Circle
FPL 86989 04771
Starts ____ G/M __ Hrs/Day
LS-14 14Hp Est 2011
660 6th Street
FPL 25606 08751
Starts ____ G/M __ Hrs/Day
LS-16 7.5Hp Est 1965
834 8th Street
FPL # 55700 04761
Starts ____ G/M __ Hrs/Day
LS-22 5.4Hp Rehab 1975
959 Golf Ave
FPL _____
Starts ____ G/M __ Hrs/Day
LS-13 5Hp(Gen) Est 1965
397 Dubs Dr
FPL 38177 06736
Starts ____ G/M __ Hrs/Day
All FL Plumbing
1678 Nova Road
Walgreens
1600 Nova Road
A1 Webb Auto Painting
1590 Nova Road
Winn Dixie
1567 Nova Road

# EXHIBIT C

# PURCHASING POLICY

Attachment: Exhibit A - Lift Station 2 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## POLICY 1.3 PURCHASING REQUISTIONS

All requisitions shall be authorized by the Department Director or designated authority. Requisitions should originate in the department at the level where the purchase is to be used and routed to the designated approval authority prior to being sent to Finance Department. Requisitions not properly authorized will not be accepted by the on-line system.

**ROUTING:**

1. For all purchases under $50,000, the requisitioning Department will enter the requisition into the on-line system for issuance of a purchase order. The Department will obtain quotes as:
   a. No quotes required under $5,000
      i. Estimates are encouraged
      ii. Preference given to local suppliers
   b. Informal quotes required between $5,000 and under $25,000
      i. Utilize
         1. Screen shots
         2. Verbal quotes
      ii. Preference given to local suppliers
   c. Three formal written quotes required between $25,000 and under $50,000
      i. Written quotes or proposals
      ii. Preference given to local suppliers for City funds. Federal funded procurements are exempt from any local supplier's preference.
2. For all purchases $50,000 or greater, the requisitioning Department will request a formal solicitation to be issued by the Finance Department, and then assure that City Commission approval is obtained for award, either of the solicitation or other Commission direction.
3. The City Manager will inform the Commission of all purchases $25,000 or greater.
4. Upon receipt of the requisition in the Finance Department and dependent on the dollar amount, formal quotations, bids or proposals will be solicited. A purchase order, contract or work order will be issued upon completion of this process.
5. If the requisition is incomplete or not properly prepared, the Finance Department will notify the originating department.
6. For all purchases of capital goods or services, regardless of the dollar amount, the requisitioning Department will enter the requisition into the system assuring appropriate approvals are obtained, unless approved by the Finance Director and under $25,000.

## POLICY 1.4 PURCHASING REVIEWS

**REVIEW OF SPECIFICATIONS-OTHER DEPARTMENTAL APPROVALS REQUIRED:** Prior to issuance of bids or the processing of a requisition with specifications included, review of the items to be purchased and the specifications for certain commodities and services must be made by other departments / Departments within the City to assure open competitive bidding, compatibility, standardization, and up-to-date specifications. The following are mandated reviews:



Attachment: Exhibit A - Lift Station 2 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

# EXHIBIT D

# LMI DATA

Attachment: Exhibit A - Lift Station 2 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

City of Holly Hill LMI Data

| TRACT | BLKGRP | LOWMOD | TOTAL POP | LOWMOD_PCT |
|---|---|---|---|---|
| 080901 | 1 | 1,310 | 1,775 | 73.80% |
| 080901 | 2 | 385 | 655 | 58.80% |
| 080901 | 3 | 490 | 1,420 | 34.50% |
| 080901 | 4 | 410 | 710 | 57.70% |
| 080902 | 1 | 780 | 905 | 86.20% |
| 080902 | 2 | 705 | 1,015 | 69.50% |
| 080902 | 3 | 435 | 1,175 | 37.00% |
| 080902 | 4 | 395 | 495 | 79.80% |
| 081001 | 1 | 695 | 1,110 | 62.60% |
| 081001 | 2 | 315 | 520 | 60.60% |
| 081002 | 1 | 495 | 1,015 | 48.80% |
| 081002 | 2 | 270 | 295 | 91.50% |
| 081002 | 3 | 475 | 855 | 55.60% |
| **Total** | | **7,160** | **11,945** | **59.94%** |

Attachment: Exhibit A - Lift Station 2 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

Volusia County
FLORIDA

# County of Volusia

# FY 2024/25

# Community Development Block Grant (CDBG) Program

## Capital Improvement Project Application

City of Holly Hill

Applicant Name

Lift Station #11 Bypass Pump

Project Name

Attachment: Exhibit B - Lift Station 11 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## A. Application Checklist

**FY 2024/25 CDBG Capital Project - Funding Application Checklist**

*Applicant **MUST** place this initialed and signed checklist on top of all submitted proposals.*

| Initials of CDBG Primary Contact or Representative | Necessary Application Document/Information |
|---|---|
| SJ | Applicant Information |
| SJ | Project description/Location & Implementation Responsibility |
| SJ | Plan of Action |
| SJ | Budget |
| SJ | Procurement Description |
| SJ | Applicable Procurement Policy (attach only the pages referenced) |
| SJ | **Signed and Completed** Certification of Construction Need (Required for existing structures or facilities) |
| SJ | Signed and Completed Conflict of Interest Statement |
| SJ | Attached Maps and Photos |
| | Attached Board, City Commission, or Department Director approval documentation including meeting agendas, meeting minutes, signed resolutions, etc. |
| | Other (If applicable) _____ |

**Note:** When filing out this application please refer to the FY 2024/25 CDBG Funding Application Instructions and Guidance.

Attachment: Exhibit B - Lift Station 11 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## B. Applicant Information

Name of Applicant: City of Holly Hill

CDBG Primary Contact Name and Title: (should be the same for all proposals) Steven Juengst, Public Works Administrative Manager

Email Address: sjuengst@hollyhillfl.org Phone Number: (386) 248-9463

Project Manager Name and Title: (Implementation) Josef Grusauskas, Deputy Director Public Works - Utilities

Email Address: jgrusauskas@hollyhillfl.org Phone Number: (386) 248-9463

Proposed Project Title: Lift Station #11 Bypass Pump

Total Amount Requested: $150,000 Total Estimated Project Cost: $150,000

Additional Funds Available to Leverage, if applicable: $50,600

Source of Additional Funds, if applicable: Enterprise Funds

Physical Location of Proposed Project: 440 8th Street, Holly Hill, FL 32117

| Certifying Representative |
|---|
| ▪ Person authorized to sign contract, if project is selected ▪ Please sign in **BLUE INK** |
| To the best of my knowledge and belief, data in this proposal are true and correct and the **governing body of the applicant has duly authorized the document.** |

Signature: Joseph Forte 8.22.2024

**Name:** *Joseph A. Forte* **Date Signed**

**Title: City Manager**

Attachment: Exhibit B - Lift Station 11 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## C. Project Description

**Type of Project:**

- ☐ Acquisition of Real Property
- ☐ Clearance/Demolition
- ☐ Public Facility Improvements (General)
- ☐ Senior Centers
- ☐ Neighborhood Facilities
- ☐ Parks, Recreational Facilities
- ☐ Flood/Drainage Improvements
- ☐ Code Enforcement
- ☒ Water/Sewer Improvements
- ☐ Non-Residential Historic Preservation
- ☐ Street/Sidewalk Improvements
- ☐ ADA Accessibility

**Exact location/project address:**
*(Provide a site map clearly identifying where on the site the proposed project will take place)*
440 8th Street, Holly Hill, Florida 32117
29.237298, -81.043067

*If applicable, please indicate the following:*

Address Start: _____ Address End: _____ Linear Feet: _____

**Summary of project:**
*(Provide a detailed description of the project to include the entire scope of work. Elements of the project not included in this section of the application may not be considered once awarded.)*
The proposed project will install a bypass pump and affiliated piping serving lift station #11 and all residents served by this stations' service. During severe natural hazard events that impact the integrity of the local electrical utility and distribution system, the emergency bypass pump for lift station #11 will ensure uninterrupted continuity of operation.

**Project Need and Justification:**
*(Describe the underlying purpose and need for the proposed project, including any alternatives considered, and how the proposed project is intended to address housing and/or community development needs.)*
Natural hazards, especially severe atmospheric events such as hurricanes and storms, impact a city's utility infrastructure and cause cascading effects that threaten the health and safety of the citizens and property. In September 2022, Hurricane Ian impacted the City of Holly Hill, causing extensive damage to the area and impacting electrical power distribution for the City's lift station system. Although the proposed lift station identified in this application avoided damages in the aftermath of Hurricane Ian, it is currently vulnerable due to a lack of a permanenently installed redundant power system to support the wastewater collection services during failures of the local power grid. Becauase of this, the risk of sewer backups in the event of a loss of power poses a risk to the health an citizens served by the lift station. There is currently a generator in place at lift station #11 that is operational. However, bypass pumps are less expensive and far more efficient than generators, and in the event that a lift station is inaccessible due to downed trees or debris, the lift station will continue to function for a longer period of time with a bypass pump as opposed to a generator.

Attachment: Exhibit B - Lift Station 11 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

**Anticipated accomplishments and/or outcomes:**

The installation of a bypass pump serving lift station #11 will provide redundant power to ensure continuity of operation during and after future severe weather events or other emergencies that impact the local utility grid.

**Describe the designated service area and beneficiaries:**
*(Provide a detailed description, photos, and a map that clearly shows the project site and area that will benefit from the proposed project.)*

Lift Station #11 is located at 440 8th Street in Holly Hill, Florida. This lift station is located in census tract 080902, block group 1, which according 2020 census data has 905 residents, of whom 86.20% live with low/moderate income.

**Existing Conditions and Trends:**
*(Provide a description of existing conditions, the character, features, and resources of the project area as well as any trends that are likely to continue in the absence of the project. Please cite current data to support your response.)*
If no action is taken, Lift Station #11 will remain vulnerable to loss of function during severe weather events or when electrical power is lost. The threat to public health, local environment, infrastructure and residents served by Lift Station #11 would remain.

Attachment: Exhibit B - Lift Station 11 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## D. National Objective

**Activity will meet a national objective by:** *(choose one of the two options)*

☒ **Area Benefit**
Uses census tract data to demonstrate more than 51% of beneficiaries are LMI.
(choose one of the two options)
☒ Census tract block group data
or
☐ Income survey conducted by agency/municipality

☐ **Limited Clientele Benefit**
Uses data for a certain population within the community.
(choose one of the two options)
☐ Will be income verified
or
☐ Presumed low-income by HUD

Area Benefit: *(if applicable)*

| Census Tract | Block Group | Total Population | Low/Mod Population | % Low/Mod Population |
|---|---|---|---|---|
| 0809.02 | 1 | 905 | 780 | 86.20% |
| | **Total** | 905 | 780 | 86.20 |

Limited Clientele Benefit: *(if applicable)*

Qualifying group

Number of persons served

**Similar Projects:**
(Describe any similar capital projects previously carried out, and the outcomes. Describe any experience with implementing projects utilizing CDBG or other federal funding sources.)
The City of Holly Hill recently had a bypass pump installed at our Lift Station #19, located at 407 Flomich Street. This was following the completion of a project to refurbush this lift station that was partially funded by a Community Development Block Grant.

The City of Holly Hill has managed annual CDBG grant projects, an ARPA project and multiple Hazard Mitigation Grant Program projects.

**Agency Capacity:**
(Describe the agency's experience and current capacity to manage a capital project. Describe the agency's capacity to complete a competitive solicitation, oversee grant compliance, and manage contractors.)

Attachment: Exhibit B - Lift Station 11 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

The City of Holly Hill will hire an engineering firm to provide construction inspections and administration for this project, but also have a Utilities Director, Josef Grusauskas, and Utility Mechnic staff who will oversee the construction of this project. The solicitation and grant compliance portions of this project will be overseen by the City's CDBG liaison, Steven Juengst, as well as the City's finance departmet

**Feasibility of Maintaining Project:**
(Explain future maintenance as a result of the project)

Routine maintenance of lift stations is done on a daily basis by City of Holly Hill Utility Mechanic staff. Bypass pumps are tested weekly to ensure proper functioning. Any failure of the bypass pump would be repaired by City staff or contracted as needed.

Attachment: Exhibit B - Lift Station 11 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## E. Project Timeframe

**Implementation Responsibility:**

Who will be implementing the construction of the proposed project?

☐ Agency/Municipality Employees
☒ Contractor
☐ County of Volusia Employees (only applies to internal departments/divisions)

Comments about implementation responsibility (if needed):

The bypass pump and affiliated piping will be performed by a qualified contractor and overseen by en engineering firm in addition to City Utility staff.

**Plan of Action:**
***Plan of Action below will become part of the Subrecipient Agreement if project is approved***
*(Clearly explain who created the POA provided below (i.e. purchasing analyst, public works director, etc.), what factors were considered, what is unique to this project timeline, and note any potential concerns or delays. Projects that are shovel ready and can be completed within 12 months will be prioritized. See application instructions for an example POA.)*
The Grant Manager created this plan of action in concert with the Public Works Deputy Director - Utilies. There is anticipated to be a lead time allowance on the bypass pump of 6 months. The installation work itself is anticipated to be completed within one month.

| CDBG FY 2024/25 Plan of Action | | |
|---|---|---|
| **Milestones** | **Planned Date** | **Notes (not required)** |
| Authorization to Proceed Received | 1/1/25 | Remaining dates will adjust if ATP is not received by this date |
| Technical Design & Procurement Documents Complete | 01/24/25 | |
| Complete Solicitation Package Submitted to Volusia County | 01/27/25 | |
| Solicitation Package Approved by Volusia County (Allow one week) | 02/03/25 | |
| Solicitation Advertised | 02/14/25 | |
| Pre-Solicitation Meeting | 02/25/25 | |
| Solicitation Opening | 03/11/25 | |
| Contract Award | 03/25/25 | |
| Pre-Construction Meeting | 04/01/25 | |
| Issue a Notice to Proceed | 04/01/25 | |
| Project Start Date | 04/01/25 | |
| Project Completed | 11/21/25 | |
| All Reimbursement Requests Submitted to Volusia County | 12/19/25 | |

Attachment: Exhibit B - Lift Station 11 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## F. Project Budget

*(Applicants must either fill out the following budget, or attach an additional budget)*

| Budget Categories | Project Cost Estimate | Sources of Funds | | |
|---|---|---|---|---|
| | | CDBG Funds | Applicant Funds | Other: |
| | | AMOUNT | AMOUNT | AMOUNT |
| Materials Costs | $100,000 | $100,000 | | |
| Labor Costs | $35,000 | $35,000 | | |
| Engineering Services | $15,000 | $15,000 | | |
| Other: _____ | | | | |
| Other: _____ | | | | |
| Other: _____ | | | | |
| SOURCE TOTAL (Column total) | | | | |
| TOTAL PROJECT COST (the total project costs, all funding sources) | $150,000 | | | |

**Please note, due to grant-based accounting method used by HUD, funds cannot be transferred between fiscal years. As a result, remaining program year balances that are less than $1,000 will revert to countywide funds.*

**Description of Budget:**
*(Explain the budget above. Include the resources that will be used for the project prior to reimbursement, any potential funding concerns, completeness of budget given, and estimates used. Backup documentation for the budget amounts should be available upon request. If project is to be implemented by the county, attach correspondence with relevant County of Volusia department stating the budget reasoning.)*
Clearing & Grubbing: $6,000.00
Pipe, Plastic, Couplings: $500.00
Bypass Pump: $70,000.00
Backfill: $500.00
Grading: $5,000.00
Equipment Rentals (Cranes, etc) $15,000.00
Sewer Pumping System: $35,000.00
Structural Concrete: $500.00
Storage Tank: $2,500.00
Engineering/CEI: $15,000.00

**Leveraged Funds:**
*(Clearly explain what funds, if any, are being used to match CDBG funds for the project. If any funds are anticipated, but are not currently in hand, please note that here (ex: pledges).)*

The City of Holly Hill does not anticipate that the cost of the provision and installation of a bypass pump and affiliated equipment will exceed $150,000. However, the City does have

Attachment: Exhibit B - Lift Station 11 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

$50,600 in the proposed fiscal year 2024/2025 budget for lift station repair and maintenance.

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**Outstanding Balance:**
*(Explain any remaining CDBG balances from prior year capital projects)*
Fiscal Year 2022-2023 CDBG Project - School Zone Improvements: $97,319.00
This project was put out to bid in July 2023 but had no bidders. It was subsequently broadcast again in August 2023, but again no bids were received. This project was broadcast a third time in January 2024 and one bid was received. Following confirmation that a single bid would be acceptable for the CDBG program, this project was awarded on April 7, 2024. There has been some delay on required equipment, with the lead time of solar school zone flashers anticiapted to be received in September 2024.

Fiscal Year 2023-2024 CDBG Project - Sunrise Park North Playground: $94,857.00
This project was broadcast on April 26, 2024 with a bid opening on June 11, 2024. The City Commission awarded a contract on June 25, 2024. The playground is due to be fabricated and ready for installation by the end of September 2024.

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Attachment: Exhibit B - Lift Station 11 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## G. § 570.611 Conflict of Interest

**Please read and sign at the bottom of the next page, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.**

**(a)** ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.

(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).

**(b)** ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. For the UDAG program, the above restrictions shall apply to all activities that are a part of the UDAG project and shall cover any such financial interest or benefit during, or at any time after, such person's tenure.

**(c)** ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

**(d)** ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

Attachment: Exhibit B - Lift Station 11 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available.
(ii) Whether an opportunity was provided for open competitive bidding or negotiation.
(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class.
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question.
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section.
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

| **Name** | **Conflicts/Potential** |
|---|---|
| | |
| | |
| | |
| | |

| Joseph A. Forte | Steven Juengst |
|---|---|
| **Authorized Official** | **CDBG Liaison** |
| **Signature** | **Date** 8.22.2024 |
| **Signature** | **Date** 8/21/2024 |

Attachment: Exhibit B - Lift Station 11 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## H. Procurement

**Eligible procurement:**
Purchases must be handled fairly and in a manner that encourages full and open competition; documentation must be maintained that demonstrates this. Additionally, subrecipients or subgrantees are required to abide by the most strict of the following when purchasing services, supplies, materials, or equipment:

- The municipality or agency purchasing and procurement policy
- All applicable federal procurement rules, most specifically those contained in 24 CFR 85.36
- A Volusia County CDBG entitlement program threshold of $50,000 for small purchases, which will be outlined in the FY 2024/25 Subrecipient Agreement. Purchases above this threshold must be awarded through a formal competitive bid or proposal process, even if the limit established in the subrecipient's or subgrantee's procurement policy allows a higher threshold for a formal competitive bid. In the event that the municipality or agency procurement policy requires a formal bid for purchases less than $50,000, the municipality or agency shall follow their policy.

**Please note:** Approval of the application including the process outlined below does not eliminate the requirement to approve all steps of the project procurement and implementation with Community Assistance prior to moving forward, this is mandatory to ensure that projects remain compliant and eligible for CDBG reimbursement.

**What method of procurement will be used for this project:**
*Include the name of the procurement method, a brief summary of the steps that will be taken, and a reference to the procurement policy of the agency or municipality implementing the project. Attach the page of the policy that applies to the reference to this submission.*
The procurement method employed for this project will be a formal sealed bid. This method will include a formal written contract with the lowest and best responsible bidder after due notice inviting proposals, and will be subject to approval by the City Commission of Holly Hill. This procurement method is a requirement of the City's purchasing policy Section 1.3

**Procurement Reasoning:**
*Clearly explain why the method of procurement noted above is the best choice for this project.*
The benefits of a formal contract procedure are multifaceted. Invitations to Bid are placed on Vendor Link, which is an online bid posting tool which reaches a far greater area than we typically see during non-formal bid procedures. In addition, the formal bid procedure gives the opportunity for the City to included additional mandates in the contract such as bid bonds, performance bonds, and all documents pertaining to CDBG project requirements.

**Procurement Management:**
*Explain who will be responsible for implementing the procurement method above, including their position. Explain past solicitations completed that show the capacity to complete a competitive solicitation (how it was advertised, type of projects, dollar amounts of projects, etc.).*

Michele Moore - Finance Director

Attachment: Exhibit B - Lift Station 11 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## I. Certification of Construction Need

The purpose of this form is to differentiate between the two categories of public facility or infrastructure projects shown below:

- Maintenance of a public facility or infrastructure, and
- Necessary rehabilitation of a public facility or infrastructure.

The agency or municipality that is implementing the proposed capital project must designate an employee to confirm which category, from the two listed above, of which the project best fits. The employee should have the knowledge and experience to make an informed determination and explanation regarding the proposed project, the facility, the past use, and the current condition.

Agencies and municipalities should exercise reasonable judgment in choosing an employee to certify the construction need of a project. It is not the intent of the entitlement community, County of Volusia, to have the agency or municipality incur any additional costs or to hire outside experts. Due to the vast differences in the organization of different agencies and jurisdictions, specific employee positions cannot be defined. A certification completed by the CDBG contact(s) for the agency or municipality would not be appropriate. Please discuss potential certifications with Volusia County if you have any questions or concerns.

**Name and Title of Certifying Employee:** Josef Grusauskas

Email Address: jgrusauskas@hollyhillfl.org Phone Number: (386) 248-9463

**Proposed Project Title:** Lift Station #11 Bypass Pump

**Project should be classified as:**

☐ Maintenance ☐ Deferred Maintenance ☐ Rehabilitation ☒ New Construction

**Reason for determination given:** (Attach additional pages or documentation as needed)

This proposed project is for the installation of a bypass pump and affiliated equipment where no such pump currently exists. The addition of a bypass pump serving lift station #11 will create a redundancy in power that will help ensure that the lift station #11 can continue to operate even during a loss of power.

| Josef Grusauskas | | 8-21-24 |
|---|---|---|
| **Certifying Employee Printed Name** | **Certifying Employee Signature** | **Date** |

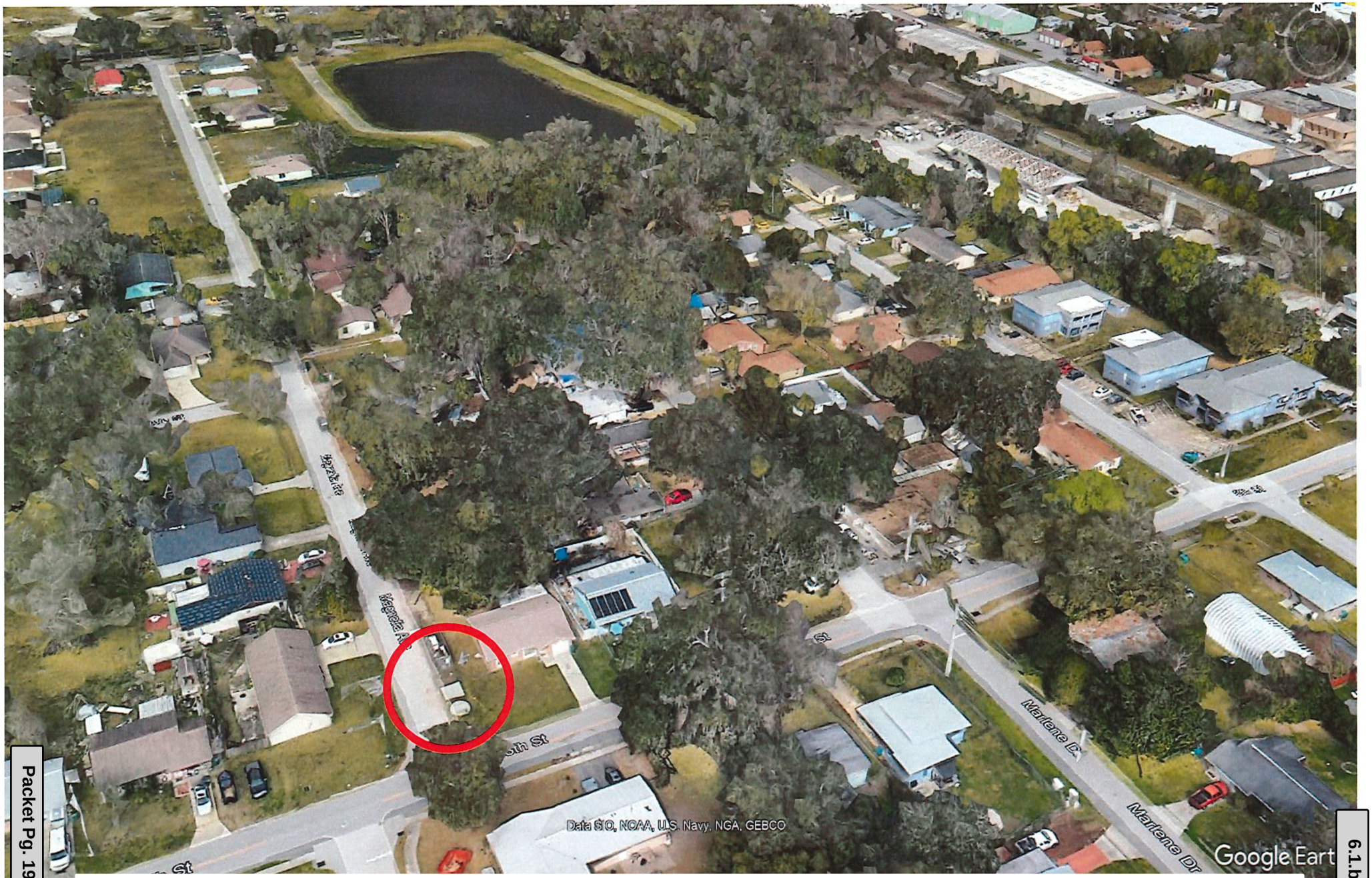
Attachment: Exhibit B - Lift Station 11 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

# EXHIBIT A

# PHOTOGRAPHS

Attachment: Exhibit B - Lift Station 11 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

**Lift Station #11**
**440 8th Street**
**Holly Hill, Florida 32117**



Lift Station #11
440 8th Street
Holly Hill, Florida 32117



**Lift Station #11**
**440 8th Street**
**Holly Hill, Florida 32117**



**Lift Station 11**
**440 8th Street**
**Holly Hill, Florida 32117**

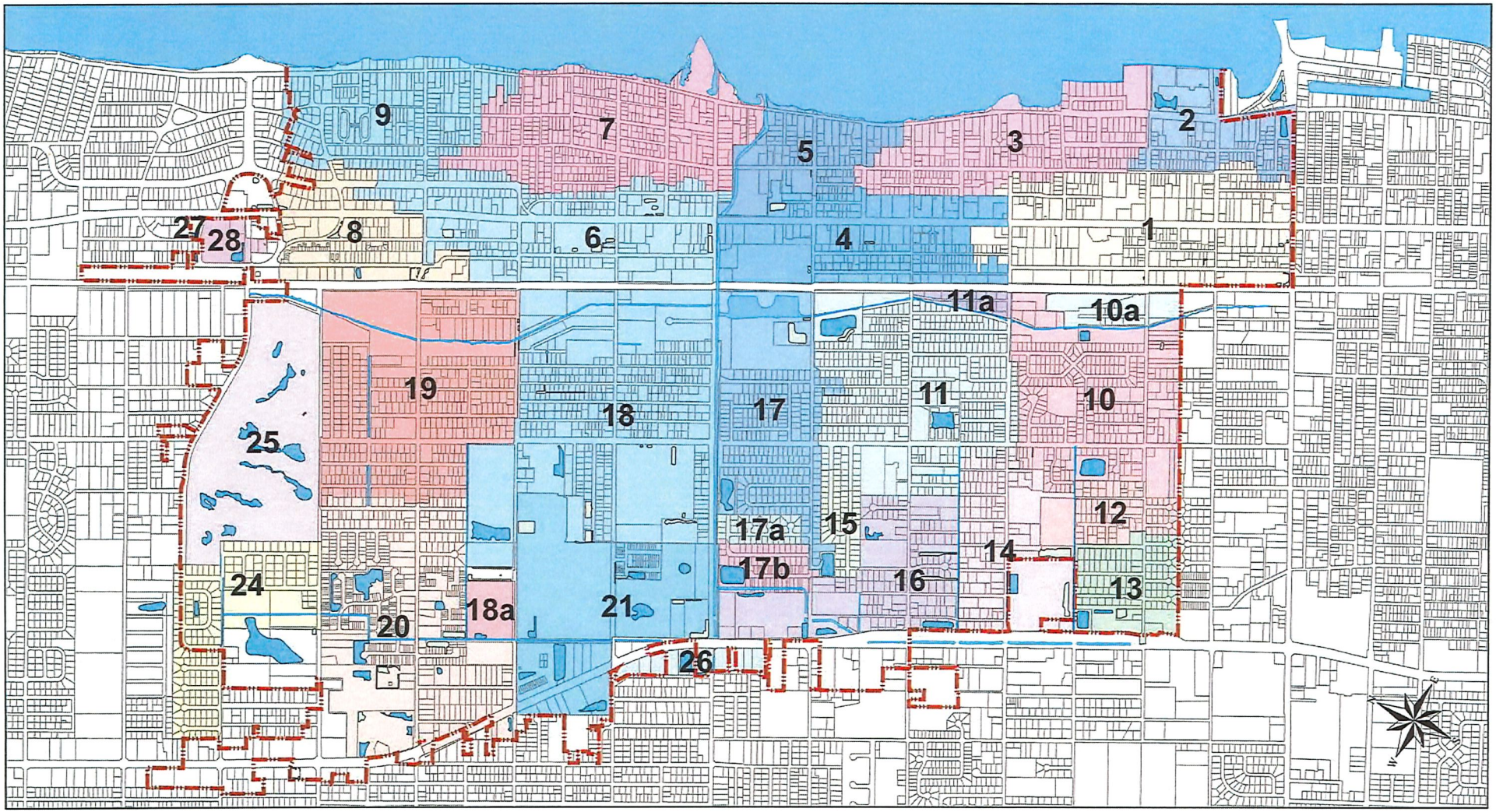


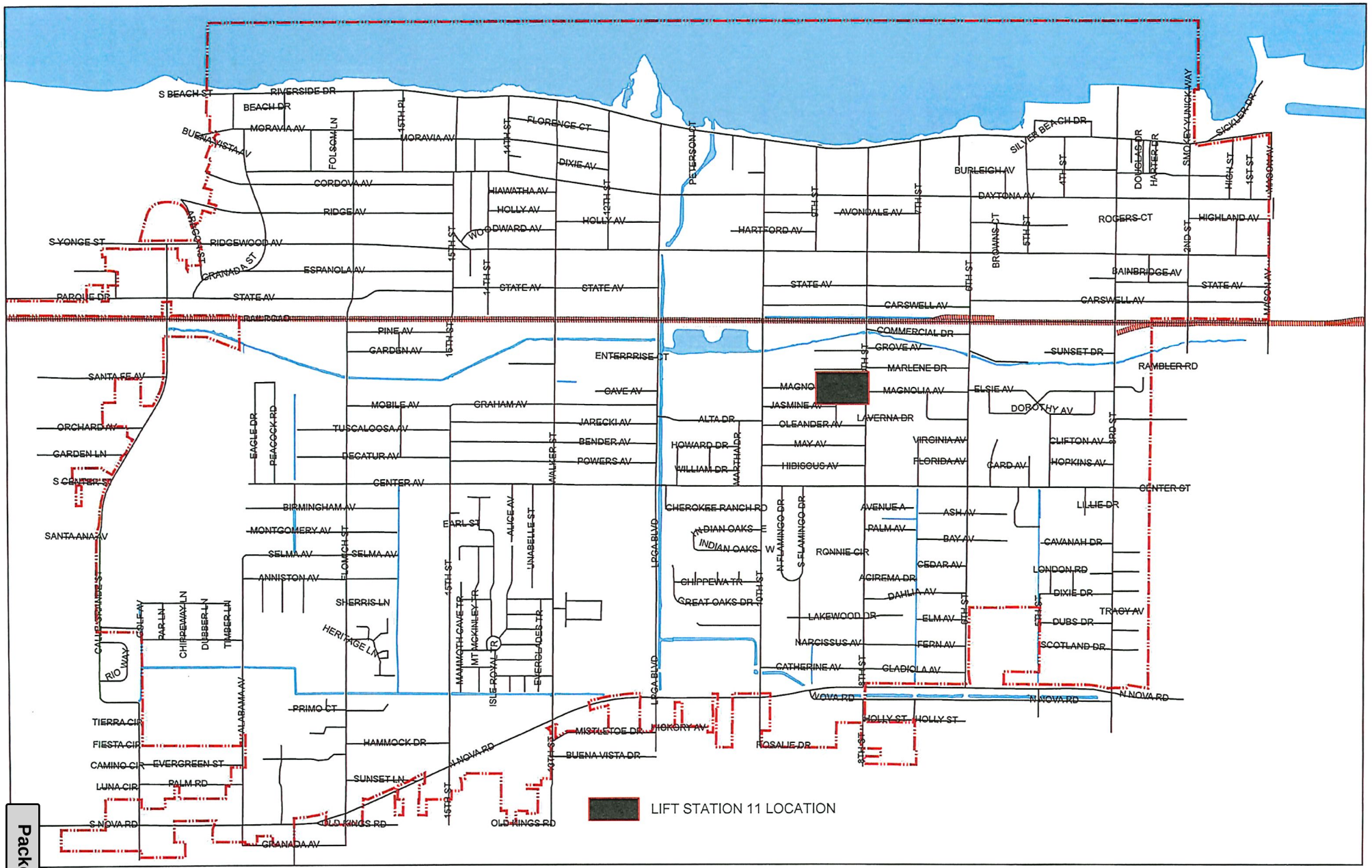
# EXHIBIT B

# LIFT STATION SERVICE AREA

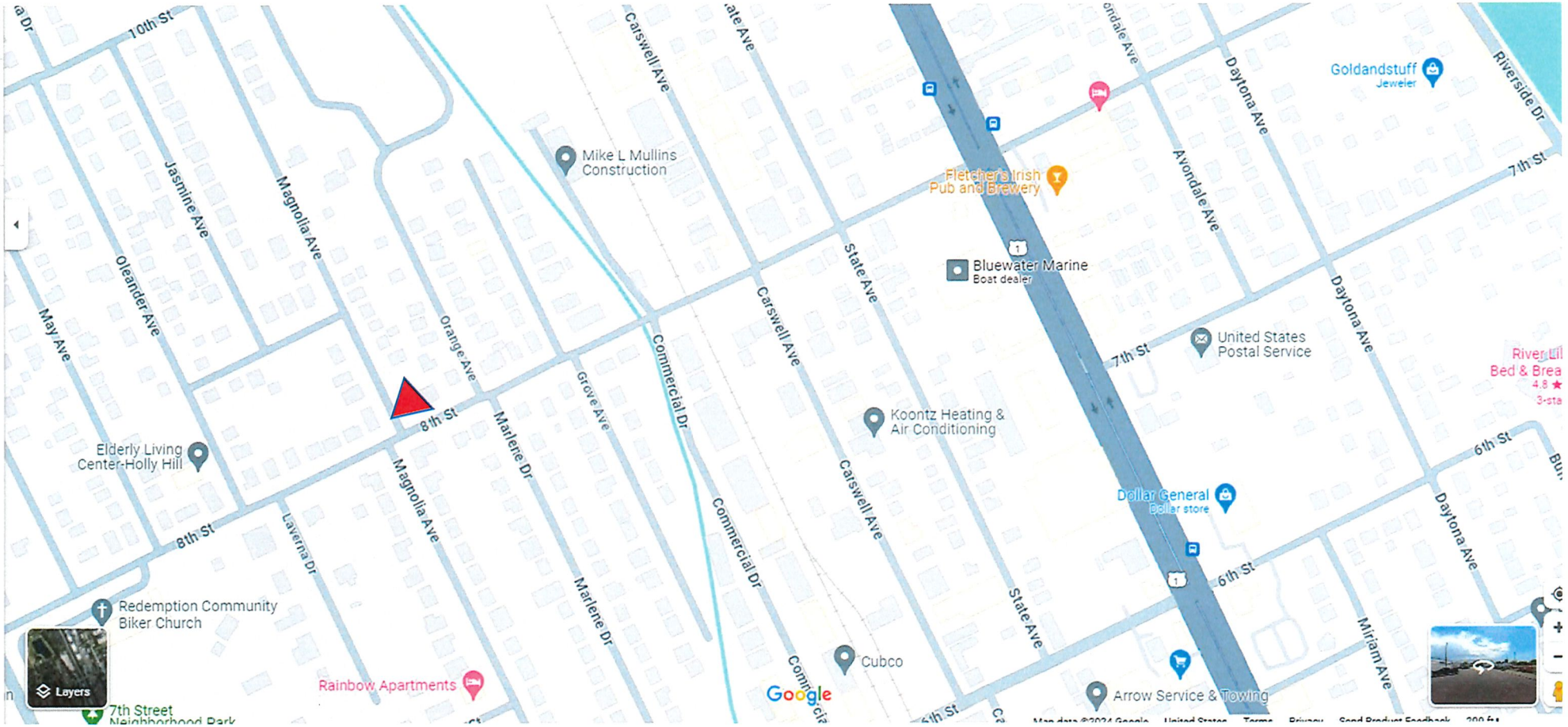
Attachment: Exhibit B - Lift Station 11 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

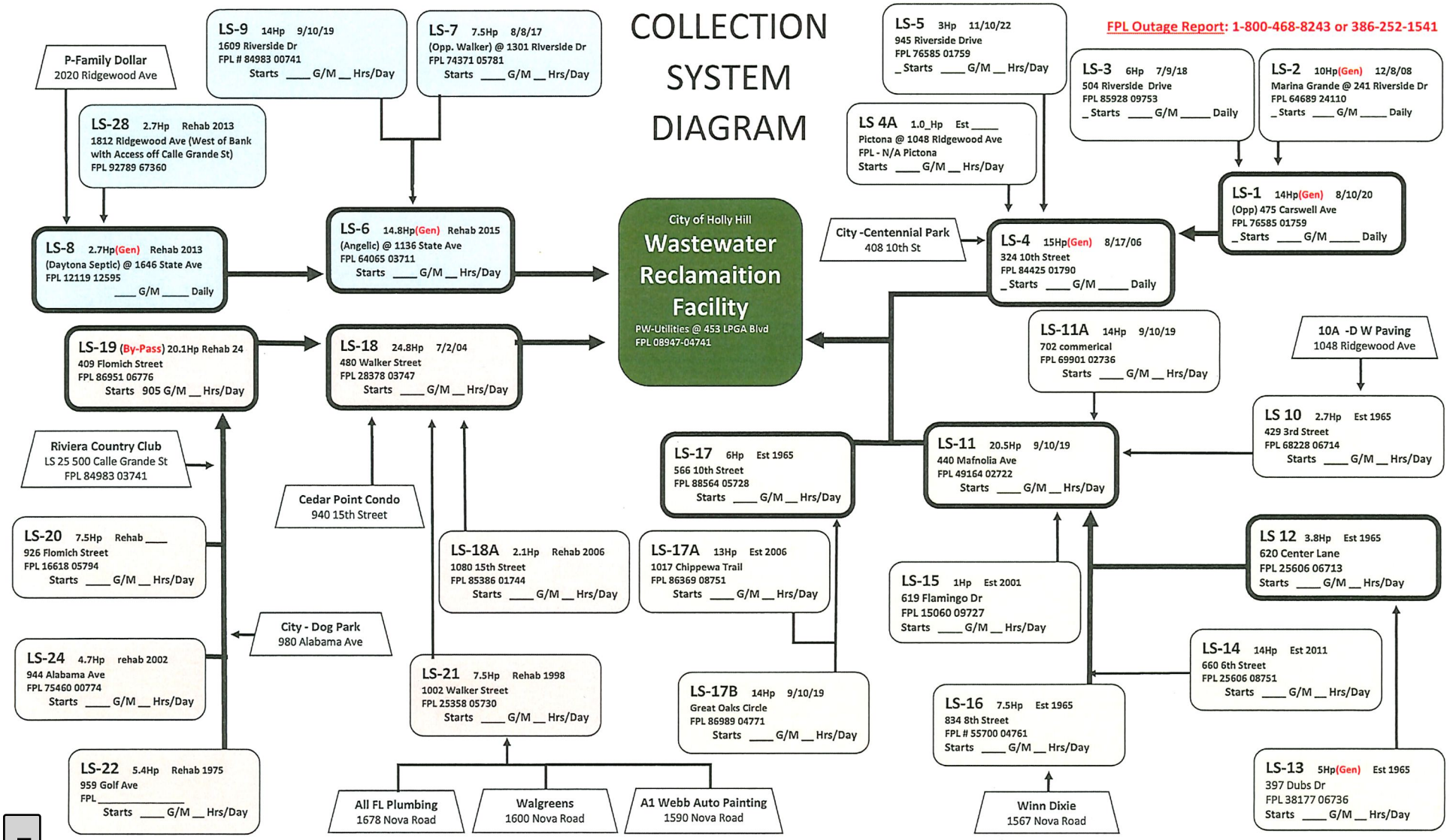
# City of Holly Hill, Florida
# Lift Station Service Areas




S BEACH ST
RIVERSIDE DR
BEACH DR
MORAVIA AV
BUENA VISTA AV
FOLSOM LN
15TH PL
MORAVIA AV
14TH ST
FLORENCE CT
DIXIE AV
CORDOVA AV
HIAWATHA AV
HOLLY AV
WOODWARD AV
12TH ST
HOLLY AV
PETERSON CT
RIDGE AV
S YONGE ST
RIDGEWOOD AV
ARAGON ST
GRANADA ST
ESPANOLA AV
PAROLE DR
STATE AV
15TH ST
11TH ST
STATE AV
STATE AV
RAILROAD
PINE AV
GARDEN AV
16TH ST
ENTERPRISE ST
CAVE AV
SANTA FE AV
ORCHARD AV
GARDEN LN
S CENTER ST
SANTA ANA AV
MOBILE AV
GRAHAM AV
TUSCALOOSA AV
DECATUR AV
EAGLE DR
PEACOCK RD
CENTER AV
JARECKI AV
BENDER AV
POWERS AV
WALKER ST
ALTA DR
HOWARD DR
WILLIAM DR
MARTHA DR
BIRMINGHAM AV
MONTGOMERY AV
SELMA AV
SELMA AV
ANNISTON AV
FLOWICH ST
EARL ST
ALICE AV
UNABELLE ST
15TH ST
SHERRIS LN
HERITAGE LN
MAMMOTH CAVE TR
MT MCKINLEY TR
ISLE ROYAL TR
EVERGLADES TR
LPGA BLVD
LPGA BLVD
CHEROKEE RANCH RD
INDIAN OAKS E
INDIAN OAKS W
CHIPPEWA TR
GREAT OAKS DR
10TH ST
N FLAMINGO DR
S FLAMINGO DR
RONNIE CIR
LAKEWOOD DR
NARCISSUS AV
CATHERINE AV
9TH ST
AVENUE A
PALM AV
ACIREMA DR
DAHLIA AV
ELM AV
FERN AV
GLADIOLA AV
6TH ST
5TH ST
ASH AV
BAY AV
CEDAR AV
LILLIE DR
CAVANAH DR
LONDON RD
DIXIE DR
TRACY AV
DUBS DR
SCOTLAND DR
CENTER ST
N NOVA RD
HOLLY ST
HOLLY ST
ROSALIE DR
MISTLETOE DR
HICKORY AV
BUENA VISTA DR
10TH ST
8TH ST
N NOVA RD
N NOVA RD
S NOVA RD
OLD KINGS RD
OLD KINGS RD
15TH ST
SUNSET LN
HAMMOCK DR
PRIMO CT
TIERRA CIR
FIESTA CIR
CAMINO CIR
EVERGREEN ST
LUNA CIR
PALM RD
ALABAMA AV
GRANADA AV
CALLE SPRINGS ST
GOLF AV
RAP LN
CHIPPEWAY LN
DUBBER LN
TIMBER LN
RIO WAY
MAGNO
MAGNOLIA AV
JASMINE AV
OLEANDER AV
MAY AV
HIBISCUS AV
LAVERNA DR
VIRGINIA AV
FLORIDA AV
ELSIE AV
DOROTHY AV
CLIFTON AV
HOPKINS AV
CARD AV
3RD ST
RAMBLER RD
SUNSET DR
MARLENE DR
GROVE AV
COMMERCIAL DR
CARSWELL AV
CARSWELL AV
BAINBRIDGE AV
STATE AV
MASON AV
6TH ST
BROWNS CT
5TH ST
HARTFORD AV
AVONDALE AV
7TH ST
DAYTONA AV
BURLEIGH AV
4TH ST
ROGERS CT
2ND ST
HIGHLAND AV
DOUGLAS DR
HARTER DR
SILVER BEACH DR
SMOKEY UNICK WAY
SICKLER DR
HIGH ST
1ST ST
MASON AV
LIFT STATION 11 LOCATION

# Lift Station #11
# 440 8th Street
# Holly Hill, Florida 32117




COLLECTION SYSTEM DIAGRAM
FPL Outage Report: 1-800-468-8243 or 386-252-1541
City of Holly Hill
Wastewater Reclamaition Facility
PW-Utilities @ 453 LPGA Blvd
FPL 08947-04741
LS-1 14Hp(Gen) 8/10/20
(Opp) 475 Carswell Ave
FPL 76585 01759
_Starts ____ G/M _____ Daily
LS-2 10Hp(Gen) 12/8/08
Marina Grande @ 241 Riverside Dr
FPL 64689 24110
_Starts ____ G/M _____ Daily
LS-3 6Hp 7/9/18
504 Riverside Drive
FPL 85928 09753
_Starts ____ G/M _____ Daily
LS-4 15Hp(Gen) 8/17/06
324 10th Street
FPL 84425 01790
_Starts ____ G/M _____ Daily
LS-5 3Hp 11/10/22
945 Riverside Drive
FPL 76585 01759
_Starts ____ G/M __ Hrs/Day
LS 4A 1.0_Hp Est ____
Pictona @ 1048 Ridgewood Ave
FPL - N/A Pictona
Starts ____ G/M __ Hrs/Day
City -Centennial Park
408 10th St
LS-6 14.8Hp(Gen) Rehab 2015
(Angelic) @ 1136 State Ave
FPL 64065 03711
Starts ____ G/M __ Hrs/Day
LS-7 7.5Hp 8/8/17
(Opp. Walker) @ 1301 Riverside Dr
FPL 74371 05781
Starts ____ G/M __ Hrs/Day
LS-8 2.7Hp(Gen) Rehab 2013
(Daytona Septic) @ 1646 State Ave
FPL 12119 12595
____ G/M _____ Daily
LS-9 14Hp 9/10/19
1609 Riverside Dr
FPL # 84983 00741
Starts ____ G/M __ Hrs/Day
LS-28 2.7Hp Rehab 2013
1812 Ridgewood Ave (West of Bank with Access off Calle Grande St)
FPL 92789 67360
P-Family Dollar
2020 Ridgewood Ave
LS-10 2.7Hp Est 1965
429 3rd Street
FPL 68228 06714
Starts ____ G/M __ Hrs/Day
10A -D W Paving
1048 Ridgewood Ave
LS-11 20.5Hp 9/10/19
440 Mafnolia Ave
FPL 49164 02722
Starts ____ G/M __ Hrs/Day
LS-11A 14Hp 9/10/19
702 commerical
FPL 69901 02736
Starts ____ G/M __ Hrs/Day
LS-12 3.8Hp Est 1965
620 Center Lane
FPL 25606 06713
Starts ____ G/M __ Hrs/Day
LS-13 5Hp(Gen) Est 1965
397 Dubs Dr
FPL 38177 06736
Starts ____ G/M __ Hrs/Day
LS-14 14Hp Est 2011
660 6th Street
FPL 25606 08751
Starts ____ G/M __ Hrs/Day
LS-15 1Hp Est 2001
619 Flamingo Dr
FPL 15060 09727
Starts ____ G/M __ Hrs/Day
LS-16 7.5Hp Est 1965
834 8th Street
FPL # 55700 04761
Starts ____ G/M __ Hrs/Day
Winn Dixie
1567 Nova Road
LS-17 6Hp Est 1965
566 10th Street
FPL 88564 05728
Starts ____ G/M __ Hrs/Day
LS-17A 13Hp Est 2006
1017 Chippewa Trail
FPL 86369 08751
Starts ____ G/M __ Hrs/Day
LS-17B 14Hp 9/10/19
Great Oaks Circle
FPL 86989 04771
Starts ____ G/M __ Hrs/Day
LS-18 24.8Hp 7/2/04
480 Walker Street
FPL 28378 03747
Starts ____ G/M __ Hrs/Day
LS-18A 2.1Hp Rehab 2006
1080 15th Street
FPL 85386 01744
Starts ____ G/M __ Hrs/Day
Cedar Point Condo
940 15th Street
LS-19 (By-Pass) 20.1Hp Rehab 24
409 Flomich Street
FPL 86951 06776
Starts 905 G/M __ Hrs/Day
Riviera Country Club
LS 25 500 Calle Grande St
FPL 84983 03741
LS-20 7.5Hp Rehab ___
926 Flomich Street
FPL 16618 05794
Starts ____ G/M __ Hrs/Day
City - Dog Park
980 Alabama Ave
LS-21 7.5Hp Rehab 1998
1002 Walker Street
FPL 25358 05730
Starts ____ G/M __ Hrs/Day
LS-22 5.4Hp Rehab 1975
959 Golf Ave
FPL _____
Starts ____ G/M __ Hrs/Day
LS-24 4.7Hp rehab 2002
944 Alabama Ave
FPL 75460 00774
Starts ____ G/M __ Hrs/Day
All FL Plumbing
1678 Nova Road
Walgreens
1600 Nova Road
A1 Webb Auto Painting
1590 Nova Road

# EXHIBIT C

# PURCHASING POLICY

Attachment: Exhibit B - Lift Station 11 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## POLICY 1.3 PURCHASING REQUISTIONS

All requisitions shall be authorized by the Department Director or designated authority. Requisitions should originate in the department at the level where the purchase is to be used and routed to the designated approval authority prior to being sent to Finance Department. Requisitions not properly authorized will not be accepted by the on-line system.

**ROUTING:**

1. For all purchases under $50,000, the requisitioning Department will enter the requisition into the on-line system for issuance of a purchase order. The Department will obtain quotes as:
   a. No quotes required under $5,000
      i. Estimates are encouraged
      ii. Preference given to local suppliers
   b. Informal quotes required between $5,000 and under $25,000
      i. Utilize
         1. Screen shots
         2. Verbal quotes
      ii. Preference given to local suppliers
   c. Three formal written quotes required between $25,000 and under $50,000
      i. Written quotes or proposals
      ii. Preference given to local suppliers for City funds. Federal funded procurements are exempt from any local supplier's preference.
2. For all purchases $50,000 or greater, the requisitioning Department will request a formal solicitation to be issued by the Finance Department, and then assure that City Commission approval is obtained for award, either of the solicitation or other Commission direction.
3. The City Manager will inform the Commission of all purchases $25,000 or greater.
4. Upon receipt of the requisition in the Finance Department and dependent on the dollar amount, formal quotations, bids or proposals will be solicited. A purchase order, contract or work order will be issued upon completion of this process.
5. If the requisition is incomplete or not properly prepared, the Finance Department will notify the originating department.
6. For all purchases of capital goods or services, regardless of the dollar amount, the requisitioning Department will enter the requisition into the system assuring appropriate approvals are obtained, unless approved by the Finance Director and under $25,000.

## POLICY 1.4 PURCHASING REVIEWS

**REVIEW OF SPECIFICATIONS-OTHER DEPARTMENTAL APPROVALS REQUIRED**: Prior to issuance of bids or the processing of a requisition with specifications included, review of the items to be purchased and the specifications for certain commodities and services must be made by other departments / Departments within the City to assure open competitive bidding, compatibility, standardization, and up-to-date specifications. The following are mandated reviews:



Attachment: Exhibit B - Lift Station 11 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

# EXHIBIT D

# LMI DATA

Attachment: Exhibit B - Lift Station 11 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

City of Holly Hill LMI Data

| TRACT | BLKGRP | LOWMOD | TOTAL POP | LOWMOD_PCT |
|---|---|---|---|---|
| 080901 | 1 | 1,310 | 1,775 | 73.80% |
| 080901 | 2 | 385 | 655 | 58.80% |
| 080901 | 3 | 490 | 1,420 | 34.50% |
| 080901 | 4 | 410 | 710 | 57.70% |
| 080902 | 1 | 780 | 905 | 86.20% |
| 080902 | 2 | 705 | 1,015 | 69.50% |
| 080902 | 3 | 435 | 1,175 | 37.00% |
| 080902 | 4 | 395 | 495 | 79.80% |
| 081001 | 1 | 695 | 1,110 | 62.60% |
| 081001 | 2 | 315 | 520 | 60.60% |
| 081002 | 1 | 495 | 1,015 | 48.80% |
| 081002 | 2 | 270 | 295 | 91.50% |
| 081002 | 3 | 475 | 855 | 55.60% |
| **Total** | | **7,160** | **11,945** | **59.94%** |

Attachment: Exhibit B - Lift Station 11 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

Volusia County
FLORIDA

# County of Volusia

# FY 2024/25

# Community Development Block Grant (CDBG) Program

## Capital Improvement Project Application

City of Holly Hill

Applicant Name

Lift Station #20 Bypass Pump

Project Name

Attachment: Exhibit C - Lift Station 20 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## A. Application Checklist

**FY 2024/25 CDBG Capital Project - Funding Application Checklist**

*Applicant **MUST** place this initialed and signed checklist on top of all submitted proposals.*

| Initials of CDBG Primary Contact or Representative | Necessary Application Document/Information |
|---|---|
| SJ | Applicant Information |
| SJ | Project description/Location & Implementation Responsibility |
| SJ | Plan of Action |
| SJ | Budget |
| SJ | Procurement Description |
| SJ | Applicable Procurement Policy (attach only the pages referenced) |
| SJ | **Signed and Completed** Certification of Construction Need (Required for existing structures or facilities) |
| SJ | Signed and Completed Conflict of Interest Statement |
| SJ | Attached Maps and Photos |
| | Attached Board, City Commission, or Department Director approval documentation including meeting agendas, meeting minutes, signed resolutions, etc. |
| | Other (If applicable) _____ |

**Note:** When filing out this application please refer to the FY 2024/25 CDBG Funding Application Instructions and Guidance.

Attachment: Exhibit C - Lift Station 20 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

Volusia County FLORIDA

2024 CDBG Funding Application
Capital Project

## B. Applicant Information

Name of Applicant: City of Holly Hill

CDBG Primary Contact Name and Title: (should be the same for all proposals) Steven Juengst, Public Works Administrative Manager

Email Address: sjuengst@hollyhillfl.org Phone Number: (386) 248-9463

Project Manager Name and Title: (Implementation) Josef Grusauskas, Deputy Director Public Works - Utilities

Email Address: jgrusauskas@hollyhillfl.org Phone Number: (386) 248-9463

Proposed Project Title: Lift Station #20 Bypass Pump

Total Amount Requested: $150,000 Total Estimated Project Cost: $150,000

Additional Funds Available to Leverage, if applicable: $50,600

Source of Additional Funds, if applicable: Enterprise Funds

Physical Location of Proposed Project: 926 Flomich Street, Holly Hill, FL 32117

| Certifying Representative | |
|---|---|
| ▪ Person authorized to sign contract, if project is selected | ▪ Please sign in **BLUE INK** |
| To the best of my knowledge and belief, data in this proposal are true and correct and the **governing body of the applicant has duly authorized the document.** | |

Signature: _____ 8.22.2024

**Name:** *Joseph A. Forte* **Date Signed**

**Title: City Manager**

Attachment: Exhibit C - Lift Station 20 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## C. Project Description

**Type of Project:**

- ☐ Acquisition of Real Property
- ☐ Clearance/Demolition
- ☐ Public Facility Improvements (General)
- ☐ Senior Centers
- ☐ Neighborhood Facilities
- ☐ Parks, Recreational Facilities
- ☐ Flood/Drainage Improvements
- ☐ Code Enforcement
- ☒ Water/Sewer Improvements
- ☐ Non-Residential Historic Preservation
- ☐ Street/Sidewalk Improvements
- ☐ ADA Accessibility

**Exact location/project address:**
*(Provide a site map clearly identifying where on the site the proposed project will take place)*
926 Flomich Street, Holly Hill, Florida 32117
29.249329, -81.062449

*If applicable, please indicate the following:*

Address Start: _____ Address End: _____ Linear Feet: _____

**Summary of project:**
*(Provide a detailed description of the project to include the entire scope of work. Elements of the project not included in this section of the application may not be considered once awarded.)*
The proposed project will install a bypass pump and affiliated piping serving lift station #20 and all residents served by this stations' service. During severe natural hazard events that impact the integrity of the local electrical utility and distribution system, the emergency bypass pump for lift station #20 will ensure uninterrupted continuity of operation.

**Project Need and Justification:**
*(Describe the underlying purpose and need for the proposed project, including any alternatives considered, and how the proposed project is intended to address housing and/or community development needs.)*
Natural hazards, especially severe atmospheric events such as hurricanes and storms, impact a city's utility infrastructure and cause cascading effects that threaten the health and safety of the citizens and property. In September 2022, Hurricane Ian impacted the City of Holly Hill, causing extensive damage to the area and impacting electrical power distribution for the City's lift station system. Although the proposed lift station identified in this application avoided damages in the aftermath of Hurricane Ian, it is currently vulnerable due to a lack of a permanenently installed redundant power system to support the wastewater collection services during failures of the local power grid. Becauase of this, the risk of sewer backups in the event of a loss of power poses a risk to the health an citizens served by the lift station. There is currently no redundant power whatsoever serving this lift station. . The City recommends a bypass pump instead of a generator as bypass pumps are less expensive and far more efficient than generators, and in the event that a lift station is inaccessible due to downed trees or debris, the

Attachment: Exhibit C - Lift Station 20 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

lift station will continue to function for a longer period of time with a bypass pump as opposed to a generator.

**Anticipated accomplishments and/or outcomes:**

The installation of a bypass pump serving lift station #20 will provide redundant power to ensure continuity of operation during and after future severe weather events or other emergencies that impact the local utility grid.

**Describe the designated service area and beneficiaries:**
*(Provide a detailed description, photos, and a map that clearly shows the project site and area that will benefit from the proposed project.)*

Lift Station #20 is located at 926 Flomich Street in Holly Hill, Florida. This lift station is located in census tract 080901, block group 1, which according 2020 census data has 1,775 residents, of whom 73.80% live with low/moderate income.

**Existing Conditions and Trends:**
*(Provide a description of existing conditions, the character, features, and resources of the project area as well as any trends that are likely to continue in the absence of the project. Please cite current data to support your response.)*
If no action is taken, Lift Station #20 will remain vulnerable to loss of function during severe weather events or when electrical power is lost. The threat to public health, local environment, infrastructure and residents served by Lift Station #20 would remain.

Attachment: Exhibit C - Lift Station 20 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## D. National Objective

**Activity will meet a national objective by:** *(choose one of the two options)*

☒ **Area Benefit**

Uses census tract data to demonstrate more than 51% of beneficiaries are LMI.

(choose one of the two options)

☒ Census tract block group data

or

☐ Income survey conducted by agency/municipality

☐ **Limited Clientele Benefit**

Uses data for a certain population within the community.

(choose one of the two options)

☐ Will be income verified

or

☐ Presumed low-income by HUD

Area Benefit: *(if applicable)*

| Census Tract | Block Group | Total Population | Low/Mod Population | % Low/Mod Population |
|---|---|---|---|---|
| 080901 | 1 | 1,775 | 1,310 | 73.80% |
| | **Total** | 1,775 | 1,310 | 73.80 |

Limited Clientele Benefit: *(if applicable)*

Qualifying group

Number of persons served

**Similar Projects:**

(Describe any similar capital projects previously carried out, and the outcomes. Describe any experience with implementing projects utilizing CDBG or other federal funding sources.)

The City of Holly Hill recently had a bypass pump installed at our Lift Station #19, located at 407 Flomich Street. This was following the completion of a project to refurbush this lift station that was partially funded by a Community Development Block Grant.

The City of Holly Hill has managed annual CDBG grant projects, an ARPA project and multiple Hazard Mitigation Grant Program projects.

**Agency Capacity:**

(Describe the agency's experience and current capacity to manage a capital project. Describe the agency's capacity to complete a competitive solicitation, oversee grant compliance, and manage contractors.)

Attachment: Exhibit C - Lift Station 20 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

The City of Holly Hill will hire an engineering firm to provide construction inspections and administration for this project, but also have a Utilities Director, Josef Grusauskas, and Utility Mechnic staff who will oversee the construction of this project. The solicitation and grant compliance portions of this project will be overseen by the City's CDBG liaison, Steven Juengst, as well as the City's finance departmet

**Feasibility of Maintaining Project:**
(Explain future maintenance as a result of the project)

Routine maintenance of lift stations is done on a daily basis by City of Holly Hill Utility Mechanic staff. Bypass pumps are tested weekly to ensure proper functioning. Any failure of the bypass pump would be repaired by City staff or contracted as needed.

Attachment: Exhibit C - Lift Station 20 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## E. Project Timeframe

**Implementation Responsibility:**

Who will be implementing the construction of the proposed project?

☐ Agency/Municipality Employees
☒ Contractor
☐ County of Volusia Employees (only applies to internal departments/divisions)

Comments about implementation responsibility (if needed):

The bypass pump and affiliated piping will be performed by a qualified contractor and overseen by en engineering firm in addition to City Utility staff.

**Plan of Action:**
***Plan of Action below will become part of the Subrecipient Agreement if project is approved***
*(Clearly explain who created the POA provided below (i.e. purchasing analyst, public works director, etc.), what factors were considered, what is unique to this project timeline, and note any potential concerns or delays. Projects that are shovel ready and can be completed within 12 months will be prioritized. See application instructions for an example POA.)*
The Grant Manager created this plan of action in concert with the Public Works Deputy Director - Utilies. There is anticipated to be a lead time allowance on the bypass pump of 6 months. The installation work itself is anticipated to be completed within one month.

| CDBG FY 2024/25 Plan of Action | | |
|---|---|---|
| **Milestones** | **Planned Date** | **Notes (not required)** |
| Authorization to Proceed Received | 1/1/25 | Remaining dates will adjust if ATP is not received by this date |
| Technical Design & Procurement Documents Complete | 01/24/25 | |
| Complete Solicitation Package Submitted to Volusia County | 01/27/25 | |
| Solicitation Package Approved by Volusia County (Allow one week) | 02/03/25 | |
| Solicitation Advertised | 02/14/25 | |
| Pre-Solicitation Meeting | 02/25/25 | |
| Solicitation Opening | 03/11/25 | |
| Contract Award | 03/25/25 | |
| Pre-Construction Meeting | 04/01/25 | |
| Issue a Notice to Proceed | 04/01/25 | |
| Project Start Date | 04/01/25 | |
| Project Completed | 11/21/25 | |
| All Reimbursement Requests Submitted to Volusia County | 12/19/25 | |

Attachment: Exhibit C - Lift Station 20 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## F. Project Budget

*(Applicants must either fill out the following budget, or attach an additional budget)*

| Budget Categories | Project Cost Estimate | Sources of Funds | | |
|---|---|---|---|---|
| | | CDBG Funds | Applicant Funds | Other: |
| | | AMOUNT | AMOUNT | AMOUNT |
| Materials Costs | $100,000 | $100,000 | | |
| Labor Costs | $35,000 | $35,000 | | |
| Engineering Services | $15,000 | $15,000 | | |
| Other: _____ | | | | |
| Other: _____ | | | | |
| Other: _____ | | | | |
| SOURCE TOTAL (Column total) | | | | |
| TOTAL PROJECT COST (the total project costs, all funding sources) | $150,000 | | | |

**Please note, due to grant-based accounting method used by HUD, funds cannot be transferred between fiscal years. As a result, remaining program year balances that are less than $1,000 will revert to countywide funds.*

**Description of Budget:**
*(Explain the budget above. Include the resources that will be used for the project prior to reimbursement, any potential funding concerns, completeness of budget given, and estimates used. Backup documentation for the budget amounts should be available upon request. If project is to be implemented by the county, attach correspondence with relevant County of Volusia department stating the budget reasoning.)*
Clearing & Grubbing: $6,000.00
Pipe, Plastic, Couplings: $500.00
Bypass Pump: $70,000.00
Backfill: $500.00
Grading: $5,000.00
Equipment Rentals (Cranes, etc) $15,000.00
Sewer Pumping System: $35,000.00
Structural Concrete: $500.00
Storage Tank: $2,500.00
Engineering/CEI: $15,000.00

**Leveraged Funds:**
*(Clearly explain what funds, if any, are being used to match CDBG funds for the project. If any funds are anticipated, but are not currently in hand, please note that here (ex: pledges).)*

The City of Holly Hill does not anticipate that the cost of the provision and installation of a bypass pump and affiliated equipment will exceed $150,000. However, the City does have

Attachment: Exhibit C - Lift Station 20 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

$50,600 in the proposed fiscal year 2024/2025 budget for lift station repair and maintenance.

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**Outstanding Balance:**
*(Explain any remaining CDBG balances from prior year capital projects)*
Fiscal Year 2022-2023 CDBG Project - School Zone Improvements: $97,319.00
This project was put out to bid in July 2023 but had no bidders. It was subsequently broadcast again in August 2023, but again no bids were received. This project was broadcast a third time in January 2024 and one bid was received. Following confirmation that a single bid would be acceptable for the CDBG program, this project was awarded on April 7, 2024. There has been some delay on required equipment, with the lead time of solar school zone flashers anticiapted to be received in September 2024.

Fiscal Year 2023-2024 CDBG Project - Sunrise Park North Playground: $94,857.00
This project was broadcast on April 26, 2024 with a bid opening on June 11, 2024. The City Commission awarded a contract on June 25, 2024. The playground is due to be fabricated and ready for installation by the end of September 2024.

---

Attachment: Exhibit C - Lift Station 20 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## G. § 570.611 Conflict of Interest

**Please read and sign at the bottom of the next page, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.**

**(a)** ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.

(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).

**(b)** ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. For the UDAG program, the above restrictions shall apply to all activities that are a part of the UDAG project and shall cover any such financial interest or benefit during, or at any time after, such person's tenure.

**(c)** ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

**(d)** ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

Attachment: Exhibit C - Lift Station 20 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available.
(ii) Whether an opportunity was provided for open competitive bidding or negotiation.
(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class.
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question.
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section.
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

| Name | Conflicts/Potential |
|---|---|
| | |
| | |
| | |
| | |

| Joseph A. Forte | Steven Juengst |
|---|---|
| **Authorized Official** | **CDBG Liaison** |
| **Signature** | **Date** |
| 8.22.2024 | Steven Juengst |
| **Date** | **Signature** |
| 8/21/2024 | |

Attachment: Exhibit C - Lift Station 20 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## H. Procurement

**Eligible procurement:**
Purchases must be handled fairly and in a manner that encourages full and open competition; documentation must be maintained that demonstrates this. Additionally, subrecipients or subgrantees are required to abide by the most strict of the following when purchasing services, supplies, materials, or equipment:

- The municipality or agency purchasing and procurement policy
- All applicable federal procurement rules, most specifically those contained in 24 CFR 85.36
- A Volusia County CDBG entitlement program threshold of $50,000 for small purchases, which will be outlined in the FY 2024/25 Subrecipient Agreement. Purchases above this threshold must be awarded through a formal competitive bid or proposal process, even if the limit established in the subrecipient's or subgrantee's procurement policy allows a higher threshold for a formal competitive bid. In the event that the municipality or agency procurement policy requires a formal bid for purchases less than $50,000, the municipality or agency shall follow their policy.

**Please note:** Approval of the application including the process outlined below does not eliminate the requirement to approve all steps of the project procurement and implementation with Community Assistance prior to moving forward, this is mandatory to ensure that projects remain compliant and eligible for CDBG reimbursement.

**What method of procurement will be used for this project:**
*Include the name of the procurement method, a brief summary of the steps that will be taken, and a reference to the procurement policy of the agency or municipality implementing the project. Attach the page of the policy that applies to the reference to this submission.*
The procurement method employed for this project will be a formal sealed bid. This method will include a formal written contract with the lowest and best responsible bidder after due notice inviting proposals, and will be subject to approval by the City Commission of Holly Hill. This procurement method is a requirement of the City's purchasing policy Section 1.3

**Procurement Reasoning:**
*Clearly explain why the method of procurement noted above is the best choice for this project.*
The benefits of a formal contract procedure are multifaceted. Invitations to Bid are placed on Vendor Link, which is an online bid posting tool which reaches a far greater area than we typically see during non-formal bid procedures. In addition, the formal bid procedure gives the opportunity for the City to included additional mandates in the contract such as bid bonds, performance bonds, and all documents pertaining to CDBG project requirements.

**Procurement Management:**
*Explain who will be responsible for implementing the procurement method above, including their position. Explain past solicitations completed that show the capacity to complete a competitive solicitation (how it was advertised, type of projects, dollar amounts of projects, etc.).*

Michele Moore - Finance Director

Attachment: Exhibit C - Lift Station 20 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## I. Certification of Construction Need

The purpose of this form is to differentiate between the two categories of public facility or infrastructure projects shown below:

- Maintenance of a public facility or infrastructure, and
- Necessary rehabilitation of a public facility or infrastructure.

The agency or municipality that is implementing the proposed capital project must designate an employee to confirm which category, from the two listed above, of which the project best fits. The employee should have the knowledge and experience to make an informed determination and explanation regarding the proposed project, the facility, the past use, and the current condition.

Agencies and municipalities should exercise reasonable judgment in choosing an employee to certify the construction need of a project. It is not the intent of the entitlement community, County of Volusia, to have the agency or municipality incur any additional costs or to hire outside experts. Due to the vast differences in the organization of different agencies and jurisdictions, specific employee positions cannot be defined. A certification completed by the CDBG contact(s) for the agency or municipality would not be appropriate. Please discuss potential certifications with Volusia County if you have any questions or concerns.

**Name and Title of Certifying Employee:** Josef Grusauskas

Email Address: jgrusauskas@hollyhillfl.org Phone Number: (386) 248-9463

**Proposed Project Title:** Lift Station #20 Bypass Pump

**Project should be classified as:**

☐ Maintenance ☐ Deferred Maintenance ☐ Rehabilitation ☒ New Construction

**Reason for determination given:** (Attach additional pages or documentation as needed)

This proposed project is for the installation of a bypass pump and affiliated equipment where no such pump currently exists. The addition of a bypass pump serving lift station #20 will create a redundancy in power that will help ensure that the lift station #20 can continue to operate even during a loss of power.

| Josef Grusauskas | | 8-21-24 |
|---|---|---|
| **Certifying Employee Printed Name** | **Certifying Employee Signature** | **Date** |

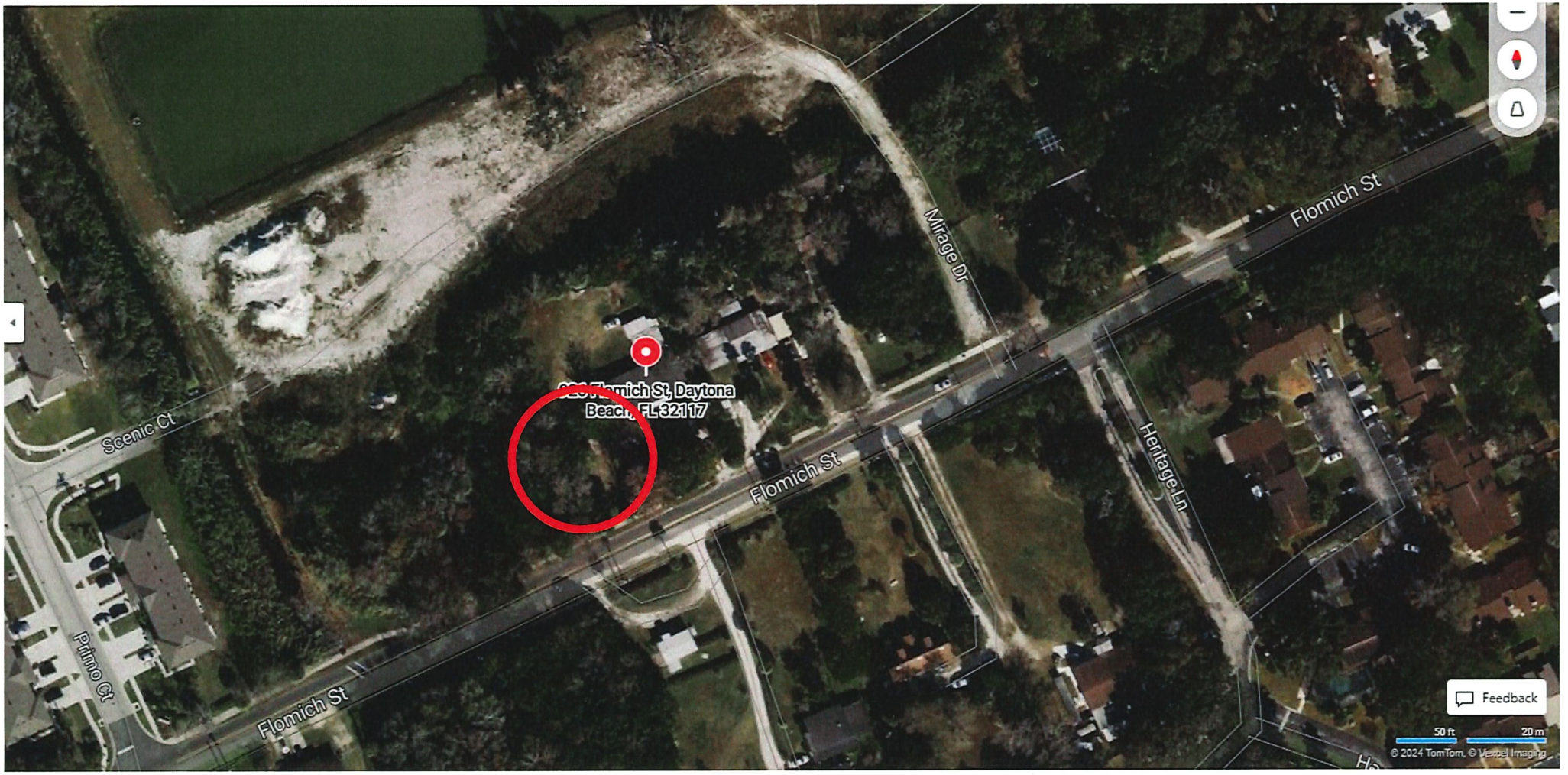
Attachment: Exhibit C - Lift Station 20 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

# EXHIBIT A

# PHOTOGRAPHS

Attachment: Exhibit C - Lift Station 20 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

# Lift Station #20
# 926 Flomich Street
# Holly Hill, Florida 32117



Lift Station #20
926 Flomich Street
Holly Hill, Florida 32117



Lift Station #20
926 Flomich Street
Holly Hill, Florida 32117

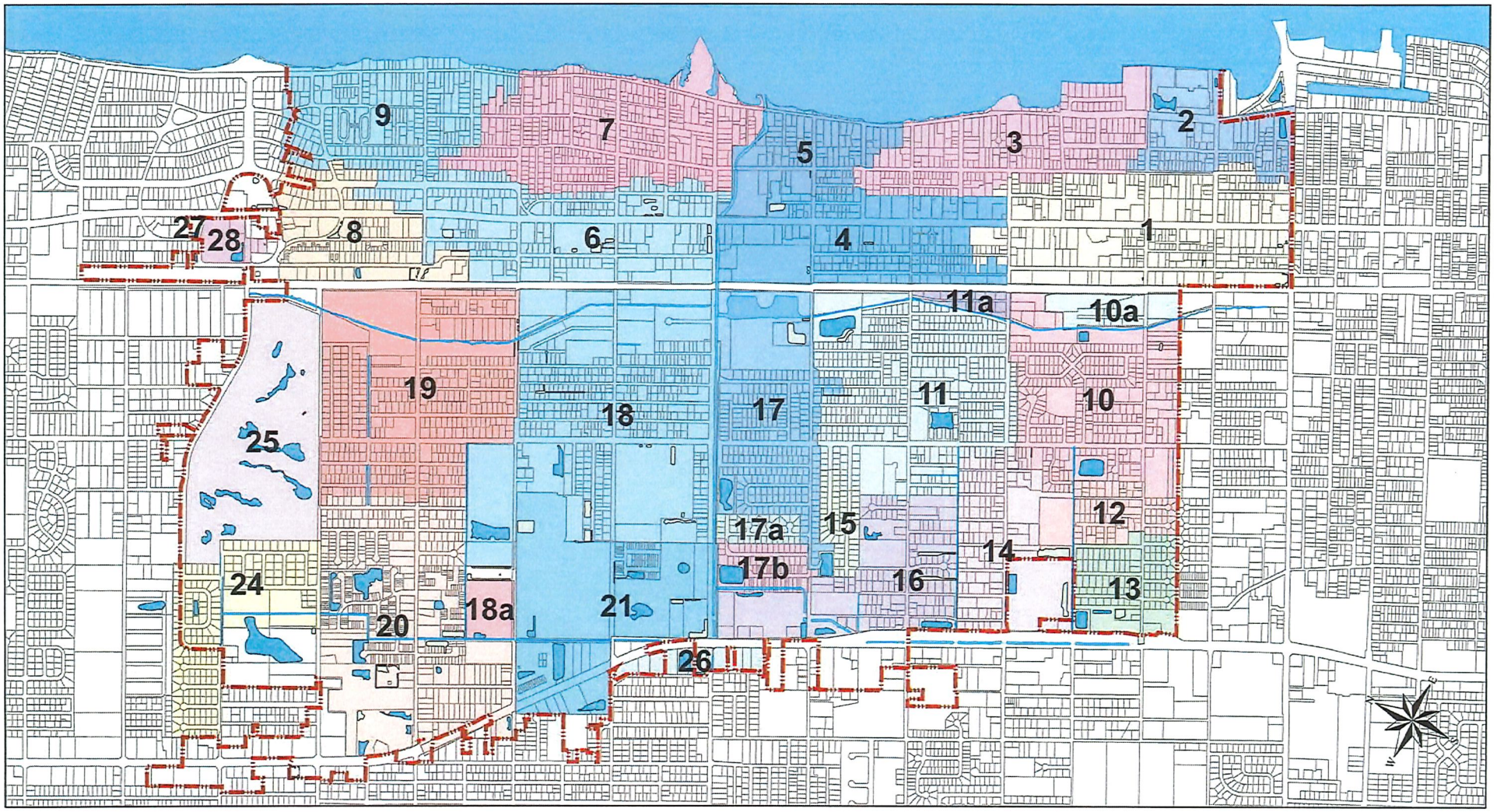


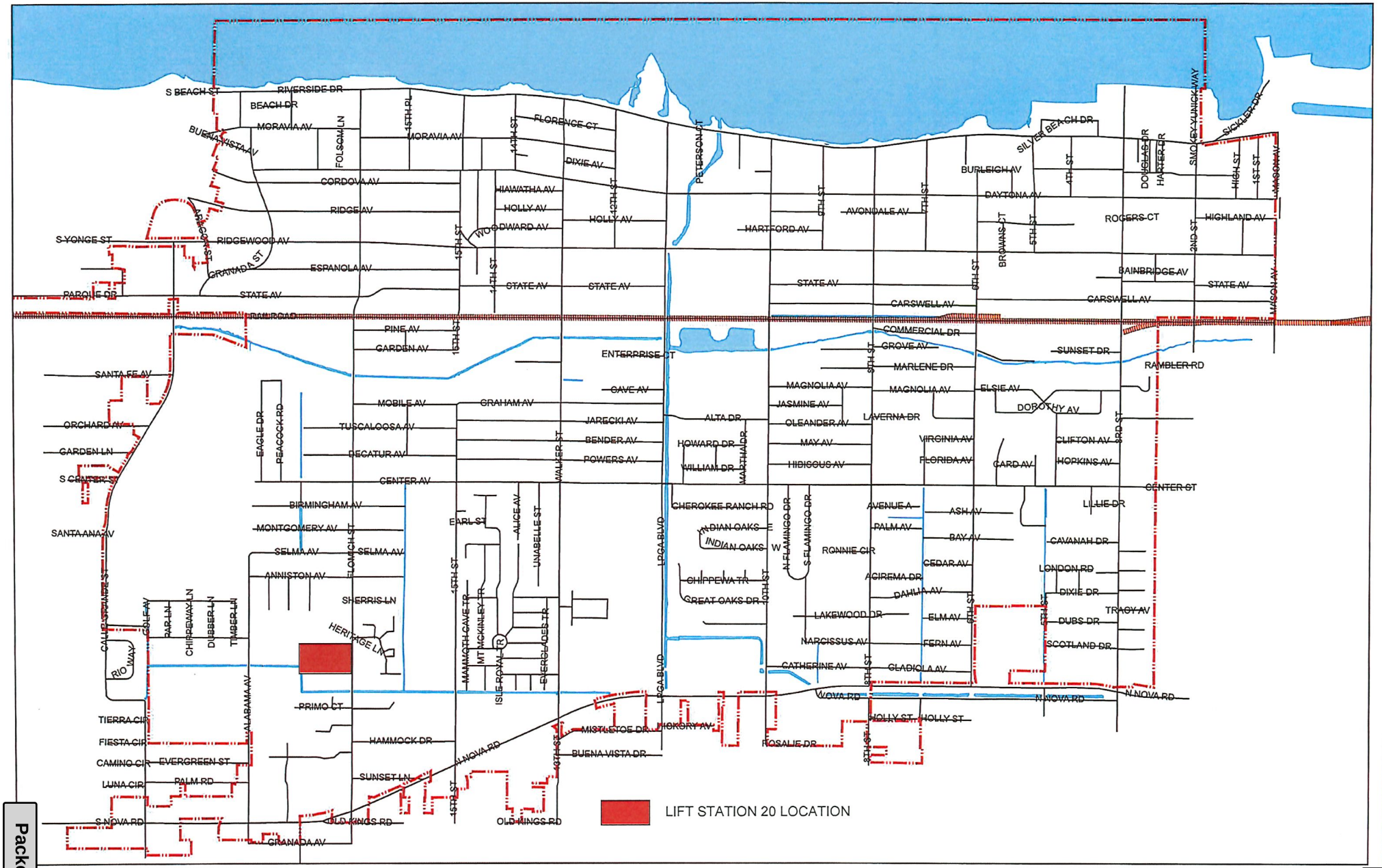
# EXHIBIT B

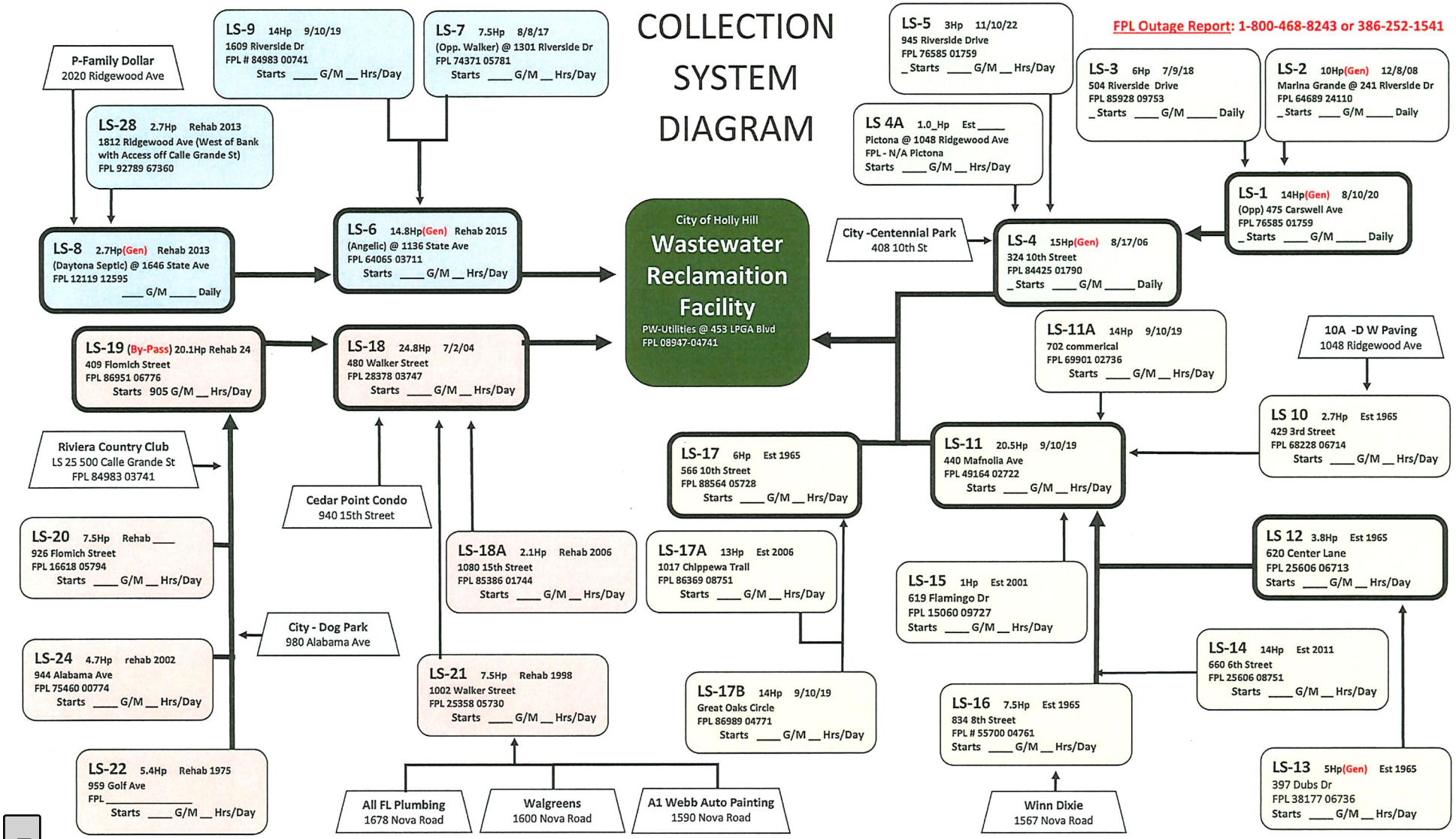
# LIFT STATION SERVICE AREA

Attachment: Exhibit C - Lift Station 20 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

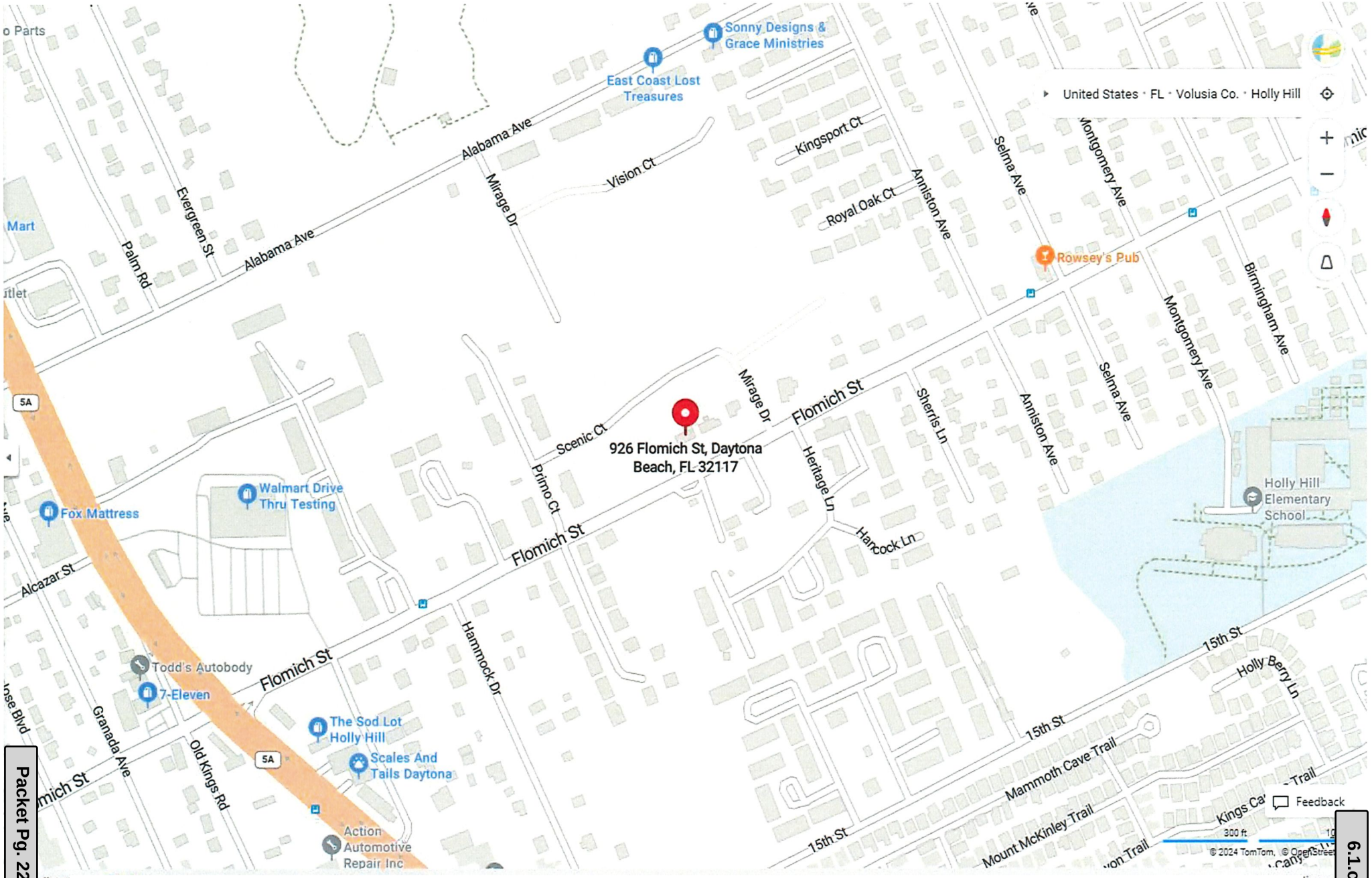
# City of Holly Hill, Florida
# Lift Station Service Areas




S BEACH ST
RIVERSIDE DR
BEACH DR
MORAVIA AV
BUENA VISTA AV
FOLSOM LN
15TH PL
MORAVIA AV
14TH ST
FLORENCE CT
DIXIE AV
CORDOVA AV
HIAWATHA AV
HOLLY AV
RIDGE AV
WOODWARD AV
12TH ST
HOLLY AV
PETERSON CT
HARTFORD AV
9TH ST
AVONDALE AV
11TH ST
BURLEIGH AV
DAYTONA AV
4TH ST
SILVER BEACH DR
DOUGLAS DR
HARTER DR
SMOKEY YUNICK WAY
SICKLER DR
HIGH ST
1ST ST
MASON AV
S YONGE ST
RIDGEWOOD AV
ARAGON ST
GRANADA ST
15TH ST
ESPANOLA AV
14TH ST
STATE AV
STATE AV
STATE AV
5TH ST
BROWNS CT
ROGERS CT
HIGHLAND AV
2ND ST
PAROLLE DR
RAILROAD
STATE AV
6TH ST
BAINBRIDGE AV
CARSWELL AV
CARSWELL AV
PINE AV
GARDEN AV
15TH ST
ENTERPRISE CT
COMMERCIAL DR
GROVE AV
9TH ST
SUNSET DR
MARLENE DR
RAMBLER RD
SANTA FE AV
CAVE AV
MAGNOLIA AV
MAGNOLIA AV
ELSIE AV
MOBILE AV
GRAHAM AV
JASMINE AV
DOROTHY AV
ORCHARD AV
TUSCALOOSA AV
JARECKI AV
ALTA DR
OLEANDER AV
LAVERNA DR
GARDEN LN
DECATUR AV
BENDER AV
HOWARD DR
MAY AV
VIRGINIA AV
CLIFTON AV
3RD ST
S CARTER ST
POWERS AV
WILLIAM DR
HIBISCUS AV
FLORIDA AV
CARD AV
HOPKINS AV
CENTER AV
CENTER ST
EAGLE DR
PEACOCK RD
WALKER ST
MARTHA DR
BIRMINGHAM AV
CHEROKEE RANCH RD
AVENUE A
ASH AV
LILLIE DR
MONTGOMERY AV
EARL ST
ALICE AV
UNABELLE ST
INDIAN OAKS E
INDIAN OAKS W
PALM AV
BAY AV
CAVANAH DR
SANTA ANA AV
SELMA AV
FLOMICH ST
SELMA AV
LPGA BLVD
N FLAMINGO DR
S FLAMINGO DR
RONNIE CIR
CEDAR AV
LONDON RD
ANNISTON AV
15TH ST
CHIPPEWA TR
ACIREMA DR
DIXIE DR
SHERRIS LN
GREAT OAKS DR
10TH ST
DAHLIA AV
TRACY AV
CALLE GRANDE ST
GOLF AV
RAP LN
CHIPPEWAY LN
DUBBER LN
TIMBER LN
MAMMOTH CAVE TR
MT MCKINLEY TR
LAKEWOOD DR
ELM AV
6TH ST
DUBS DR
HERITAGE LN
NARCISSUS AV
FERN AV
SCOTLAND DR
RIO WAY
ISLE ROYAL TR
EVERGLADES TR
CATHERINE AV
GLADIOLA AV
8TH ST
ALABAMA AV
N NOVA RD
N NOVA RD
N NOVA RD
PRIMO CT
TIERRA CIR
HOLLY ST
HOLLY ST
MISTLETOE DR
HICKORY AV
FIESTA CIR
HAMMOCK DR
BUENA VISTA DR
ROSALIE DR
CAMINO CIR
EVERGREEN ST
SUNSET LN
LUNA CIR
PALM RD
15TH ST
S NOVA RD
OLD KINGS RD
OLD KINGS RD
GRANADA AV
LIFT STATION 20 LOCATION


COLLECTION SYSTEM DIAGRAM
FPL Outage Report: 1-800-468-8243 or 386-252-1541
City of Holly Hill
Wastewater Reclamaition Facility
PW-Utilities @ 453 LPGA Blvd
FPL 08947-04741
P-Family Dollar
2020 Ridgewood Ave
LS-9 14Hp 9/10/19
1609 Riverside Dr
FPL # 84983 00741
Starts ___ G/M __ Hrs/Day
LS-7 7.5Hp 8/8/17
(Opp. Walker) @ 1301 Riverside Dr
FPL 74371 05781
Starts ___ G/M __ Hrs/Day
LS-28 2.7Hp Rehab 2013
1812 Ridgewood Ave (West of Bank with Access off Calle Grande St)
FPL 92789 67360
LS-5 3Hp 11/10/22
945 Riverside Drive
FPL 76585 01759
_ Starts ___ G/M __ Hrs/Day
LS-3 6Hp 7/9/18
504 Riverside Drive
FPL 85928 09753
_ Starts ___ G/M ___ Daily
LS-2 10Hp(Gen) 12/8/08
Marina Grande @ 241 Riverside Dr
FPL 64689 24110
_ Starts ___ G/M ___ Daily
LS 4A 1.0_Hp Est ___
Pictona @ 1048 Ridgewood Ave
FPL - N/A Pictona
Starts ___ G/M __ Hrs/Day
LS-1 14Hp(Gen) 8/10/20
(Opp) 475 Carswell Ave
FPL 76585 01759
_ Starts ___ G/M ___ Daily
LS-8 2.7Hp(Gen) Rehab 2013
(Daytona Septic) @ 1646 State Ave
FPL 12119 12595
___ G/M ___ Daily
LS-6 14.8Hp(Gen) Rehab 2015
(Angelic) @ 1136 State Ave
FPL 64065 03711
Starts ___ G/M __ Hrs/Day
City -Centennial Park
408 10th St
LS-4 15Hp(Gen) 8/17/06
324 10th Street
FPL 84425 01790
_ Starts ___ G/M ___ Daily
LS-19 (By-Pass) 20.1Hp Rehab 24
409 Flomich Street
FPL 86951 06776
Starts 905 G/M __ Hrs/Day
LS-18 24.8Hp 7/2/04
480 Walker Street
FPL 28378 03747
Starts ___ G/M __ Hrs/Day
LS-11A 14Hp 9/10/19
702 commerical
FPL 69901 02736
Starts ___ G/M __ Hrs/Day
10A -D W Paving
1048 Ridgewood Ave
LS 10 2.7Hp Est 1965
429 3rd Street
FPL 68228 06714
Starts ___ G/M __ Hrs/Day
Riviera Country Club
LS 25 500 Calle Grande St
FPL 84983 03741
Cedar Point Condo
940 15th Street
LS-17 6Hp Est 1965
566 10th Street
FPL 88564 05728
Starts ___ G/M __ Hrs/Day
LS-11 20.5Hp 9/10/19
440 Mafnolia Ave
FPL 49164 02722
Starts ___ G/M __ Hrs/Day
LS-20 7.5Hp Rehab ___
926 Flomich Street
FPL 16618 05794
Starts ___ G/M __ Hrs/Day
LS-18A 2.1Hp Rehab 2006
1080 15th Street
FPL 85386 01744
Starts ___ G/M __ Hrs/Day
LS-17A 13Hp Est 2006
1017 Chippewa Trail
FPL 86369 08751
Starts ___ G/M __ Hrs/Day
LS-15 1Hp Est 2001
619 Flamingo Dr
FPL 15060 09727
Starts ___ G/M __ Hrs/Day
LS 12 3.8Hp Est 1965
620 Center Lane
FPL 25606 06713
Starts ___ G/M __ Hrs/Day
City - Dog Park
980 Alabama Ave
LS-24 4.7Hp rehab 2002
944 Alabama Ave
FPL 75460 00774
Starts ___ G/M __ Hrs/Day
LS-21 7.5Hp Rehab 1998
1002 Walker Street
FPL 25358 05730
Starts ___ G/M __ Hrs/Day
LS-17B 14Hp 9/10/19
Great Oaks Circle
FPL 86989 04771
Starts ___ G/M __ Hrs/Day
LS-14 14Hp Est 2011
660 6th Street
FPL 25606 08751
Starts ___ G/M __ Hrs/Day
LS-16 7.5Hp Est 1965
834 8th Street
FPL # 55700 04761
Starts ___ G/M __ Hrs/Day
LS-22 5.4Hp Rehab 1975
959 Golf Ave
FPL ___
Starts ___ G/M __ Hrs/Day
LS-13 5Hp(Gen) Est 1965
397 Dubs Dr
FPL 38177 06736
Starts ___ G/M __ Hrs/Day
All FL Plumbing
1678 Nova Road
Walgreens
1600 Nova Road
A1 Webb Auto Painting
1590 Nova Road
Winn Dixie
1567 Nova Road

# Lift Station #20
# 926 Flomich Street
# Holly Hill, Florida 32117



# EXHIBIT C

# PURCHASING POLICY

Attachment: Exhibit C - Lift Station 20 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

## POLICY 1.3 PURCHASING REQUISTIONS

All requisitions shall be authorized by the Department Director or designated authority. Requisitions should originate in the department at the level where the purchase is to be used and routed to the designated approval authority prior to being sent to Finance Department. Requisitions not properly authorized will not be accepted by the on-line system.

**ROUTING:**

1. For all purchases under $50,000, the requisitioning Department will enter the requisition into the on-line system for issuance of a purchase order. The Department will obtain quotes as:
   a. No quotes required under $5,000
      i. Estimates are encouraged
      ii. Preference given to local suppliers
   b. Informal quotes required between $5,000 and under $25,000
      i. Utilize
         1. Screen shots
         2. Verbal quotes
      ii. Preference given to local suppliers
   c. Three formal written quotes required between $25,000 and under $50,000
      i. Written quotes or proposals
      ii. Preference given to local suppliers for City funds. Federal funded procurements are exempt from any local supplier's preference.
2. For all purchases $50,000 or greater, the requisitioning Department will request a formal solicitation to be issued by the Finance Department, and then assure that City Commission approval is obtained for award, either of the solicitation or other Commission direction.
3. The City Manager will inform the Commission of all purchases $25,000 or greater.
4. Upon receipt of the requisition in the Finance Department and dependent on the dollar amount, formal quotations, bids or proposals will be solicited. A purchase order, contract or work order will be issued upon completion of this process.
5. If the requisition is incomplete or not properly prepared, the Finance Department will notify the originating department.
6. For all purchases of capital goods or services, regardless of the dollar amount, the requisitioning Department will enter the requisition into the system assuring appropriate approvals are obtained, unless approved by the Finance Director and under $25,000.

## POLICY 1.4 PURCHASING REVIEWS

**REVIEW OF SPECIFICATIONS-OTHER DEPARTMENTAL APPROVALS REQUIRED:** Prior to issuance of bids or the processing of a requisition with specifications included, review of the items to be purchased and the specifications for certain commodities and services must be made by other departments / Departments within the City to assure open competitive bidding, compatibility, standardization, and up-to-date specifications. The following are mandated reviews:



Attachment: Exhibit C - Lift Station 20 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

# EXHIBIT D

# LMI DATA

Attachment: Exhibit C - Lift Station 20 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

City of Holly Hill LMI Data

| TRACT | BLKGRP | LOWMOD | TOTAL POP | LOWMOD_PCT |
|---|---|---|---|---|
| 080901 | 1 | 1,310 | 1,775 | 73.80% |
| 080901 | 2 | 385 | 655 | 58.80% |
| 080901 | 3 | 490 | 1,420 | 34.50% |
| 080901 | 4 | 410 | 710 | 57.70% |
| 080902 | 1 | 780 | 905 | 86.20% |
| 080902 | 2 | 705 | 1,015 | 69.50% |
| 080902 | 3 | 435 | 1,175 | 37.00% |
| 080902 | 4 | 395 | 495 | 79.80% |
| 081001 | 1 | 695 | 1,110 | 62.60% |
| 081001 | 2 | 315 | 520 | 60.60% |
| 081002 | 1 | 495 | 1,015 | 48.80% |
| 081002 | 2 | 270 | 295 | 91.50% |
| 081002 | 3 | 475 | 855 | 55.60% |
| **Total** | | **7,160** | **11,945** | **59.94%** |

Attachment: Exhibit C - Lift Station 20 Bypass Pump Application (2024-R-61 : CDBG Grant Applications)

HOLLY HILL
FLORIDA

**STAFF REPORT**
**CITY OF HOLLY HILL, FLORIDA**

**City Commission**
**Agenda Item**

**MEETING DATE:** **September 9, 2024**
**FROM:** **Brian Walker**
**SUBJECT:** **Halifax Humane Society 2024-2025 Renewal Agreement**
**NUMBER:** **(ID # 4625)**
**APPLICANT:**
**PLANNER:**

**DISCUSSION**:

The Halifax Humane Society is a cost effective method of ensuring the humane treatment of stray animals collected within the City limits of Holly Hill. The City has contracted with Halifax Humane Society, a well-respected animal shelter service provider, for many years to provide sheltering, care, treatment services and reunification of stray animals found within the east Volusia area.

After much "back and forth" the City of Holly Hill, along with several other cities within Volusia County, has agreed to the terms of the attached Agreement. In addition to the clean version of the Agreement, attached is a red lined version of the changes discussed for your information.

This Agreement will take effect on the 1st day of October 2024, and will remain in full force and effect for an initial twelve (12) month period ending on midnight September 30, 2025. The parties shall have the option to extend the Agreement for up to three (3) additional twelve (12) month periods if agreed to by both parties in writing with a 10% increase annually of fees.

**FISCAL ANALYSIS:**

The city has budgeted $30,000 in the 2024/2025 Fiscal Year for the sheltering service provided under this agreement with the Halifax Humane Society.

**STAFF RECOMMENDATION**:

Authorize the City Manager execute the Agreement for Service with the Halifax Humane Society.

**COMMISSION GOAL:**

**Goal #4:** Provide 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:**

**MOTION TO APPROVE THE AGREEMENT AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE AGREEMENT WITH THE HALIFAX HUMANE SOCIETY FOR PROVIDE ANIMAL SHELTERING SERVICES.**

- Final Halifax Agreement (PDF)
- Declaration of No Income REM 8.5.24 (PDF)
- Mark Up Version Halifax Humane Society Agency Contract FY25 5.24.24 (PDF)

**AGREEMENT FOR SERVICES BETWEEN**
**Halifax Humane Society, Inc.**
**AND**
**The Impounding agency**

**This Services Agreement** ("Agreement") is hereby entered into by and between the **Halifax Humane Society, Inc.**, a Florida non-profit corporation, with its principal address at 2364 West LPGA Boulevard, Daytona Beach, Florida 32124 ("Humane Society"), and the **Impounding agency**, a municipal corporation, with its primary address at ("Impounding agency address").

**WHEREAS,** in order to enforce the ordinances of the Impounding agency and the laws of the State of Florida with respect to stray animals, the Impounding agency desires to deliver stray animals to the Humane Society for the humane impoundment and humane disposition of said animals; and

**WHEREAS,** the Humane Society is organized for the purpose, among others, of preventing cruelty to animals and is interested in assuring that impounded animals are sheltered in a humane manner and those which must be destroyed, be so destroyed humanely.

**NOW, THEREFORE,** for and in consideration of the mutual covenants, conditions and provisions herein contained, it is expressly agreed and understood as follows:

1. **TERM**: This Agreement will take effect on the 1st day of October 2024, and will remain in full force and effect for an initial twelve (12) month period ending on midnight between September 30, 2025. The parties shall have the option to extend the contract or enter into contract negotiations if they so desire. This contract may be renewed by the Impounding agency for up to three (3) twelve (12) month periods, with a 10% increase of fees per renewal.

2. **ANIMAL SHELTER, RETURN TO FIELD, AND TRAP, NEUTER, AND RETURN**:

(a) The Humane Society will maintain and operate an animal shelter ("Shelter") in a manner adequate for the confinement, remedial treatment, and, if necessary, disposal of stray dogs, cats, or other animals, which may be delivered to the Humane Society from all areas within the jurisdiction of the Impounding Agency, and the Humane Society will furnish, at its sole expense, all supervision, labor, animal food, tools, supplies and other things necessary for the satisfactory performance of the services herein agreed to be provided. Remedial care will be provided for injured animals during operating hours when there is a staff veterinarian available, at the Humane Society's sole expense. The Shelter will be operated at 2364 West LPGA Blvd., Daytona Beach, Florida.

(b) The Humane Society will provide means to accept all stray dogs and other stray or seized domesticated animals delivered to the Shelter by the Impounding agency's law enforcement personnel, Animal Control Officers, or other designated officers appointed by the Impounding agency for this purpose. The Humane Society will



Attachment: Final Halifax Agreement (4625 : Halifax Humane Society 2024-2025 Renewal Agreement)

provide Return to Field (RTF) for unsterilized cats following national animal welfare organization recommendations for the most humane practices with addressing cat overpopulation. The Humane Society will accept wild animals and livestock only if it has the ability and facilities to impound and control these animals, and the decision to accept or reject such animals will be solely within the discretion of the Humane Society. The Humane Society will require all persons who drop off or report injured or stray animals to the Shelter during the Shelter's normal operating hours to give their names, phone number, and current home and post office addresses and identify the place where the animals involved were located or picked up.

(c) If the Impounding agency delivers an animal to the Shelter for impoundment discovers such animal bears information indicating ownership of the animal, the impounding agency representative shall take reasonable steps to identify the owner of the animal and contact said owner prior to delivering the animal to the Shelter. The impounding representative shall also provide all contact information gathered and documented attempts of contact for the owner/guardian to Halifax. Regardless of the foregoing, any animal suspected of being infected with rabies or which has bitten or otherwise exposed any person to rabies, shall not be released to its owner until after such animal has been impounded for a period of ten (10) days and the Volusia Health Department, through its authorized representatives, has expressly approved, in writing, any such release.

(d) When a stray domestic animal is delivered to the Shelter and is not suspected of having rabies or has not bitten or otherwise exposed any person to rabies, the Humane Society will impound the animal at the Impounding agency's expense for a period of not to exceed three (3) calendar days (unless otherwise provided in this Agreement). If the owner has not retrieved the animal within the designated holding period, the Humane Society will thereafter, at its own expense, provide for the adoption or humane disposal of the animal in accordance with its routine methods and procedures.

(e) When a stray cat is delivered to the Shelter and is not suspected of having rabies or has not bitten or otherwise exposed any person to rabies, the Humane Society will determine the eligibility of the animal for the RTF Program. After consultation with the Impounding agency, Humane Society will decide whether the cat will be referred for impoundment or RTF and notify the impounding agency. The Impounding agency representative will expressly inform the Humane Society if a cat is brought in as part of the Trap, Neuter and Return Program (TNR). The Humane Society will only perform feline sterilization services for cats brought to the Humane Society by an Animal Control Officer (ACO) or other Impounding agency person designated by the Police Department. Cats brought to the Humane Society by any other person will not be eligible for reimbursement by the Impounding agency. Fees for this service are listed in 3.b. under RTF/TNR Cats. The Impounding agency will only be responsible



Attachment: Final Halifax Agreement (4625 : Halifax Humane Society 2024-2025 Renewal Agreement)

for services or procedures that are requested and expressly included in this agreement. The Impounding agency will not pay for any other service or procedure. The RTF/TNR Program requires the following:

**i.** The Humane Society and the Impounding agency shall mutually agree on the day(s) of the week that the Impounding agency will bring cats to the designated Humane Society facility. Said schedule shall be subject to change by mutual agreement of the parties. The Impounding agency shall at a minimum have one day reserved each week at a designated Humane Society facility to bring in cats for sterilization.

ii. Surgeries may be completed at either:
Halifax Humane Society 2364 West LPGA Boulevard Daytona Beach, FL 32124
-Or-
HHS Redinger Clinic 600 Mason Ave #150 Daytona Beach, FL 32117

Hereafter, Humane Society shall refer to both the location on LPGA Blvd. and Mason Ave.

**iii.** All regular sterilizations are the same price for neuters and spays (males and females). Each surgery includes complimentary ear tipping, FVRCP and rabies vaccines, and anesthesia. Ear tipping must be completed according to Alley Cat Allies recommendations by removing at least 3/8 of an inch from the top of the left ear.

**iv.** If the Impounding agency presents a cat for sterilization and the Humane Society finds the cat has already been sterilized, the Humane Society will provide anesthesia, ear tipping, FVRCP and rabies vaccine at the normal sterilization surgery cost.

**v.** Upon presentation of a cat, the Humane Society, at its sole discretion, will determine if the cat is healthy enough to survive surgery and whether or not it should be euthanized. The Humane Society recognizes that the Impounding agency does not have a licensed veterinarian on staff and does not have the ability to determine whether an animal should be euthanized.

**vi.** All cats being returned to the Impounding agency staff from the Humane Society will have their ear tipped as described above. No exceptions. If a cat is returned to the Impounding agency staff without an ear tip, or with an ear tip of less than 3/8 of an inch from the top of the left ear, the Impounding agency cat will be returned to the Humane Society for the procedure without any additional charge to the Impounding agency.

**vii.** No procedures other than those listed in this document will be paid for by the



Attachment: Final Halifax Agreement (4625 : Halifax Humane Society 2024-2025 Renewal Agreement)

Impounding agency. The Impounding agency will only reimburse for procedures that have been documented and provided to the Impounding agency. The Humane Society must provide at least the following information in order to receive reimbursement for each cat:

- Invoice number
- Visit Date
- Billing Date
- Animal Name and/or Number
- Impounding agency services provided
- Name of Impounding Agency Rep authorizing service(s)
- Cost for each service provided
- Total cost

**viii.** The Humane Society will combine and send all invoices to the Impounding agency monthly.

**ix.** ACO's will notify the Humane Society staff at the LPGA location whether a feline brought there is part of the TNR program, if it is for RTF, is wild, stray, confiscated, or seized.

**x.** The Humane Society will only release RTF cats to the Impounding agency Animal Control Officer unless Impounding agency provided permission for a 3rd party release in writing from the agency's authority.

3. **BILLING & PAYMENT**:

(a) The Humane Society shall bill the Impounding agency pursuant to Paragraph 3(b), as applicable, for:

(i) each dog, cat, domesticated animal, injured animal, deceased animal, livestock animal, wild animal, or quarantined/confiscated animal delivered to the Shelter by either the Impounding agency's designated personnel, Police or Animal Control Officers;

(ii) each stray dog, cat, domesticated animal, injured animal, deceased animal, livestock animal or wild animal emanating from within Impounding agency the jurisdictional limits of the impounding agency and delivered to the Shelter by a private citizen who has provided their full name and contact information. Owner surrendered animals will only be accepted via impounding agency with Supervisor approval from Halifax Humane Society. Owner requested surrenders in the field should be referred to Halifax Humane Society directly; and

(iii) each dog, cat, domesticated animal, injured animal or deceased animal picked up at the request of the Impounding agency by the Humane Society within



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Impounding agency jurisdictional limits of the impounding agency.

(b) In consideration of the agreements and undertakings to be performed by the Humane Society, the Impounding agency agrees to pay the following applicable fee(s) per animal to the Humane Society on a monthly basis, in arrears:

| **Type of Animal** | **Fee** |
|---|---|
| **Dog or cat** (if the cat is not eligible for RTF/TNR program)<br>Impoundment | $156.00 |
| **Other domesticated animal** | $130.00 |
| **Livestock animal** | $195.00 |
| **Wild animal (Euthanasia)** | $ 71.50 |
| **Deceased on arrival (Disposal)** | $32.50 |
| **Quarantined animal (*e.g.*, Rabies)** | $390, $39 per day<br>Quarantine period determined by Florida State Statute |
| **Confiscated animal** | $130 for the 1st day of impoundment plus $45.50 for each additional day of impoundment |
| **Fees for RTF/TNR cats**<br>**Sterilization Surgery**<br>Complimentary ear tipping, FVRCP, Rabies Vaccines | $58.50 |
| **Anesthesia Fee**<br>No surgery performed, ear tipping, FVRCP vaccine, rabies vaccine | $58.50 |
| **Euthanasia**<br>Veterinarian determined that patient cannot undergo surgery due to illness/disease | $58.50 |
| **Forensic calls and staff assistance upon request** | Staff Support: $32.50 per hr.<br>Veterinarian Support: $162.50 per hr. |



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(c) Payment must be made to the Humane Society within forty-five (45) days of the date of a proper invoice, as required by the Florida Local Government Prompt Payment Act (Part VII, Chapter 218, Florida Statutes) (the "Prompt Payment Act"). As provided by the Prompt Payment Act, any payment that is not made by the Impounding agency within such time period shall bear interest from thirty (30) days after the due date at a rate of one percent (1%) per month on the unpaid balance until paid in full. If the Impounding agency has a dispute about a charge on its invoice, it must contact the Humane Society's Director of Administrative Services at 386-274-4703, extension 315, within fifteen (15) days of the date of the invoice.

(d) The Humane Society will submit to the Impounding agency, with its monthly invoice, a list of all pick up addresses of stray animals charged to the Impounding agency account for animals that were not impounded by a an impounding agency's designated personnel, the names and addresses of all persons claiming any stray animals that are dropped off at the Shelter during normal operating hours, and, if known, the names and addresses of all persons claiming stray animals that are dropped off at the Shelter after-hours.

(e)

The Humane Society will make a good faith effort to collect the costs incurred for the care of any animal that is served by the Humane Society and later reclaimed by the animal's owner. Collections received by the Humane Society by an animal owner shall be credited against the fees charged to the Impounding Agency. The animal's owner is financially responsible for any services rendered to the animal by the Humane Society and the Humane Society, without indicating that payment is optional, will seek full payment for said services prior to releasing the animal. The Humane Society may release an animal to its owner without payment in the event the animal's owner completes a financial affidavit indicating that the owner qualifies as indigent. The financial affidavit to be used by Humane Society is attached hereto marked as **Exhibit A**. If the attached financial affidavit is completed by the animal owner, the Humane Society may release the animal to the owner without collecting any fees and the Impounding Agency shall be responsible for the charges associated with the released animal as outlined herein. A copy of the animal owner's financial affidavit shall be included in the corresponding invoice to the Impounding Agency. If the Humane Society does not have the animal owner complete a financial affidavit but releases the animal to the owner, the Impounding Agency shall not be charged for any of the fees associated with the animal released.

4. **RABIES QUARANTINE**: The Humane Society will provide space for the confinement, observation and care of any stray animal suspected of rabies, or any stray animal which has bitten or otherwise exposed any person to rabies for a period of the state determined time for quarantine and will accept, care for and dispose of any such animal delivered to the Shelter. The Humane Society will notify the Volusia County Health Department of any rabies specimen



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animal that dies during the quarantine period, and will allow the Volusia Impounding agency Health Department the opportunity to take custody of the remains of any such animal that becomes ill or dies while under confinement for such reasons. The Impounding agency impounding agency shall pay the applicable charges for quarantine service pursuant to Section 3(b) of this Agreement.

5. **CONFISCATED ANIMALS – 828.073, F.S.:** The Humane Society will agree to accept confiscated animals as strays or accept said animals as "confiscated" only when the provisions of Section 828.073, Florida Statutes are satisfied (*i.e.*, pursuant to a Court order after petition and hearing). The Impounding agency shall be responsible for all charges and expenses incurred in confiscating an animal pursuant to § 828.073, Fla. Stat. Upon request, a copy of the petition must be submitted by the seizing agent to the Humane Society within ten (10) business days of the request. Failure to comply with this requirement will result in "confiscated" animals being deemed "stray" animals, at which point care of the animal will be charged to the Impounding agency at the default "stray" rates provided in Section 3(b) of this Agreement. The Impounding agency agrees to indemnify the Humane Society for any and all claims that may arise as a result of the Impounding agency decision to submit the animal as a stray, except that the cap on the amount and liability of the Impounding agency for indemnification or damages under this contract, regardless of the number or nature of claims in tort, equity, or contract, shall not exceed the dollar amount expended by the Impounding agency for Humane Society services in the contract year in which the claim arises.

6. **DANGEROUS DOG LAW**: Pursuant to Sections 767.12 and 767.13, Florida Statutes, it will be the sole responsibility of the Impounding agency's animal control authority to determine whether a dog is dangerous and to submit to the Humane Society the necessary paperwork as required by the applicable statutes. If quarantine is necessary, a dog quarantined pursuant to Sections 767.12 and 767.13, Florida Statutes, may be quarantined for ten (10) business days at a bona fide boarding kennel or veterinarian's office of the seizing agent's or owner's choice. Otherwise, the Humane Society will quarantine all dogs that the Impounding agency animal control authority determines to be dangerous for a maximum of ten (10) business days. The Impounding agency shall pay the applicable charges for such service pursuant to Section 3(b) of this Agreement. If the owner of the dog is unknown by the end of the quarantine period, the Impounding agency may request that euthanasia be performed by the Humane Society when it is the Impounding agency's belief that the dog poses a threat to public safety. The Impounding agency agrees to indemnify the Humane Society for any and all claims that may arise as a result of the Impounding agency decision to submit the animal under the Dangerous Dog Law, except that the cap on the amount and liability of the Impounding agency for indemnification or damages under this contract, regardless of the number or nature of claims in tort, equity, or contract, shall not exceed the dollar amount expended by the Impounding agency for Humane Society services in the contract year in which the claim arises.

7. **CONFISCATED ANIMALS - OWNER OF ANIMAL IS IN CUSTODY / DECEASED / HOSPITALIZED**: All animals whose owners are in police custody, deceased or hospitalized may



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be placed in a bona fide boarding kennel or veterinary clinic at the owner's expense. The Humane Society will accept any such animals that are seized or taken by the Impounding agency. The Impounding agency will pay the applicable charges for such service (*i.e.*, "Confiscated Animal") pursuant to Section 3(b) of this Agreement. The Impounding agency agrees to indemnify the Humane Society for any and all claims that may arise as a result of the Impounding agency's decision to submit the animal as Confiscated/Owner of Animal in Custody/Deceased/Hospitalized, except that the cap on the amount and liability of the Impounding agency for indemnification or damages under this contract, regardless of the number or nature of claims in tort, equity, or contract, shall not exceed the dollar amount expended by the Impounding agency for Humane Society services in the contract year in which the claim arises. The impounding agency agrees to provide next of kin, emergency contact or any other guardian information to Halifax within 3 days of impoundment. Failure to do so by the impounding agency will forfeit any hold on the animal other than the mandatory 3 day holding period for stray animals.

8. **CONFISCATED ANIMALS DUE TO OWNER EVICTION**: Animals seized by the Impounding agency as a result of an owner eviction will be held by the Humane Society for 5 days. The impounding agency agrees to leave notice of impoundment at the eviction location listing the whereabouts and descriptions of animal confiscated. Impounding agency's representative will provide proof of such notice, agency report or photograph of notice on the dwelling with address or writ of possession displayed. If not reclaimed by the owner, all charges accruing pursuant to Section 3(b) will be paid by the Impounding agency.

As the impounding agency, if the Impounding agency chooses not to have the Humane Society hold the animal for the entire reclamation period referenced above, the Impounding agency may submit the animal to the Humane Society as a "stray," in which case the animal will be held for three (3) days prior to disposition. The Impounding agency agrees to indemnify the Humane Society for any and all claims that may arise as a result of the Impounding agency's decision to submit the animal as a "stray", except that the cap on the amount and liability of the Impounding agency for indemnification or damages under this contract, regardless of the number or nature of claims in tort, equity, or contract, shall not exceed the dollar amount expended by the Impounding agency for Humane Society services in the contract year in which the claim arises The Impounding agency shall pay the applicable charges for such service pursuant to Section 3(b) of this Agreement.

9. **REMEDY IN THE EVENT OF BREACH**: In the event that the Impounding agency fails to make timely payment to the Humane Society for services rendered pursuant to this Agreement, the Humane Society, in its sole discretion, may elect to terminate this Agreement and cease providing services to the Impounding agency. If the Humane Society exercises this option, it will provide the Impounding agency with thirty (30) days written notice of its decision to terminate the Agreement. The Impounding agency will remain responsible for payment for all services rendered by the Humane Society prior to and during the thirty (30) day notice period. Upon expiration of the thirty (30) day notice period, the Humane Society will no longer provide



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any services to the Impounding agency.

10. **WAIVER OF BREACH**: The waiver by the Humane Society or the Impounding agency of any breach or violation of this Agreement will not operate as or be construed to be a waiver of any subsequent breach of this Agreement.

**11. INSURANCE**: Humane Society shall maintain insurance of sufficient amounts during the life of this Agreement. Humane Society shall provide to the Impounding Agency with a certificate of insurance endorsing the Impounding Agency as an additional named insured, upon request. All insurance coverages of the Humane Society shall be primary and noncontributory. All insurance coverages of the Humane Society shall not seek contribution from any other insurance or self-insurance available to the Impounding Agency.

Policies shall be issued by insurers licensed and/or duly authorized under Florida Law to do business in the State of Florida and all insuring companies are required to have a minimum rating of "A-" in the "Best Key Rating Guide" published by A.M. Best & Company, Inc. Insurer shall provide the Impounding Agency written notice of cancellation, nonrenewal or any other changes in coverage no later than thirty (30) days prior to the effective date of the change and shall provide notice to the Impounding Agency no later than 10 days after non-payment.

Minimum insurance coverages that must remain in place for the life of the Agreement are as follows:

| | |
|---|---|
| Commercial General Liability: | Aggregate $2,000,000.00/ Each Occurrence $1,000,000.00 |
| Automobile Liability: | $1,000,000.00 |
| Umbrella Liability: | $1,000,000.00 |

Should at any time the Humane Society not maintain the insurance coverages required herein, the Impounding Agency may terminate the Agreement or at its sole discretion shall be authorized to purchase such coverages and charge the Humane Society for such coverages purchased. The Impounding Agency shall be under no obligation to purchase such insurance, nor shall it be responsible for the coverages purchased or the insurance company or companies used. The decision of the Impounding Agency to purchase such insurance coverages shall in no way be construed to be a waiver of any of its rights under the Agreement.

11. **SOVEREIGN IMMUNITY:** The Impounding agency expressly retains all rights, benefits, and immunities of sovereign immunity in accordance with §768.28, Florida Statutes. Notwithstanding anything set forth in any section of the Agreement to the contrary, nothing in the Agreement shall be deemed as a waiver of immunity of limits of liability of the Impounding agency beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature or may be adopted by the Florida Legislature, and the cap on the amount and liability of the Impounding agency for damages, regardless of the number or nature of claims in tort, equity, or contract, shall not exceed the dollar amount set



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by the legislature for tort. Nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim against the Impounding agency, which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

**12. PUBLIC RECORDS**: Pursuant to section 119.0701 (2)(a), Florida Statutes, the Impounding agency is required to provide the Humane Society with this statement and establish the following requirements as contractual obligations pursuant to the Agreement:

**IF THE HUMANE SOCIETY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE HUMANE SOCIETY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 386-736-5935, email for Impounding Agency, by mail, Purchasing and Contracts Division, Attn: Public Records Custodian, 123 W. Indiana Ave. RM 302 DeLand, FL 32720.**

By entering into this Agreement, the Humane Society acknowledges and agrees that some records maintained, generated, received, or kept in connection with, or related to the performance of services provided under, this Agreement are public records subject to the public records disclosure requirements of section 119.07(1), Florida Statutes, and Article I, section 24 of the Florida Constitution. Pursuant to section 119.0701, Florida Statutes, any contractor entering into a contract for services with the Impounding agency, including the Humane Society, is required to comply with the following with respect to the applicable public records:

a) Keep and maintain public records required by the Impounding agency to perform the services and work provided pursuant to this Agreement.

b) Upon request from the Impounding agency's custodian of public records, provide the Impounding 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 Chapter 119, Florida Statutes, or as otherwise provided by law.

c) 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 Impounding agency.

d) Upon completion of the contract, transfer, at no cost, to the Impounding agency all public records in the possession of the contractor or keep and maintain public records required by the Impounding agency to perform the service. If the contractor transfers all public records to the Impounding 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 Impounding agency, upon request from the Impounding



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agency's custodian of public records, in a format that is compatible with the information technology systems of the Impounding agency.

e) Requests to inspect or copy public records relating to the Impounding agency's contract for services must be made directly to the Impounding agency. If contractor receives any such request, contractor shall instruct the requestor to contact the Impounding agency. If the Impounding agency does not possess the records requested, the Impounding agency shall immediately notify the contractor of such request, and the contractor must provide the records to the Impounding agency or otherwise allow the records to be inspected or copied within a reasonable time.

The Humane Society acknowledges that failure to provide the applicable public records to the Impounding agency within a reasonable time may be subject to penalties under section 119.10, Florida Statutes. The Humane Society further agrees not to release any records that are statutorily confidential or otherwise exempt from disclosure without first receiving prior written authorization from the Impounding agency. Humane Society shall indemnify, defend, and hold the Impounding agency harmless for and against any and all claims, damage awards, and causes of action arising from Humane Society's failure to comply with the applicable public records disclosure requirements of section 119.07(1), Florida Statutes, or by Humane Society's failure to maintain any applicable public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorney's fees and costs arising therefrom. Humane Society authorizes Impounding agency to seek declaratory, injunctive, or other appropriate relief against Humane Society from a Circuit Court in Volusia Impounding agency on an expedited basis to enforce the requirements of this section.

13. **E-VERIFY**: Humane Society shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Humane Society during the term of this Agreement and shall expressly require any sub-contractors performing services pursuant to this Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the sub-contractor during the term of this Agreement.

13. **MEDIATION**: Any dispute arising from this Agreement, including, but not limited to, disputes over fees for services, will be mediated prior to a lawsuit being filed. Mediation will occur within sixty (60) days of written request by either party to mediate unless agreed to otherwise. The written request must be delivered in accordance with the provisions of Paragraph 19, below, of this Agreement. The cost of the mediator's fee will be borne equally by the parties.

14. **ATTORNEY'S FEES**: Both parties agree to bear the cost of their own attorneys' fees with respect to any disputes, lawsuits, or claims arising under this Agreement, except unless otherwise specifically allowed elsewhere in this Agreement or in the event of an action to recover amounts due under Part VII, Chapter 218, Florida Statutes, in which case, the court



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shall award court costs and reasonable attorney's fees, including fees incurred through appeal, to the prevailing party.

15. **GOVERNING LAW AND VENUE:** The parties further agree that this Agreement will be governed by the laws of the State of Florida and that venue for any and all suits arising out of or otherwise attributable to this Agreement will lie exclusively in the courts of Volusia Impounding agency, Florida, unless the matter at issue is solely cognizable in federal court, in which case, venue shall be in the Middle District of Florida, Orlando Division.

16. **SEVERABILITY**: If any provision of this Agreement or any part of any provision of this Agreement is found to be invalid by a court of competent jurisdiction, such will not affect the validity of any other provision, or part thereof, of this Agreement.

17. **ENTIRE AGREEMENT**: This Agreement constitutes the entire and final understanding and agreement with respect to the subject matter hereof and supersedes all prior or contemporaneous negotiations, promises, covenants, agreements, or representations concerning all matters directly or indirectly, collaterally related to the subject matter of this Agreement.

18. **AMENDMENTS**: This Agreement cannot be amended or modified except by a writing executed by both of the parties hereto or their respective administrators, trustees, personal representatives and successors.

19. **NOTICES**: Any written notice required to be given under this Agreement is to be mailed by registered or certified mail, postage prepaid, to the party's business address or any other address designated for that purpose by written notice and sent to the attention of the Impounding agency Manager with respect to the Impounding agency and to the attention of the CEO with respect to the Humane Society.

Attachment: Final Halifax Agreement (4625 : Halifax Humane Society 2024-2025 Renewal Agreement)

IN WITNESS WHEREOF, the Humane Society and the Impounding agency have executed this Agreement for Services between Halifax Humane Society Inc. and the Impounding agency of Volusia, effective on the date and year as set forth above.

**HALIFAX HUMANE SOCIETY, INC.**

By: _____
Name: Sean Hawkins
Title: Chief Executive Officer
Date: Aug. 23, 2024

ATTEST:

By: _____
Name: Christina Sutherin
Title: Chief Operating Officer
Date: 8/23/24

**IMPOUNDING AGENCY OF VOLUSIA**

By: _____
Name:
Title:
Date: _____

ATTEST:

By: _____
Name:
Title:
Date: _____

Attachment: Final Halifax Agreement (4625 : Halifax Humane Society 2024-2025 Renewal Agreement)

Volusia County
FLORIDA

**COUNTY OF VOLUSIA**
**ANIMAL SERVICES**
**RETURN TO CUSTODY**

## DECLARATION OF NO OR LOW INCOME

This form should be completed by an adult household member if the household is claiming no or low income within the last 30 days.

| Last Name | First Name | Phone Number |
|---|---|---|
| | | |

| Address | City | Zip |
|---|---|---|
| | | |

**1A. I hereby certify that I do not individually receive income from any of the following sources:**

- Wages from employment (including commissions, tips, bonuses, fees, etc.)
- Income from operation of a business
- Rental income from real or personal property
- Interest or dividends from assets
- Social Security, annuities, insurance policies, retirement funds, pensions, or death benefits
- Unemployment or disability payments
- Public assistance payments (AFCD, SSI, TANF)
- Alimony, child support, or gifts received from persons not living in my household
- Sales from self-employed resources (Avon, Mary Kay, etc.)
- Any other source not named above

**OR**

**1B. I hereby certify that I am low-income, as defined by Florida law, as a family or individual earning 80% or less of the area median income ($63,075)**

2. ☐ I have resources to pay for the daily care of the animal being returned to my custody.

☐ I need access to resources to supplement my source of funds to adequately care for the animal being returned to my custody.

**By my signature below, I certify and acknowledge the following:**

- That the forgoing is true, complete, and correct.
- Inquiries may be made to verify statements and a request for documentation to verify low or no-income status maybe requested by Volusia County Animal Services.
- That false statements or omissions are grounds for an at large citation if the animal was impounded and the fees not paid upon return to the owner.

| Signature | Date |
|---|---|
| | |

Attachment: Declaration of No Income REM 8.5.24 (4625 : Halifax Humane Society 2024-2025 Renewal Agreement)

Attachment: Mark Up Version Halifax Humane Society Agency Contract FY25 5.24.24 (4625 : Halifax Humane Society 2024-2025 Renewal

**AGREEMENT FOR SERVICES BETWEEN**
**Halifax Humane Society, Inc.**
**AND**
**The Impounding agency**

**This Services Agreement** ("Agreement") is hereby entered into by and between the **Halifax Humane Society, Inc.**, a Florida non-profit corporation, with its principal address at 2364 West LPGA Boulevard, Daytona Beach, Florida 32124 ("Humane Society"), and the **Impounding agency**, a municipal corporation, with its primary address at ("Impounding agency address").

**WHEREAS,** in order to enforce the ordinances of the Impounding agency and the laws of the State of Florida with respect to stray animals, the Impounding agency desires to deliver stray animals to the Humane Society for the humane impoundment and humane disposition of said animals; and

**WHEREAS,** the Humane Society is organized for the purpose, among others, of preventing cruelty to animals and is interested in assuring that impounded animals are sheltered in a humane manner and those which must be destroyed, be so destroyed humanely.

**NOW, THEREFORE,** for and in consideration of the mutual covenants, conditions and provisions herein contained, it is expressly agreed and understood as follows:

1. **TERM**: This Agreement will take effect on the 1st day of October 2024, and will remain in full force and effect for an initial twelve (12) month period ending on midnight between September 30, 2025. The parties shall have the option to extend the contract or enter into contract negotiations if they so desire. This contract may be renewed by the Impounding agency for up to three (3) twelve (12) month periods, with a 10% increase of fees per renewal.

2. **ANIMAL SHELTER, RETURN TO FIELD, AND TRAP, NEUTER, AND RETURN**:

(a) The Humane Society will maintain and operate an animal shelter ("Shelter") in a manner adequate for the confinement, remedial treatment, and, if necessary, disposal of stray dogs, cats, or other animals, which may be delivered to the Humane Society from all areas within the jurisdiction of the Impounding Agency, and the Humane Society will furnish, at its sole expense, all supervision, labor, animal food, tools, supplies and other things necessary for the satisfactory performance of the services herein agreed to be provided. Remedial care will be provided for injured animals during operating hours when there is a staff veterinarian available, at the Humane Society's sole expense. The Shelter will be operated at 2364 West LPGA Blvd., Daytona Beach, Florida.

(b) The Humane Society will provide means to accept all stray dogs and other stray or seized domesticated animals delivered to the Shelter by the Impounding agency's law enforcement personnel, Animal Control Officers, or other designated officers appointed by the Impounding agency for this purpose. The Humane Society will

provide Return to Field (RTF) for unsterilized cats following national animal welfare organization recommendations for the most humane practices with addressing cat overpopulation. The Humane Society will accept wild animals and livestock only if it has the ability and facilities to impound and control these animals, and the decision to accept or reject such animals will be solely within the discretion of the Humane Society. The Humane Society will require all persons who drop off or report injured or stray animals to the Shelter during the Shelter's normal operating hours to give their names, phone number, and current home and post office addresses and identify the place where the animals involved were located or picked up.

(c) If the Impounding agency delivers an animal to the Shelter for impoundment discovers such animal bears information indicating ownership of the animal, the impounding agency representative shall take reasonable steps to identify the owner of the animal and contact said owner prior to delivering the animal to the Shelter. The impounding representative shall also provide all contact information gathered and documented attempts of contact for the owner/guardian to Halifax. Regardless of the foregoing, any animal suspected of being infected with rabies or which has bitten or otherwise exposed any person to rabies, shall not be released to its owner until after such animal has been impounded for a period of ten (10) days and the Volusia Health Department, through its authorized representatives, has expressly approved, in writing, any such release.

(d) When a stray domestic animal is delivered to the Shelter and is not suspected of having rabies or has not bitten or otherwise exposed any person to rabies, the Humane Society will impound the animal at the Impounding agency's expense for a period of not to exceed three (3) calendar days (unless otherwise provided in this Agreement). If the owner has not retrieved the animal within the designated holding period, the Humane Society will thereafter, at its own expense, provide for the adoption or humane disposal of the animal in accordance with its routine methods and procedures.

(e) When a stray cat is delivered to the Shelter and is not suspected of having rabies or has not bitten or otherwise exposed any person to rabies, the Humane Society will determine the eligibility of the animal for the RTF Program. After consultation with the Impounding agency, Humane Society will decide whether the cat will be referred for impoundment or RTF and notify the impounding agency. The Impounding agency representative will expressly inform the Humane Society if a cat is brought in as part of the Trap, Neuter and Return Program (TNR). The Humane Society will only perform feline sterilization services for cats brought to the Humane Society by an Animal Control Officer (ACO) or other Impounding agency person designated by the Police Department. Cats brought to the Humane Society by any other person will not be eligible for reimbursement by the Impounding agency. Fees for this service are listed in 3.b. under RTF/TNR Cats. The Impounding agency will only be responsible



Attachment: Mark Up Version Halifax Humane Society Agency Contract FY25 5.24.24 (4625 : Halifax Humane Society 2024-2025 Renewal

for services or procedures that are requested and expressly included in this agreement. The Impounding agency will not pay for any other service or procedure. The RTF/TNR Program requires the following:

**i.** The Humane Society and the Impounding agency shall mutually agree on the day(s) of the week that the Impounding agency will bring cats to the designated Humane Society facility. Said schedule shall be subject to change by mutual agreement of the parties. The Impounding agency shall at a minimum have one day reserved each week at a designated Humane Society facility to bring in cats for sterilization.

ii. Surgeries may be completed at either:
Halifax Humane Society 2364 West LPGA Boulevard Daytona Beach, FL 32124
-Or-
HHS Redinger Clinic 600 Mason Ave #150 Daytona Beach, FL 32117

Hereafter, Humane Society shall refer to both the location on LPGA Blvd. and Mason Ave.

**iii.** All regular sterilizations are the same price for neuters and spays (males and females). Each surgery includes complimentary ear tipping, FVRCP and rabies vaccines, and anesthesia. Ear tipping must be completed according to Alley Cat Allies recommendations by removing at least 3/8 of an inch from the top of the left ear.

**iv.** If the Impounding agency presents a cat for sterilization and the Humane Society finds the cat has already been sterilized, the Humane Society will provide anesthesia, ear tipping, FVRCP and rabies vaccine at the normal sterilization surgery cost ~~of $45~~.

**v.** Upon presentation of a cat, the Humane Society, at its sole discretion, will determine if the cat is healthy enough to survive surgery and whether or not it should be euthanized. The Humane Society recognizes that the Impounding agency does not have a licensed veterinarian on staff and does not have the ability to determine whether an animal should be euthanized. ~~The cost for euthanasia is $45.~~

**vi.** All cats being returned to the Impounding agency staff from the Humane Society will have their ear tipped as described above. No exceptions. If a cat is returned to the Impounding agency staff without an ear tip, or with an ear tip of less than 3/8 of an inch from the top of the left ear, the Impounding agency cat will be returned to the Humane Society for the procedure without any additional charge to the Impounding agency.



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Attachment: Mark Up Version Halifax Humane Society Agency Contract FY25 5.24.24 (4625 : Halifax Humane Society 2024-2025 Renewal

Attachment: Mark Up Version Halifax Humane Society Agency Contract FY25 5.24.24 (4625 : Halifax Humane Society 2024-2025 Renewal

**vii.** No procedures other than those listed in this document will be paid for by the Impounding agency. The Impounding agency will only reimburse for procedures that have been documented and provided to the Impounding agency. The Humane Society must provide at least the following information in order to receive reimbursement for each cat:

- Invoice number
- Visit Date
- Billing Date
- Animal Name and/or Number
- Impounding agency services provided
- Name of Impounding Agency Rep authorizing service(s)
- Cost for each service provided
- Total cost

**viii.** The Humane Society will combine and send all invoices to the Impounding agency monthly.

**ix.** ACO's will notify the Humane Society staff at the LPGA location whether a feline brought there is part of the TNR program, if it is for RTF, is wild, stray, confiscated, or seized.

**x.** The Humane Society will only release RTF cats to the Impounding agency Animal Control Officer unless Impounding agency provided permission for a 3rd party release in writing from the agency's authority.

3. **BILLING & PAYMENT**:

(a) The Humane Society shall bill the Impounding agency pursuant to Paragraph 3(b), as applicable, for:

(i) each dog, cat, domesticated animal, injured animal, deceased animal, livestock animal, wild animal, or quarantined/confiscated animal delivered to the Shelter by either the Impounding agency's designated personnel, Police or Animal Control Officers;

(ii) each stray dog, cat, domesticated animal, injured animal, deceased animal, livestock animal or wild animal emanating from within Impounding agency the jurisdictional limits of the impounding agency and delivered to the Shelter by a private citizen who has provided their full name and contact information. Owner surrendered animals will only be accepted via impounding agency with Supervisor approval from Halifax Humane Society. Owner requested surrenders in the field should be referred to Halifax Humane Society directly; and

(iii) each dog, cat, domesticated animal, injured animal or deceased animal picked

up at the request of the Impounding agency by the Humane Society within Impounding agency jurisdictional limits of the impounding agency.

(b) In consideration of the agreements and undertakings to be performed by the Humane Society, the Impounding agency agrees to pay the following applicable fee(s) per animal to the Humane Society on a monthly basis, in arrears:

| **Type of Animal** | **Fee** |
|---|---|
| **Dog or cat** (if the cat is not eligible for RTF/TNR program)<br>Impoundment | $156.00 |
| ~~2nd day of impoundment~~ | |
| ~~3rd day of impoundment~~ | |
| **Other domesticated animal** | $130.00 |
| **Livestock animal** | $195.00 |
| **Wild animal (Euthanasia)** | $ 71.50 |
| **Deceased on arrival (Disposal)** | $32.50 |
| **Quarantined animal (*e.g.*, Rabies)** | $390, $39 per day<br>Quarantine period determined by Florida State Statute |
| **Confiscated animal** | $130 for the 1st day of impoundment plus $45.50 for each additional day of impoundment |
| **Fees for RTF/TNR cats** | |
| **Sterilization Surgery**<br>Complimentary ear tipping, FVRCP, Rabies Vaccines | $58.50 |
| **Anesthesia Fee**<br>No surgery performed, ear tipping, FVRCP vaccine, rabies vaccine | $58.50 |
| **Euthanasia** | |

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| | |
|---|---|
| Veterinarian determined that patient cannot undergo surgery due to illness/disease | $58.50 |

**Forensic calls and staff assistance upon request**

Staff Support: $32.50 per hr.

Veterinarian Support: $162.50 per hr.

(c) Payment must be made to the Humane Society within forty-five (45) days of the date of a proper invoice, as required by the Florida Local Government Prompt Payment Act (Part VII, Chapter 218, Florida Statutes) (the "Prompt Payment Act"). As provided by the Prompt Payment Act, any payment that is not made by the Impounding agency within such time period shall bear interest from thirty (30) days after the due date at a rate of one percent (1%) per month on the unpaid balance until paid in full. If the Impounding agency has a dispute about a charge on its invoice, it must contact the Humane Society's Director of Administrative Services at 386-274-4703, extension 315, within fifteen (15) days of the date of the invoice.

(d) The Humane Society will submit to the Impounding agency, with its monthly invoice, a list of all pick up addresses of stray animals charged to the Impounding agency account for animals that were not impounded by a an impounding agency's designated personnel, the names and addresses of all persons claiming any stray animals that are dropped off at the Shelter during normal operating hours, and, if known, the names and addresses of all persons claiming stray animals that are dropped off at the Shelter after-hours.

(e)

The Humane Society will make a good faith effort to collect the costs incurred for the care of any animal that is served by the Humane Society and later reclaimed by the animal's owner. Collections received by the Humane Society by an animal owner shall be credited against the fees charged to the Impounding Agency. The animal's owner is financially responsible for any services rendered to the animal by the Humane Society and the Humane Society, without indicating that payment is optional, will seek full payment for said services prior to releasing the animal. The Humane Society may release an animal to its owner without payment in the event the animal's owner completes a financial affidavit indicating that the owner qualifies as indigent. The financial affidavit to be used by Humane Society is attached hereto marked as **Exhibit A**. If the attached financial affidavit is completed by the animal owner, the Humane Society may release the animal to the owner without collecting any fees and the Impounding Agency shall be responsible for the charges associated with the released animal as outlined herein. A copy of the animal owner's financial affidavit shall be included in the corresponding invoice to the Impounding Agency. If the Humane Society does not have the animal owner complete a financial affidavit but releases the animal to the owner, the Impounding Agency shall not be

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charged for any of the fees associated with the animal released.
~~The Humane Society will use good faith efforts to try to collect from the animal's owner all costs for which the Impounding agency is otherwise liable hereunder. In the event an owner pays any fees or charges to reclaim its animal, the Impounding agency shall be credited half any such fees or charges are paid.~~

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4. **RABIES QUARANTINE**: The Humane Society will provide space for the confinement, observation and care of any stray animal suspected of rabies, or any stray animal which has bitten or otherwise exposed any person to rabies for a period of the state determined time for quarantine and will accept, care for and dispose of any such animal delivered to the Shelter. The Humane Society will notify the Volusia County Health Department of any rabies specimen animal that dies during the quarantine period, and will allow the Volusia Impounding agency Health Department the opportunity to take custody of the remains of any such animal that becomes ill or dies while under confinement for such reasons. The Impounding agency impounding agency shall pay the applicable charges for quarantine service pursuant to Section 3(b) of this Agreement.

5. ~~**CONFISCATED ANIMALS**~~**CONFISCATED ANIMALS – 828.073, F.S.**: The Humane Society will agree to accept confiscated animals as strays or accept said animals as "confiscated" only when the provisions of Section 828.073, Florida Statutes are satisfied (*i.e.*, pursuant to a Court order after petition and hearing). The Impounding agency shall be responsible for all charges and expenses incurred in confiscating an animal pursuant to § 828.073, Fla. Stat. Upon request, a copy of the petition must be submitted by the seizing agent to the Humane Society within ten (10) business days of the request. Failure to comply with this requirement will result in "confiscated" animals being deemed "stray" animals, at which point care of the animal will be charged to the Impounding agency at the default "stray" rates provided in Section 3(b) of this Agreement. The Impounding agency agrees to indemnify the Humane Society for any and all claims that may arise as a result of the Impounding agency decision to submit the animal as a stray, except that the cap on the amount and liability of the Impounding agency for indemnification or damages under this contract, regardless of the number or nature of claims in tort, equity, or contract, shall not exceed the dollar amount expended by the Impounding agency for Humane Society services in the contract year in which the claim arises.

6. **DANGEROUS DOG LAW**: Pursuant to Sections 767.12 and 767.13, Florida Statutes, it will be the sole responsibility of the Impounding agency's animal control authority to determine whether a dog is dangerous and to submit to the Humane Society the necessary paperwork as required by the applicable statutes. If quarantine is necessary, a dog quarantined pursuant to Sections 767.12 and 767.13, Florida Statutes, may be quarantined for ten (10) business days at a bona fide boarding kennel or veterinarian's office of the seizing agent's or owner's choice. Otherwise, the Humane Society will quarantine all dogs that the Impounding agency animal control authority determines to be dangerous for a maximum of ten (10) business days. The Impounding agency shall pay the applicable charges for such service pursuant to Section 3(b) of this Agreement. If the owner of the dog is unknown by the end of the quarantine period, the Impounding agency may request that euthanasia be performed by the Humane Society when it



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is the Impounding agency's belief that the dog poses a threat to public safety. The Impounding agency agrees to indemnify the Humane Society for any and all claims that may arise as a result of the Impounding agency decision to submit the animal under the Dangerous Dog Law, except that the cap on the amount and liability of the Impounding agency for indemnification or damages under this contract, regardless of the number or nature of claims in tort, equity, or contract, shall not exceed the dollar amount expended by the Impounding agency for Humane Society services in the contract year in which the claim arises.

7. **CONFISCATED ANIMALS - OWNER OF ANIMAL IS IN CUSTODY / DECEASED / HOSPITALIZED**: All animals whose owners are in police custody, deceased or hospitalized may be placed in a bona fide boarding kennel or veterinary clinic at the owner's expense. The Humane Society will accept any such animals that are seized or taken by the Impounding agency. The Impounding agency will pay the applicable charges for such service (*i.e.*, "Confiscated Animal") pursuant to Section 3(b) of this Agreement. The Impounding agency agrees to indemnify the Humane Society for any and all claims that may arise as a result of the Impounding agency's decision to submit the animal as Confiscated/Owner of Animal in Custody/Deceased/Hospitalized, except that the cap on the amount and liability of the Impounding agency for indemnification or damages under this contract, regardless of the number or nature of claims in tort, equity, or contract, shall not exceed the dollar amount expended by the Impounding agency for Humane Society services in the contract year in which the claim arises. The impounding agency agrees to provide next of kin, emergency contact or any other guardian information to Halifax within 3 days of impoundment. Failure to do so by the impounding agency will forfeit any hold on the animal other than the mandatory 3 day holding period for stray animals.

8. **CONFISCATED ANIMALS DUE TO OWNER EVICTION**: Animals seized by the Impounding agency as a result of an owner eviction will be held by the Humane Society for 5 days. The impounding agency agrees to leave notice of impoundment at the eviction location listing the whereabouts and descriptions of animal confiscated. Impounding agency's representative will provide proof of such notice, agency report or photograph of notice on the dwelling with address or writ of possession displayed. If not reclaimed by the owner, all charges accruing pursuant to Section 3(b) will be paid by the Impounding agency.

As the impounding agency, if the Impounding agency chooses not to have the Humane Society hold the animal for the entire reclamation period referenced above, the Impounding agency may submit the animal to the Humane Society as a "stray," in which case the animal will be held for three (3) days prior to disposition. The Impounding agency agrees to indemnify the Humane Society for any and all claims that may arise as a result of the Impounding agency's decision to submit the animal as a "stray", except that the cap on the amount and liability of the Impounding agency for indemnification or damages under this contract, regardless of the number or nature of claims in tort, equity, or contract, shall not exceed the dollar amount expended by the Impounding agency for Humane Society services in the contract year in which the claim arises The Impounding agency shall pay the applicable charges for such service



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pursuant to Section 3(b) of this Agreement.

9. **REMEDY IN THE EVENT OF BREACH**: In the event that the Impounding agency fails to make timely payment to the Humane Society for services rendered pursuant to this Agreement, the Humane Society, in its sole discretion, may elect to terminate this Agreement and cease providing services to the Impounding agency. If the Humane Society exercises this option, it will provide the Impounding agency with thirty (30) days written notice of its decision to terminate the Agreement. The Impounding agency will remain responsible for payment for all services rendered by the Humane Society prior to and during the thirty (30) day notice period. Upon expiration of the thirty (30) day notice period, the Humane Society will no longer provide any services to the Impounding agency.

10. **WAIVER OF BREACH**: The waiver by the Humane Society or the Impounding agency of any breach or violation of this Agreement will not operate as or be construed to be a waiver of any subsequent breach of this Agreement.

**11. INSURANCE**: Humane Society shall maintain insurance of sufficient amounts during the life of this Agreement. Humane Society shall provide to the Impounding Agency with a certificate of insurance endorsing the Impounding Agency as an additional named insured, upon request. All insurance coverages of the Humane Society shall be primary and noncontributory. All insurance coverages of the Humane Society shall not seek contribution from any other insurance or self-insurance available to the Impounding Agency.

Policies shall be issued by insurers licensed and/or duly authorized under Florida Law to do business in the State of Florida and all insuring companies are required to have a minimum rating of "A-" in the "Best Key Rating Guide" published by A.M. Best & Company, Inc. Insurer shall provide the Impounding Agency written notice of cancellation, nonrenewal or any other changes in coverage no later than thirty (30) days prior to the effective date of the change and shall provide notice to the Impounding Agency no later than 10 days after non-payment.

Minimum insurance coverages that must remain in place for the life of the Agreement are as follows:

Commercial General Liability: Aggregate ~~$_____~~$2,000,000.00/ Each Occurrence $1,000,000.00~~_____~~

Automobile Liability: ~~$_____~~$1,000,000.00

Umbrella Liability: ~~$_____~~$1,000,000.00

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Should at any time the Humane Society not maintain the insurance coverages required herein, the Impounding Agency may terminate the Agreement or at its sole discretion shall be authorized to purchase such coverages and charge the Humane Society for such coverages purchased. The Impounding Agency shall be under no obligation to purchase such insurance, nor shall it be responsible for the coverages purchased or the insurance company or companies used. The decision of the Impounding Agency to purchase such insurance coverages shall in no



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way be construed to be a waiver of any of its rights under the Agreement.

11. **SOVEREIGN IMMUNITY:** The Impounding agency expressly retains all rights, benefits, and immunities of sovereign immunity in accordance with §768.28, Florida Statutes. Notwithstanding anything set forth in any section of the Agreement to the contrary, nothing in the Agreement shall be deemed as a waiver of immunity of limits of liability of the Impounding agency beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature or may be adopted by the Florida Legislature, and the cap on the amount and liability of the Impounding agency for damages, regardless of the number or nature of claims in tort, equity, or contract, shall not exceed the dollar amount set by the legislature for tort. Nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim against the Impounding agency, which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

**12. PUBLIC RECORDS**: Pursuant to section 119.0701 (2)(a), Florida Statutes, the Impounding agency is required to provide the Humane Society with this statement and establish the following requirements as contractual obligations pursuant to the Agreement:

**IF THE HUMANE SOCIETY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE HUMANE SOCIETY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 386-736-5935, email for Impounding Agency, by mail, Purchasing and Contracts Division, Attn: Public Records Custodian, 123 W. Indiana Ave. RM 302 DeLand, FL 32720.**

By entering into this Agreement, the Humane Society acknowledges and agrees that some records maintained, generated, received, or kept in connection with, or related to the performance of services provided under, this Agreement are public records subject to the public records disclosure requirements of section 119.07(1), Florida Statutes, and Article I, section 24 of the Florida Constitution. Pursuant to section 119.0701, Florida Statutes, any contractor entering into a contract for services with the Impounding agency, including the Humane Society, is required to comply with the following with respect to the applicable public records:

a) Keep and maintain public records required by the Impounding agency to perform the services and work provided pursuant to this Agreement.

b) Upon request from the Impounding agency's custodian of public records, provide the Impounding 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 Chapter 119, Florida Statutes, or as otherwise provided by law.

c) 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 Impounding agency.

d) Upon completion of the contract, transfer, at no cost, to the Impounding agency all public records in the possession of the contractor or keep and maintain public records required by the Impounding agency to perform the service. If the contractor transfers all public records to the Impounding 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 Impounding agency, upon request from the Impounding agency's custodian of public records, in a format that is compatible with the information technology systems of the Impounding agency.

e) Requests to inspect or copy public records relating to the Impounding agency's contract for services must be made directly to the Impounding agency. If contractor receives any such request, contractor shall instruct the requestor to contact the Impounding agency. If the Impounding agency does not possess the records requested, the Impounding agency shall immediately notify the contractor of such request, and the contractor must provide the records to the Impounding agency or otherwise allow the records to be inspected or copied within a reasonable time.

The Humane Society acknowledges that failure to provide the applicable public records to the Impounding agency within a reasonable time may be subject to penalties under section 119.10, Florida Statutes. The Humane Society further agrees not to release any records that are statutorily confidential or otherwise exempt from disclosure without first receiving prior written authorization from the Impounding agency. Humane Society shall indemnify, defend, and hold the Impounding agency harmless for and against any and all claims, damage awards, and causes of action arising from Humane Society's failure to comply with the applicable public records disclosure requirements of section 119.07(1), Florida Statutes, or by Humane Society's failure to maintain any applicable public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorney's fees and costs arising therefrom. Humane Society authorizes Impounding agency to seek declaratory, injunctive, or other appropriate relief against Humane Society from a Circuit Court in Volusia Impounding agency on an expedited basis to enforce the requirements of this section.

13. **E-VERIFY**: Humane Society shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Humane Society during the term of this Agreement and shall expressly require any sub-contractors performing services pursuant to this Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the sub-contractor during the term of this Agreement.

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13. **MEDIATION**: Any dispute arising from this Agreement, including, but not limited to, disputes over fees for services, will be mediated prior to a lawsuit being filed. Mediation will occur within sixty (60) days of written request by either party to mediate unless agreed to otherwise. The written request must be delivered in accordance with the provisions of Paragraph 19, below, of this Agreement. The cost of the mediator's fee will be borne equally by the parties.

14. **ATTORNEY'S FEES**: Both parties agree to bear the cost of their own attorneys' fees with respect to any disputes, lawsuits, or claims arising under this Agreement, except unless otherwise specifically allowed elsewhere in this Agreement or in the event of an action to recover amounts due under Part VII, Chapter 218, Florida Statutes, in which case, the court shall award court costs and reasonable attorney's fees, including fees incurred through appeal, to the prevailing party.

15. **GOVERNING LAW AND VENUE:** The parties further agree that this Agreement will be governed by the laws of the State of Florida and that venue for any and all suits arising out of or otherwise attributable to this Agreement will lie exclusively in the courts of Volusia Impounding agency, Florida, unless the matter at issue is solely cognizable in federal court, in which case, venue shall be in the Middle District of Florida, Orlando Division.

16. **SEVERABILITY**: If any provision of this Agreement or any part of any provision of this Agreement is found to be invalid by a court of competent jurisdiction, such will not affect the validity of any other provision, or part thereof, of this Agreement.

17. **ENTIRE AGREEMENT**: This Agreement constitutes the entire and final understanding and agreement with respect to the subject matter hereof and supersedes all prior or contemporaneous negotiations, promises, covenants, agreements, or representations concerning all matters directly or indirectly, collaterally related to the subject matter of this Agreement.

18. **AMENDMENTS**: This Agreement cannot be amended or modified except by a writing executed by both of the parties hereto or their respective administrators, trustees, personal representatives and successors.

19. **NOTICES**: Any written notice required to be given under this Agreement is to be mailed by registered or certified mail, postage prepaid, to the party's business address or any other address designated for that purpose by written notice and sent to the attention of the Impounding agency Manager with respect to the Impounding agency and to the attention of the CEO with respect to the Humane Society.



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IN WITNESS WHEREOF, the Humane Society and the Impounding agency have executed this Agreement for Services between Halifax Humane Society Inc. and the Impounding agency of Volusia, effective on the date and year as set forth above.

**HALIFAX HUMANE SOCIETY, INC.**

By: _____
Name: Name:
Title: Chief Executive Officer
Date: _____

ATTEST:

By: _____
Name: Christina Sutherin
Title: Chief Operating Officer
Date: _____

**IMPOUNDING AGENCY OF VOLUSIA**

By: _____

Title: ~~Impounding agency Chair~~
Date: _____

ATTEST:

By: _____
Name:
Title: ~~Impounding agency Manager~~
Date: _____



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HOLLY HILL
FLORIDA

**STAFF REPORT**
**CITY OF HOLLY HILL, FLORIDA**

**City Commission**
**Agenda Item**

**MEETING DATE:** **September 9, 2024**
**FROM:** **Valerie Manning**
**SUBJECT:** **Drone Replacement Program Financial Assistance Agreement Between the FDLE and the HHPD**
**NUMBER:** **(ID # 4624)**
**APPLICANT:**
**PLANNER:**

## DISCUSSION:

The State of Florida General Appropriations Act, 2023 Legislature, provides nonrecurring funds to the Florida Department of Law Enforcement for the Drone Replacement Program. To receive funding the recipient must have purchased a drone that does not meet the minimum security standards in Rule 60GG-2.0075 Florida Administrative Code and replace the noncompliant drone with a drone that meets required minimum security standards. In 2019, the Police Department purchased two DJI Mavic Pro - UAS drones. In May 2023, the Commission approved the surplus request submitted by the Police Department for the drones based on notification of non-compliance of the drones. In August 2024, the Police Department relinquished the drones to the Tampa Bay Regional Operations Center as required by the grant in order to apply for funding for two new compliant drones.

## FISCAL ANALYSIS:

The Florida Department of Law Enforcement will agree to provide state financial assistance in regards to the Drone Replacement Program for the duration of one fiscal year upon the terms and conditions set forth in the agreement. This is a cost reimbursement no match funding agreement.

## STAFF RECOMMENDATION:

Approve the submission of the Drone Replacement Program Financial Assistance Agreement between the Florida Department of Law Enforcement and Holly Hill Police Department for the purchase of two security standards compliant drones as dictated by Florida Administrative Code, Department of Management Services.

## 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 #2:** 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:**

**TO APPROVE THE DRONE REPLACEMENT PROGRAM FINANCIAL ASSISTANCE AGREEMENT AS SUBMITTED BY STAFF.**

- Drone Replacement Program Agreement 2024 (PDF)

**Award #:** 3X098
**CSFA:** 71.092

# Drone Replacement Program Financial Assistance Agreement between Florida Department of Law Enforcement and Holly Hill Police Department

This agreement is entered into by and between the Florida Department of Law Enforcement (herein referred to as "FDLE" or "Department") and the Recipient Agency named above.

WHEREAS, the Department has the authority pursuant to Florida law and does hereby agree to provide state financial assistance to the Recipient upon the terms and conditions hereinafter set forth, and

WHEREAS, The General Appropriations Act, 2023 Legislature, Section 123 provides approximately $25,000,000 in nonrecurring funds to the Florida Department of Law Enforcement for the Drone Replacement Program established in Chapter 2023-240, Laws of Florida, and

WHEREAS, The General Appropriations Act, 2024 Legislature, Section 147, reverted and appropriated the unexpended balance of funds for use in the 2024-2025 fiscal year, and

WHEREAS, Chapter No. 2024-228, Section 44, amended Drone Replacement Program requirements, and

WHEREAS, Section 934.50, Florida Statutes establishes rules, regulations, and security standards for the use of drones by governmental entities, and

WHEREAS, pursuant to Rule 60GG-2.0075, Florida Administrative Code, the Department of Management Services (DMS) has published minimum security standards for drones used by governmental entities; and

WHEREAS, the Recipient purchased a drone that does not meet the minimum security standards in Rule 60GG-2.0075, Florida Administrative Code, and

WHEREAS, the Recipient seeks to receive funding to replace the noncompliant drone with a drone that meets required minimum security standards.

NOW THEREFORE, in consideration of the foregoing, the parties hereto agree to this agreement as follows:

This agreement is subject to all applicable state financial assistance standard conditions provided in **Appendix B**.

The State of Florida's performance and obligation to pay under this agreement is contingent upon an appropriation by the Legislature, availability of funds, and subject to any modification in accordance with Chapter 216, Florida Statutes or the Florida Constitution.

FDLE will administer and disburse funds under this agreement in accordance with sections 215.97, 215.971, 215.981 and 215.985, F.S. for state financial assistance. The Recipient shall perform all tasks, activities, and provide deliverables, including reports, as specified in this agreement. FDLE's determination of acceptable expenditures shall be conclusive.

The Recipient certifies with respect to this agreement that it possesses the legal authority to receive the funds to be provided under this agreement and that, if applicable, its governing body has authorized, by resolution or otherwise, the execution and acceptance of this agreement with all covenants and assurances contained herein. The Recipient also certifies that the undersigned possesses the authority to legally execute and bind Recipient to the terms of this agreement.

Attachment: Drone Replacement Program Agreement 2024 (4624 : Drone Replacement Program Financial Assistance Agreement Between the

**Award #:** 3X098
**CSFA:** 71.092

Expenditures of state financial assistance shall be compliant with laws, rules and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures published by the Florida Department of Financial Services.

**OVERVIEW AND FUNDING**

**Project Title:** FY2024-25 Drone Replacement Program

**Project Start Date:** 07/01/2024 **Project End Date:** 06/30/2025

**Program Activities and Scope of Work**

The Florida Legislature amended Section 934.50, Florida Statutes during the 2022 session. By July 1, 2022 governmental agencies using any drone not produced by an approved manufacturer must implement a plan to discontinue the use of the such drone by January 1, 2023. This grant provides funding for the Recipient to replace drones that are not in compliance with Rule 60GG-2.0075, Florida Administrative Code. The Recipient will be awarded funds in an amount commensurate with the replacement cost, not to exceed $25,000 per compliant drone, for each noncompliant drone relinquished to the Department.

To be eligible for payment under this program, the noncompliant drone must not be at end-of-life and must still be in working condition. In order to receive reimbursement for this program, drones which were purchased that are not compliant with the minimum security standards established in Rule 60GG-2.0075, Florida Administrative Code, must be relinquished to the Florida Department of Law Enforcement.

In accordance with revised program guidelines established in the 2024 legislative session, the first two functional drones of each make and model relinquished to the Department, will be provided to the Florida Center for Cybersecurity at the University of South Florida (USF) for analysis. All drones relinquished to the Department and not subsequently provided to the Florida Center for Cybersecurity will be destroyed.

Additionally, under the new program guidelines established in 2024-228, Section 44, the Department will use a portion of these funds to increase awards previously provided in fiscal year 2023-2024, which were based on the noncompliant drone's current value.

**RECIPIENT'S RESPONSIBILITY**

The Recipient must prepare a Drone Certification Form (**Appendix A**) for the noncompliant drone(s) they are seeking replacement for. This form includes an attestation that the noncompliant drone has not reached its end of life and is in working condition at the time it is relinquished. This must be provided to the Department at the time of relinquishment and should be accompanied by any operational manuals that distinguish make, model, and year of the noncompliant drone(s). This is crucial for the analysis conducted by the Center for Cybersecurity at the University of South Florida.

The Recipient must submit documentation for the original purchase of the noncompliant drone, including but not limited to: invoice, cancelled check or bank statement, or other proof of payment to document the noncompliant drone was originally purchased by the Recipient organization.

The Recipient is responsible for relinquishing the noncompliant drone to the Florida Department of Law Enforcement to either Tallahassee Regional Operations Center or Tampa Bay Regional Operations Center. To facilitate this process, the Recipient must schedule an appointment with the below FDLE contact for the appropriate location for relinquishment of the noncompliant drone. The days that appointments can be scheduled are Tuesdays from 9:00 AM to 5:00 PM (EST) and Thursdays from 1:00 PM - 5:00 PM (EST).

**Tallahassee Regional Operations Center (TROC)– 2331 Phillips Road, Tallahassee, FL 32308**
**Point of Contact:** Robert Lyons – 850-410-7419 – RobertLyons@fdle.state.fl.us

**Tampa Bay Regional Operations Center(TBROC) – 4211 North Lois Avenue, Tampa, FL 33614**
**Point of Contact:** Corey Monaghan – 813-878-7887 – CoreyMonaghan@fdle.state.fl.us
**Alternate POC:** Richard Kaplan – RichardKaplan@fdle.state.fl.us

Attachment: Drone Replacement Program Agreement 2024 (4624 : Drone Replacement Program Financial Assistance Agreement Between the

Funds received under this program must be used to acquire drones that are compliant with Rule 60GG-2.0075, Florida Administrative Code. The approved drones must have a purchase date of January 1, 2022 or later.

**DELIVERABLES**

As stated in the scope and responsibilities above, the Recipient shall relinquish any noncompliant drones to the Department and purchase new drones that are compliant with Rule 60GG-2.0075, Florida Administrative Code.

**DISTRIBUTION AND PAYMENTS**

This award is a cost-reimbursement agreement with the ability to request a cash advance. The Recipient will be awarded funds in an amount commensurate with the replacement cost, not to exceed $25,000 per compliant drone, for each noncompliant drone relinquished to the Department.

Any funds paid in excess of the amount to which the participating agency is entitled under the terms and conditions of the agreement must be refunded to FDLE. Factual misrepresentations of drone purchases or other certifications will result in the loss of funding.

Funds under this agreement will be disbursed when all the following criteria are met:

- Executed agreement is signed by the Chief Official and provided to OCJGSFA@fdle.state.fl.us;
- The Drone Certification Form (Appendix A) is prepared and signed by the Chief Official and provided to OCJGSFA@fdle.state.fl.us;
- Noncompliant drones are relinquished to FDLE and the Drone Certification Form (Appendix A) is signed by the FDLE point-of-contact in the region where it is relinquished; and
- Drone Certification Form (Appendix A) signed by the FDLE Regional Operations Center point-of-contact is provided to OCJGSFA@fdle.state.fl.us.
- Criteria is met for Option 1 (Reimbursement) or Option 2 (Cash Advance):

  Option 1 = Reimbursement: The Recipient may use its own funds to purchase the compliant drone and provide documentation related to the purchase including: purchase order, invoice, and proof of payment (cancelled check, bank/card statement, etc.). This method may be used for agencies who may have purchased a compliant drone prior to this program being released.

  Option 2 = Cash Advance: The Recipient may request a cash advance to receive program funds and subsequently purchase the compliant drone. In order to qualify for this method of payment, the Recipient must provide a valid, executed purchase order and must be ready to order the compliant drone immediately upon the receipt of advanced funds. The Recipient must provide documentation of purchase (invoice) and proof of payment (cancelled check, bank/card statement, etc.) within 45 days of receiving the advanced funds. Failure to provide documentation within 45 days will result in the Recipient being required to submit a refund to FDLE.

**FDLE GRANT MANAGEMENT CONTACTS**

The following individuals can assist with any program related questions or concerns:

**FDLE Grant Manager**
**Name:** Patricia Stark
**Title:** Government Analyst II
**Phone:** 850-617-1252
**Email:** PatriciaStark@fdle.state.fl.us

**FDLE Grant Supervisor**
**Name:** Tennille Robinette
**Title:** Senior Management Analyst Supervisor
**Phone:** 850-617-1268 or 850-661-9295
**Email:** TennilleRobinette@fdle.state.fl.us

If you are unable to reach either member above directly, please call the Office of Criminal Justice Grants main line at 850-617-1250 or email OCJGSFA@fdle.state.fl.us.

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Award #: 3X 098
CSFA: 71.092

**RECIPIENT CONTACTS**

For assistance with any contract or financial questions, the Florida Department of Law Enforcement can contact:

**Contract/Grant Manager:**
(please print)

Name: Byron Williams
Title: Chief of Police
Phone: 386-248-9494
Email: bwilliams@hollyhillfl.org

**Chief Official**
(please print)

Name: Joseph Forte
Title: City Manager
Phone: 386-248-9425
Email: jforte@hollyhillfl.org

**Financial Contact:**
(please print)

Name: Michele Moore
Title: Finance Director
Phone: 386-248-9426
Email: mmoore@hollyhillfl.org

**Alternate Point-of- Contact**
(please print)

Name: Mike Shaffer
Title: Criminal Investigation Sergeant
Phone: 386-248-9478
Email: mshaffer@hollyhillfl.org

**Recipient's Vendor ID (FEID/EIN):** 59-6000337

**Please provide the Remittance/Payment Address where a check should be mailed if the Recipient is not set up for EFTs from the State of Florida:**

**Entity Name:** City of Holly Hill
**Address 1:** 1065 Ridgewood Ave
**Address 2:**
**City, State, Zip:** Holly Hill, FL 32117

Attachment: Drone Replacement Program Agreement 2024 (4624 : Drone Replacement Program Financial Assistance Agreement Between the

Award #: 3X098
CSFA: 71.092

## SIGNATURES

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in 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.**

**Florida Department of Law Enforcement**
**Office of Criminal Justice Grants**

Signature: _____ Date: 8/8/24

Printed Name and Title: Cody Menacof, Bureau Chief

**Recipient**
**Holly Hill Police Department**

**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.**

**Recipient Chief Official**

Signature: _____ Date: 7-31-2024

Printed Name and Title: Joseph Forte, City Manager

***** If using a designee, sign the Chief Official Designee section below*****

**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: Drone Replacement Program Agreement 2024 (4624 : Drone Replacement Program Financial Assistance Agreement Between the

Award #: 3X
CSFA: 71.092

## Appendix A – Drone Certification Form

**Recipient:** Holly Hill Police Department

**Select One:** ☑ New Participant ☐ Additional Drones (FY24-25)

**NOTE:** Please do not list accessories as line items. If you wish to capture the cost of accessories your department has invested in the noncompliant drone, please add it the purchase price of the drone.

| | Drone ID (Serial #) | Make | Model | Purchase Date | Purchase Price |
|---|---|---|---|---|---|
| 1 | 163DFCD001393M | DJI | Mavic Pro | 07/28/19 | $ 1,878.00 |
| 2 | 163DFC50010U4X | DJI | Mavic Pro | 07/28/19 | $ 1,878.00 |
| 3 | | | | | |
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On behalf of the Recipient, I acknowledge the following statements are true and correct:

1. The drones above are in working order and not at their end of life.
2. Funds provided for the drone(s) above will only be used for the purchase of compliant drones.
3. Documentation for the initial purchase of each relinquished, noncompliant drone above was, or will be, provided to OCJGSFA@fdle.state.fl.us.

**Signature:** [signature] **Date:** 07/31/24

**Name/Title:** Byron Williams, Chief of Police

****** FDLE Regional Operations Center ONLY ******

I certify the drones listed above were received and verified on the date provided below.

[signature]
Signature

8-20-24
Date

Attachment: Drone Replacement Program Agreement 2024 (4624 : Drone Replacement Program Financial Assistance Agreement Between the

**Appendix B – FY2024-25 State Financial Assistance Standard Conditions**

The following terms and conditions will be binding upon approval of the grant award and execution of the contract by both the Recipient and the Florida Department of Law Enforcement. The Recipient will maintain required registrations and certifications for eligibility under this program.

The Department and the Recipient agree that they do not contemplate the development, transfer or receipt of intellectual property as a part of this agreement.

**SECTION I: PROJECT IMPLEMENTATION**

**Legal Authority:** The Recipient certifies with respect to this agreement that it possesses the legal authority to receive the funds to be provided under this agreement and that, if applicable, its governing body has authorized, by resolution or otherwise, the execution and acceptance of this agreement with all covenants and assurances contained herein. The Recipient also certifies that the undersigned possesses the authority to legally execute and bind Recipient to the terms of this agreement.

**Not Operational within 60 and 90 Days:** If a project is not operational within 60 days of the original start date of the award period, 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, the Recipient must submit a second statement to the Department explaining the implementation delay. Upon receipt of the 90-day letter, the Department shall determine if the reason for delay is justified or shall, at its discretion, require additional project documentation and justifications throughout the award period. The Department will also require the Recipient provide a revised project timeline that includes all anticipated project activities, tasks, and estimated completion date(s).

**SECTION II: PAYMENTS**

**Obligation to Pay:** The State of Florida's obligation to pay under this agreement is contingent upon an appropriation by the Legislature.

**Overpayments:** Any funds paid in excess of the amount to which the Recipient is entitled under the terms and conditions of the agreement must be refunded to the Department. Any balance of unobligated cash that has been paid and has not been authorized to be retained for direct program costs in a subsequent period must be refunded to the Department.

**Advance Funding (Drone Program Only):** Advance funding may be provided to a Recipient upon completion and submission of the following to the assigned FDLE Grant Manager: (1) a completed "Compliant Drone Cash Advance Request" form, (2) a valid, executed Purchase Order, and (3) vendor quote(s) for the compliant drone. The request form must be signed by the Chief Official. Advanced funds must be spent on drone purchase within 30 days of receipt. In order to reconcile the Cash Advance, the Recipient must provide the invoice and proof of payment for the compliant drone to the assigned FDLE Grant Manager within 45 days of the receipt of the advanced funding. Should extenuating circumstances arise which prevent the expenditure of advance funds within 30 days of receipt, or the provision of required documentation to reconcile the funds, a written request to retain the funds must be provided by the Recipient and approved by the Department. Failure to provide documentation will result in a refund of any advanced funding.

**SECTION III: PROJECT AND GRANT MANAGEMENT**

**Personnel Changes:** The Recipient must notify the FDLE grant manager of any change in the Chief Officials or Project Director or any change in contact information, including mailing address, phone number, email, or title change.



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**Obligation of Grant Funds:** Grant funds shall not under any circumstances be obligated prior to the effective date, or subsequent to the termination date, of the period of performance. 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. All payments must be completed within thirty (30) days of the end of the grant period of performance.

**Financial Management:** The Recipient must have a financial management system able to record and report on the receipt, obligation, and expenditure of grant funds. An adequate accounting system must be able to separately track receipts, expenditures, assets, and liabilities for awards, programs, and subrecipients. The Recipient shall maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices. Recipient must have written procedures for procurement transactions.

**Travel:** Cost for travel shall be reimbursed at the Recipient's travel rate, but the maximum reimbursement for each type of travel cost shall not exceed rates established in State of Florida Travel Guidelines, §112.061, F.S.

**Subcontracts:** Recipient agrees that all employees, subcontractors, or agents performing work under the agreement shall be properly trained individuals who meet or exceed any specified training qualifications. Recipient agrees to be responsible for all work performance and all expenses incurred in fulfilling the obligations of this agreement, and will not assign the responsibility for this agreement to another party. If the Recipient subcontracts any or all of the work required under this agreement, the Recipient must provide a completed DFS-A2-NS (Recipient-Subrecipient vs. Vendor Determination) form and a copy of the executed subcontract within thirty (30) days after execution of the subcontract. The Recipient agrees to include in the subcontract that (i) the subcontractor is bound by all applicable state and federal laws and regulations, and (ii) the subcontractor shall hold the Department and Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this agreement, to the extent allowed and required by law.

**Grant Adjustments:** Recipients must submit a Request for Grant Adjustment to the FDLE grant manager for substantive changes such as: scope modifications, changes to project activities, target populations, service providers, implementation schedules, project director, designs or research plans set forth in the approved agreement, and for any budget changes affecting a cost category that was not included in the original budget. 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. Adjustments are required when there will be a transfer of 10% or more of the total budget between budget categories. Under no circumstances can transfers of funds increase the total award. Requests for changes to the grant agreement must be signed by the Recipient or Implementing Agency's chief official or the chief official's designee. All requests for changes must be submitted no later than thirty (30) days prior to grant expiration date.

**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.

**SECTION IV: MANDATORY DISCLOSURES**

**Conflict of Interest:** The Recipient will establish safeguards to prohibit employees 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 the Department.



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**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 grant award.

**Convicted Vendors:** The Recipient shall disclose to the Department if it, or any of its affiliates, as defined in §287.133(1)(a) F.S., is on the convicted vendor list. A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime is prohibited from doing any activities listed in the agreement for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

**Vendors on Scrutinized Companies Lists:** If this agreement is in the amount of $1 million or more, Recipient certifies upon executing this agreement, that it is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to §215.473, F.S., or engaged in business operations in Cuba or Syria. In the event that federal law ceases to authorize the states to adopt and enforce the contracting prohibition identified herein, this provision shall be null and void.

**Discriminatory Vendors:** The Recipient shall disclose to the Department if it or any of its affiliates, as defined by §287.134(1)(a), F.S. appears on the discriminatory vendors list. An entity or affiliate placed on the discriminatory vendor list pursuant to §287.134, F.S. may not a) submit a bid, proposal, or reply on a contract or agreement to provide any goods or services to a public entity; b) submit a bid, proposal, or reply on a contract or agreement with a public entity for the construction or repair of a public building or public work; c) submit bids, proposals, or replies on leases of real property to a public entity; d) be awarded or perform work as a contractor, subcontractor, Recipient, supplier, subrecipient, or consultant under a contract or agreement with any public entity; or e) transact business with any public entity.

**Reporting Potential Fraud, Waste, Abuse, and Similar Misconduct:** The Recipient must promptly refer to the Department of Law Enforcement, Office of Criminal Justice Grants any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has either 1) submitted a claim for grant funds that violates the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds.

**Non-Disclosure Agreements:** Restrictions and certifications regarding non- disclosure agreements and related matters Recipients or contracts/subcontracts under this award may not require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits, restricts or purports to prohibit or restrict, the reporting of waste, fraud or abuse in accordance with law, to an investigative or law enforcement representative of a state or federal department or agency authorized to receive such information. The Recipient certifies that if informed or notified of any subrecipient, or contractor/subcontractor has been requiring their employees to execute agreements or statements that prohibit the reporting of fraud, waste, or abuse that it will immediately cease all further obligations of award funds to the entity and will immediately notify the Department. The Recipient will not resume obligations until expressively authorized to do so from the Department.

**SECTION V: COMPLIANCE WITH STATUTES, RULES, AND REGULATIONS**

In performing its obligations under this agreement, the Recipient shall without exception be aware of and comply with all State and Federal laws, rules and regulations relating to its performance under this agreement as they may be enacted or amended from time-to-time, as well as any court or administrative order, judgment, settlement or compliance agreement involving the Department which by its nature affects the services provided under this agreement. The following are examples of rules and regulations that govern Recipient's performance under this agreement.

**Lobbying Prohibited:** The Recipient shall comply with the provisions of 11.062 and 216.347, F.S., which prohibit the expenditure of funds for the purpose of lobbying the Legislature, judicial branch, or a State agency. No funds or other resources received from the Department in connection with this agreement may



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be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

**State of Florida E.O. 20-44: Public-Private Partnerships:** Any entity named in statute with which the agency must form a sole-source, public-private agreement; and any nongovernmental Recipient receiving 50% or more of their annual budget from any combination of state or federal funding must submit an annual report to the Office of Criminal Justice Grants. The report must include the most recent IRS Form 990, detailing the total compensation for the entities' executive leadership teams. Total compensation shall include salary, bonuses, cashed-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. In addition, the Recipient must agree through appropriate contract or grant agreement amendment to inform the agency of any changes in total executive compensation between the annual reports. All compensation reports must indicate what percent of compensation comes directly from the State or Federal allocations to the Recipient.

**Civil Rights:** The Recipient agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.) and shall not discriminate against any employee (or applicant for employment) in the performance of this agreement because of race, color, religion, sex, national origin, disability, age, or marital status. These requirements shall apply to all contractors, subcontractors, subgrantees or others with whom it arranges to provide services or benefits to clients or employees in connection with its programs and activities.

**E-Verify:** The Department shall consider the employment by any contractor of unauthorized aliens a violation of section 274(e) of the Immigration and Nationalization Act. Such violation shall be cause for unilateral cancellation of this contract. Pursuant to F.S. 448.095, the Contracting Party and any subcontractors are required to register with and use the E-Verify system operated by the U.S. Department of Homeland Security beginning on January 1, 2021. The Contracting Party and any subcontractors are prohibited from entering into contracts with one another unless all parties register and use the E-Verify system. Subcontractors who enter into contracts with the Contracting Party are required to provide a certification that the subcontractor does not employ or use unauthorized aliens as defined in the statute, a copy of which the Contracting Party must maintain. The Contracting Party and any subcontractors are required to terminate a contract if a party has a good faith belief that another party is in violation of F.S. 448.09(1), prohibiting the employment of unauthorized aliens. If a public employer has a good faith belief that the subcontractor has violated these requirements, but that the Contracting Party has otherwise complied, the public employer must notify the Contracting Party to terminate its contract with the subcontractor. A party may challenge a contract termination in accordance with these requirements. A penalized Contractor is prohibited from obtaining another contract with a public employer for at least one year.

**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 Chapter 435 F.S., 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 record checks through the Florida Department of Law Enforcement, and federal criminal record checks through the Federal Bureau of Investigation, and may include local criminal record checks through local law enforcement agencies.

**Public Records:** As required by 287.058(1)(c), F.S., the Recipient shall allow public access to all documents, papers, letters, or other public records as defined in 119.011(12), F.S.as prescribed by 119.07(1) F.S., made or received by the Recipient in conjunction with this agreement, except public records which are made confidential by law must be protected from disclosure. It is expressly understood that the Recipient's failure to comply with this provision shall constitute an immediate breach of contract, for which the Department may unilaterally terminate this agreement.



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**Independent Contractor, Subcontracting and Assignments:** In performing its obligations under this agreement, the Recipient shall at all times be acting in the capacity of an independent contractor and not as an officer, employee, or agent of the State of Florida. Neither the Recipient nor any of its agents, employees, subcontractors or assignees shall represent to others that it is an agent of or has the authority to bind the Department by virtue of this agreement, unless specifically authorized in writing to do so.

**Timely Payment of Subcontractors:** To the extent that a subcontract provides for payment after Recipient's receipt of payment from the Department, the Recipient shall make payments to any subcontractor within 7 working days after receipt of full or partial payments from the Department in accordance with §287.0585, F.S., unless otherwise stated in the agreement between the Recipient and subcontractor. Failure to pay within seven (7) working days will result in a penalty that shall be charged against the Recipient and paid by the Recipient to the subcontractor in the amount of one-half of one percent (.005) of the amount due per day from the expiration of the period allowed for payment. Such penalty shall be in addition to actual payments owed and shall not exceed fifteen (15%) percent of the outstanding balance due.

**Notice of Legal Actions:** The Recipient shall notify the Department of potential or actual legal actions taken against the Recipient related to services provided through this agreement or that may impact the Recipient's ability to complete the deliverables outlined herein, or that may adversely impact the Department. The Department's Grant Manager will be notified within 10 days of Recipient becoming aware of such actions or potential actions or from the day of the legal filing, whichever comes first.

**Property:** In accordance with 287.05805, F.S., any State funds provided for the purchase of or improvements to real property are contingent upon the Recipient granting to the State a security interest in the property at least to the amount of the State funds provided for at least five (5) years from the date of purchase or the completion of the improvements or as further required by law.

**SECTION VI: RECORDS, AUDITS, AND INFORMATION SECURITY**

**Records Retention:** Retention of all financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this agreement shall be maintained by the Recipient during the term of this agreement and retained for a period of five (5) years after completion of the agreement or longer when required by law. In the event an audit is required under this agreement, records shall be retained for a minimum period of five years after the audit report is issued or until resolution of any audit findings or litigation based on the terms of this agreement, at no additional cost to the Department. Upon demand, at no additional cost to the Department, the Recipient will facilitate the duplication and transfer of any records or documents during the term of this agreement and the required five (5) year retention period. No record may be withheld, nor may the Recipient attempt to limit the scope of any of the foregoing inspections, reviews, copying, transfers or audits based on any claim that any record is exempt from public inspection or is confidential, proprietary or trade secret in nature; provided, however, that this provision does not limit any exemption to public inspection or copying to any such record. These records shall be made available at all reasonable times for inspection, review, copying, or audit by State, or other personnel duly authorized by the Department.

**Records Inspection:** Pursuant to Section 216.1366, F.S., in order to preserve the interest of the state in the prudent expenditure of state funds, the Department shall be authorized to inspect the (a) Financial records , papers, and documents of the Contractor that are directly related to the performance of the Contract or the expenditure of state funds, and (b) Programmatic records, papers, and documents of the Contractor which the Department determines are necessary to monitor the performance of the Contract or to ensure that the terms of the Contract are being met. The Contractor shall provide such records, papers, and documents requested by the Department within ten (10) business days after the request is made.



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**Monitoring:** The Recipient agrees to comply with the Department's grant monitoring guidelines, protocols, and procedures; and to cooperate with the Department on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, site visits, and/or Florida Department of Financial Services contract reviews and Expanded Audits of Payment (EAP). The Recipient agrees to provide the Department all documentation necessary to complete monitoring of the award and verify expenditures in accordance with 215.971, F.S. Further, the Recipient agrees to abide by reasonable deadlines set by the Department for providing requested documents. Failure to cooperate with grant 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, and/or referral to the Office of the Inspector General for audit review.

**Florida Single Audit Act (FSAA):** The Recipient shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by The Office of the Inspector General (§20.055, F.S.). In the event that the Recipient expends a total amount of state financial assistance equal to or in excess of $750,000 in any fiscal year, the Recipient must have a single audit or project-specific audit in accordance with §215.97, F.S. and the applicable rules of the Department of Financial Services and the Auditor General. In determining the state financial assistance expended in its fiscal year, the Recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Law Enforcement, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements. The schedule of expenditures should disclose the expenditures by contract/agreement number for each contract with the Department in effect during the audit period. All questioned costs and liabilities due the Department shall be fully disclosed in the audit report package with reference to the specific contract number. If the Recipient expends less than $750,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of 215.97, F.S., is not required. In the event that the Recipient expends less than $750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of 215.97, F.S., the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the Recipient's resources obtained from other than State entities). Pursuant to 215.97(8), F.S., state agencies may conduct or arrange for audits of state financial assistance that are in addition to audits conducted in accordance with §215.97, F.S. In such an event, the state awarding agency must arrange for funding the full cost of such additional audits. Any reports, management letters, or other information required to be submitted to the Department pursuant to this agreement shall be submitted within nine (9) months after the end of the Recipient's fiscal year or within 30 days of the Recipient's receipt of the audit report, whichever occurs first, unless otherwise required by Florida Statutes. Copies of financial reporting packages required by this agreement shall be submitted by or on behalf of the Recipient directly to each of the following:

The Department of Law Enforcement:
Florida Department of Law Enforcement
Office of Criminal Justice Grants
ATTN: State Financial Assistance
Post Office Box 1489 Tallahassee, Florida 32302-1489

The Auditor General's Office at:
Auditor General's Office, Room 401
Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

**Criminal Justice Information Data Security:** Acceptance of this award, constitutes understanding that transmission of Criminal Justice Information (CJI) between locations must be encrypted to conform to the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy.



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**Recipient's Confidential and Exempt Information:** By executing this agreement, the Recipient acknowledges that any information not marked as "confidential" or "exempt" will be posted by the Department on the public website maintained by the Department of Financial Services pursuant to 215.985, F.S. The Recipient agrees that, upon written request of the Department, it shall promptly provide to the Department a written statement of the basis for the exemption applicable to each provision identified by the Recipient as "confidential" or "exempt", including the statutory citation to an exemption created or afforded by statute, and state with particularity the reasons for the conclusion that the provision is exempt or confidential. Any claim by Recipient of trade secret (proprietary) confidentiality for any information contained in Recipient's documents (reports, deliverables or work papers, etc., in paper or electronic form) submitted to the Department in connection with this agreement cannot be waived, unless the claimed confidential information is submitted in accordance with the following two paragraphs.

The Recipient must clearly label any portion of the documents, data, or records submitted that it considers exempt from public inspection or disclosure pursuant to Florida's Public Records Law as trade secret. The labeling will include a justification citing specific statutes and facts that authorize exemption of the information from public disclosure. If different exemptions are claimed to be applicable to different portions of the protected information, the Recipient shall include information correlating the nature of the claims to the particular protected information.

The Department, when required to comply with a public records request including documents submitted by the Recipient, may require the Recipient to expeditiously submit redacted copies of documents marked as trade secret in accordance with this section. Accompanying the submission shall be an updated version of the justification, correlated specifically to redacted information, either confirming that the statutory and factual basis originally asserted remain unchanged or indicating any changes affecting the basis for the asserted exemption from public inspection or disclosure. The redacted copy must exclude or obliterate only those exact portions that are claimed to be trade secret. If the Recipient fails to promptly submit a redacted copy, the Department is authorized to produce the records sought without any redaction of proprietary or trade secret information.

**SECTION VII: PENALTIES, TERMINATION, DISPUTE RESOLUTION, AND LIABILITY**

**Financial Penalties for Failure to Take Corrective Action:** Corrective action plans may be required for noncompliance, nonperformance, or unacceptable performance under this agreement. Penalties may be imposed for failures to implement or to make acceptable progress on such corrective action plans.

**Termination:** The Department reserves the right to unilaterally cancel this agreement for refusal by the Recipient to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Recipient in conjunction with this agreement, unless the records are exempt pursuant to Article I. Section 24(a), of the Florida Constitution and §119.07(1), F.S. The Department shall be the final authority as to the appropriation, availability and adequacy of funds. In the event the Recipient fails to fully comply with the terms and conditions of this agreement, the Department may terminate the agreement upon written notice. Such notice may be issued without providing an opportunity for cure if it specifies the nature of the noncompliance and states that provision for cure would adversely affect the interests of the State or is not permitted by law or regulation. Otherwise, notice of termination will be issued after the Recipient's failure to fully cure such noncompliance within the time specified in a written notice of noncompliance issued by the Department specifying the nature of the noncompliance and the actions required to cure such noncompliance. In addition, the Department may employ the default provisions in Rule 60A-1.006(3), F.A.C., but is not required to do so in order to terminate the agreement. The Department's failure to demand performance of any provision of this agreement shall not be deemed a waiver of such performance. The Department's waiver of any one breach of any provision of this agreement shall not be deemed to be a waiver of any other breach and neither event shall be construed to be a modification of the terms and conditions of this agreement. The provisions herein do not limit the Department's right to remedies at law or in equity. The validity of this agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Recipient in this agreement, in any subsequent submission or response to Department request, or in any



Attachment: Drone Replacement Program Agreement 2024 (4624 : Drone Replacement Program Financial Assistance Agreement Between the

submission or response to fulfill the requirements of this agreement, and such information, representations, and materials are incorporated by reference. The lack of accuracy thereof or any material changes shall, at the option of the Department and with thirty (30) days written notice to the Recipient, cause the termination of this agreement and the release of the Department from all its obligations to the Recipient. This agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this agreement shall lie in Leon County. If any provision hereof is in conflict with any applicable statute or rule, or is otherwise unenforceable, then such provision shall be deemed null and void to the extent of such conflict, and shall be deemed severable, but shall not invalidate any other provision of this agreement. No waiver by the Department of any right or remedy granted hereunder or failure to insist on strict performance by the Recipient shall affect or extend or act as a waiver of any other right or remedy of the Department hereunder, or affect the subsequent exercise of the same right or remedy by the Department for any further or subsequent default by the Recipient. Any power of approval or disapproval granted to the Department under the terms of this agreement shall survive the terms and life of this agreement as a whole. The agreement may be executed in any number of counterparts, any one of which may be taken as an original. In the event of termination, the Recipient will be compensated for any work satisfactorily completed through the date of termination or an earlier date of suspension of work.

**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, F.S., and in procedures set forth in Fla. Admin. Code R.28-106.104. Failure to appeal within this time frame constitutes a waiver of proceedings under Chapter 120, F.S. After receipt of a petition for alternative dispute resolution the Department and the Recipient shall attempt to amicably resolve the dispute through negotiations. Timely delivery of a petition for alternative dispute resolution and completion of the negotiation process shall be a condition precedent to any legal action by the Recipient concerning this agreement.

**Liability:** Unless the Recipient is a state agency or subdivision, the Recipient shall be solely responsible to parties with whom it shall deal in carrying out the terms of this agreement, and shall save the Department harmless against all claims of whatever nature by third parties arising out of the performance of work under this agreement. For purposes of this agreement, Recipient agrees that it is not an employee or agent of the Department, but is an independent contractor. Nothing herein shall be construed as consent by a state agency of the State of Florida to be sued by third parties in any matter arising out of any contract. Nothing shall be construed affect in any way the Recipient rights, privileges, and immunities under the doctrine of "sovereign immunity" and as set forth in 768.28, F.S.



Attachment: Drone Replacement Program Agreement 2024 (4624 : Drone Replacement Program Financial Assistance Agreement Between the

HOLLY HILL
FLORIDA

**STAFF REPORT**
**CITY OF HOLLY HILL, FLORIDA**

**City Commission**
**Resolution**

**MEETING DATE:** **September 9, 2024**
**FROM:** **Michele Moore**
**SUBJECT:** **A Resolution of the City of Holly Hill, Florida, Establishing the Water and Sewer Rate Increases for Five Years Beginning October 1, 2024 and Annually Thereafter for the City of Holly Hill; Providing for Severability; Providing for Conflicting Resolutions; and Providing an Effective Date.**
**NUMBER:** **2024-R-62**
**APPLICANT:**
**PLANNER:**

**DISCUSSION**:

The City of Holly Hill performs a rate sufficiency analysis report every five (5) years. The last water and sewer rate study was performed in 2019. The City Commission of the City of Holly Hill contracted Raftelis to perform a water and sewer rate study. The Water and Wastewater Utility Revenue Sufficiency Study was approved on January 23, 2024, Resolution 2024-R-7.

The work items performed by Raftelis include:

- Develop financial forecast to project water and wastewater system operations for Fiscal Years 2024 through 2029.
- Project revenues and revenue requirements.
- Develop funding strategy for capital improvement plan.
- Evaluate cash reserve targets and financial performance requirements.
- Determine adequacy of revenues at existing rates.

On July 2, 2024, Raftelis met with City Commission for a work session to discuss potential modifications to the Holly Hill Water and Sewer Utility rates as well as future revenue requirement needs. The findings of the study determined the rate increases projected to provide sufficient funds for operations and infrastructure spending. Note, the City's water and sewer utilizes enterprise fund operations. They are separate from the City's General Fund activities such as parks, streets, public safety, etc. Enterprise fund operations are designed to operate like a business with fees and charges, they are set at a sufficient rate to cover the operating and capital infrastructure costs necessary to manage the water and sewer facilities. The water and sewer enterprise funds are not projected to be sufficient to recover revenue requirements through Fiscal Year 2029. Proposed rates are projected to maintain positive operating cash flow through the end of the forecast period, comply with debt service rate coverage covenants, and maintain adequate operating and capital reserves. In accordance with Florida Statute Section 180.136, notice of proposed utility increase discussion was provided to utility customers through the billing process beginning August 2, 2024 and newspaper advertised on August 25, 2024.

**FISCAL ANALYSIS:**

The proposed rate structure will require a change to customer billing targeted for implementation in October 1, 2024. Rate adjustments proposed are 2% Water System and 4% Wastewater System for the next five (5) fiscal years.

**STAFF RECOMMENDATION:**

City Staff has provided significant input and review to Raftelis over the past several months. It is recommended to increase water and sewer rates 2% and 4% respectively effective October 1, 2024 for FY2025 and every October 1 for the next four (4) fiscal years thereafter. A review of the proposed water rate changes are presented in the attachments.

**COMMISSION GOALS:**

**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 ESTABLISHING THE WATER AND SEWER RATES FOR THE CITY OF HOLLY HILL.**

**ATTACHMENTS:**

- W&WW Presentation - Commission Meeting (3) (PDF)
- Attachment A COHH Water & Sewer Fee Schedule Eff10012024 (PDF)
- Utility Bill - Sample Meeting Notice (PDF)
- Gannet Public Notice (PDF)

# Resolution No. 2024-62

## A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, ESTABLISHING THE WATER AND SEWER RATE INCREASES FOR FIVE YEARS BEGINNING OCTOBER 1, 2024 AND ANNUALLY THEREAFTER FOR THE CITY OF HOLLY HILL; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

**A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, ESTABLISHING THE WATER AND SEWER RATES FOR THE CITY OF HOLLY HILL FOR FIVE YEARS BEGINNING OCTOBER 1, 2024 AND ANNUALLY THEREAFTER; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Holly Hill is desirous of properly funding the ongoing operations and maintenance of its water and sewer systems; and

**WHEREAS**, the City of Holly Hill is desirous of properly funding a capital improvement program for its water and sewer systems; and

**WHEREAS**, Chapter 70 of the Code of Ordinances of the City of Holly hill, Florida, provides for the establishment of certain utility fees and charges by resolution of the City Commission; and

**WHEREAS**, an agreement was signed between the City of Ormond Beach and the City of Holly hill, Florida, that customers of one city served by the other's utility will be designated "Inside the City limits" for billing purposes; and

**WHEREAS**, the City commission has determined that the rates reflected herein are fair and equitable and necessary to fund the proper operation of the City's utility systems.

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

**SECTION 1.** Water and Sewer rates itemized in attachment A.

**SECTION 2.** Maintain the $3.00 monthly repair and rehabilitation charge per bill for water and a $3.00 monthly repair and rehabilitation charge per bill for sewer.

**SECTION 3.** The City shall add a 25 percent surcharge on the water and sewer rates, fees, and charges to consumers outside the city boundaries except as provided for service

to consumers inside the municipality of the City of Ormond Beach who's customers served by Holly Hill will be designated "Inside the City limits" for billing purposes.

**SECTION 4.** 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 5.** That all Resolutions made in conflict with this Resolution are hereby repealed.

**SECTION 6.** That this Resolution shall be deemed to be effective October 1, 2024.

**APPROVED AND AUTHENTICATED on this 9th day of SEPTEMBER, 2024**

# City of Holly Hill

## Water and Wastewater Utility Revenue Sufficiency Study

Presented September 9th, 2024

RAFTELIS

# Agenda

1. Project Background
2. Revenue Sufficiency Analysis
3. Conclusions and Recommendations

# Project Background

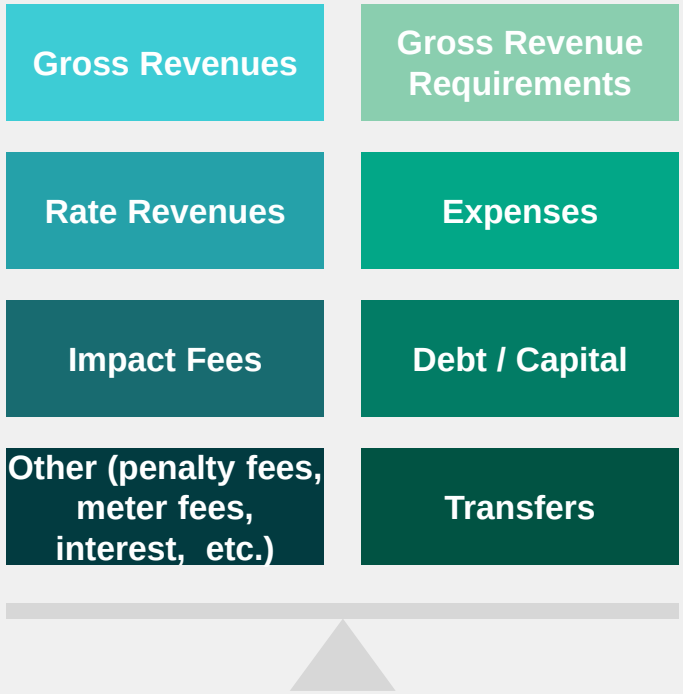
- The last rate study was in FY 2019
  - Rates adopted for FY's 2020 – 2024
- Following prior rate plan has placed the utility in a solid financial position
  - Very strong operating fund balance with almost 300 days of rate revenues
  - Projected positive cashflows for 2024 (inflows greater than outflows)
  - Projected debt service coverage for 2024 of almost 360% (Gen. Target 150%)
- System has been operating in a high inflationary environment
  - Consumer Price Index – 20% increase since 2019
  - Construction Materials Index – 41% increase since 2019
  - Industrial Chemicals Index – 25% increase since 2019
- City's pursuit of grant funding providing major benefit to rate payers



Attachment: W&WW Presentation - Commission Meeting (3) (2024-R-62 : Resolution to Adopt Utility Rate

# Study Tasks and Approach

- Develop financial forecast to project water and wastewater system operations for Fiscal Years 2024 through 2029
- Project revenues and revenue requirements
- Develop funding strategy for capital improvement plan
- Evaluate cash reserve targets and financial performance requirements
- Determine adequacy of revenues at existing rates






Attachment: W&WW Presentation - Commission Meeting (3) (2024-R-62 : Resolution to Adopt Utility Rate

# Study Goals and Considerations

- Maintain positive cashflow through the end of the forecast period (FY 2029)
  - Inflows equal to outflows without the use of reserves
- Compliance with all debt service rate coverage covenants
  - Senior lien (SunTrust Bonds) required coverage – 120%
  - Subordinate lien (SRF Loans) required coverage – 115%
  - All-In Coverage (all loans combined) target coverage – 150%
- Achieve adequate operating reserve balance levels
  - 90 Days of rate revenues as required minimum balance
  - 120+ Days of rate revenues as target minimum balance



Attachment: W&WW Presentation - Commission Meeting (3) (2024-R-62 : Resolution to Adopt Utility Rate

# System Customers, Growth, and Revenues

- Approximately 7,900 accounts in FY 2023
- Customer account growth of approx. 73 customers per year
  - Approximately 1.1% per year
- Combined system rate revenues at existing rates approximating $7.9 million in FY 2024 increasing to $8.4 million by FY 2029
  - Due to customer growth assumptions
- Other revenues of approximately $524,000 per year
  - Misc. charges (service fees, penalty fees, etc.)
  - Projected interest income
- Impact Fee Revenues of approximately $183,000 per year
  - Based on projected customer growth



Attachment: W&WW Presentation - Commission Meeting (3) (2024-R-62 : Resolution to Adopt Utility Rate

# Revenue Requirements – Operating Expenses

- FY 2024 Operating budget of $8.4 million in total expenditures adjusted down to $6.1 million in recurring operating expenses
  - Adjustments for capital and debt payments and interfund transfers
  - Adjustments for contingency and bad debt of approx. $114,000 per year
- $6.1 Million increasing to $8.2 million by FY 2029
  - Average annual increase of approximately 6.2% per year
  - Major escalation factors include:
    - Labor: 5.0% per year
    - Health Insurance: 15.0% per year
    - Chemicals / Fuel: 6.0% per year
    - Repair: 3.5% per year
    - General Inflation (CPI): 2.3% per year



Attachment: W&WW Presentation - Commission Meeting (3) (2024-R-62 : Resolution to Adopt Utility Rate

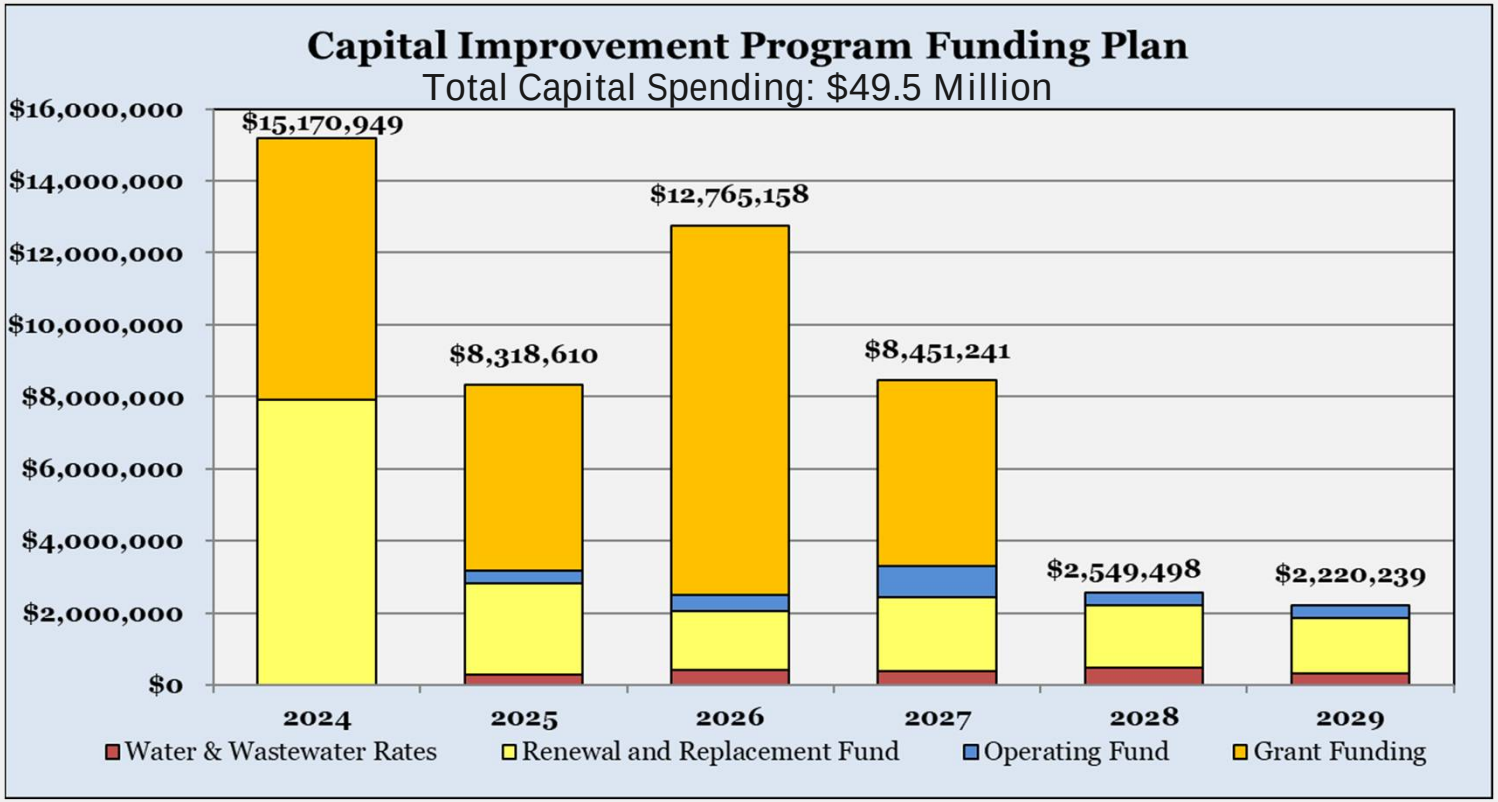
# Revenue Requirements – Capital Improvement Plan (CIP)

- Capital Improvement Plan (CIP) of $49.5 million from FY 2024 - 2029
  - Water and wastewater plant improvements, asset renewals and replacements (R&R), and as other capital and equipment needs
- CIP to be funded through use of rates, reserves, and grants
  - $27.8 Million in grant funded projects (56% of plan)
    - ARPA and SAHFI programs
      - Avoided debt service costs of approximately $1.7 million per year
  - $21.7 Million in rate and reserve funded projects (44% of plan)
    - Use of operating reserves, R&R reserves, and annual user rates



Attachment: W&WW Presentation - Commission Meeting (3) (2024-R-62 : Resolution to Adopt Utility Rate

# Revenue Requirements – Capital Improvement Plan (cont.)






Attachment: W&WW Presentation - Commission Meeting (3) (2024-R-62 : Resolution to Adopt Utility Rate

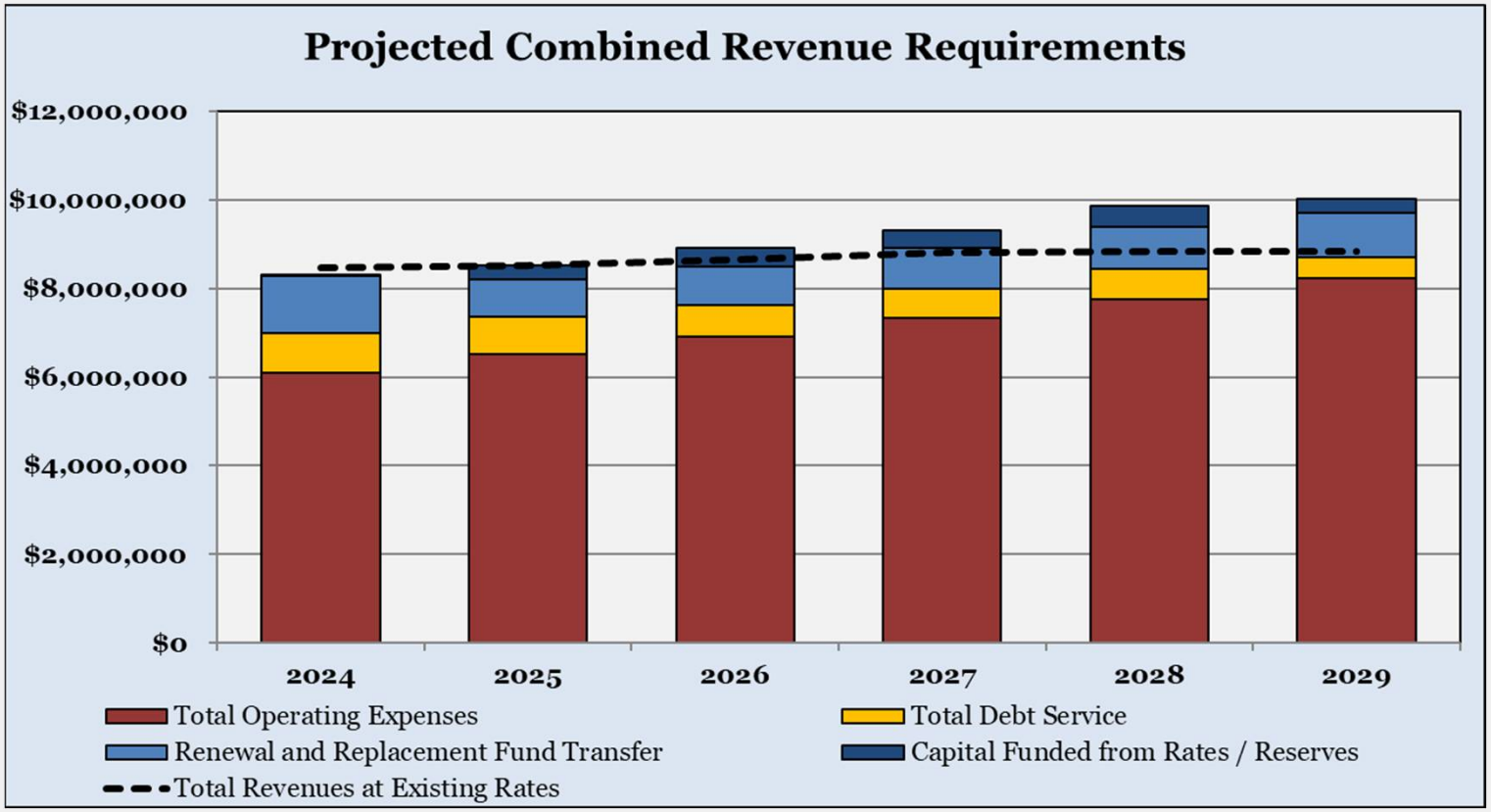
# Revenue Requirements – Debt Service

- Existing debt service of approximately $884,000 in 2024
  - Water and Sewer System Improvement Revenue Bonds, Series 2005 - $108,000
  - Water and Sewer System Revenue Bonds, Series 2011 - $345,000
  - SRF Loan #WW 709070 - $41,000
  - SRF Loan #WW 709080 - $329,000
  - 2019 Vacuum Truck Loan - $61,000
- Total existing payments decreasing to $487,000 by 2029 as debts are paid off
  - Series 2005 Bonds final payment in 2025
  - SRF Loan #WW 709070 final payment in 2027
  - SRF Loan #WW 709080 final payment in 2029



Attachment: W&WW Presentation - Commission Meeting (3) (2024-R-62 : Resolution to Adopt Utility Rate

# Adequacy of Existing Rates (cont.)






Attachment: W&WW Presentation - Commission Meeting (3) (2024-R-62 : Resolution to Adopt Utility Rate

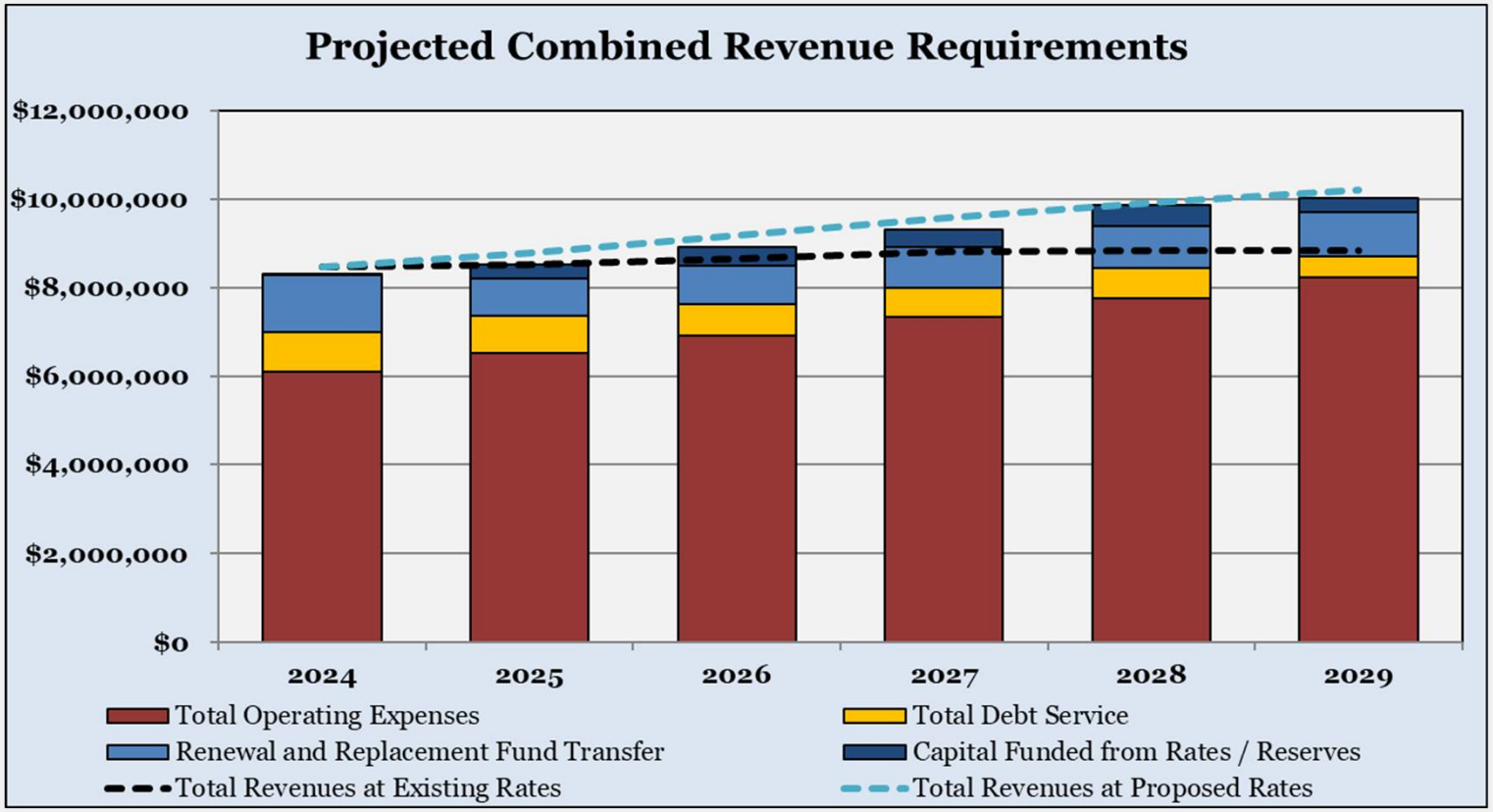
# Proposed Rate Adjustments Identified in the Financial Forecast

| | 2025 | 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|
| Water System | 2.0% | 2.0% | 2.0% | 2.0% | 2.0% |
| Wastewater System | 4.0% | 4.0% | 4.0% | 4.0% | 4.0% |
| Effective Date | Oct. 1, 2024 | Oct. 1, 2025 | Oct. 1, 2026 | Oct. 1, 2027 | Oct. 1, 2028 |



Attachment: W&WW Presentation - Commission Meeting (3) (2024-R-62 : Resolution to Adopt Utility Rate

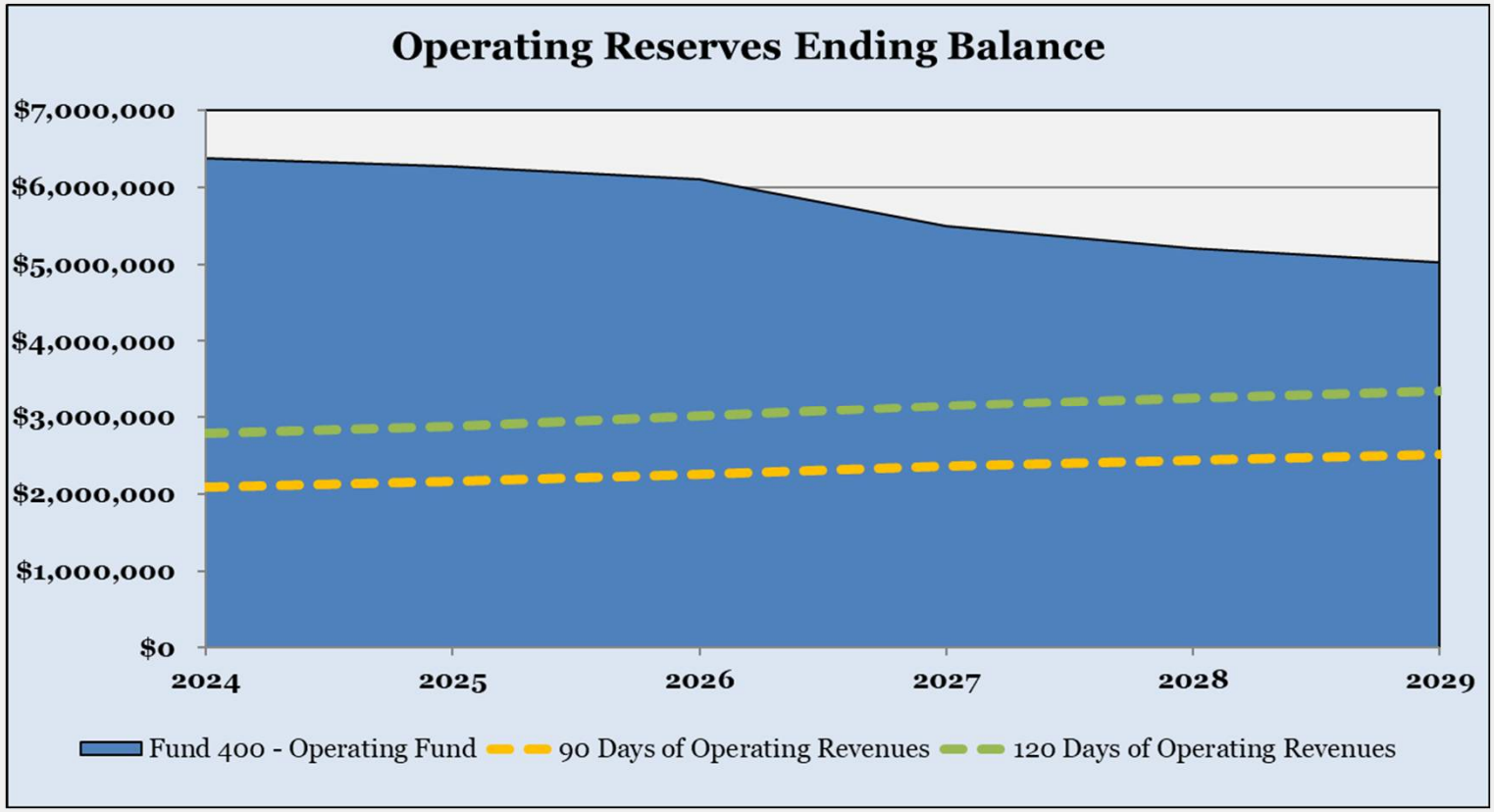
# Adequacy of Proposed Rates






Attachment: W&WW Presentation - Commission Meeting (3) (2024-R-62 : Resolution to Adopt Utility Rate

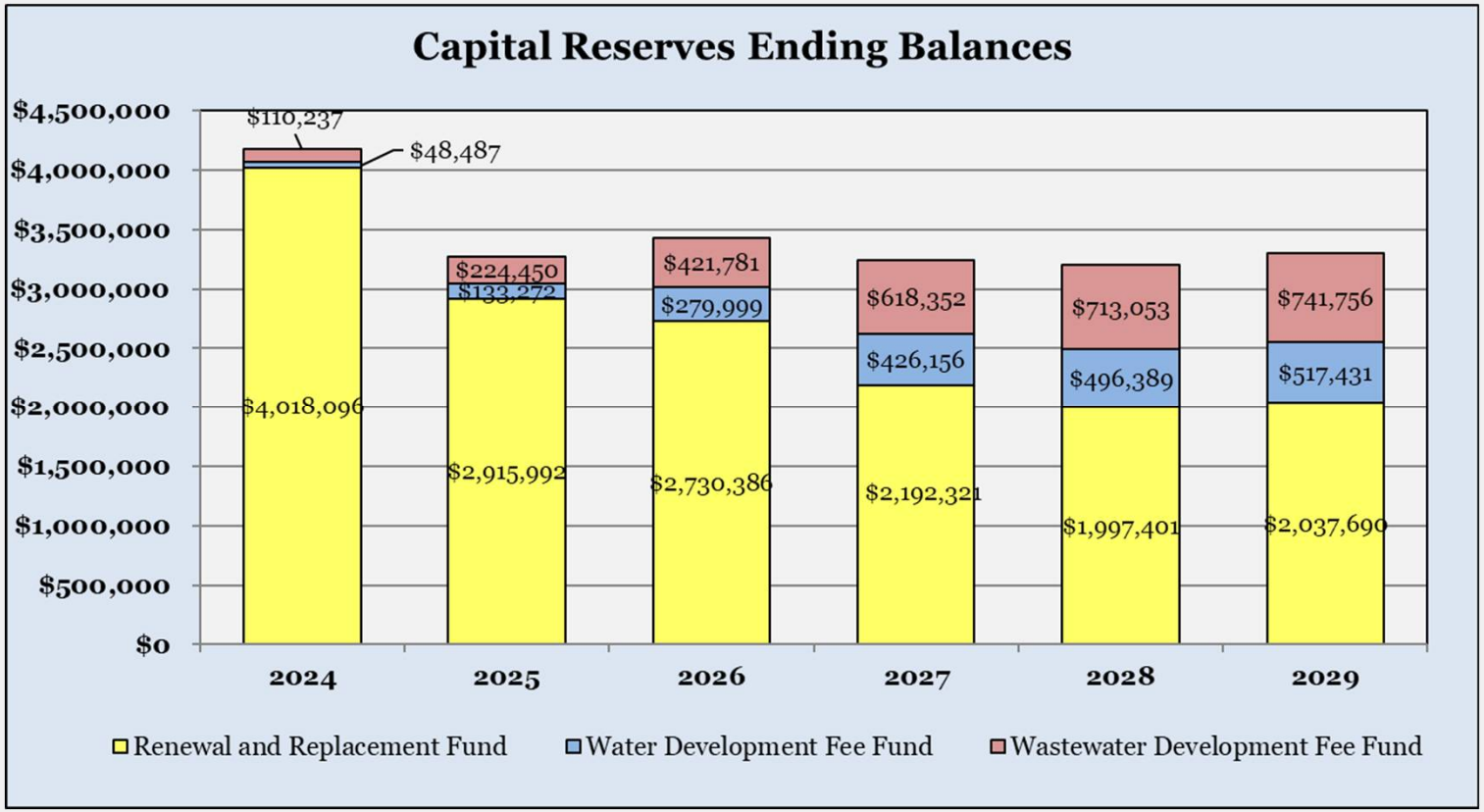
# Adequacy of Proposed Rates (cont.)






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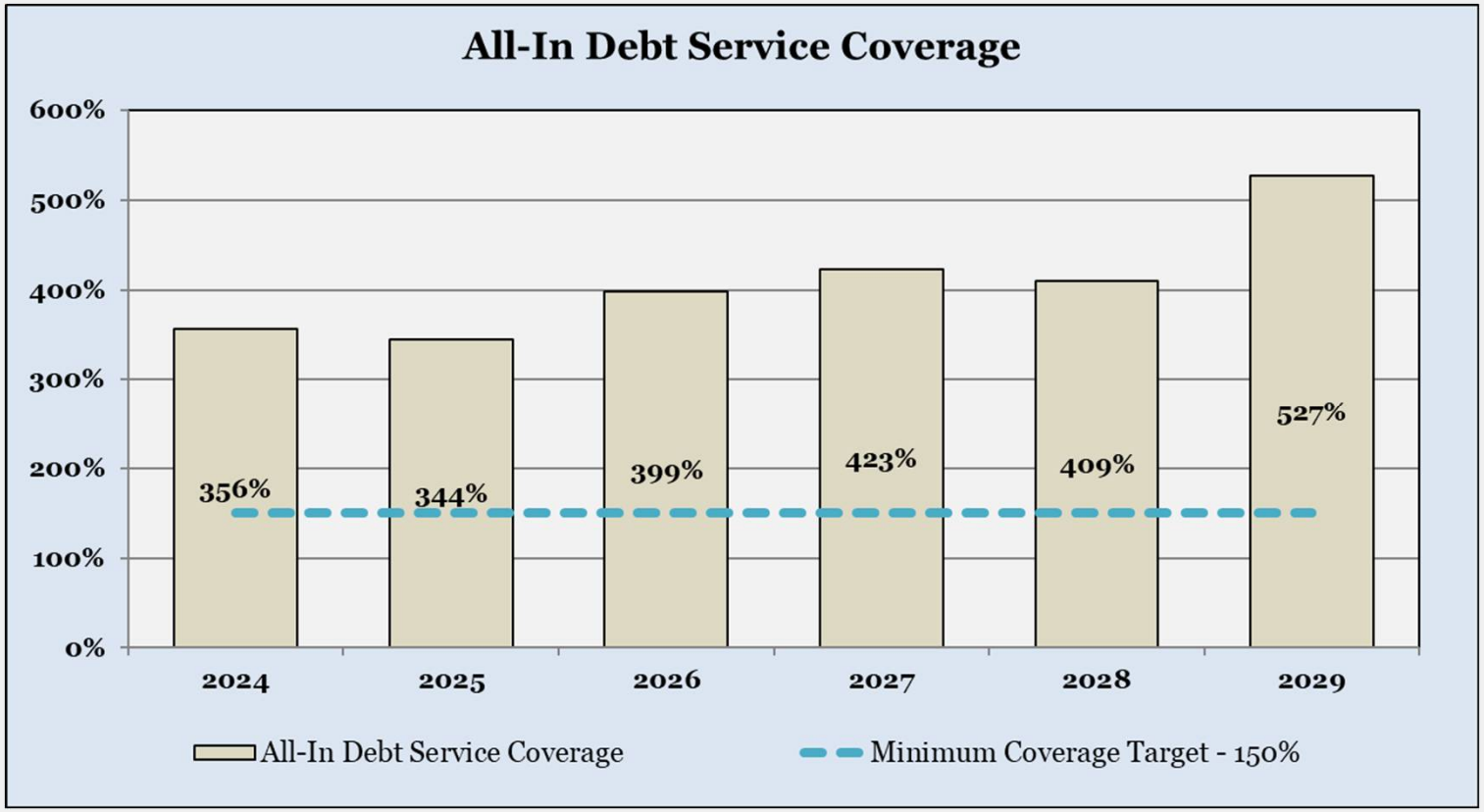
# Adequacy of Proposed Rates (cont.)






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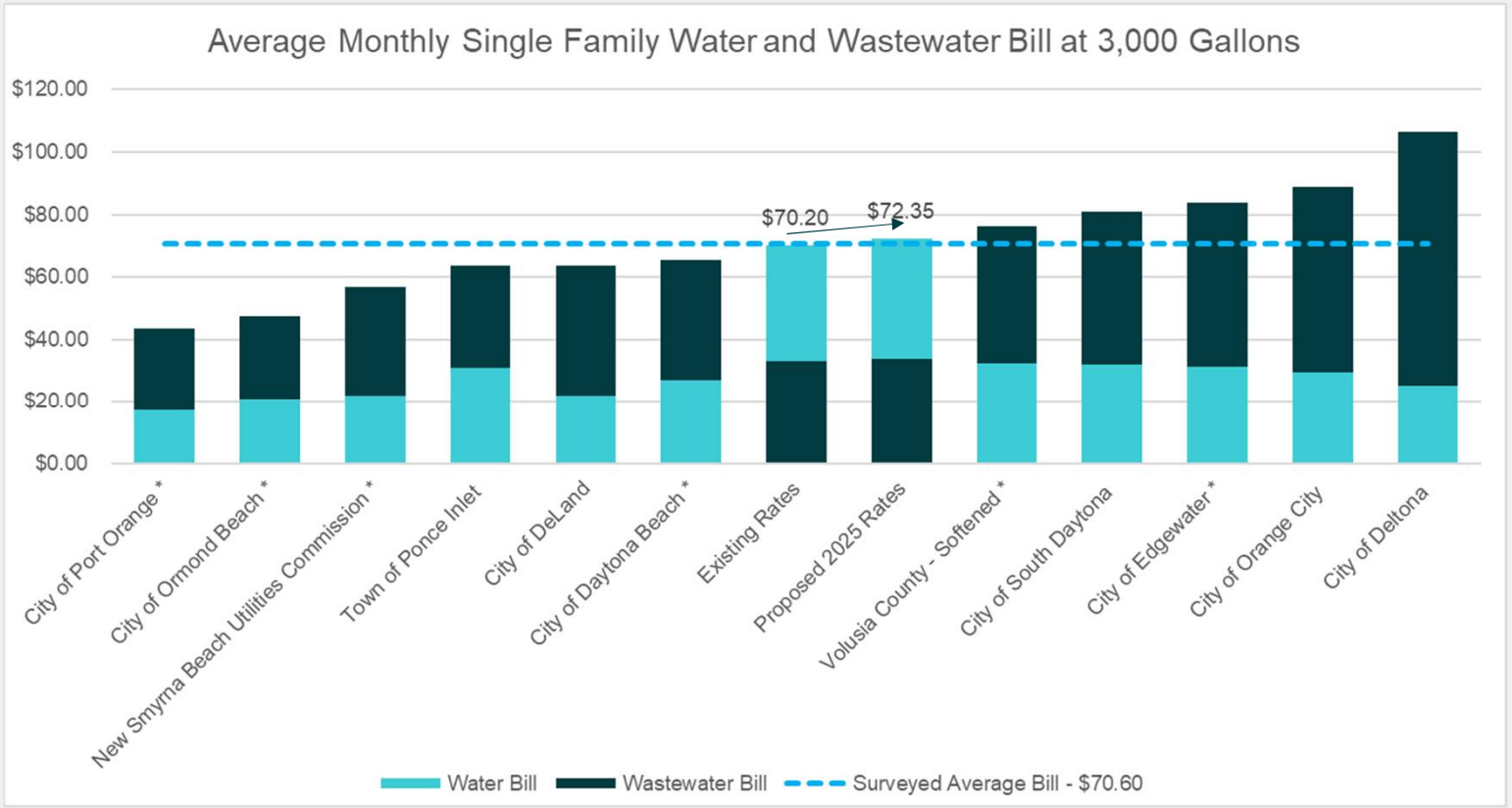
# Adequacy of Proposed Rates (cont.)






Attachment: W&WW Presentation - Commission Meeting (3) (2024-R-62 : Resolution to Adopt Utility Rate

# Rate Comparison



# Observations and Recommendations

- Existing water and wastewater rates are not projected to be sufficient to recover revenue requirements through Fiscal Year 2029
- Adopt proposed monthly user rate adjustment plan
- Proposed rates are projected to:
  - Maintain positive operating cashflow through end of forecast period
  - Fulfill all coverage requirements and targets during forecast period
  - Maintain adequate operating and capital reserves
- Revisit plan in 3-5 years
  - Adjust for changes in operations, growth, capital costs, project timing, etc.



Attachment: W&WW Presentation - Commission Meeting (3) (2024-R-62 : Resolution to Adopt Utility Rate


Q&A
19

**Exhibit A**

**City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2024**

**Water rate will automatically increase by 2% and sewer rate will automatically increase by 4% each year effective October 1 for five years beginning 2024**

| FEE TYPE | FY2023-2024 | FY2024-2025 | FY2025-2026 | FY2026-2027 | FY2027-2028 | FY2028-2029 |
|---|---|---|---|---|---|---|
| **WATER/SEWER UTILITY RATES** | | | | | | |
| **WATER** | | | | | | |
| **WATER FIXED MONTHLY CHARGES** | | | | | | |
| **INSIDE CITY:** | | | | | | |
| WATER RESIDENTAL 3/4" METER-MONTHLY | 10.37 | 10.58 | 10.79 | 11.00 | 11.22 | 11.45 |
| WATER RESIDENTAL 1" METER-MONTHLY | 10.37 | 10.58 | 10.79 | 11.00 | 11.22 | 11.45 |
| WATER RESIDENTAL 1 1/2" METER-MONTHLY | 34.56 | 35.25 | 35.96 | 36.68 | 37.41 | 38.16 |
| WATER RESIDENTAL 2" METER-MONTHLY | 55.30 | 56.41 | 57.54 | 58.69 | 59.86 | 61.06 |
| WATER RESIDENTAL 3" METER-MONTHLY | 150.37 | 153.38 | 156.44 | 159.57 | 162.76 | 166.02 |
| WATER RESIDENTAL 4" METER-MONTHLY | 259.25 | 264.43 | 269.72 | 275.12 | 280.62 | 286.23 |
| WATER RESIDENTAL 6" METER-MONTHLY | 553.06 | 564.12 | 575.40 | 586.91 | 598.65 | 610.62 |
| WATER RESIDENTAL 8" METER-MONTHLY | 967.86 | 987.21 | 1,006.96 | 1,027.10 | 1,047.64 | 1,068.59 |
| WATER RESIDENTAL 10" METER-MONTHLY | 1,451.79 | 1,480.83 | 1,510.44 | 1,540.65 | 1,571.47 | 1,602.89 |
| WATER RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY) | 9.80 | 10.00 | 10.20 | 10.41 | 10.61 | 10.83 |
| WATER NON-RESIDENTAL 3/4" METER-MONTHLY | 10.37 | 10.58 | 10.79 | 11.00 | 11.22 | 11.45 |
| WATER NON-RESIDENTAL 1" METER-MONTHLY | 17.28 | 17.63 | 17.98 | 18.34 | 18.71 | 19.08 |
| WATER NON-RESIDENTAL 1 1/2" METER-MONTHLY | 34.56 | 35.25 | 35.96 | 36.68 | 37.41 | 38.16 |
| WATER NON-RESIDENTAL 2" METER-MONTHLY | 55.30 | 56.41 | 57.54 | 58.69 | 59.86 | 61.06 |
| WATER NON-RESIDENTAL 3" METER-MONTHLY | 150.37 | 153.38 | 156.44 | 159.57 | 162.76 | 166.02 |
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| WATER NON-RESIDENTAL 10" METER-MONTHLY | 1,451.79 | 1,480.83 | 1,510.44 | 1,540.65 | 1,571.47 | 1,602.89 |
| WATER NON-RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY) | 9.80 | 10.00 | 10.20 | 10.41 | 10.61 | 10.83 |
| **OUTSIDE CITY:** | | | | | | |
| WATER RESIDENTAL 3/4" METER-MONTHLY | 12.96 | 13.22 | 13.48 | 13.75 | 14.03 | 14.31 |
| WATER RESIDENTAL 1" METER-MONTHLY | 12.96 | 13.22 | 13.48 | 13.75 | 14.03 | 14.31 |
| WATER RESIDENTAL 1 1/2" METER-MONTHLY | 43.20 | 44.07 | 44.95 | 45.85 | 46.77 | 47.70 |
| WATER RESIDENTAL 2" METER-MONTHLY | 69.13 | 70.51 | 71.92 | 73.36 | 74.82 | 76.32 |
| WATER RESIDENTAL 3" METER-MONTHLY | 187.96 | 191.72 | 195.55 | 199.47 | 203.45 | 207.52 |
| WATER RESIDENTAL 4" METER-MONTHLY | 324.06 | 330.54 | 337.15 | 343.90 | 350.77 | 357.79 |
| WATER RESIDENTAL 6" METER-MONTHLY | 691.33 | 705.15 | 719.26 | 733.64 | 748.31 | 763.28 |
| WATER RESIDENTAL 8" METER-MONTHLY | 1,209.82 | 1,234.02 | 1,258.70 | 1,283.87 | 1,309.55 | 1,335.74 |
| WATER RESIDENTAL 10" METER-MONTHLY | 1,814.74 | 1,851.03 | 1,888.05 | 1,925.82 | 1,964.33 | 2,003.62 |
| WATER RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY) | 12.26 | 12.50 | 12.75 | 13.01 | 13.27 | 13.53 |
| | - | | | | | |
| WATER NON-RESIDENTAL 3/4" METER-MONTHLY | 12.96 | 13.22 | 13.48 | 13.75 | 14.03 | 14.31 |
| WATER NON-RESIDENTAL 1" METER-MONTHLY | 21.60 | 22.03 | 22.47 | 22.92 | 23.38 | 23.85 |
| WATER NON-RESIDENTAL 1 1/2" METER-MONTHLY | 43.20 | 44.07 | 44.95 | 45.85 | 46.77 | 47.70 |
| WATER NON-RESIDENTAL 2" METER-MONTHLY | 69.13 | 70.51 | 71.92 | 73.36 | 74.82 | 76.32 |
| WATER NON-RESIDENTAL 3" METER-MONTHLY | 187.96 | 191.72 | 195.55 | 199.47 | 203.45 | 207.52 |
| WATER NON-RESIDENTAL 4" METER-MONTHLY | 324.06 | 330.54 | 337.15 | 343.90 | 350.77 | 357.79 |
| WATER NON-RESIDENTAL 6" METER-MONTHLY | 691.33 | 705.15 | 719.26 | 733.64 | 748.31 | 763.28 |
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| WATER NON-RESIDENTAL 10" METER-MONTHLY | 1,814.74 | 1,851.03 | 1,888.05 | 1,925.82 | 1,964.33 | 2,003.62 |
| WATER NON-RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY) | 12.26 | 12.50 | 12.75 | 13.01 | 13.27 | 13.53 |
| **WATER VOLUMETRIC RATES (ALL RATES SHOWN ARE FEE PER 1,000 GALLONS)** | | | | | | |
| **WATER INSIDE CITY:** | | | | | | |
| WATER RESIDENTAL 0 TO 2,000 GALLONS | 4.93 | 5.03 | 5.13 | 5.23 | 5.34 | 5.44 |

Attachment: Attachment A COHH Water & Sewer Fee Schedule Eff10012024 (2024-R-62 : Resolution to

**City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2024**

| | FY2023-2024 | FY2024-2025 | FY2025-2026 | FY2026-2027 | FY2027-2028 | FY2028-2029 |
|---|---|---|---|---|---|---|
| WATER RESIDENTAL 2,001 TO 5,000 GALLONS | 9.85 | 10.05 | 10.25 | 10.45 | 10.66 | 10.87 |
| WATER RESIDENTAL 5,001 TO 10,000 GALLONS | 11.34 | 11.56 | 11.79 | 12.03 | 12.27 | 12.52 |
| WATER RESIDENTAL 10,001 TO 15,000 GALLONS | 12.31 | 12.56 | 12.81 | 13.07 | 13.33 | 13.60 |
| WATER RESIDENTAL OVER 15,000 GALLONS | 13.30 | 13.57 | 13.84 | 14.12 | 14.40 | 14.69 |
| WATER MULTI UNIT RESIDENTAL 0 TO 2,000 GALLONS | 4.93 | 5.03 | 5.13 | 5.23 | 5.34 | 5.44 |
| WATER MULTI UNIT RESIDENTAL 2,001 TO 5,000 GALLONS | 9.85 | 10.05 | 10.25 | 10.45 | 10.66 | 10.87 |
| WATER MULTI UNIT RESIDENTAL 5,001 TO 10,000 GALLONS | 11.34 | 11.56 | 11.79 | 12.03 | 12.27 | 12.52 |
| WATER MULTI UNIT RESIDENTAL 10,001 TO 15,000 GALLONS | 12.31 | 12.56 | 12.81 | 13.07 | 13.33 | 13.60 |
| WATER MULTI UNIT RESIDENTAL OVER 15,000 GALLONS | 13.30 | 13.57 | 13.84 | 14.12 | 14.40 | 14.69 |
| WATER NON-RESIDENTAL 0 TO 2,000 GALLONS | 9.85 | 10.05 | 10.25 | 10.45 | 10.66 | 10.87 |
| WATER NON-RESIDENTAL 2,001 TO 5,000 GALLONS | 9.85 | 10.05 | 10.25 | 10.45 | 10.66 | 10.87 |
| WATER NON-RESIDENTAL 5,001 TO 10,000 GALLONS | 11.34 | 11.56 | 11.79 | 12.03 | 12.27 | 12.52 |
| WATER NON-RESIDENTAL 10,001 TO 15,000 GALLONS | 11.34 | 11.56 | 11.79 | 12.03 | 12.27 | 12.52 |
| WATER NON-RESIDENTAL OVER 15,000 GALLONS | 11.34 | 11.56 | 11.79 | 12.03 | 12.27 | 12.52 |
| WATER MULTI UNIT NON-RESIDENTAL 0 TO 2,000 GALLONS | 4.93 | 5.03 | 5.13 | 5.23 | 5.34 | 5.44 |
| WATER MULTI UNIT NON-RESIDENTAL 2,001 TO 5,000 GALLONS | 9.85 | 10.05 | 10.25 | 10.45 | 10.66 | 10.87 |
| WATER MULTI UNIT NON-RESIDENTAL 5,001 TO 10,000 GALLONS | 11.34 | 11.56 | 11.79 | 12.03 | 12.27 | 12.52 |
| WATER MULTI UNIT NON-RESIDENTAL 10,001 TO 15,000 GALLONS | 12.31 | 12.56 | 12.81 | 13.07 | 13.33 | 13.60 |
| WATER MULTI UNIT NON-RESIDENTAL OVER 15,000 GALLONS | 13.30 | 13.57 | 13.84 | 14.12 | 14.40 | 14.69 |
| **WATER OUTSIDE CITY:** | | | | | | |
| WATER RESIDENTAL 0 TO 2,000 GALLONS | 6.16 | 6.29 | 6.41 | 6.54 | 6.67 | 6.80 |
| WATER RESIDENTAL 2,001 TO 5,000 GALLONS | 12.31 | 12.56 | 12.81 | 13.06 | 13.33 | 13.59 |
| WATER RESIDENTAL 5,001 TO 10,000 GALLONS | 14.17 | 14.45 | 14.74 | 15.04 | 15.34 | 15.64 |
| WATER RESIDENTAL 10,001 TO 15,000 GALLONS | 15.39 | 15.70 | 16.01 | 16.33 | 16.66 | 16.99 |
| WATER RESIDENTAL OVER 15,000 GALLONS | 16.63 | 16.96 | 17.30 | 17.65 | 18.00 | 18.36 |
| WATER MULTI UNIT RESIDENTAL 0 TO 2,000 GALLONS | 6.16 | 6.29 | 6.41 | 6.54 | 6.67 | 6.80 |
| WATER MULTI UNIT RESIDENTAL 2,001 TO 5,000 GALLONS | 12.31 | 12.56 | 12.81 | 13.06 | 13.33 | 13.59 |
| WATER MULTI UNIT RESIDENTAL 5,001 TO 10,000 GALLONS | 14.17 | 14.45 | 14.74 | 15.04 | 15.34 | 15.64 |
| WATER MULTI UNIT RESIDENTAL 10,001 TO 15,000 GALLONS | 15.39 | 15.70 | 16.01 | 16.33 | 16.66 | 16.99 |
| WATER MULTI UNIT RESIDENTAL OVER 15,000 GALLONS | 16.63 | 16.96 | 17.30 | 17.65 | 18.00 | 18.36 |
| WATER NON-RESIDENTAL 0 TO 2,000 GALLONS | 12.31 | 12.56 | 12.81 | 13.06 | 13.33 | 13.59 |
| WATER NON-RESIDENTAL 2,001 TO 5,000 GALLONS | 12.31 | 12.56 | 12.81 | 13.06 | 13.33 | 13.59 |
| WATER NON-RESIDENTAL 5,001 TO 10,000 GALLONS | 14.17 | 14.45 | 14.74 | 15.04 | 15.34 | 15.64 |
| WATER NON-RESIDENTAL 10,001 TO 15,000 GALLONS | 14.17 | 14.45 | 14.74 | 15.04 | 15.34 | 15.64 |
| WATER NON-RESIDENTAL OVER 15,000 GALLONS | 14.17 | 14.45 | 14.74 | 15.04 | 15.34 | 15.64 |
| WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL 0 TO 2,000 GALLONS | 6.16 | 6.29 | 6.41 | 6.54 | 6.67 | 6.80 |
| WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL 2,001 TO 5,000 GALLONS | 12.31 | 12.56 | 12.81 | 13.06 | 13.33 | 13.59 |
| WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL 5,001 TO 10,000 GALLONS | 14.17 | 14.45 | 14.74 | 15.04 | 15.34 | 15.64 |
| WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL 10,001 TO 15,000 GALLONS | 15.39 | 15.70 | 16.01 | 16.33 | 16.66 | 16.99 |
| WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL OVER 15,000 GALLONS | 16.63 | 16.96 | 17.30 | 17.65 | 18.00 | 18.36 |
| **SEWER** | | | | | | |
| **SEWER FIXED MONTHLY CHARGES** | | | | | | |
| **SEWER INSIDE CITY:** | | | | | | |
| SEWER RESIDENTAL 3/4" METER-MONTHLY | 14.88 | 15.47 | 16.09 | 16.74 | 17.40 | 18.10 |
| SEWER RESIDENTAL 1" METER-MONTHLY | 14.88 | 15.47 | 16.09 | 16.74 | 17.40 | 18.10 |
| SEWER RESIDENTAL 1 1/2" METER-MONTHLY | 49.59 | 51.57 | 53.64 | 55.78 | 58.01 | 60.33 |
| SEWER RESIDENTAL 2" METER-MONTHLY | 79.35 | 82.52 | 85.82 | 89.25 | 92.82 | 96.54 |
| SEWER RESIDENTAL 3" METER-MONTHLY | 215.72 | 224.35 | 233.32 | 242.65 | 252.36 | 262.45 |
| SEWER RESIDENTAL 4" METER-MONTHLY | 371.92 | 386.80 | 402.27 | 418.36 | 435.09 | 452.50 |

Attachment: Attachment A COHH Water & Sewer Fee Schedule Eff10012024 (2024-R-62 : Resolution to

**City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2024**

| | FY2023-2024 | FY2024-2025 | FY2025-2026 | FY2026-2027 | FY2027-2028 | FY2028-2029 |
|---|---|---|---|---|---|---|
| SEWER RESIDENTAL 6" METER-MONTHLY | 793.44 | 825.18 | 858.19 | 892.51 | 928.22 | 965.34 |
| SEWER RESIDENTAL 8" METER-MONTHLY | 1,388.52 | 1,444.07 | 1,501.83 | 1,561.90 | 1,624.38 | 1,689.35 |
| SEWER RESIDENTAL 10" METER-MONTHLY | 2,082.79 | 2,166.10 | 2,252.74 | 2,342.85 | 2,436.57 | 2,534.03 |
| SEWER RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY) | 14.06 | 14.62 | 15.20 | 15.81 | 16.44 | 17.10 |
| | - | | | | | |
| SEWER NON-RESIDENTAL 3/4" METER-MONTHLY | 14.88 | 15.47 | 16.09 | 16.74 | 17.41 | 18.10 |
| SEWER NON-RESIDENTAL 1" METER-MONTHLY | 24.79 | 25.78 | 26.81 | 27.88 | 29.00 | 30.16 |
| SEWER NON-RESIDENTAL 1 1/2" METER-MONTHLY | 49.59 | 51.57 | 53.64 | 55.78 | 58.01 | 60.33 |
| SEWER NON-RESIDENTAL 2" METER-MONTHLY | 79.35 | 82.52 | 85.82 | 89.25 | 92.82 | 96.54 |
| SEWER NON-RESIDENTAL 3" METER-MONTHLY | 215.72 | 224.35 | 233.32 | 242.65 | 252.36 | 262.45 |
| SEWER NON-RESIDENTAL 4" METER-MONTHLY | 371.92 | 386.80 | 402.27 | 418.36 | 435.09 | 452.50 |
| SEWER NON-RESIDENTAL 6" METER-MONTHLY | 793.44 | 825.18 | 858.19 | 892.51 | 928.22 | 965.34 |
| SEWER NON-RESIDENTAL 8" METER-MONTHLY | 1,388.52 | 1,444.07 | 1,501.83 | 1,561.90 | 1,624.38 | 1,689.35 |
| SEWER NON-RESIDENTAL 10" METER-MONTHLY | 2,082.79 | 2,166.10 | 2,252.74 | 2,342.85 | 2,436.57 | 2,534.03 |
| SEWER NON-RESIDENTAL MULTI UNIT-MONTHLY (PER UNIT-MONTHLY) | 14.06 | 14.62 | 15.20 | 15.81 | 16.44 | 17.10 |
| | - | | | | | |
| **SEWER OUTSIDE CITY:** | - | | | | | |
| SEWER RESIDENTAL 3/4" METER-MONTHLY | 18.60 | 19.34 | 20.12 | 20.92 | 21.76 | 22.63 |
| SEWER RESIDENTAL 1" METER-MONTHLY | 18.60 | 19.34 | 20.12 | 20.92 | 21.76 | 22.63 |
| SEWER RESIDENTAL 1 1/2" METER-MONTHLY | 61.99 | 64.47 | 67.05 | 69.73 | 72.52 | 75.42 |
| SEWER RESIDENTAL 2" METER-MONTHLY | 99.18 | 103.15 | 107.28 | 111.57 | 116.03 | 120.67 |
| SEWER RESIDENTAL 3" METER-MONTHLY | 269.65 | 280.43 | 291.65 | 303.31 | 315.45 | 328.07 |
| SEWER RESIDENTAL 4" METER-MONTHLY | 464.90 | 483.50 | 502.84 | 522.95 | 543.87 | 565.62 |
| SEWER RESIDENTAL 6" METER-MONTHLY | 991.80 | 1,031.48 | 1,072.73 | 1,115.64 | 1,160.27 | 1,206.68 |
| SEWER RESIDENTAL 8" METER-MONTHLY | 1,735.66 | 1,805.08 | 1,877.28 | 1,952.38 | 2,030.47 | 2,111.69 |
| SEWER RESIDENTAL 10" METER-MONTHLY | 2,603.48 | 2,707.62 | 2,815.93 | 2,928.56 | 3,045.71 | 3,167.54 |
| SEWER RESIDENTAL MULTI UNIT-MONTHLY (PER UNIT MONTHLY) | 17.58 | 18.28 | 19.01 | 19.77 | 20.56 | 21.39 |
| | - | | | | | |
| SEWER NON-RESIDENTAL 3/4" METER-MONTHLY | 18.60 | 19.34 | 20.12 | 20.92 | 21.76 | 22.63 |
| SEWER NON-RESIDENTAL 1" METER-MONTHLY | 30.99 | 32.23 | 33.52 | 34.86 | 36.25 | 37.70 |
| SEWER NON-RESIDENTAL 1 1/2" METER-MONTHLY | 61.99 | 64.47 | 67.05 | 69.73 | 72.52 | 75.42 |
| SEWER NON-RESIDENTAL 2" METER-MONTHLY | 99.18 | 103.15 | 107.28 | 111.57 | 116.03 | 120.67 |
| SEWER NON-RESIDENTAL 3" METER-MONTHLY | 269.65 | 280.43 | 291.65 | 303.31 | 315.45 | 328.07 |
| SEWER NON-RESIDENTAL 4" METER-MONTHLY | 464.90 | 483.50 | 502.84 | 522.95 | 543.87 | 565.62 |
| SEWER NON-RESIDENTAL 6" METER-MONTHLY | 991.80 | 1,031.48 | 1,072.73 | 1,115.64 | 1,160.27 | 1,206.68 |
| SEWER NON-RESIDENTAL 8" METER-MONTHLY | 1,735.66 | 1,805.08 | 1,877.28 | 1,952.38 | 2,030.47 | 2,111.69 |
| SEWER NON-RESIDENTAL 10" METER-MONTHLY | 2,603.48 | 2,707.62 | 2,815.93 | 2,928.56 | 3,045.71 | 3,167.54 |
| SEWER NON-RESIDENTAL MULTI UNIT-MONTHLY (PER UNIT MONTHLY) | 17.58 | 18.28 | 19.01 | 19.77 | 20.56 | 21.39 |
| | - | | | | | |
| **SEWER VOLUMETRIC RATES (ALL RATES SHOWN ARE FEE PER 1,000 GALLONS)** | - | | | | | |
| | - | | | | | |
| **SEWER INSIDE CITY:** | - | | | | | |
| SEWER RESIDENTAL 0 TO 2,000 GALLONS | 3.83 | 3.98 | 4.14 | 4.31 | 4.48 | 4.66 |
| SEWER RESIDENTAL OVER 2,000 | 11.58 | 12.05 | 12.53 | 13.03 | 13.55 | 14.09 |
| SEWER RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS | 3.83 | 3.98 | 4.14 | 4.31 | 4.48 | 4.66 |
| SEWER RESIDENTAL MULTI UNIT OVER 2,000 | 11.58 | 12.05 | 12.53 | 13.03 | 13.55 | 14.09 |
| | - | | | | | |
| SEWER NON-RESIDENTAL 0 TO 2,000 GALLONS | 11.58 | 12.05 | 12.53 | 13.03 | 13.55 | 14.09 |
| SEWER NON-RESIDENTAL OVER 2,000 | 11.58 | 12.05 | 12.53 | 13.03 | 13.55 | 14.09 |
| SEWER NON-RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS | 3.83 | 3.98 | 4.14 | 4.31 | 4.48 | 4.66 |
| SEWER NON-RESIDENTAL MULTI UNIT OVER 2,000 GALLONS | 11.58 | 12.05 | 12.53 | 13.03 | 13.55 | 14.09 |
| | - | | | | | |
| SEWER RESIDENTAL 0 TO 2,000 GALLONS | 4.78 | 4.98 | 5.18 | 5.38 | 5.60 | 5.82 |
| SEWER RESIDENTAL OVER 2,000 | 14.48 | 15.06 | 15.66 | 16.29 | 16.94 | 17.62 |
| SEWER RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS | 4.78 | 4.98 | 5.18 | 5.38 | 5.60 | 5.82 |
| SEWER RESIDENTAL MULTI UNIT OVER 2,000 | 14.48 | 15.06 | 15.66 | 16.29 | 16.94 | 17.62 |
| | - | | | | | |
| SEWER NON-RESIDENTAL 0 TO 2,000 GALLONS | 14.48 | 15.06 | 15.66 | 16.29 | 16.94 | 17.62 |
| SEWER NON-RESIDENTAL OVER 2,000 | 14.48 | 15.06 | 15.66 | 16.29 | 16.94 | 17.62 |

Attachment: Attachment A COHH Water & Sewer Fee Schedule Eff10012024 (2024-R-62 : Resolution to

**City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2024**

| | FY2023-2024 | FY2024-2025 | FY2025-2026 | FY2026-2027 | FY2027-2028 | FY2028-2029 |
|---|---|---|---|---|---|---|
| SEWER NON-RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS | 4.78 | 4.98 | 5.18 | 5.38 | 5.60 | 5.82 |
| SEWER NON-RESIDENTAL MULTI UNIT OVER 2,000 GALLONS | 14.48 | 15.06 | 15.66 | 16.29 | 16.94 | 17.62 |
| | - | | | | | |
| SEWER OUTSIDE CITY NON-RESIDENTAL OVER 2,000 | 14.48 | 15.06 | 15.66 | 16.29 | 16.94 | 17.62 |
| SEWER OUTSIDE CITY NON-RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS | 4.78 | 4.98 | 5.18 | 5.38 | 5.60 | 5.82 |
| SEWER OUTSIDE CITY NON-RESIDENTAL MULTI UNIT OVER 2,000 GALLONS | 14.48 | 15.06 | 15.66 | 16.29 | 16.94 | 17.62 |

Attachment: Attachment A COHH Water & Sewer Fee Schedule Eff10012024 (2024-R-62 : Resolution to

HOLLY HILL
FLORIDA

CITY OF HOLLY HILL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FLORIDA 32117

**Customer Service: 386-248-9432**
**Pay By Phone: 833-743-9227**

# PAST DUE

## Bill at a Glance

| | |
|---|---|
| ACCOUNT NUMBER | 1[redacted] |
| SERVICE ADDRESS | [redacted] |
| BILLING DATE | 08/02/2024 |
| DUE DATE | 08/23/2024 |
| AFTER DUE DATE PAY | $109.20 |
| PENALTY DATE | 08/26/2024 |
| AMOUNT DUE | $108.30 |
| PREVIOUS BILL | $101.10 |
| LAST PAYMENT RECIEVED | ($0.00) |
| **PAST DUE AMOUNT - PAY BY 08/05/2024** | **$102.00** |

## Detail of New Charges

| | |
|---|---|
| RS R&R SEWER | $3.00 |
| RW R&R WATER | $3.00 |
| UTILITY TAX | $0.30 |
| CURRENT BILL | $6.30 |
| AMOUNT DUE | $108.30 |
| AMOUNT DUE AFTER 08/23/2024 | $109.20 |

## Important Dates & City News

Join us for a FREE concert at MetroHealth Stadium at Pictona in Holly Hill!
Next show is: Are Friends Electric on 9/13! Reserve your spot today: www.hollyhillevents.org

The City of Holly Hill will hold a public meeting to adopt utility rates on September 9, 2024 during the regular City Commission meeting starting at 6:00 pm in the Commission Chambers located at 1065 Ridgewood Ave, Holly Hill, FL 32117.

Did you know that you can receive your bill via email?

Please contact us at 386-248-9432 to update your contact information.

You can also monitor your water usage information online by enrolling at https://eyeonwater.com/signup

Service Address: [redacted]

**CURRENT BALANCE CUTOFF DATE: 09/03/2024**

| Service Period | Meter Number | Previous Read | Current Read | Usage | Usage Last Month |
|---|---|---|---|---|---|

See the reverse side of this statement for billing policy and address change notification.

**Please return this portion with your payment.**

HOLLY HILL
FLORIDA

| | |
|---|---|
| ACCOUNT NUMBER | 1[redacted] |
| CURRENT CHARGES DUE BY | 08/23/2024 |
| **TOTAL AMOUNT DUE** | $108.30 |
| AMOUNT ENCLOSED | |

[redacted]

Make your check payable to:

CITY OF HOLLY HILL
PO BOX 250699
HOLLY HILL, FLORIDA 32125-0699

[redacted]

Attachment: Utility Bill - Sample Meeting Notice (2024-R-62 : Resolution to Adopt Utility Rate Increases for Five Years Beginning 10/01/2024.)

LocaliQ
Florida
GANNETT

# Order Confirmation

7.1.d

Not an Invoice

| | |
|---|---|
| **Account Number:** | 465025 |
| **Customer Name:** | City Of Holly Hill |
| **Customer Address:** | City Of Holly Hill<br>1065 Ridgewood AVE<br>Finance Department<br>Holly Hill FL 32117-2807 |
| **Contact Name:** | Amanda Raslowsky |
| **Contact Phone:** | 3862489432 |
| **Contact Email:** | araslowsky@hollyhillfl.org |
| **PO Number:** | |

| | |
|---|---|
| **Date:** | 07/30/2024 |
| **Order Number:** | 10429244 |
| **Prepayment Amount:** | $ 0.00 |

| | |
|---|---|
| **Column Count:** | 1.0000 |
| **Line Count:** | 9.0000 |
| **Height in Inches:** | 0.0000 |

**Print**

| Product | #Insertions | Start - End | Category |
|---|---|---|---|
| DTB Daytona Beach News-Journal | 1 | 08/25/2024 - 08/25/2024 | Public Notices |
| DTB news-journalonline.com | 1 | 08/25/2024 - 08/25/2024 | Public Notices |

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

| | |
|---|---|
| Total Cash Order Confirmation Amount Due | $42.68 |
| Tax Amount | $0.00 |
| Service Fee 3.99% | $1.70 |
| Cash/Check/ACH Discount | -$1.70 |
| Payment Amount by Cash/Check/ACH | $42.68 |
| Payment Amount by Credit Card | $44.38 |

| | |
|---|---|
| **Order Confirmation Amount** | **$42.68** |

Attachment: Gannet Public Notice (2024-R-62 : Resolution to Adopt Utility Rate Increases for Five Years

The City of Holly Hill will hold a public meeting to adopt utility rates on September 9th, 2024 during the regular City Commission meeting starting at 6PM in the Commission Chambers located at 1065 Ridge-wood Avenue, Holly Hill, Florida 32117.

10429244 8/25/2024 1x

Attachment: Gannet Public Notice (2024-R-62 : Resolution to Adopt Utility Rate Increases for Five Years

HOLLY HILL
FLORIDA

**STAFF REPORT**
**CITY OF HOLLY HILL, FLORIDA**

**City Commission**
**Resolution**

**MEETING DATE:** **September 9, 2024**
**FROM:** **Michele Moore**
**SUBJECT:** **A Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Amending the Fee Schedule for the Fiscal Year 2024-2025; Providing for Severability; and Providing for an Effective Date.**
**NUMBER:** **2024-R-63**
**APPLICANT:**
**PLANNER:**

## DISCUSSION:

During the past year and a half a lot of vacant lots that were not connected to the city water and sewer services, were on well water or septic tank services. Providing these services was challenging since the water and sewer mains most of the time were on the other side of the street and would require a lot more staff man hours to complete or required the use of contractors depending on the depth of the sewer line. The builder of these new residences has all the necessary equipment and capabilities to complete these connections. The city connections fees for these connections were not sufficient to mobilize city staff or city contractors to complete. Based on these findings city staff is recommending the elimination of connection fees and require the developer/builder to complete the task and city staff will be on site to make sure that the connections are completed according to city requirement.

During FY2024 the City contracted with Raftelis to perform a utility revenue sufficiency study to project revenues and revenue requirements, evaluate cash reserve targets, develop a financial forecast for water and sewer operations, and determine the adequacy of revenues at existing rates. The recommendations made by Raftelis, based on the study, are to increase water and sewer utility rates. These increases are included in the proposed fee schedule.

Annually, the solid waste contractor, per contract, increases rates by CPI and a fuel adjustment. In FY23 the city increased the residential toter rate from $23.01 to $25.01, this rate had not previously been increased since prior to FY18. During the period of 2018 to 2024 contractor rates for commercial client services have increased between 19%-28% while no increases to commercial customer rates occurred. This trend of increases to vendor costs and static customer rates has dwindled solid waste fund reserves. These reserves are necessary to meet requirements established by the City of Holly Hill's Fund Balance Policy and provide opportunity for needed capital projects. In order to provide operating revenue, maintain reserve balances, and meet capital project needs it is recommended to maintain a customer fee based on contractor rates plus 33% adjusted annually and effective the first of October each fiscal year on an ongoing basis.

The scope of services provided by Animal Control has changed. Licensing is now performed through Volusia County animal services. Dead animal removal is performed by Waste Pro and

euthanasia is contracted through Halifax Humane Society. Accordingly, these fees are removed from the fee schedule.

## FISCAL ANALYSIS:

The proposed changes to the fee schedule is as follows:

| | |
|---|---|
| Water usage rate increase | 2% |
| Sewer usage rate increase | 4% |
| Solid Waste pick up contractor cost plus | 33% |
| Wastewater Tap Inspection and Observation Only | $100 |

Removal of the following fees:

| | |
|---|---|
| Water Meter Set fees 2” or greater, Inside City | |
| Water Meter Set fees 2” or greater, Outside City | |
| Water Tap Fees | |
| Wastewater Tap Fees | |
| Animal Control | |

## STAFF RECOMMENDATION:

Recommend approval of the Resolution as submitted by staff.

## 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 THE RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE COMPREHENSIVE CITY-WIDE ADOPTED FEE SCHEDULE FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2024-2025.**

## ATTACHMENTS:

- Attachment A COHH FY25 City Wide Fee Schedule (PDF)
- City of Holly Hill Fee Schedule FY25 Updates noted in red (PDF)

# Resolution No. 2024-63

## A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, AMENDING THE FEE SCHEDULE FOR THE FISCAL YEAR 2024-2025; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

**A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, ESTABLISHING CERTAIN FEES AND INCREASING CERTAIN EXISTING FEES FOR VARIOUS SERVICES, AND PERMITS PROVIDED BY THE CITY, AND ADOPTING A COMPREHENSIVE CITYWIDE FEE SCHEDULE FOR THE FISCAL YEAR 2024-2025.**

**WHEREAS**, the City Commission of the City of Holly Hill, Florida, has made the following determinations; and

**WHEREAS**, On August 23, 2022 a Citywide Fee Schedule was adopted; and

**WHEREAS**, Effective April 23, 2024 the amended City Wide Fee Schedule was adopted; and

**WHEREAS**, the Commission of the City of Holly Hill has determined that in order to continue providing effective services for the public welfare, the City must establish and increase fees for certain municipal services in order to accurately reflect the City's true cost in providing such services; and

**WHEREAS**, the Commission desires to enact some new fees and increase, decrease, remove, or leave unchanged existing fees for certain services and programs provided by the City and to include the new, increased, decreased, or unchanged fees, in the proposed Citywide Fee Schedule (Attachment A), which is attached to this Resolution.

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

**SECTION 1**. Notice of the public meeting and public hearing at which this Resolution was considered was properly given, and all oral and written presentations made to and heard by the City Commission were properly considered.

**SECTION 2**. There is a reasonable relationship between the fees to be collected for the provision of various City services and the City's costs in providing those services.

**SECTION 3**. The fees which are increased, as set forth in the FY 2024-2025 Proposed City Wide Fee Schedule (Attachment “A” as amended):

1. Do not exceed the actual or estimated reasonable costs to the City of providing the services to which the fees relate;

2. Are reasonable and necessary to enable the City to provide the benefit or privilege, service or product, license or permit, use or rental, fine or penalty, or property development to which they relate;

3. Have been allocated in a manner such that the costs to a payor bear a fair and reasonable relationship to the payor's burden on, or benefits received, from the City; and

**SECTION 4**. The City Commission hereby approves and adopts:

1. The FY 2024-2025 Proposed City Wide Fee Schedule (Attachment "A" as amended).

**SECTION 5**. Any fee, rate, charge, penalty, fine, table, or schedule contained in the FY 2024-2025 Proposed City-wide Fee Schedule (Attachment "A" as amended), as adopted in this Resolution, will prevail and apply in the event of a conflict with any other fee, rate, charge, penalty, fine, table, or schedule.

**SECTION 6.** The newly created fees, unchanged fees, decreased fees and increased fees listed in this Resolution and set forth in the FY 2024-2025 Proposed City Wide Fee Schedule (Attachment "A") become effective on October 1, 2024.

**APPROVED AND AUTHENTICATED on this 9th day of SEPTEMBER, 2024.**




Attachment: Attachment A COHH FY25 City Wide Fee Schedule (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

# Fee Schedule

# Rate and Fee Information

Effective Date October 1, 2024

## FEE BY TYPE

# BUILDING AND ZONING FEES

| APPLICATION FEES | |
|---|---|
| APPLIC FEE-TEMP SIGNAGE | $25.00 |
| APPLIC FEE-SIGN PERMIT | $25.00 |
| APPLIC FEE-BD OF PLAN/APL | $50.00 |
| APPLIC FEE-COMM BLDG PRMT | $60.00 |
| APPLIC FEE-RES ACCES.STRC | $30.00 |
| APPLIC FEE-RES BLDG PRMIT | $30.00 |
| APPLIC FEE-ROW NO ROAD CUT (ROW CONSTRUCTION) | $200.00 |
| APPLIC FEE-ROW ROAD CUT (ROW CONSTRUCTION) | $500.00 |

| BUILDING PERMIT FEES | |
|---|---|
| BUILDING VALUE 0-2,000 , BASE FEE | $20.00 |
| BUILDING VALUE 2,001-4,000, INITIAL FEE | $30.00 |
| BUILDING VALUE 4,001-100,000, BASE FEE | $75.00 |
| BUILDING VALUE 4,001-100,000, PER EACH THOUSAND | $4.00 |
| BUILDING VALUE 100,001-500,000, BASE FEE | $450.00 |
| BUILDING VALUE 100,001-500,000, PER EACH THOUSAND | $3.00 |
| BUILDING VALUE 500,001-1,000,000, BASE FEE | $1,650.00 |
| BUILDING VALUE 500,001-1,000,000, PER EACH THOUSAND | $1.50 |
| BUILDING VALUE > 1,000,000 BASE FEE | $2,150.00 |
| BUILDING VALUE > 1,000,000 PER EACH THOUSAND | $1.00 |

| PLAN REVIEW FEES | |
|---|---|
| REVISION TO APPROVED PLANS - PRIOR TO ISSUANCE OF PERMIT | $30.00 |
| REVISION TO APPROVED PLANS - AFTER ISSUANCE OF PERMIT | $40.00 |
| ZONING REVIEW - ANY VALUE | $20.00 |
| $0.00 to $5,000.00 | $25.00 |
| $5,001.00 to $10,000.00 | $30.00 |
| $10,001.00 to $50,000.00 | $60.00 |
| $50,001.00 to $100,000.00 | $80.00 |
| $100,001.00 to $200,000.00 | $100.00 |
| $200,001.00 to $500,000.00 | $340.00 |
| $500,001.00 AND OVER | $340.00 |
| EACH $50,000.00 OF VALUATION | $20.00 |

Attachment: Attachment A COHH FY25 City Wide Fee Schedule (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

| PROCESSING FEES | |
|---|---|
| AFTER HOURS/SPECIAL INSPECTION FEE - Conducted outside normal working hours, to be pre-approved by Chief Building Official, and availability | $200.00 |
| CERTIFICATE OF COMPLETION | $20.00 |
| CERTIFICATE OF OCCUPANCY | $20.00 |
| CHANGE CONTRACTOR FEE | $25.00 |
| CHANGE SUB-CONTRACTOR FEE | $10.00 |
| CLOSEOUT FEES-RE:NEW/ADDN | $250.00 |
| CLOSEOUT FEES-REACTV.MISC | $40.00 |
| CLOSEOUT FEES-REACTV.POOL | $120.00 |
| EXPIRED PERMIT RENEWAL | Cost of original permit excluding impact fees already paid |
| FINES - WORK WITHOUT A PERMIT | $200 or 2X Permit Fee - whichever is greater |
| FLOOD DETERMINATION LETTER | $50.00 |
| GENERAL INSPECTION FEE | $40.00 |
| LETTER OF AUTHORIZATION (Allows for usage of building in limited circumstances when life-safety, health and structural requirements have been met. Not operating for public. Only valid for 90 day maximum) | $500.00 |
| PERMIT EXTENSION - ACTIVE PERMITS (FEE PER 90 DAYS) | $50.00 |
| PLACARD FEE | $3.00 |
| PLACARD REPLACEMENT PACKAGE FEE | $20.00 |
| ROW-RESIDENTIAL DRIVEWAY APRON FEE | $125.00 |
| TECHNOLOGY FEE | The greater of $10.00 or 10% of permits and business tax receipt fees |

| LAND DEVELOPMENT FEES | |
|---|---|
| (PASS THROUGH ADVERTISING COSTS AND OUTSIDE REVIEW, AS APPLICABLE, ARE NOT INCLUDED IN THE BELOW COSTS) | |
| ADDRESSING - ADDRESSING CHANGES NOT PART OF A DEVELOPMENT PLAN | $50.00 |
| COMP PLAN AMEND-LG SCALE | $3,000.00 |
| COMP PLAN AMEND-SM SCALE | $2,000.00 |
| CONCURRENCY REVIEW - NON-BINDING LETTER | $110.00 |
| LOT SPLIT - ONE LOT INTO TWO / LOT LINE RECONFIGURATION | $250.00 |
| PLAT - FINAL (BASE FEE) | $750.00 |
| PLAT - FINAL PER LOT CHARGE (IN ADDITION TO BASE FEE) | $25.00 |
| PLAT - MINOR UNDER 4 RESIDENTIAL LOTS OR UNDER ~~2~~ 3 COMMERCIAL LOTS | $500.00 |
| REZONING - NON-PUD/CODE AMENDMENT | $1,400.00 |

Attachment: Attachment A COHH FY25 City Wide Fee Schedule (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

| LAND DEVELOPMENT FEES CONTINUED | |
|---|---|
| REZONING - PUD | $2,000.00 |
| REZONING - PUD AMENDMENT MAJOR | $1,250.00 |
| PLANNED DEVELOPMENT MINOR AMENDMENT | $400.00 |
| SITE PLAN CONCEPTUAL REVIEW (ONE TIME) | $100.00 |
| SITE PLAN REVIEW-LAND DEV | $1,400.00 |
| SITE PLAN RESUBMITTALS - STARTING WITH 3RD RESUBMITTAL | 25% OF APPLICATION COST |
| SMALL SITE PLAN (UNDER 1000 SQUARE FEET OF IMPERVIOUS) | $500.00 |
| SPECIAL EXCEPTION-LAND DEV | $500.00 |
| STREET AND/OR EASEMENT VACATIONS-PER STREET OR EASEMENT | $325.00 |
| STREET NAME CHANGE | $350.00 |
| SUBDIVISION FINAL ENGINEERING (BASE FEE) | $1,200.00 |
| SUBDIVISION FINAL ENGINEERING PER LOT CHARGE (IN ADDITION TO BASE FEE) | $25.00 |
| TRAFFIC IMPACT ANALYSIS REVIEW | Actual Cost |
| VARIANCE NON-RESIDENTIAL | $500.00 |
| VARIANCE RESIDENTIAL | $350.00 |
| WAVIERS AND APPEALS TO BOPA | $300.00 |
| ALL OTHER | $300.00 |
| **ZONING VERIF FOR ALCOHOL / TOBACCO** | $50.00 |
| ZONING VERIF LETTER (NON PUD) | $75.00 |
| ZONING VERIF LETTER/PLANNED UNIT DEVELOPMENT/DUE DILIGENCE/RESEARCH/ SPECIFIC QUESTION | $125.00 |

| SITE PERMIT FEE | |
|---|---|
| SITE PERMIT - COVERS ALL INSPECTIONS FOR WATER, SEWER, ROW IMPROVEMENTS, EROSION CONTROL, RECLAIM AND SOLID WASTE | The greater of 2% of the cost of site improvements only or $250.00 |

| ELECTRICAL PERMITS | |
|---|---|
| ELECTRICAL - COMMERCIAL | $60.00 |
| ELECTRICAL - RESIDENTIAL | $30.00 |
| ELEC - CIRCUIT UP TO 10 | $6.00 |
| ELEC - POOL/SINGLE FAMILY RESIDENTIAL | $75.00 |
| ELEC - PRE POWER COMMERCIAL | $100.00 |
| ELEC - POOL COMMERCIAL | $200.00 |
| ELEC - PRE POWER - RESIDENTIAL | $50.00 |
| ELEC - TEMP POWER POLE | $50.00 |
| ELEC - PER AMP SINGLE PHASE | $0.60 |
| ELEC - 3PH 241+ VOLT/PER AMP | $1.50 |
| ELEC - 3PH TO 240 VOLT PER AMP | $1.00 |
| ELEC - EACH ADDITIONAL CIRCUIT | $3.00 |
| LOW VOLTAGE ALARM SYSTEMS UP TO 5,000 | $30.00 |
| LOW VOLTAGE ALARM SYS > 5,000 (PER 1,000) | $5.00 |

Attachment: Attachment A COHH FY25 City Wide Fee Schedule (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

| FIRE PLAN REVIEWS | |
|---|---|
| FIRE PLAN REV/<20K SQ FT | $60.00 |
| FIRE REVIEW/20,001-30K SQ' | $90.00 |
| FIRE REVW/30,001-40K SQ' | $120.00 |
| FIRE REVW/40,001-50K SQ' | $150.00 |
| FIRE REVW/50,001-60K SQ' | $180.00 |
| FIRE REVW/60,001-70K SQ' | $210.00 |
| FIRE REVW/70,001-80K SQ' | $240.00 |
| FIRE REVW/80,001-90K SQ' | $270.00 |
| FIRE PLAN REV/>90,001 SQ' | $300.00 |
| FIRE-HOOD SYS/SPR BTH-SUP | $100.00 |
| FIRE-SITE PLANS (EACH RE-SUBMITTAL) | $25.00 |
| CONSTRUCTION, RENOVATIONS, ADDITIONS (PER SQ FOOT) | $0.50 |
| FIRE SPRINKLER UP TO 10,000 SQ FEET | $100.00 |
| FIRE SPRINKLER OVER 10,000 SQ FEET | $100.00 |
| FIRE SPRINKLER OVER 10,000 SQ FEET | $10.00 per each additional 1000 sq. ft. over 10,000 |
| STANDPIPE SYSTEMS / EACH SYSTEM | $50.00 |
| PRIVATE FIRE SERVICE MAIN (BELOW GROUND) | $50.00 |
| COMMERCIAL COOKING - EACH HOOD | $75.00 |
| FLAMMABLE SPRAY BOOTH (INCLUDES SUPPRESSION SYS) | $75.00 |
| VENTILIATION SYSTEM (COMMERCIAL/BOTH) | $50.00 |
| EMERGENCY GENERATOR | $75.00 |
| FUEL TANK INSTALLATION (BELOW GROUND) | $50.00 |
| FUEL TANK INSTALLATION (ABOVE GROUND) | $35.00 |
| FIRE ALARM SYSTEMS UP TO 10,000 SQ FEET | $75.00 |
| FIRE ALARM SYSTEMS OVER 10,000 SQ FEET PER THOUSAND | $10.00 |

| SYSTEM TEST FEES | |
|---|---|
| ALARM SYSTEMS UP TO 10,000 SQ FEET | $25.00 |
| ALARM SYSTEMS OVER 10,000 SQ FEET | $50.00 |
| COMMERCIAL COOKING (EACH SYSTEM) | $60.00 |
| FIRE HYDRANT FLOW TEST | $25.00 |
| FIRE PUMP TEST | $25.00 |
| HYDROSTATIC TEST UP TO 10,000 SQ. FT. | $75.00 |
| HYDROSTATIC TEST OVER 10,000 SQ. FT. | $125.00 |
| HYDROSTATIC TEST (UNDERGROUND) | $75.00 |

| ANNUAL FIRE SAFETY INSPECTION FEES | |
|---|---|
| 0 -3,000 SQ. FT. (INITIAL) | $40.00 |
| 3,001 - 5,000 SQ. FT. (INITIAL) | $50.00 |
| 5,001 - 10,000 SQ. FT. (INITIAL) | $60.00 |
| 10,001 - 15,000 SQ. FT. (INITIAL) | $100.00 |
| 15,001 - 20,000 SQ. FT. (INITIAL) | $120.00 |
| 20,001 - 30,000 SQ. FT. (INITIAL) | $150.00 |
| EACH ADDITIONAL 10,000 SQ. FT. | $8.00 |

Attachment: Attachment A COHH FY25 City Wide Fee Schedule (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

| ANNUAL FIRE SAFETY INSPECTION FEES CONTINUED | |
|---|---|
| 1ST REINSPECTION | $40.00 |
| 2ND REINSPECTION | $50.00 |
| 3RD AND SUBSEQUENT REINSPECTIONS | $160.00 |
| (NOTE: 3RD AND SUBSEQUEST INSPECTION FEES PER FLORIDA STATE STATUTE 553.80(2)(c) | |

| FIRE INSPECTION FEES FOR BLDG PERMITS | |
|---|---|
| INITIAL INSPECTION FEE | $40.00 |
| RE-INSPECTION FEE-SECOND | $50.00 |
| RE-INSPECTION FEE-THIRD AND SUBSEQUENT | $160.00 |
| (NOTE: 3RD AND SUBSEQUEST INSPECTION FEES PER FLORIDA STATE STATUTE 553.80(2)(c) | |

| PLUMBING PERMIT FEES | |
|---|---|
| PLUMB-MIN FEE-RESIDENTIAL | $30.00 |
| PLUMB-MIN FEE-ALL OTHER | $60.00 |
| PLUMB - BACKFLOW DEVICE | $5.00 |
| PLUMB - SEPTIC/DF UP TO 1000 G | $6.00 |
| PLUMB - WATER SERVICE PIPING | $10.00 |
| PLUMB - STORMWATER | $250.00 |
| PLUMB - SOLAR WATER HEAT SYS | $10.00 |
| PLUMB - POOL DRAIN & PIPE RESD | $30.00 |
| PLUMB - POOL DRAIN & PIPE COMM | $60.00 |
| PLUMB - FIRE SPRINKLER TO CITY WATER | $30.00 |
| PLUMB - FIRE SPRINKLER HEAD (EACH) | $0.50 |
| PLUMB - SEWER PER HOUSE | $10.00 |
| PLUMB - EACH FIXTURE | $5.00 |
| OTHER SPECIAL FEATURES (ICE MACHINES, COFFEE URNS, ETC.) | $5.00 |
| PLUMB - METER RESET | $10.00 |
| PLUMB-REPAIR OR ALTERATION OF DRAINAGE OR VENT PIPE | $10.00 |
| REPAIR OF DRAINAGE OR VENT PIPE, 1-5 EA. | $5.00 |
| REPAIR OF DRAINAGE OR VENT PIPE, Over 5 EA. | $2.00 |

| BUILDING PERMIT RE-INSPECTION FEES | |
|---|---|
| RE-INSPECTION FEE-FIRST | $40.00 |
| RE-INSPECTION FEE-SECOND | $50.00 |
| RE-INSPECTION FEE-THIRD AND SUBSEQUENT | $160.00 |
| (NOTE: 3RD AND SUBSEQUEST INSPECTION FEES PER FLORIDA STATE STATUTE 553.80(2)(c) | |

Attachment: Attachment A COHH FY25 City Wide Fee Schedule (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

| PUBLIC WORKS RE-INSPECTION FEES | |
|---|---|
| RE-INSPECTION FEE-FIRST | $40.00 |
| RE-INSPECTION FEE-SECOND | $50.00 |
| RE-INSPECTION FEE-THIRD AND SUBSEQUENT | $160.00 |
| (NOTE: 3RD AND SUBSEQUEST INSPECTION FEES PER FLORIDA STATE STATUTE 553.80(2)(c) | |

| WASTEWATER TAP FEES | |
|---|---|
| INSPECTION & OBSERVANCE ONLY | $100.00 |

| WATER TAP FEES | |
|---|---|
| INSPECTION & OBSERVANCE ONLY | $100.00 |

| WATER METER SET FEES | |
|---|---|
| **INSIDE CITY:** | |
| WATER METER SET - 3/4" | $500.00 |
| WATER METER SET - 1" | $625.00 |
| WATER METER SET - 1 1/2" | $1,050.00 |
| **OUTSIDE CITY:** | |
| WATER METER SET - 3/4" | $625.00 |
| WATER METER SET - 1" | $781.25 |
| WATER METER SET - 1 1/2" | $1,312.50 |

| GAS PERMIT FEES | |
|---|---|
| GAS - PER OUTLET (1-4) | $2.00 |
| GAS - PERMIT RESIDENTIAL | $30.00 |
| GAS - PERMIT COMMERCIAL | $60.00 |
| GAS - EA ADDTNL OUTLET, OVER 4 | $3.50 |

| MECHANICAL PERMIT FEES | |
|---|---|
| MECHANICAL-SINGLE FAMILY-RESIDENTIAL | $30.00 |
| MECHANICAL-ALL OTHER | $60.00 |
| PLUS EQUIP. CHANGE-OUT (NO DUCTWORK) | $5.00 |
| DUCTWORK ONLY | Valuation |
| MECH - 0 - 3 TONS | $65.00 |
| MECH - 3+ - 10 TONS, INITIAL FEE | $65.00 |
| MECH - 3+ - 10 TONS PER TON | $11.00 |
| MECH - 10+ - 25 TONS, INITIAL FEE | $142.00 |
| MECH - 10+ - 25 TONS PER TON | $9.00 |
| MECH - 25+ - 50 TONS, INITIAL FEE | $277.00 |
| MECH - 25+ - 50 TONS, PER TON | $ 5.50 |
| MECH - 50+ TONS, INITIAL FEE | $414.00 |
| MECH - 50+ TONS PER TON | $4.50 |

Attachment: Attachment A COHH FY25 City Wide Fee Schedule (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

| SIGN PERMIT FEES | |
|---|---|
| ANNUAL SIGN RENEWAL FEE | $32.00 PER SIGN |
| SIGN - NON-ILLUMINATED-1ST 5 SQ. FT. | $10.00 |
| SIGN - NON-ILLUMINATED-EACH SQ. FT. | $0.25 |
| SIGN - ILLUMINATED-1ST 5 SQ. FT. | $25.00 |
| SIGN - ILLUMINATED-EACH SQ. FT. | $0.25 |
| TEMPORARY SIGN-PER DAY | $1.00 |

| MISC. BUILDING & ZONING FEES | |
|---|---|
| ALCOHOL LICENSE (PER DAY, PER EVENT) | $25.00 |
| BUILDING PERMIT - RESIDENTIAL FENCE | $50.00 |
| BUILDING PERMIT - RESIDENTIAL WATER HEATER | $50.00 |
| BUSINESS USE OF FOOD TRUCK | $125.00/Year |
| COMMERCIAL STOCKING PERMIT | $100.00 |
| DEMOLITION - COMM OR RESIDENTIAL (PER STRUCTURE) | $50.00 |
| FUEL STRG TANK/PUMP PERMIT (PER PUMP) | $50.00 |
| GARAGE SALE PERMIT | $5.00 |
| LETTER OF AUTHORIZATION (Allows for usage of building in limited circumstances when life-safety, health and structural requirements have been met. Not operating for public. Only valid for 90 day maximum) | $500.00 |
| LOW VOLTAGE SYSTEM LABEL | $55.00 |
| METER RESET FEE | $10.00 |
| MOBILE HOME PERMIT (Set-up) | $250.00 |
| MOVING PERMIT (HOUSE MOVING) | $200.00 |
| ROOF - NEW OR REPLACEMENT | $50.00 |
| OR ROOF - NEW OR REPL (GREATER OF) PER SQUARE FOOT | $2.00 |
| SIDEWALK PER LINEAR FT | $13.00 |
| SPECIAL EVENT PERMIT - CITY RECOGNIZED | N/A |
| BASE FEE (PER EVENT) | $200.00 |
| OTHER CITY CHARGES (SEE GENERAL GOV'T CHARGES) | Based on Event |
| SPECIAL EVENT PERMIT - INDEPENDENT | N/A |
| SMALL EVENT - **50 PEOPLE OR LESS** | $50.00 |
| LARGE EVENT - **51 PEOPLE OR MORE** | $150.00 |
| OTHER CITY CHARGES (SEE GENRAL GOV'T CHARGES) | Based on Event |
| TENT PERMIT | $50.00 |
| TREE REMOVAL PERMIT, FIRST TREE | $60.00 |
| TREE REMOVAL PERMIT, EACH ADDITIONAL TREE | $10.00 |

| PASS-THROUGH FEES | |
|---|---|
| **(ACTUAL CONSULTANT COSTS AS APPLICABLE)** | |
| LEGAL NOTICES | Actual Cost |
| ADVERTISING | Actual Cost |
| LEGAL REVIEW AND OPINION | Actual Cost |
| PLAN REVIEW-BUILDING, ELECTRICAL, GAS, MECHANICAL, | |
| PLUMBING OR ENGINEERING (INCLUDING STORMWATER) | Actual Cost |
| INSPECTIONS-BUILDING, ELECTRICAL, GAS, MECHANICAL, | |
| PLUMBING OR ENGINEERING (INCLUDING STORMWATER) | Actual Cost |

Attachment: Attachment A COHH FY25 City Wide Fee Schedule (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

| PASS-THROUGH FEES CONTINUED | |
|---|---|
| RE-INSPECTIONS-BUILDING, ELECTRICAL, GAS, MECHANICAL, | |
| PLUMBING OR ENGINEERING (INCLUDING STORMWATER) | Actual Cost |

## CODE ENFORCEMENT

| MISC. | |
|---|---|
| SPECIAL MASTER | $250.00 |
| SPECIAL MASTER (PER DAY) | $500.00 |
| SPECIAL MASTER (ONE TIME FINE) | $5,000.00 |
| CODE FINE (CLASS I) | $50.00 |
| CODE FINE (CLASS I)-REPEAT OFFENSE | $100.00 |
| CODE FINE (CLASS II) | $100.00 |
| CODE FINE (CLASS II)-REPEAT OFFENSE | $200.00 |
| CODE FINE (CLASS III) | $250.00 |
| CODE FINE (CLASS III)-REPEAT OFFENSE | $500.00 |
| LICENSES OR REGULATED TRADEWORK BY A CONTRACTOR, PERFORMED WITHOUT A PERMIT(FIRST OFFENSE) | $250.00 |
| LICENSES OR REGULATED TRADEWORK BY A CONTRACTOR, PERFORMED WITHOUT A PERMIT(EACH SUBSEQUENT OFFENSE) | $500.00 |

## CITY CLERK

| COPIES | |
|---|---|
| MISCELLANEOUS CHARGES FOR COPIES | |
| SINGLE-SIDED COPIES, UP TO 8 ½" X 14" | $0.15 |
| DOUBLE-SIDED COPIES, UP TO 8 ½" x 14" | $0.20 |
| SINGLE-SIDED COPIES, UP TO 11" x 17" | $0.50 |
| DOUBLE-SIDED COPIES, UP TO 11" X 17" | $0.75 |
| LARGER SIZE COPIES | Actual Cost |
| DUPLICATION | |
| CERTIFIED COPY OF A PUBLIC RECORD - IN ADDITION TO COPY COST | $1.00 Per Page |
| DUPLICATE DVD | $2.00 |
| FACSIMILE TRANSMISSION - PER FAXED PAGE | $1.00 |

NOTE: ADDITIONAL CHARGES WILL BE ADDED TO COVER THE COST OF POSTAGE AND PACKING IF NECESSARY

§119.07(1)(b), Florida Statutes, provides: "If the nature or volume of public records requested to be inspected, examined, or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both."



Attachment: Attachment A COHH FY25 City Wide Fee Schedule (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

# UTILITIES

## UTILITY DEPOSIT RATES

**RESIDENTIAL UTILITY DEPOSITS ARE BASED ON CREDIT SCORE AS VERIFIED BY APPROVED PROVIDER:**

| | |
|---|---|
| **GREEN** | |
| WATER | $50.00 |
| SEWER | $50.00 |
| SOLID WASTE | $50.00 |
| | |
| **YELLOW** | |
| WATER | $75.00 |
| SEWER | $75.00 |
| SOLID WASTE | $75.00 |
| | |
| **RED** | |
| WATER | $100.00 |
| SEWER | $100.00 |
| SOLID WASTE | $100.00 |

DEFINITIONS OF GREEN, YELLOW, AND RED ARE LISTED BELOW:

**GREEN LIGHT** - MINIMAL DEPOSIT REQUIRED. BASED ON THE INFORMATION PROVIDED, THE APPLICANT HAS A GOOD CREDIT SCORE AND POSES A LOW CREDIT RISK.

**YELLOW LIGHT** - DEPOSIT REQUIRED. BASED ON THE INFORMATION PROVIDED, THE APPLICANT HAS AN AVERAGE CREDIT SCORE AND POSES A MODERATE CREDIT RISK.

**RED LIGHT** - MAXIMUM DEPOSIT REQUIRED. BASED ON THE INFORMATION PROVIDED, THE APPLICANT HAS A POOR CREDIT SCORE OR EXCHANGE HITS AND POSES A HIGH CREDIT RISK, **OR IF THEY REFUSE CREDIT CHECK.**

**DEPOSIT OF $150 REQUIRED FOR PROPERTY MANAGEMENT COMPANIES OR LANDLORDS IN LIEU OF FULL DEPOSIT TO RECEIVE SERVICES WHILE PREPARING PROPERTY FOR NEW TENANTS.**

**NON-RESIDENTIAL UTILITY DEPOSITS ARE BASED ON AN AMOUNT EQUAL TO TWICE THE ESTIMATED AVERAGE MONTHLY BILL**

## ADDITIONAL DEPOSITS

IN THE EVENT THE UTILITY SERVICE IS DISCONNECTED 2 OR MORE TIMES FOR NON-PAYMENT OR HAS RECEIVED 2 OR MORE RETURNED CHECKS WITHIN A 12 MONTH PERIOD, OR INSUFFICIENT UTILITY CREDIT SCORE, THE CITY WILL REQUIRE A DEPOSIT(S) AS OUTLINED ABOVE.

Attachment: Attachment A COHH FY25 City Wide Fee Schedule (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

## WATER/SEWER UTILITY RATES

## WATER

## WATER FIXED MONTHLY CHARGES

| INSIDE CITY: | |
|---|---|
| WATER RESIDENTAL 3/4" METER-MONTHLY | $10.58 |
| WATER RESIDENTAL 1" METER-MONTHLY | $10.58 |
| WATER RESIDENTAL 1 1/2" METER-MONTHLY | $35.25 |
| WATER RESIDENTAL 2" METER-MONTHLY | $56.41 |
| WATER RESIDENTAL 3" METER-MONTHLY | $153.38 |
| WATER RESIDENTAL 4" METER-MONTHLY | $264.43 |
| WATER RESIDENTAL 6" METER-MONTHLY | $564.12 |
| WATER RESIDENTAL 8" METER-MONTHLY | $987.21 |
| WATER RESIDENTAL 10" METER-MONTHLY | $1,480.83 |
| WATER RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY) | $10.00 |
| | |
| WATER NON-RESIDENTAL 3/4" METER-MONTHLY | $10.58 |
| WATER NON-RESIDENTAL 1" METER-MONTHLY | $17.63 |
| WATER NON-RESIDENTAL 1 1/2" METER-MONTHLY | $35.25 |
| WATER NON-RESIDENTAL 2" METER-MONTHLY | $56.41 |
| WATER NON-RESIDENTAL 3" METER-MONTHLY | $153.38 |
| WATER NON-RESIDENTAL 4" METER-MONTHLY | $264.43 |
| WATER NON-RESIDENTAL 6" METER-MONTHLY | $564.12 |
| WATER NON-RESIDENTAL 8" METER-MONTHLY | $987.21 |
| WATER NON-RESIDENTAL 10" METER-MONTHLY | $1,480.83 |
| WATER NON-RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY) | $10.00 |

| OUTSIDE CITY: | |
|---|---|
| WATER RESIDENTAL 3/4" METER-MONTHLY | $13.22 |
| WATER RESIDENTAL 1" METER-MONTHLY | $13.22 |
| WATER RESIDENTAL 1 1/2" METER-MONTHLY | $44.07 |
| WATER RESIDENTAL 2" METER-MONTHLY | $70.51 |
| WATER RESIDENTAL 3" METER-MONTHLY | $191.72 |
| WATER RESIDENTAL 4" METER-MONTHLY | $330.54 |
| WATER RESIDENTAL 6" METER-MONTHLY | $705.15 |
| WATER RESIDENTAL 8" METER-MONTHLY | $1,234.02 |
| WATER RESIDENTAL 10" METER-MONTHLY | $1,851.03 |
| WATER RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY) | $12.50 |
| | |
| WATER NON-RESIDENTAL 3/4" METER-MONTHLY | $13.22 |
| WATER NON-RESIDENTAL 1" METER-MONTHLY | $22.03 |
| WATER NON-RESIDENTAL 1 1/2" METER-MONTHLY | $44.07 |
| WATER NON-RESIDENTAL 2" METER-MONTHLY | $70.51 |
| WATER NON-RESIDENTAL 3" METER-MONTHLY | $191.72 |

Attachment: Attachment A COHH FY25 City Wide Fee Schedule (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

| OUTSIDE CITY CONTINUED: | |
|---|---|
| WATER NON-RESIDENTAL 4" METER-MONTHLY | $330.54 |
| WATER NON-RESIDENTAL 6" METER-MONTHLY | $705.15 |
| WATER NON-RESIDENTAL 8" METER-MONTHLY | $1,234.02 |
| WATER NON-RESIDENTAL 10" METER-MONTHLY | $1,851.03 |
| WATER NON-RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY) | $12.50 |

| WATER VOLUMETRIC RATES (ALL RATES SHOWN ARE FEE PER 1,000 GALLONS) | |
|---|---|
| **WATER INSIDE CITY:** | |
| WATER RESIDENTAL 0 TO 2,000 GALLONS | $5.03 |
| WATER RESIDENTAL 2,001 TO 5,000 GALLONS | $10.05 |
| WATER RESIDENTAL 5,001 TO 10,000 GALLONS | $11.56 |
| WATER RESIDENTAL 10,001 TO 15,000 GALLONS | $12.56 |
| WATER RESIDENTAL OVER 15,000 GALLONS | $13.57 |
| | |
| WATER MULTI UNIT RESIDENTAL 0 TO 2,000 GALLONS | $5.03 |
| WATER MULTI UNIT RESIDENTAL 2,001 TO 5,000 GALLONS | $10.05 |
| WATER MULTI UNIT RESIDENTAL 5,001 TO 10,000 GALLONS | $11.56 |
| WATER MULTI UNIT RESIDENTAL 10,001 TO 15,000 GALLONS | $12.56 |
| WATER MULTI UNIT RESIDENTAL OVER 15,000 GALLONS | $13.57 |
| | |
| WATER NON-RESIDENTAL 0 TO 2,000 GALLONS | $10.05 |
| WATER NON-RESIDENTAL 2,001 TO 5,000 GALLONS | $10.05 |
| WATER NON-RESIDENTAL 5,001 TO 10,000 GALLONS | $11.56 |
| WATER NON-RESIDENTAL 10,001 TO 15,000 GALLONS | $11.56 |
| WATER NON-RESIDENTAL OVER 15,000 GALLONS | $11.56 |
| | |
| WATER MULTI UNIT NON-RESIDENTAL 0 TO 2,000 GALLONS | $5.03 |
| WATER MULTI UNIT NON-RESIDENTAL 2,001 TO 5,000 GALLONS | $10.05 |
| WATER MULTI UNIT NON-RESIDENTAL 5,001 TO 10,000 GALLONS | $11.56 |
| WATER MULTI UNIT NON-RESIDENTAL 10,001 TO 15,000 GALLONS | $12.56 |
| WATER MULTI UNIT NON-RESIDENTAL OVER 15,000 GALLONS | $13.57 |

| WATER OUTSIDE CITY: | |
|---|---|
| WATER RESIDENTAL 0 TO 2,000 GALLONS | $6.29 |
| WATER RESIDENTAL 2,001 TO 5,000 GALLONS | $12.56 |
| WATER RESIDENTAL 5,001 TO 10,000 GALLONS | $14.45 |
| WATER RESIDENTAL 10,001 TO 15,000 GALLONS | $15.70 |
| WATER RESIDENTAL OVER 15,000 GALLONS | $16.96 |
| | |
| WATER MULTI UNIT RESIDENTAL 0 TO 2,000 GALLONS | $6.29 |
| WATER MULTI UNIT RESIDENTAL 2,001 TO 5,000 GALLONS | $12.56 |
| WATER MULTI UNIT RESIDENTAL 5,001 TO 10,000 GALLONS | $14.45 |
| WATER MULTI UNIT RESIDENTAL 10,001 TO 15,000 GALLONS | $15.70 |
| WATER MULTI UNIT RESIDENTAL OVER 15,000 GALLONS | $16.96 |

Attachment: Attachment A COHH FY25 City Wide Fee Schedule (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

| WATER OUTSIDE CITY CONTINUED: | |
|---|---|
| WATER NON-RESIDENTAL 0 TO 2,000 GALLONS | $12.56 |
| WATER NON-RESIDENTAL 2,001 TO 5,000 GALLONS | $12.56 |
| WATER NON-RESIDENTAL 5,001 TO 10,000 GALLONS | $14.45 |
| WATER NON-RESIDENTAL 10,001 TO 15,000 GALLONS | $14.45 |
| WATER NON-RESIDENTAL OVER 15,000 GALLONS | $14.45 |
| | |
| WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL 0 TO 2,000 GALLONS | $6.29 |
| WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL 2,001 TO 5,000 GALLONS | $12.56 |
| WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL 5,001 TO 10,000 GALLONS | $14.45 |
| WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL 10,001 TO 15,000 GALLONS | $15.70 |
| WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL OVER 15,000 GALLONS | $16.96 |

## SEWER

## SEWER FIXED MONTHLY CHARGES

| SEWER INSIDE CITY: | |
|---|---|
| SEWER RESIDENTAL 3/4" METER-MONTHLY | $15.47 |
| SEWER RESIDENTAL 1" METER-MONTHLY | $15.47 |
| SEWER RESIDENTAL 1 1/2" METER-MONTHLY | $51.57 |
| SEWER RESIDENTAL 2" METER-MONTHLY | $82.52 |
| SEWER RESIDENTAL 3" METER-MONTHLY | $224.35 |
| SEWER RESIDENTAL 4" METER-MONTHLY | $386.80 |
| SEWER RESIDENTAL 6" METER-MONTHLY | $825.18 |
| SEWER RESIDENTAL 8" METER-MONTHLY | $1,444.07 |
| SEWER RESIDENTAL 10" METER-MONTHLY | $2,166.10 |
| SEWER RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY) | $14.62 |
| | |
| SEWER NON-RESIDENTAL 3/4" METER-MONTHLY | $15.47 |
| SEWER NON-RESIDENTAL 1" METER-MONTHLY | $25.78 |
| SEWER NON-RESIDENTAL 1 1/2" METER-MONTHLY | $51.57 |
| SEWER NON-RESIDENTAL 2" METER-MONTHLY | $82.52 |
| SEWER NON-RESIDENTAL 3" METER-MONTHLY | $224.35 |
| SEWER NON-RESIDENTAL 4" METER-MONTHLY | $386.80 |
| SEWER NON-RESIDENTAL 6" METER-MONTHLY | $825.18 |
| SEWER NON-RESIDENTAL 8" METER-MONTHLY | $1,444.07 |
| SEWER NON-RESIDENTAL 10" METER-MONTHLY | $2,166.10 |
| SEWER NON-RESIDENTAL MULTI UNIT-MONTHLY (PER UNIT-MONTHLY) | $14.62 |

| SEWER OUTSIDE CITY: | |
|---|---|
| SEWER RESIDENTAL 3/4" METER-MONTHLY | $19.34 |
| SEWER RESIDENTAL 1" METER-MONTHLY | $19.34 |
| SEWER RESIDENTAL 1 1/2" METER-MONTHLY | $64.47 |
| SEWER RESIDENTAL 2" METER-MONTHLY | $103.15 |
| SEWER RESIDENTAL 3" METER-MONTHLY | $280.43 |

Attachment: Attachment A COHH FY25 City Wide Fee Schedule (2024-R-63 : Fiscal Year 2025 CIty Wide Fee Schedule)

| SEWER OUTSIDE CITY CONTINUED: | |
|---|---|
| SEWER RESIDENTAL 4" METER-MONTHLY | $483.50 |
| SEWER RESIDENTAL 6" METER-MONTHLY | $1,031.48 |
| SEWER RESIDENTAL 8" METER-MONTHLY | $1,805.08 |
| SEWER RESIDENTAL 10" METER-MONTHLY | $2,707.62 |
| SEWER RESIDENTAL MULTI UNIT-MONTHLY (PER UNIT MONTHLY) | $18.28 |
| | |
| SEWER NON-RESIDENTAL 3/4" METER-MONTHLY | $19.34 |
| SEWER NON-RESIDENTAL 1" METER-MONTHLY | $32.23 |
| SEWER NON-RESIDENTAL 1 1/2" METER-MONTHLY | $64.47 |
| SEWER NON-RESIDENTAL 2" METER-MONTHLY | $103.15 |
| SEWER NON-RESIDENTAL 3" METER-MONTHLY | $280.43 |
| SEWER NON-RESIDENTAL 4" METER-MONTHLY | $483.50 |
| SEWER NON-RESIDENTAL 6" METER-MONTHLY | $1,031.48 |
| SEWER NON-RESIDENTAL 8" METER-MONTHLY | $1,805.08 |
| SEWER NON-RESIDENTAL 10" METER-MONTHLY | $2,707.62 |
| SEWER NON-RESIDENTAL MULTI UNIT-MONTHLY (PER UNIT MONTHLY) | $18.28 |

**SEWER VOLUMETRIC RATES (ALL RATES SHOWN ARE FEE PER 1,000 GALLONS)**

| SEWER INSIDE CITY: | |
|---|---|
| SEWER RESIDENTAL 0 TO 2,000 GALLONS | $3.98 |
| SEWER RESIDENTAL OVER 2,000 | $12.05 |
| SEWER RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS | $3.98 |
| SEWER RESIDENTAL MULTI UNIT OVER 2,000 | $12.05 |
| | |
| SEWER NON-RESIDENTAL 0 TO 2,000 GALLONS | $12.05 |
| SEWER NON-RESIDENTAL OVER 2,000 | $12.05 |
| SEWER NON-RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS | $3.98 |
| SEWER NON-RESIDENTAL MULTI UNIT OVER 2,000 GALLONS | $12.05 |
| | |
| SEWER RESIDENTAL 0 TO 2,000 GALLONS | $4.98 |
| SEWER RESIDENTAL OVER 2,000 | $15.06 |
| SEWER RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS | $4.98 |
| SEWER RESIDENTAL MULTI UNIT OVER 2,000 | $15.06 |
| | |
| SEWER NON-RESIDENTAL 0 TO 2,000 GALLONS | $15.06 |
| SEWER NON-RESIDENTAL OVER 2,000 | $15.06 |
| SEWER NON-RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS | $4.98 |
| SEWER NON-RESIDENTAL MULTI UNIT OVER 2,000 GALLONS | $15.06 |
| | |
| SEWER OUTSIDE CITY NON-RESIDENTAL OVER 2,000 | $15.06 |
| SEWER OUTSIDE CITY NON-RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS | $4.98 |
| SEWER OUTSIDE CITY NON-RESIDENTAL MULTI UNIT OVER 2,000 GALLONS | $15.06 |

Attachment: Attachment A COHH FY25 City Wide Fee Schedule (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

| FIRE LINE SPRINKLERS | |
|---|---|
| 1" FIRE LINE SPRNKLER - INSIDE CITY | $2.57 |
| 2" FIRE LINE SPRNKLER - INSIDE CITY | $5.10 |
| 4" FIRE LINE SPRNKLER - INSIDE CITY | $10.19 |
| 6" FIRE LINE SPRNKLER - INSIDE CITY | $20.37 |
| 8" FIRE LINE SPRNKLER - INSIDE CITY | $40.78 |
| 10" FIRE LINE SPRNKLER - INSIDE CITY | $81.52 |
| 12" FIRE LINE SPRNKLER - INSIDE CITY | $163.02 |
| | |
| 1" FIRE LINE SPRNKLER - OUTSIDE CITY | $3.19 |
| 2" FIRE LINE SPRNKLER - OUTSIDE CITY | $6.38 |
| 4" FIRE LINE SPRNKLER - OUTSIDE CITY | $12.78 |
| 6" FIRE LINE SPRNKLER - OUTSIDE CITY | $25.48 |
| 8" FIRE LINE SPRNKLER - OUTSIDE CITY | $50.95 |

| RENEWAL/REPLACEMENT | |
|---|---|
| RENEW/REPLACE SEWER - INSIDE CITY | $3.00 |
| RENEW/REPLACE WATER - INSIDE CITY | $3.00 |
| | |
| RENEW/REPLACE SEWER - OUTSIDE CITY | $3.75 |
| RENEW/REPLACE WATER - OUTSIDE CITY | $3.75 |

| MISC./REPLACEMENT FEES |
|---|

| ACCOUNT FEES: | |
|---|---|
| ADMINISTRATIVE FEES | $25.00 |
| COLLECTIONS ADMINISTRATIVE FEE | $35.00 |
| DELINQUENT ACCOUNT FEE | $30.00 |
| LATE PAYMENT PENALTY (APPLIES TO ALL WATER, SEWER, TRASH, RENEWAL & REPLACEMENT CHARGES AND UTILITY TAXES) | $0.15 |
| COLLECTION AGENCY PERCENTAGE | $0.35 |
| RETURNED CHECK CHARGE - CHECKS UP TO $50.00 | $25.00 |
| RETURNED CHECK CHARGE - CHECKS $50.01 - $300.00 | $30.00 |
| RETURNED CHECK CHARGE - CHECKS $300.01 - $800.00 | $40.00 |
| RETURNED CHECK CHARGE - CHECKS > $800.00 | 5% of Face Amt. |
| SUSPENDED ACCOUNT FEE | $15.00 |
| SUSPENDED ACCOUNT FEE - REACTIVATION | $15.00 |
| SUSPENDED ACCOUNT FEE - AFTER HOURS AND WEEKEND/HOLIDAYS | $100.00 |

| OTHER MISC/REPLACEMENT FEES: | |
|---|---|
| TEMPORARY TURN-ON | $25.00 |
| BRASS BODY WATER METER | Actual Cost+Labor |
| BROKEN HARD LOCK | $35.00 |
| BROKEN SOFT LOCK | $30.00 |
| BROKEN MASTER LOCK | $45.00 |
| METER BENCH TEST | $75.00 |
| BROKEN VALVE | Actual Cost+Labor |

Attachment: Attachment A COHH FY25 City Wide Fee Schedule (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

| OTHER MISC/REPLACEMENT FEES CONTINUED: | |
|---|---|
| METER COUPLING 3/4" | Actual Cost+Labor |
| BALL VALVE 1" | Actual Cost+Labor |
| BALL VALVE 3/4" | Actual Cost+Labor |
| LABOR CHARGE PER HOUR | N\A |
| METER BOX | Actual Cost+Labor |
| ADDITIONAL METER CHECK AT LOCATION | $20.00 |
| OVERTIME CHARGE | $52.00 |
| PULLED/SET METER | Labor Cost/1 Hr. Min. |
| RADIO READ HEAD | Actual Cost+Labor |
| METER COUPLING 1" | Actual Cost+Labor |
| METER RISER 7" | Actual Cost+Labor |
| METER RISER 9" | Actual Cost+Labor |
| REUSE WATER | Cost as per contract |
| | all locations |
| BOOT DAMAGED, STOLEN | $26.00 |

| HYDRANT RENTAL - | |
|---|---|
| METER DEPOSIT | $1,700.00 |

| MONTHLY USAGE RATES: (ALL RATES SHOWN ARE FEE PER 1,000 GALLONS) | |
|---|---|
| WTR 0-2,000 GALLONS | $10.05 |
| WTR 2,001-5,000 GALLONS | $10.05 |
| WTR 5,001-10,000 GALLONS | $11.56 |
| WTR 10,001-15,000 GALLONS | $11.56 |
| WTR > 15,000 GALLONS | $11.56 |
| LOST METER (ASSUMED GALLONS PER DAY) | 500GL/DAY |

| SOLID WASTE COLLECTION |
|---|

| RESIDENTIAL | |
|---|---|
| RESIDENTIAL TOTER | $25.87 |
| EXTRA RESIDENTIAL TOTER | $25.87 |
| EXTRA RESIDENTIAL TOTER DEPOSIT | $30.00 |
| BULK RATE PER CUBIC YARD | $8.65 |

| COMMERCIAL | |
|---|---|
| COMMERCIAL CONTAINERS | |
| **2 YARD** | |
| PU/WK - 1 | $100.41 |
| PU/WK - 2 | $200.80 |
| PU/WK - 3 | $301.24 |
| PU/WK - 4 | $401.66 |
| PU/WK - 5 | $502.08 |
| PU/WK - 6 | $602.43 |
| XPU | $24.84 |

Attachment: Attachment A COHH FY25 City Wide Fee Schedule (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

| COMMERCIAL CONTAINERS CONTINUED | |
|---|---|
| **4 YARD** | |
| PU/WK - 1 | $178.87 |
| PU/WK - 2 | $357.73 |
| PU/WK - 3 | $536.63 |
| PU/WK - 4 | $715.53 |
| PU/WK - 5 | $895.46 |
| PU/WK - 6 | $1,075.44 |
| XPU | $44.14 |
| **6 YARD** | |
| PU/WK - 1 | $295.65 |
| PU/WK - 2 | $581.01 |
| PU/WK - 3 | $871.55 |
| PU/WK - 4 | $1,162.06 |
| PU/WK - 5 | $1,452.57 |
| PU/WK - 6 | $1,743.06 |
| XPU | $63.78 |
| **8 YARD** | |
| PU/WK - 1 | $393.99 |
| PU/WK - 2 | $787.99 |
| PU/WK - 3 | $1,181.93 |
| PU/WK - 4 | $1,575.88 |
| PU/WK - 5 | $1,969.86 |
| PU/WK - 6 | $2,363.81 |
| XPU | $94.13 |
| **T96 CARTS** | |
| PU/WK - 2 | $46.02 |

| COMMERCIAL CONTAINERS DEPOSITS | |
|---|---|
| **2 YARD** | |
| PU/WK - 1 | $200.82 |
| PU/WK - 2 | $401.60 |
| PU/WK - 3 | 4602.48 |
| PU/WK - 4 | $803.32 |
| PU/WK - 5 | $1,004.16 |
| PU/WK - 6 | $1,204.86 |
| **4 YARD** | |
| PU/WK - 1 | $357.74 |
| PU/WK - 2 | $715.46 |
| PU/WK - 3 | $1,073.26 |
| PU/WK - 4 | $1,431.06 |
| PU/WK - 5 | $1,790.92 |
| PU/WK - 6 | $2,150.88 |

Attachment: Attachment A COHH FY25 City Wide Fee Schedule (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

| COMMERCIAL CONTAINERS DEPOSITS CONTINUED | |
|---|---|
| **6 YARD** | |
| PU/WK - 1 | $591.30 |
| PU/WK - 2 | $1,162.02 |
| PU/WK - 3 | $1,743.10 |
| PU/WK - 4 | $2,324.12 |
| PU/WK - 5 | $2,905.14 |
| PU/WK - 6 | $3,486.12 |
| **8 YARD** | |
| PU/WK - 1 | $787.98 |
| PU/WK - 2 | $1,575.80 |
| PU/WK - 3 | $2,363.86 |
| PU/WK - 4 | $3,151.76 |
| PU/WK - 5 | $3,939.72 |
| PU/WK - 6 | $4,727.62 |
| **T96 CARTS** | |
| PU/WK - 2 | $92.00 |

| ROLL-OFF RESIDENTIAL (PER PULL) | |
|---|---|
| 20 YARD (DISPOSAL COST NOT INCLUDED)/PULL | $351.08 |
| 30 YARD (DISPOSAL COST NOT INCLUDED)/PULL | $351.08 |
| 40 YARD (DISPOSAL COST NOT INCLUDED)/PULL | $351.08 |

| ROLL-OFF COMMERICAL (PER PULL) 2 PULL MINIMUM PER MONTH | |
|---|---|
| 20 YARD (DISPOSAL COST NOT INCLUDED)/PULL | $351.08 |
| 30 YARD (DISPOSAL COST NOT INCLUDED)/PULL | $351.08 |
| 40 YARD (DISPOSAL COST NOT INCLUDED)/PULL | $351.08 |
| | |
| DISPOSAL COST | Actual |
| DISPOSAL COST - GREEN | Actual |
| DISPOSAL COST - C&D | Actual |
| DISPOSAL COST - MIXED DEBRIS | Actual |

| ROLL-OFF RESIDENTIAL/COMMERICAL - DEPOSIT | |
|---|---|
| 20 YARD | $702.16 |
| 30 YARD | $702.16 |
| 40 YARD | $702.16 |

| MISC COMMERCIAL CONTAINER CHARGES | |
|---|---|
| LOCKING LID | $17.06 |
| 20YD TRASH COMPACTOR | $702.16 |
| 30YD TRASH COMPACTOR | $702.16 |
| 40YD TRASH COMPACTOR | $702.16 |

Attachment: Attachment A COHH FY25 City Wide Fee Schedule (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

## STORMWATER

| STORMWATER UTILITY FEE | |
|---|---|
| CHARGES PER EQUIVALENT RESIDENTIAL UNIR (ERU) WILL BE EIGHT DOLLARS ($8.00) PER MONTH, ($96.00 ANNUALLY) | $96.00 |

## POLICE FEES

| MISC. | |
|---|---|
| REPORTS | $1.00 |
| FINGERPRINTS - RESIDENT | $5.00 |
| FINGERPRINTS - NON-RESIDENT | $7.00 |
| DVD | $1.00 |
| BODY WORN CAMERA VIDEO | DEPOSIT OF $30.00, $0.52 PER MINUTE |
| VEHICLE EQUIPMENT CHECK | $4.00 |
| GOLF CART REGISTRATION | $25.00 |
| FALSE ALARMS-4TH OCCURRENCE IN 365 DAYS | $50.00 |
| FALSE ALARMS-5TH OCCURRENCE IN 365 DAYS | $75.00 |
| FALSE ALARMS-6TH & GREATER IN 365 DAYS | $100.00 |
| TRESPASS TOWING FEE APPLICATION/PERMIT | $25.00 |
| TRESPASS TOWING FEE ANNUAL INSPECTION | $25.00 |

## ANIMAL CONTROL

## FIRE PROTECTION FEES

| FALSE ALARMS | |
|---|---|
| FALSE ALARMS-4TH & GREATER OCCURRENCE IN 365 DAYS | $100.00 |
| LIFT ASSIST FEE | $300.00 |

## GENERAL GOVERNMENT

| | |
|---|---|
| MERCHANT FEES (APPLIED TO **ALL** PAYMENTS MADE BY CREDIT CARD) | 3% |
| LIEN SEARCH | $75.00 |
| LABOR/HOUR - CITY EMPLOYEE | $35.00 |
| EQUIPMENT - CITY OWNED EQUIPMENT | FEMA Rate Schedule |
| MATERIAL - PURCHASED BY CITY | Actual Cost |

***NOTE: LIEN REDUCTIONS/MODIFICATIONS***

Pursuant to Section 70-35 the city manager or his/her designee may reduce any fine impose however, said reduction shall not be less than the costs and expenses incurred by the city. Only the city manager may reduce any fine imposed pursuant to this article less than the costs and expenses incurred by the city plus a 10% administrative fee. Only the City Commission may reduce said fees below the cost and expenses incurred by the City.

Attachment: Attachment A COHH FY25 City Wide Fee Schedule (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

# PARKS & RECREATION

| FACILITY/FIELD RENTALS | |
|---|---|
| **SICA HALL** | |
| SICA HALL - 1 ROOM (BASE RATE INCLUDES 2 HOURS) | $90.00 |
| SICA HALL - 1 ROOM (PER EACH ADDITIONAL HOUR) | $45.00 |
| SICA HALL - 2 ROOMS (BASE RATE INCLUDES 2 HOURS) | $160.00 |
| SICA HALL - 2 ROOMS (PER EACH ADDITIONAL HOUR) | $80.00 |
| SICA HALL - 3 ROOMS (BASE RATE INCLUDES 2 HOURS) | $200.00 |
| SICA HALL - 3 ROOMS (PER EACH ADDITIONAL HOUR) | $100.00 |
| SICA HALL - ALCOHOL FEE | $100.00 |
| SICA HALL DEPOSIT (REFUNDABLE) | $100.00 |
| SET-UP/BREAKDOWN (PER USE) | $30.00 |
| CLEAN UP (NO REFUND OF DEPOSIT) | |
| **CLUBHOUSE** | |
| CLUB HOUSE (BASE RATE INCLUDES 2 HOURS) | $50.00 |
| CLUB HOUSE (EACH ADDITIONAL HOUR) | $25.00 |
| CLUB HOUSE DEPOSIT | $50.00 |
| CLEAN UP (NO REFUND OF DEPOSIT) | |
| **CENTENNIAL PARK** | |
| LARGE PAVILION (BASE RATE INCLUDES 3 HOURS) | $30.00 |
| LARGE PAVILION (EACH ADDITIONAL HOUR) | $10.00 |
| LARGE PAVILION DEPOSIT | $25.00 |
| **SUNRISE PARK** | |
| LARGE PAVILION (BASE RATE INCLUDES 3 HOURS) | $30.00 |
| LARGE PAVILION (EACH ADDITIONAL HOUR) | $10.00 |
| SMALL PAVILION (BASE RATE INCLUDES 3 HOURS) | $30.00 |
| SMALL PAVILION (EACH ADDITIONAL HOUR) | $10.00 |
| GAZEBO (BASE RATE INCLUDES 3 HOURS) | $30.00 |
| GAZEBO (EACH ADDITIONAL HOUR) | $10.00 |
| **ROSS POINT PARK** | |
| BASE RATE INCLUDES 3 HOURS | $180.00 |
| EACH ADDITIONAL HOUR | $60.00 |
| DEPOSIT (REFUNDABLE) | $100.00 |
| **RIVERSIDE PARK** | |
| BASE RATE INCLUDES 3 HOURS | $180.00 |
| EACH ADDITIONAL HOUR | $60.00 |
| DEPOSIT (REFUNDABLE) | $100.00 |

Attachment: Attachment A COHH FY25 City Wide Fee Schedule (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

**Exhibit A**

**City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2024**

| FEE TYPE | FY2023-2024 | FY2024-2025 |
|---|---|---|
| **BUILDING AND ZONING FEES** | | |
| **APPLICATION FEES** | | |
| APPLIC FEE-TEMP SIGNAGE | 25.00 | 25.00 |
| APPLIC FEE-SIGN PERMIT | 25.00 | 25.00 |
| APPLIC FEE-BD OF PLAN/APL | 50.00 | 50.00 |
| APPLIC FEE-COMM BLDG PRMT | 60.00 | 60.00 |
| APPLIC FEE-RES ACCES.STRC | 30.00 | 30.00 |
| APPLIC FEE-RES BLDG PRMIT | 30.00 | 30.00 |
| APPLIC FEE-ROW NO ROAD CUT (ROW CONSTRUCTION) | 200.00 | 200.00 |
| APPLIC FEE-ROW ROAD CUT (ROW CONSTRUCTION) | 500.00 | 500.00 |
| **BUILDING PERMIT FEES** | | |
| BUILDING VALUE 0-2,000 , BASE FEE | 20.00 | 20.00 |
| BUILDING VALUE 2,001-4,000, INITIAL FEE | 30.00 | 30.00 |
| BUILDING VALUE 4,001-100,000, BASE FEE | 75.00 | 75.00 |
| BUILDING VALUE 4,001-100,000, PER EACH THOUSAND | 4.00 | 4.00 |
| BUILDING VALUE 100,001-500,000, BASE FEE | 450.00 | 450.00 |
| BUILDING VALUE 100,001-500,000, PER EACH THOUSAND | 3.00 | 3.00 |
| BUILDING VALUE 500,001-1,000,000, BASE FEE | 1,650.00 | 1,650.00 |
| BUILDING VALUE 500,001-1,000,000, PER EACH THOUSAND | 1.50 | 1.50 |
| BUILDING VALUE > 1,000,000 BASE FEE | 2,150.00 | 2,150.00 |
| BUILDING VALUE > 1,000,000 PER EACH THOUSAND | 1.00 | 1.00 |
| **PLAN REVIEW FEES** | | |
| REVISION TO APPROVED PLANS - PRIOR TO ISSUANCE OF PERMIT | 30.00 | 30.00 |
| REVISION TO APPROVED PLANS - AFTER ISSUANCE OF PERMIT | 40.00 | 40.00 |
| ZONING REVIEW - ANY VALUE | 20.00 | 20.00 |
| $0.00 to $5,000.00 | 25.00 | 25.00 |
| $5,001.00 to $10,000.00 | 30.00 | 30.00 |
| $10,001.00 to $50,000.00 | 60.00 | 60.00 |
| $50,001.00 to $100,000.00 | 80.00 | 80.00 |
| $100,001.00 to $200,000.00 | 100.00 | 100.00 |
| $200,001.00 to $500,000.00 | 340.00 | 340.00 |
| $500,001.00 AND OVER | 340.00 | 340.00 |
| EACH $50,000.00 OF VALUATION | 20.00 | 20.00 |
| **PROCESSING FEES** | | |
| AFTER HOURS/SPECIAL INSPECTION FEE - Conducted outside normal working hours, to be pre-approved by Chief Building Official, and availability | 200.00 | 200.00 |
| CERTIFICATE OF COMPLETION | 20.00 | 20.00 |
| CERTIFICATE OF OCCUPANCY | 20.00 | 20.00 |
| CHANGE CONTRACTOR FEE | 25.00 | 25.00 |
| CHANGE SUB-CONTRACTOR FEE | 10.00 | 10.00 |
| CLOSEOUT FEES-RE:NEW/ADDN | 250.00 | 250.00 |
| CLOSEOUT FEES-REACTV.MISC | 40.00 | 40.00 |
| CLOSEOUT FEES-REACTV.POOL | 120.00 | 120.00 |
| EXPIRED PERMIT RENEWAL | Cost of original permit excluding impact fees already paid | Cost of original permit excluding impact fees already paid |
| FINES - WORK WITHOUT A PERMIT | $200 or 2X Permit Fee - whichever is greater | $200 or 2X Permit Fee - whichever is greater |
| FLOOD DETERMINATION LETTER | 50.00 | 50.00 |
| GENERAL INSPECTION FEE | 40.00 | 40.00 |

Attachment: City of Holly Hill Fee Schedule FY25 Updates noted in red (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

**City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2024**

| | FY2023-2024 | FY2024-2025 |
|---|---|---|
| LETTER OF AUTHORIZATION (Allows for usage of building in limited circumstances when life-safety, health and structural requirements have been met. Not operating for public. Only valid for 90 day maximum) | 500.00 | 500.00 |
| PERMIT EXTENSION - ACTIVE PERMITS (FEE PER 90 DAYS) | 50.00 | 50.00 |
| PLACARD FEE | 3.00 | 3.00 |
| PLACARD REPLACEMENT PACKAGE FEE | 20.00 | 20.00 |
| ROW-RESIDENTIAL DRIVEWAY APRON FEE | 125.00 | 125.00 |
| TECHNOLOGY FEE | The greater of $10.00 or 10% of permits and business tax receipt fees | The greater of $10.00 or 10% of permits and business tax receipt fees |
| **LAND DEVELOPMENT FEES** | | |
| (PASS THROUGH ADVERTISING COSTS AND OUTSIDE REVIEW, AS APPLICABLE, ARE NOT INCLUDED IN THE BELOW COSTS) | | |
| ADDRESSING - ADDRESSING CHANGES NOT PART OF A DEVELOPMENT PLAN | 50.00 | 50.00 |
| COMP PLAN AMEND-LG SCALE | 3,000.00 | 3,000.00 |
| COMP PLAN AMEND-SM SCALE | 2,000.00 | 2,000.00 |
| CONCURRENCY REVIEW - NON-BINDING LETTER | 110.00 | 110.00 |
| LOT SPLIT - ONE LOT INTO TWO / LOT LINE RECONFIGURATION | 250.00 | 250.00 |
| PLAT - FINAL (BASE FEE) | 750.00 | 750.00 |
| PLAT - FINAL PER LOT CHARGE (IN ADDITION TO BASE FEE) | 25.00 | 25.00 |
| PLAT - MINOR UNDER 4 RESIDENTIAL LOTS OR UNDER ~~2~~ 3 COMMERCIAL LOTS | 500.00 | 500.00 |
| REZONING - NON-PUD/CODE AMENDMENT | 1,400.00 | 1,400.00 |
| REZONING - PUD | 2,000.00 | 2,000.00 |
| REZONING - PUD AMENDMENT MAJOR | 1,250.00 | 1,250.00 |
| PLANNED DEVELOPMENT MINOR AMENDMENT | 400.00 | 400.00 |
| SITE PLAN CONCEPTUAL REVIEW (ONE TIME) | 100.00 | 100.00 |
| SITE PLAN REVIEW-LAND DEV | 1,400.00 | 1,400.00 |
| SITE PLAN RESUBMITTALS - STARTING WITH 3RD RESUBMITTAL | 25% OF APPLICATION COST | 25% OF APPLICATION COST |
| SMALL SITE PLAN (UNDER 1000 SQUARE FEET OF IMPERVIOUS) | 500.00 | 500.00 |
| SPECIAL EXCEPTION-LAND DEV | 500.00 | 500.00 |
| STREET AND/OR EASEMENT VACATIONS-PER STREET OR EASEMENT | 325.00 | 325.00 |
| STREET NAME CHANGE | 350.00 | 350.00 |
| SUBDIVISION FINAL ENGINEERING (BASE FEE) | 1,200.00 | 1,200.00 |
| SUBDIVISION FINAL ENGINEERING PER LOT CHARGE (IN ADDITION TO BASE FEE) | 25.00 | 25.00 |
| TRAFFIC IMPACT ANALYSIS REVIEW | Actual Cost | Actual Cost |
| VARIANCE NON-RESIDENTIAL | 500.00 | 500.00 |
| VARIANCE RESIDENTIAL | 350.00 | 350.00 |
| WAVIERS AND APPEALS TO BOPA | 300.00 | 300.00 |
| ALL OTHER | 300.00 | 300.00 |
| **ZONING VERIF FOR ALCOHOL / TOBACCO** | 50.00 | 50.00 |
| ZONING VERIF LETTER (NON PUD) | 75.00 | 75.00 |
| ZONING VERIF LETTER/PLANNED UNIT DEVELOPMENT/DUE DILIGENCE/RESEARCH/ SPECIFIC QUESTION | 125.00 | 125.00 |
| **SITE PERMIT FEE** | | |
| SITE PERMIT - COVERS ALL INSPECTIONS FOR WATER, SEWER, ROW IMPROVEMENTS, EROSION CONTROL, RECLAIM AND SOLID WASTE | The greater of 2% of the cost of site improvements only or 250.00 | The greater of 2% of the cost of site improvements only or 250.00 |
| **ELECTRICAL PERMITS** | | |
| ELECTRICAL - COMMERCIAL | 60.00 | 60.00 |
| ELECTRICAL - RESIDENTIAL | 30.00 | 30.00 |
| ELEC - CIRCUIT UP TO 10 | 6.00 | 6.00 |
| ELEC - POOL/SINGLE FAMILY RESIDENTIAL | 75.00 | 75.00 |
| ELEC - PRE POWER COMMERCIAL | 100.00 | 100.00 |
| ELEC - POOL COMMERCIAL | 200.00 | 200.00 |
| ELEC - PRE POWER - RESIDENTIAL | 50.00 | 50.00 |
| ELEC - TEMP POWER POLE | 50.00 | 50.00 |

Attachment: City of Holly Hill Fee Schedule FY25 Updates noted in red (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

**City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2024**

| | FY2023-2024 | FY2024-2025 |
|---|---|---|
| ELEC - PER AMP SINGLE PHASE | 0.60 | 0.60 |
| ELEC - 3PH 241+ VOLT/PER AMP | 1.50 | 1.50 |
| ELEC - 3PH TO 240 VOLT PER AMP | 1.00 | 1.00 |
| ELEC - EACH ADDITIONAL CIRCUIT | 3.00 | 3.00 |
| LOW VOLTAGE ALARM SYSTEMS UP TO 5,000 | 30.00 | 30.00 |
| LOW VOLTAGE ALARM SYS > 5,000 (PER 1,000) | 5.00 | 5.00 |
| **FIRE PLAN REVIEWS** | | |
| FIRE PLAN REV/<20K SQ FT | 60.00 | 60.00 |
| FIRE REVIEW/20,001-30K SQ' | 90.00 | 90.00 |
| FIRE REVW/30,001-40K SQ' | 120.00 | 120.00 |
| FIRE REVW/40,001-50K SQ' | 150.00 | 150.00 |
| FIRE REVW/50,001-60K SQ' | 180.00 | 180.00 |
| FIRE REVW/60,001-70K SQ' | 210.00 | 210.00 |
| FIRE REVW/70,001-80K SQ' | 240.00 | 240.00 |
| FIRE REVW/80,001-90K SQ' | 270.00 | 270.00 |
| FIRE PLAN REV/>90,001 SQ' | 300.00 | 300.00 |
| FIRE-HOOD SYS/SPR BTH-SUP | 100.00 | 100.00 |
| FIRE-SITE PLANS (EACH RE-SUBMITTAL) | 25.00 | 25.00 |
| CONSTRUCTION, RENOVATIONS, ADDITIONS (PER SQ FOOT) | 0.50 | 0.50 |
| FIRE SPRINKLER UP TO 10,000 SQ FEET | 100.00 | 100.00 |
| FIRE SPRINKLER OVER 10,000 SQ FEET | 100.00 | 100.00 |
| FIRE SPRINKLER OVER 10,000 SQ FEET | 10.00 per each additional 1000 sq. ft. over 10,000 | 10.00 per each additional 1000 sq. ft. over 10,000 |
| STANDPIPE SYSTEMS / EACH SYSTEM | 50.00 | 50.00 |
| PRIVATE FIRE SERVICE MAIN (BELOW GROUND) | 50.00 | 50.00 |
| COMMERCIAL COOKING - EACH HOOD | 75.00 | 75.00 |
| FLAMMABLE SPRAY BOOTH (INCLUDES SUPPRESSION SYS) | 75.00 | 75.00 |
| VENTILIATION SYSTEM (COMMERCIAL/BOTH) | 50.00 | 50.00 |
| EMERGENCY GENERATOR | 75.00 | 75.00 |
| FUEL TANK INSTALLATION (BELOW GROUND) | 50.00 | 50.00 |
| FUEL TANK INSTALLATION (ABOVE GROUND) | 35.00 | 35.00 |
| FIRE ALARM SYSTEMS UP TO 10,000 SQ FEET | 75.00 | 75.00 |
| FIRE ALARM SYSTEMS OVER 10,000 SQ FEET PER THOUSAND | 10.00 | 10.00 |
| **SYSTEM TEST FEES** | | |
| ALARM SYSTEMS UP TO 10,000 SQ FEET | 25.00 | 25.00 |
| ALARM SYSTEMS OVER 10,000 SQ FEET | 50.00 | 50.00 |
| COMMERCIAL COOKING (EACH SYSTEM) | 60.00 | 60.00 |
| FIRE HYDRANT FLOW TEST | 25.00 | 25.00 |
| FIRE PUMP TEST | 25.00 | 25.00 |
| HYDROSTATIC TEST UP TO 10,000 SQ. FT. | 75.00 | 75.00 |
| HYDROSTATIC TEST OVER 10,000 SQ. FT. | 125.00 | 125.00 |
| HYDROSTATIC TEST (UNDERGROUND) | 75.00 | 75.00 |
| **ANNUAL FIRE SAFETY INSPECTION FEES** | | |
| 0 -3,000 SQ. FT. (INITIAL) | 40.00 | 40.00 |
| 3,001 - 5,000 SQ. FT. (INITIAL) | 50.00 | 50.00 |
| 5,001 - 10,000 SQ. FT. (INITIAL) | 60.00 | 60.00 |
| 10,001 - 15,000 SQ. FT. (Initial) | 100.00 | 100.00 |
| 15,001 - 20,000 SQ. FT. (INITIAL) | 120.00 | 120.00 |
| 20,001 - 30,000 SQ. FT. (INITIAL) | 150.00 | 150.00 |
| EACH ADDITIONAL 10,000 SQ. FT. | 8.00 | 8.00 |
| 1ST REINSPECTION | 40.00 | 40.00 |
| 2ND REINSPECTION | 50.00 | 50.00 |
| 3RD AND SUBSEQUENT REINSPECTIONS | 160.00 | 160.00 |
| (NOTE: 3RD AND SUBSEQUEST INSPECTION FEES PER FLORIDA STATE STATUTE 553.80(2)(c) | | |
| **FIRE INSPECTION FEES FOR BLDG PERMITS** | | |
| INITIAL INSPECTION FEE | 40.00 | 40.00 |
| RE-INSPECTION FEE-SECOND | 50.00 | 50.00 |
| RE-INSPECTION FEE-THIRD AND SUBSEQUENT | 160.00 | 160.00 |

Attachment: City of Holly Hill Fee Schedule FY25 Updates noted in red (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

## City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2024

| | FY2023-2024 | FY2024-2025 |
|---|---|---|
| (NOTE: 3RD AND SUBSEQUENT INSPECTION FEES PER FLORIDA STATE STATUTE 553.80(2)(c) | | |
| **PLUMBING PERMIT FEES** | | |
| PLUMB-MIN FEE-RESIDENTIAL | 30.00 | 30.00 |
| PLUMB-MIN FEE-ALL OTHER | 60.00 | 60.00 |
| PLUMB - BACKFLOW DEVICE | 5.00 | 5.00 |
| PLUMB - SEPTIC/DF UP TO 1000 G | 6.00 | 6.00 |
| PLUMB - WATER SERVICE PIPING | 10.00 | 10.00 |
| PLUMB - STORMWATER | 250.00 | 250.00 |
| PLUMB - SOLAR WATER HEAT SYS | 10.00 | 10.00 |
| PLUMB - POOL DRAIN & PIPE RESD | 30.00 | 30.00 |
| PLUMB - POOL DRAIN & PIPE COMM | 60.00 | 60.00 |
| PLUMB - FIRE SPRINKLER TO CITY WATER | 30.00 | 30.00 |
| PLUMB - FIRE SPRINKLER HEAD (EACH) | 0.50 | 0.50 |
| PLUMB - SEWER PER HOUSE | 10.00 | 10.00 |
| PLUMB - EACH FIXTURE | 5.00 | 5.00 |
| OTHER SPECIAL FEATURES (ICE MACHINES, COFFEE URNS, ETC.) | 5.00 | 5.00 |
| PLUMB - METER RESET | 10.00 | 10.00 |
| PLUMB-REPAIR OR ALTERATION OF DRAINAGE OR VENT PIPE | 10.00 | 10.00 |
| REPAIR OF DRAINAGE OR VENT PIPE, 1-5 EA. | 5.00 | 5.00 |
| REPAIR OF DRAINAGE OR VENT PIPE, Over 5 EA. | 2.00 | 2.00 |
| **BUILDING PERMIT RE-INSPECTION FEES** | | |
| RE-INSPECTION FEE-FIRST | 40.00 | 40.00 |
| RE-INSPECTION FEE-SECOND | 50.00 | 50.00 |
| RE-INSPECTION FEE-THIRD AND SUBSEQUENT | 160.00 | 160.00 |
| (NOTE: 3RD AND SUBSEQUEST INSPECTION FEES PER FLORIDA STATE STATUTE 553.80(2)(c) | | |
| **PUBLIC WORKS RE-INSPECTION FEES** | | |
| RE-INSPECTION FEE-FIRST | 40.00 | 40.00 |
| RE-INSPECTION FEE-SECOND | 50.00 | 50.00 |
| RE-INSPECTION FEE-THIRD AND SUBSEQUENT | 160.00 | 160.00 |
| (NOTE: 3RD AND SUBSEQUEST INSPECTION FEES PER FLORIDA STATE STATUTE 553.80(2)(c) | | |
| **WASTEWATER TAP FEES** | | |
| INSPECTION & OBSERVANCE ONLY | 50.00 | 100.00 |
| WW TAP-CAT.2 SHALLOW < 4' DEEP LATERAL | Cost + 5% | REMOVE |
| WW TAP-CAT.3 DEEP > 4' LATERAL | Cost + 5% | REMOVE |
| WW TAP-CAT.4 EXTEND LATERAL FROM CLOSEST MANHOLE | Cost + 5% | REMOVE |
| **WATER TAP FEES** | | |
| INSPECTION & OBSERVANCE ONLY | 50.00 | 100.00 |
| WATER TAP FEE - 3/4" | Cost + 5% | REMOVE |
| WATER TAP FEE - 1" | Cost + 5% | REMOVE |
| WATER TAP FEE - 1 1/2" | Cost + 5% | REMOVE |
| WATER TAP FEE - 2" | Cost + 5% | REMOVE |
| WATER TAP FEE - 3" | Cost + 5% | REMOVE |
| WATER TAP FEE - 4" | Cost + 5% | REMOVE |
| **WATER METER SET FEES** | | |
| **INSIDE CITY:** | | |
| WATER METER SET - 3/4" | 500.00 | 500.00 |
| WATER METER SET - 1" | 625.00 | 625.00 |
| WATER METER SET - 1 1/2" | 1,050.00 | 1,050.00 |
| WATER METER SET - 2" | 1,450.00 | REMOVE |
| WATER METER SET - 2" (HIGH FLOW) | 2,160.00 | REMOVE |
| WATER METER SET - 3" (HIGH FLOW) | 2,300.00 | REMOVE |
| WATER METER SET - 4" (HIGH FLOW) | 3,600.00 | REMOVE |
| **OUTSIDE CITY:** | | |

Attachment: City of Holly Hill Fee Schedule FY25 Updates noted in red (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

**City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2024**

| | FY2023-2024 | FY2024-2025 |
|---|---|---|
| WATER METER SET - 3/4" | 625.00 | 625.00 |
| WATER METER SET - 1" | 781.25 | 781.25 |
| WATER METER SET - 1 1/2" | 1,312.50 | 1,312.50 |
| WATER METER SET - 2" | 1,812.50 | REMOVE |
| WATER METER SET - 2" (HIGH FLOW) | 2,700.00 | REMOVE |
| WATER METER SET - 3" (HIGH FLOW) | 2,875.00 | REMOVE |
| WATER METER SET - 4" (HIGH FLOW) | 4,500.00 | REMOVE |
| **GAS PERMIT FEES** | | |
| GAS - PER OUTLET (1-4) | 2.00 | 2.00 |
| GAS - PERMIT RESIDENTIAL | 30.00 | 30.00 |
| GAS - PERMIT COMMERCIAL | 60.00 | 60.00 |
| GAS - EA ADDTNL OUTLET, OVER 4 | 3.50 | 3.50 |
| **MECHANICAL PERMIT FEES** | | |
| MECHANICAL-SINGLE FAMILY-RESIDENTIAL | 30.00 | 30.00 |
| MECHANICAL-ALL OTHER | 60.00 | 60.00 |
| PLUS EQUIP. CHANGE-OUT (NO DUCTWORK) | 5.00 | 5.00 |
| DUCTWORK ONLY | Valuation | Valuation |
| MECH - 0 - 3 TONS | 65.00 | 65.00 |
| MECH - 3+ - 10 TONS, INITIAL FEE | 65.00 | 65.00 |
| MECH - 3+ - 10 TONS PER TON | 11.00 | 11.00 |
| MECH - 10+ - 25 TONS, INITIAL FEE | 142.00 | 142.00 |
| MECH - 10+ - 25 TONS PER TON | 9.00 | 9.00 |
| MECH - 25+ - 50 TONS, INITIAL FEE | 277.00 | 277.00 |
| MECH - 25+ - 50 TONS, PER TON | 5.50 | 5.50 |
| MECH - 50+ TONS, INITIAL FEE | 414.00 | 414.00 |
| MECH - 50+ TONS PER TON | 4.50 | 4.50 |
| **SIGN PERMIT FEES** | | |
| ANNUAL SIGN RENEWAL FEE | $32.00 PER SIGN | $32.00 PER SIGN |
| SIGN - NON-ILLUMINATED-1ST 5 SQ. FT. | 10.00 | 10.00 |
| SIGN - NON-ILLUMINATED-EACH SQ. FT. | 0.25 | 0.25 |
| SIGN - ILLUMINATED-1ST 5 SQ. FT. | 25.00 | 25.00 |
| SIGN - ILLUMINATED-EACH SQ. FT. | 0.25 | 0.25 |
| TEMPORARY SIGN-PER DAY | 1.00 | 1.00 |
| **MISC. BUILDING & ZONING FEES** | | |
| ALCOHOL LICENSE (PER DAY, PER EVENT) | 25.00 | 25.00 |
| BUILDING PERMIT - RESIDENTIAL FENCE | 50.00 | 50.00 |
| BUILDING PERMIT - RESIDENTIAL WATER HEATER | 50.00 | 50.00 |
| BUSINESS USE OF FOOD TRUCK | 125.00/Year | 125.00/Year |
| COMMERCIAL STOCKING PERMIT | 100.00 | 100.00 |
| DEMOLITION - COMM OR RESIDENTIAL (PER STRUCTURE) | 50.00 | 50.00 |
| FUEL STRG TANK/PUMP PERMIT (PER PUMP) | 50.00 | 50.00 |
| GARAGE SALE PERMIT | 5.00 | 5.00 |
| LETTER OF AUTHORIZATION (Allows for usage of building in limited circumstances when life-safety, health and structural requirements have been met. Not operating for public. Only valid for 90 day maximum) | 500.00 | 500.00 |
| LOW VOLTAGE SYSTEM LABEL | 55.00 | 55.00 |
| METER RESET FEE | 10.00 | 10.00 |
| MOBILE HOME PERMIT (Set-up) | 250.00 | 250.00 |
| MOVING PERMIT (HOUSE MOVING) | 200.00 | 200.00 |
| ROOF - NEW OR REPLACEMENT | 50.00 | 50.00 |
| OR ROOF - NEW OR REPL (GREATER OF) PER SQUARE FOOT | 2.00 | 2.00 |
| SIDEWALK PER LINEAR FT | 13.00 | 13.00 |
| SPECIAL EVENT PERMIT - CITY RECOGNIZED | N/A | N/A |
| BASE FEE (PER EVENT) | 200.00 | 200.00 |
| OTHER CITY CHARGES (SEE GENERAL GOV'T CHARGES) | Based on Event | Based on Event |
| SPECIAL EVENT PERMIT - INDEPENDENT | N/A | N/A |
| SMALL EVENT - **50 PEOPLE OR LESS** | 50.00 | 50.00 |
| LARGE EVENT - **51 PEOPLE OR MORE** | 150.00 | 150.00 |

Attachment: City of Holly Hill Fee Schedule FY25 Updates noted in red (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

**City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2024**

| | FY2023-2024 | FY2024-2025 |
|---|---|---|
| OTHER CITY CHARGES (SEE GENRAL GOV'T CHARGES) | Based on Event | Based on Event |
| TENT PERMIT | 50.00 | 50.00 |
| TREE REMOVAL PERMIT, FIRST TREE | 60.00 | 60.00 |
| TREE REMOVAL PERMIT, EACH ADDITIONAL TREE | 10.00 | 10.00 |
| **PASS-THROUGH FEES** | | |
| **(ACTUAL CONSULTANT COSTS AS APPLICABLE)** | | |
| LEGAL NOTICES | Actual Cost | Actual Cost |
| ADVERTISING | Actual Cost | Actual Cost |
| LEGAL REVIEW AND OPINION | Actual Cost | Actual Cost |
| PLAN REVIEW-BUILDING, ELECTRICAL, GAS, MECHANICAL, | | |
| PLUMBING OR ENGINEERING (INCLUDING STORMWATER) | Actual Cost | Actual Cost |
| INSPECTIONS-BUILDING, ELECTRICAL, GAS, MECHANICAL, | | |
| PLUMBING OR ENGINEERING (INCLUDING STORMWATER) | Actual Cost | Actual Cost |
| RE-INSPECTIONS-BUILDING, ELECTRICAL, GAS, MECHANICAL, | | |
| PLUMBING OR ENGINEERING (INCLUDING STORMWATER) | Actual Cost | Actual Cost |
| **CODE ENFORCEMENT** | | |
| **MISC.** | | |
| SPECIAL MASTER | 250.00 | 250.00 |
| SPECIAL MASTER (PER DAY) | 500.00 | 500.00 |
| SPECIAL MASTER (ONE TIME FINE) | 5,000.00 | 5,000.00 |
| CODE FINE (CLASS I) | 50.00 | 50.00 |
| CODE FINE (CLASS I)-REPEAT OFFENSE | 100.00 | 100.00 |
| CODE FINE (CLASS II) | 100.00 | 100.00 |
| CODE FINE (CLASS II)-REPEAT OFFENSE | 200.00 | 200.00 |
| CODE FINE (CLASS III) | 250.00 | 250.00 |
| CODE FINE (CLASS III)-REPEAT OFFENSE | 500.00 | 500.00 |
| LICENSES OR REGULATED TRADEWORK BY A CONTRACTOR, PERFORMED WITHOUT A PERMIT(FIRST OFFENSE) | 250.00 | 250.00 |
| LICENSES OR REGULATED TRADEWORK BY A CONTRACTOR, PERFORMED WITHOUT A PERMIT(EACH SUBSEQUENT OFFENSE) | 500.00 | 500.00 |
| **CITY CLERK** | | |
| MISCELLANEOUS CHARGES FOR COPIES | | |
| SINGLE-SIDED COPIES, UP TO 8 ½" X 14" | 0.15 | 0.15 |
| DOUBLE-SIDED COPIES, UP TO 8 ½" x 14" | 0.20 | 0.20 |
| SINGLE-SIDED COPIES, UP TO 11" x 17" | 0.50 | 0.50 |
| DOUBLE-SIDED COPIES, UP TO 11" X 17" | 0.75 | 0.75 |
| LARGER SIZE COPIES | Actual Cost | Actual Cost |
| DUPLICATION | | |
| CERTIFIED COPY OF A PUBLIC RECORD - IN ADDITION TO COPY COST | $1.00 Per Page | $1.00 Per Page |
| DUPLICATE DVD | 2.00 | 2.00 |
| FACSIMILE TRANSMISSION - PER FAXED PAGE | 1.00 | 1.00 |
| NOTE: ADDITIONAL CHARGES WILL BE ADDED TO COVER THE COST OF POSTAGE | | |

Attachment: City of Holly Hill Fee Schedule FY25 Updates noted in red (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

**City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2024**

| | FY2023-2024 | FY2024-2025 |
|---|---|---|
| §119.07(1)(b), Florida Statutes, provides: "If the nature or volume of public records requested to be inspected, examined, or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually | | |
| **UTILITIES** | | |
| **UTILITY DEPOSIT RATES** | | |
| **RESIDENTIAL UTILITY DEPOSITS ARE BASED ON CREDIT SCORE AS VERIFIED BY APPROVED PROVIDER:** | | |
| **GREEN** | | |
| WATER | 50.00 | 50.00 |
| SEWER | 50.00 | 50.00 |
| SOLID WASTE | 50.00 | 50.00 |
| **YELLOW** | | |
| WATER | 75.00 | 75.00 |
| SEWER | 75.00 | 75.00 |
| SOLID WASTE | 75.00 | 75.00 |
| **RED** | | |
| WATER | 100.00 | 100.00 |
| SEWER | 100.00 | 100.00 |
| SOLID WASTE | 100.00 | 100.00 |
| DEFINITIONS OF GREEN, YELLOW, AND RED ARE LISTED BELOW: | | |
| **GREEN LIGHT** - MINIMAL DEPOSIT REQUIRED. BASED ON THE INFORMATION PROVIDED, THE APPLICANT HAS A GOOD CREDIT SCORE AND POSES A LOW CREDIT RISK. | | |
| **YELLOW LIGHT** - DEPOSIT REQUIRED. BASED ON THE INFORMATION PROVIDED, THE APPLICANT HAS AN AVERAGE CREDIT SCORE AND POSES A MODERATE CREDIT RISK. | | |
| **RED LIGHT** - MAXIMUM DEPOSIT REQUIRED. BASED ON THE INFORMATION PROVIDED, THE APPLICANT HAS A POOR CREDIT SCORE OR EXCHANGE HITS AND POSES A HIGH CREDIT RISK, **OR IF THEY REFUSE CREDIT CHECK.** | | |
| **DEPOSIT OF $150 REQUIRED FOR PROPERTY MANAGEMENT COMPANIES OR LANDLORDS IN LIEU OF FULL DEPOSIT TO RECEIVE SERVICES WHILE PREPARING PROPERTY FOR NEW TENANTS.** | | |
| **NON-RESIDENTIAL UTILITY DEPOSITS ARE BASED ON AN AMOUNT EQUAL** | | |
| **ADDITIONAL DEPOSITS** | | |
| IN THE EVENT THE UTILITY SERVICE IS DISCONNECTED 2 OR MORE TIMES FOR NON-PAYMENT OR HAS RECEIVED 2 OR MORE RETURNED CHECKS WITHIN A 12 MONTH PERIOD, OR INSUFFICIENT UTILITY CREDIT SCORE, THE CITY WILL REQUIRE A DEPOSIT(S) AS OUTLINED ABOVE. | | |
| **WATER/SEWER UTILITY RATES** | | |
| **WATER** | | |
| **WATER FIXED MONTHLY CHARGES** | | |
| **INSIDE CITY:** | | |
| WATER RESIDENTAL 3/4" METER-MONTHLY | 10.37 | 10.58 |
| WATER RESIDENTAL 1" METER-MONTHLY | 10.37 | 10.58 |
| WATER RESIDENTAL 1 1/2" METER-MONTHLY | 34.56 | 35.25 |
| WATER RESIDENTAL 2" METER-MONTHLY | 55.30 | 56.41 |
| WATER RESIDENTAL 3" METER-MONTHLY | 150.37 | 153.38 |

Attachment: City of Holly Hill Fee Schedule FY25 Updates noted in red (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

## City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2024

| | FY2023-2024 | FY2024-2025 |
|---|---|---|
| WATER RESIDENTAL 4" METER-MONTHLY | 259.25 | 264.43 |
| WATER RESIDENTAL 6" METER-MONTHLY | 553.06 | 564.12 |
| WATER RESIDENTAL 8" METER-MONTHLY | 967.86 | 987.21 |
| WATER RESIDENTAL 10" METER-MONTHLY | 1,451.79 | 1,480.83 |
| WATER RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY) | 9.80 | 10.00 |
| | | |
| WATER NON-RESIDENTAL 3/4" METER-MONTHLY | 10.37 | 10.58 |
| WATER NON-RESIDENTAL 1" METER-MONTHLY | 17.28 | 17.63 |
| WATER NON-RESIDENTAL 1 1/2" METER-MONTHLY | 34.56 | 35.25 |
| WATER NON-RESIDENTAL 2" METER-MONTHLY | 55.30 | 56.41 |
| WATER NON-RESIDENTAL 3" METER-MONTHLY | 150.37 | 153.38 |
| WATER NON-RESIDENTAL 4" METER-MONTHLY | 259.25 | 264.43 |
| WATER NON-RESIDENTAL 6" METER-MONTHLY | 553.06 | 564.12 |
| WATER NON-RESIDENTAL 8" METER-MONTHLY | 967.86 | 987.21 |
| WATER NON-RESIDENTAL 10" METER-MONTHLY | 1,451.79 | 1,480.83 |
| WATER NON-RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY) | 9.80 | 10.00 |
| | | |
| **OUTSIDE CITY:** | | |
| WATER RESIDENTAL 3/4" METER-MONTHLY | 12.96 | 13.22 |
| WATER RESIDENTAL 1" METER-MONTHLY | 12.96 | 13.22 |
| WATER RESIDENTAL 1 1/2" METER-MONTHLY | 43.20 | 44.07 |
| WATER RESIDENTAL 2" METER-MONTHLY | 69.13 | 70.51 |
| WATER RESIDENTAL 3" METER-MONTHLY | 187.96 | 191.72 |
| WATER RESIDENTAL 4" METER-MONTHLY | 324.06 | 330.54 |
| WATER RESIDENTAL 6" METER-MONTHLY | 691.33 | 705.15 |
| WATER RESIDENTAL 8" METER-MONTHLY | 1,209.82 | 1,234.02 |
| WATER RESIDENTAL 10" METER-MONTHLY | 1,814.74 | 1,851.03 |
| WATER RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY) | 12.26 | 12.50 |
| | - | |
| WATER NON-RESIDENTAL 3/4" METER-MONTHLY | 12.96 | 13.22 |
| WATER NON-RESIDENTAL 1" METER-MONTHLY | 21.60 | 22.03 |
| WATER NON-RESIDENTAL 1 1/2" METER-MONTHLY | 43.20 | 44.07 |
| WATER NON-RESIDENTAL 2" METER-MONTHLY | 69.13 | 70.51 |
| WATER NON-RESIDENTAL 3" METER-MONTHLY | 187.96 | 191.72 |
| WATER NON-RESIDENTAL 4" METER-MONTHLY | 324.06 | 330.54 |
| WATER NON-RESIDENTAL 6" METER-MONTHLY | 691.33 | 705.15 |
| WATER NON-RESIDENTAL 8" METER-MONTHLY | 1,209.82 | 1,234.02 |
| | | |
| WATER NON-RESIDENTAL 10" METER-MONTHLY | 1,814.74 | 1,851.03 |
| | | |
| WATER NON-RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY) | 12.26 | 12.50 |
| | | |
| **WATER VOLUMETRIC RATES (ALL RATES SHOWN ARE FEE PER 1,000 GALLONS)** | | |
| **WATER INSIDE CITY:** | | |
| WATER RESIDENTAL 0 TO 2,000 GALLONS | 4.93 | 5.03 |
| WATER RESIDENTAL 2,001 TO 5,000 GALLONS | 9.85 | 10.05 |
| WATER RESIDENTAL 5,001 TO 10,000 GALLONS | 11.34 | 11.56 |
| WATER RESIDENTAL 10,001 TO 15,000 GALLONS | 12.31 | 12.56 |
| WATER RESIDENTAL OVER 15,000 GALLONS | 13.30 | 13.57 |
| | | |
| WATER MULTI UNIT RESIDENTAL 0 TO 2,000 GALLONS | 4.93 | 5.03 |
| WATER MULTI UNIT RESIDENTAL 2,001 TO 5,000 GALLONS | 9.85 | 10.05 |
| WATER MULTI UNIT RESIDENTAL 5,001 TO 10,000 GALLONS | 11.34 | 11.56 |
| WATER MULTI UNIT RESIDENTAL 10,001 TO 15,000 GALLONS | 12.31 | 12.56 |
| WATER MULTI UNIT RESIDENTAL OVER 15,000 GALLONS | 13.30 | 13.57 |
| | | |
| WATER NON-RESIDENTAL 0 TO 2,000 GALLONS | 9.85 | 10.05 |
| WATER NON-RESIDENTAL 2,001 TO 5,000 GALLONS | 9.85 | 10.05 |
| WATER NON-RESIDENTAL 5,001 TO 10,000 GALLONS | 11.34 | 11.56 |
| WATER NON-RESIDENTAL 10,001 TO 15,000 GALLONS | 11.34 | 11.56 |
| WATER NON-RESIDENTAL OVER 15,000 GALLONS | 11.34 | 11.56 |
| WATER MULTI UNIT NON-RESIDENTAL 0 TO 2,000 GALLONS | 4.93 | 5.03 |
| WATER MULTI UNIT NON-RESIDENTAL 2,001 TO 5,000 GALLONS | 9.85 | 10.05 |

Attachment: City of Holly Hill Fee Schedule FY25 Updates noted in red (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

## City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2024

| | FY2023-2024 | FY2024-2025 |
|---|---|---|
| WATER MULTI UNIT NON-RESIDENTAL 5,001 TO 10,000 GALLONS | 11.34 | 11.56 |
| WATER MULTI UNIT NON-RESIDENTAL 10,001 TO 15,000 GALLONS | 12.31 | 12.56 |
| WATER MULTI UNIT NON-RESIDENTAL OVER 15,000 GALLONS | 13.30 | 13.57 |
| **WATER OUTSIDE CITY:** | | |
| WATER RESIDENTAL 0 TO 2,000 GALLONS | 6.16 | 6.29 |
| WATER RESIDENTAL 2,001 TO 5,000 GALLONS | 12.31 | 12.56 |
| WATER RESIDENTAL 5,001 TO 10,000 GALLONS | 14.17 | 14.45 |
| WATER RESIDENTAL 10,001 TO 15,000 GALLONS | 15.39 | 15.70 |
| WATER RESIDENTAL OVER 15,000 GALLONS | 16.63 | 16.96 |
| | - | - |
| WATER MULTI UNIT RESIDENTAL 0 TO 2,000 GALLONS | 6.16 | 6.29 |
| WATER MULTI UNIT RESIDENTAL 2,001 TO 5,000 GALLONS | 12.31 | 12.56 |
| WATER MULTI UNIT RESIDENTAL 5,001 TO 10,000 GALLONS | 14.17 | 14.45 |
| WATER MULTI UNIT RESIDENTAL 10,001 TO 15,000 GALLONS | 15.39 | 15.70 |
| WATER MULTI UNIT RESIDENTAL OVER 15,000 GALLONS | 16.63 | 16.96 |
| | - | - |
| WATER NON-RESIDENTAL 0 TO 2,000 GALLONS | 12.31 | 12.56 |
| WATER NON-RESIDENTAL 2,001 TO 5,000 GALLONS | 12.31 | 12.56 |
| WATER NON-RESIDENTAL 5,001 TO 10,000 GALLONS | 14.17 | 14.45 |
| WATER NON-RESIDENTAL 10,001 TO 15,000 GALLONS | 14.17 | 14.45 |
| WATER NON-RESIDENTAL OVER 15,000 GALLONS | 14.17 | 14.45 |
| | - | - |
| WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL 0 TO 2,000 GALLONS | 6.16 | 6.29 |
| WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL 2,001 TO 5,000 GALLONS | 12.31 | 12.56 |
| WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL 5,001 TO 10,000 GALLONS | 14.17 | 14.45 |
| WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL 10,001 TO 15,000 GALLONS | 15.39 | 15.70 |
| WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL OVER 15,000 GALLONS | 16.63 | 16.96 |
| **SEWER** | | |
| **SEWER FIXED MONTHLY CHARGES** | | |
| **SEWER INSIDE CITY:** | | |
| SEWER RESIDENTAL 3/4" METER-MONTHLY | 14.88 | 15.47 |
| SEWER RESIDENTAL 1" METER-MONTHLY | 14.88 | 15.47 |
| SEWER RESIDENTAL 1 1/2" METER-MONTHLY | 49.59 | 51.57 |
| SEWER RESIDENTAL 2" METER-MONTHLY | 79.35 | 82.52 |
| SEWER RESIDENTAL 3" METER-MONTHLY | 215.72 | 224.35 |
| SEWER RESIDENTAL 4" METER-MONTHLY | 371.92 | 386.80 |
| SEWER RESIDENTAL 6" METER-MONTHLY | 793.44 | 825.18 |
| SEWER RESIDENTAL 8" METER-MONTHLY | 1,388.52 | 1,444.07 |
| SEWER RESIDENTAL 10" METER-MONTHLY | 2,082.79 | 2,166.10 |
| SEWER RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY) | 14.06 | 14.62 |
| | - | |
| SEWER NON-RESIDENTAL 3/4" METER-MONTHLY | 14.88 | 15.47 |
| SEWER NON-RESIDENTAL 1" METER-MONTHLY | 24.79 | 25.78 |
| SEWER NON-RESIDENTAL 1 1/2" METER-MONTHLY | 49.59 | 51.57 |
| SEWER NON-RESIDENTAL 2" METER-MONTHLY | 79.35 | 82.52 |
| SEWER NON-RESIDENTAL 3" METER-MONTHLY | 215.72 | 224.35 |
| SEWER NON-RESIDENTAL 4" METER-MONTHLY | 371.92 | 386.80 |
| SEWER NON-RESIDENTAL 6" METER-MONTHLY | 793.44 | 825.18 |
| SEWER NON-RESIDENTAL 8" METER-MONTHLY | 1,388.52 | 1,444.07 |
| SEWER NON-RESIDENTAL 10" METER-MONTHLY | 2,082.79 | 2,166.10 |
| SEWER NON-RESIDENTAL MULTI UNIT-MONTHLY (PER UNIT-MONTHLY) | 14.06 | 14.62 |
| | - | |
| **SEWER OUTSIDE CITY:** | - | |
| SEWER RESIDENTAL 3/4" METER-MONTHLY | 18.60 | 19.34 |
| SEWER RESIDENTAL 1" METER-MONTHLY | 18.60 | 19.34 |
| SEWER RESIDENTAL 1 1/2" METER-MONTHLY | 61.99 | 64.47 |
| SEWER RESIDENTAL 2" METER-MONTHLY | 99.18 | 103.15 |
| SEWER RESIDENTAL 3" METER-MONTHLY | 269.65 | 280.43 |
| SEWER RESIDENTAL 4" METER-MONTHLY | 464.90 | 483.50 |
| SEWER RESIDENTAL 6" METER-MONTHLY | 991.80 | 1,031.48 |

Attachment: City of Holly Hill Fee Schedule FY25 Updates noted in red (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

## City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2024

| | FY2023-2024 | FY2024-2025 |
|---|---|---|
| SEWER RESIDENTAL 8" METER-MONTHLY | 1,735.66 | 1,805.08 |
| SEWER RESIDENTAL 10" METER-MONTHLY | 2,603.48 | 2,707.62 |
| SEWER RESIDENTAL MULTI UNIT-MONTHLY (PER UNIT MONTHLY) | 17.58 | 18.28 |
| | - | |
| SEWER NON-RESIDENTAL 3/4" METER-MONTHLY | 18.60 | 19.34 |
| SEWER NON-RESIDENTAL 1" METER-MONTHLY | 30.99 | 32.23 |
| SEWER NON-RESIDENTAL 1 1/2" METER-MONTHLY | 61.99 | 64.47 |
| SEWER NON-RESIDENTAL 2" METER-MONTHLY | 99.18 | 103.15 |
| SEWER NON-RESIDENTAL 3" METER-MONTHLY | 269.65 | 280.43 |
| SEWER NON-RESIDENTAL 4" METER-MONTHLY | 464.90 | 483.50 |
| SEWER NON-RESIDENTAL 6" METER-MONTHLY | 991.80 | 1,031.48 |
| SEWER NON-RESIDENTAL 8" METER-MONTHLY | 1,735.66 | 1,805.08 |
| SEWER NON-RESIDENTAL 10" METER-MONTHLY | 2,603.48 | 2,707.62 |
| SEWER NON-RESIDENTAL MULTI UNIT-MONTHLY (PER UNIT MONTHLY) | 17.58 | 18.28 |
| | - | |
| **SEWER VOLUMETRIC RATES (ALL RATES SHOWN ARE FEE PER 1,000 GALLO** | - | |
| | - | |
| **SEWER INSIDE CITY:** | - | |
| SEWER RESIDENTAL 0 TO 2,000 GALLONS | 3.83 | 3.98 |
| SEWER RESIDENTAL OVER 2,000 | 11.58 | 12.05 |
| SEWER RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS | 3.83 | 3.98 |
| SEWER RESIDENTAL MULTI UNIT OVER 2,000 | 11.58 | 12.05 |
| | - | |
| SEWER NON-RESIDENTAL 0 TO 2,000 GALLONS | 11.58 | 12.05 |
| SEWER NON-RESIDENTAL OVER 2,000 | 11.58 | 12.05 |
| SEWER NON-RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS | 3.83 | 3.98 |
| SEWER NON-RESIDENTAL MULTI UNIT OVER 2,000 GALLONS | 11.58 | 12.05 |
| | - | |
| SEWER RESIDENTAL 0 TO 2,000 GALLONS | 4.78 | 4.98 |
| SEWER RESIDENTAL OVER 2,000 | 14.48 | 15.06 |
| SEWER RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS | 4.78 | 4.98 |
| SEWER RESIDENTAL MULTI UNIT OVER 2,000 | 14.48 | 15.06 |
| | - | |
| SEWER NON-RESIDENTAL 0 TO 2,000 GALLONS | 14.48 | 15.06 |
| SEWER NON-RESIDENTAL OVER 2,000 | 14.48 | 15.06 |
| SEWER NON-RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS | 4.78 | 4.98 |
| SEWER NON-RESIDENTAL MULTI UNIT OVER 2,000 GALLONS | 14.48 | 15.06 |
| | - | |
| SEWER OUTSIDE CITY NON-RESIDENTAL OVER 2,000 | 14.48 | 15.06 |
| SEWER OUTSIDE CITY NON-RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS | 4.78 | 4.98 |
| SEWER OUTSIDE CITY NON-RESIDENTAL MULTI UNIT OVER 2,000 GALLONS | 14.48 | 15.06 |
| | | |
| **FIRE LINE SPRINKLERS** | | |
| 1" FIRE LINE SPRNKLER - INSIDE CITY | 2.57 | 2.57 |
| 2" FIRE LINE SPRNKLER - INSIDE CITY | 5.10 | 5.10 |
| 4" FIRE LINE SPRNKLER - INSIDE CITY | 10.19 | 10.19 |
| 6" FIRE LINE SPRNKLER - INSIDE CITY | 20.37 | 20.37 |
| 8" FIRE LINE SPRNKLER - INSIDE CITY | 40.78 | 40.78 |
| 10" FIRE LINE SPRNKLER - INSIDE CITY | 81.52 | 81.52 |
| 12" FIRE LINE SPRNKLER - INSIDE CITY | 163.02 | 163.02 |
| | | |
| 1" FIRE LINE SPRNKLER - OUTSIDE CITY | 3.19 | 3.19 |
| 2" FIRE LINE SPRNKLER - OUTSIDE CITY | 6.38 | 6.38 |
| 4" FIRE LINE SPRNKLER - OUTSIDE CITY | 12.78 | 12.78 |
| 6" FIRE LINE SPRNKLER - OUTSIDE CITY | 25.48 | 25.48 |
| 8" FIRE LINE SPRNKLER - OUTSIDE CITY | 50.95 | 50.95 |
| | | |
| **RENEWAL/REPLACEMENT** | | |
| RENEW/REPLACE SEWER - INSIDE CITY | 3.00 | 3.00 |
| RENEW/REPLACE WATER - INSIDE CITY | 3.00 | 3.00 |
| | | |
| RENEW/REPLACE SEWER - OUTSIDE CITY | 3.75 | 3.75 |
| RENEW/REPLACE WATER - OUTSIDE CITY | 3.75 | 3.75 |
| | | |
| **MISC./REPLACEMENT FEES** | | |

Attachment: City of Holly Hill Fee Schedule FY25 Updates noted in red (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

# City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2024

| | FY2023-2024 | FY2024-2025 |
|---|---|---|
| **ACCOUNT FEES:** | | |
| ADMINISTRATIVE FEES | 25.00 | 25.00 |
| COLLECTIONS ADMINISTRATIVE FEE | 35.00 | 35.00 |
| DELINQUENT ACCOUNT FEE | 30.00 | 30.00 |
| LATE PAYMENT PENALTY (APPLIES TO ALL WATER, SEWER, TRASH, RENEWAL & REPLACEMENT CHARGES AND UTILITY TAXES) | 15% | 0.15 |
| COLLECTION AGENCY PERCENTAGE | 35% | 0.35 |
| RETURNED CHECK CHARGE - CHECKS UP TO $50.00 | 25.00 | 25.00 |
| RETURNED CHECK CHARGE - CHECKS $50.01 - $300.00 | 30.00 | 30.00 |
| RETURNED CHECK CHARGE - CHECKS $300.01 - $800.00 | 40.00 | 40.00 |
| RETURNED CHECK CHARGE - CHECKS > $800.00 | 5% of Face Amt. | 5% of Face Amt. |
| SUSPENDED ACCOUNT FEE | 15.00 | 15.00 |
| SUSPENDED ACCOUNT FEE - REACTIVATION | 15.00 | 15.00 |
| SUSPENDED ACCOUNT FEE - AFTER HOURS AND WEEKEND/HOLIDAYS | 100.00 | 100.00 |
| **OTHER MISC/REPLACEMENT FEES:** | | |
| TEMPORARY TURN-ON | 25.00 | 25.00 |
| BRASS BODY WATER METER | Actual Cost+Labor | Actual Cost+Labor |
| BROKEN HARD LOCK | 35.00 | 35.00 |
| BROKEN SOFT LOCK | 30.00 | 30.00 |
| BROKEN MASTER LOCK | 45.00 | 45.00 |
| METER BENCH TEST | 75.00 | 75.00 |
| BROKEN VALVE | Actual Cost+Labor | Actual Cost+Labor |
| METER COUPLING 3/4" | Actual Cost+Labor | Actual Cost+Labor |
| BALL VALVE 1" | Actual Cost+Labor | Actual Cost+Labor |
| BALL VALVE 3/4" | Actual Cost+Labor | Actual Cost+Labor |
| LABOR CHARGE PER HOUR | N\A | N\A |
| METER BOX | Actual Cost+Labor | Actual Cost+Labor |
| ADDITIONAL METER CHECK AT LOCATION | 20.00 | 20.00 |
| OVERTIME CHARGE | 52.00 | 52.00 |
| PULLED/SET METER | Labor Cost/1 Hr. Min. | Labor Cost/1 Hr. Min. |
| RADIO READ HEAD | Actual Cost+Labor | Actual Cost+Labor |
| METER COUPLING 1" | Actual Cost+Labor | Actual Cost+Labor |
| METER RISER 7" | Actual Cost+Labor | Actual Cost+Labor |
| METER RISER 9" | Actual Cost+Labor | Actual Cost+Labor |
| REUSE WATER | Cost as per contract all locations | Cost as per contract all locations |
| BOOT DAMAGED, STOLEN | 26.00 | 26.00 |
| **HYDRANT RENTAL -** | | |
| METER DEPOSIT | 1,700.00 | 1,700.00 |
| **MONTHLY USAGE RATES: (ALL RATES SHOWN ARE FEE PER 1,000 GALLONS)** | | |
| WTR 0-2,000 GALLONS | 9.85 | 10.05 |
| WTR 2,001-5,000 GALLONS | 9.85 | 10.05 |
| WTR 5,001-10,000 GALLONS | 11.34 | 11.56 |
| WTR 10,001-15,000 GALLONS | 11.34 | 11.56 |
| WTR > 15,000 GALLONS | 11.34 | 11.56 |
| LOST METER (ASSUMED GALLONS PER DAY) | 500GL/DAY | 500GL/DAY |

Attachment: City of Holly Hill Fee Schedule FY25 Updates noted in red (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

## City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2024

| | | FY2023-2024 | FY2024-2025 |
|---|---|---|---|
| **SOLID WASTE COLLECTION** | | | |
| **RESIDENTIAL** | | | |
| RESIDENTIAL TOTER | | 25.01 | 25.87 |
| EXTRA RESIDENTIAL TOTER | | 25.01 | 25.87 |
| EXTRA RESIDENTIAL TOTER DEPOSIT | | 30.00 | 30.00 |
| BULK RATE PER CUBIC YARD | | 8.30 | 8.65 |
| **COMMERCIAL** | | | |
| **Commercial Containers** | | | |
| **2 YARD** | | | |
| | PU/WK - 1 | 79.92 | 100.41 |
| | PU/WK - 2 | 159.84 | 200.80 |
| | PU/WK - 3 | 239.76 | 301.24 |
| | PU/WK - 4 | 319.68 | 401.66 |
| | PU/WK - 5 | 399.60 | 502.08 |
| | PU/WK - 6 | 479.52 | 602.43 |
| | XPU | 19.98 | 24.84 |
| **4 YARD** | | | |
| | PU/WK - 1 | 159.84 | 178.87 |
| | PU/WK - 2 | 319.68 | 357.73 |
| | PU/WK - 3 | 479.52 | 536.63 |
| | PU/WK - 4 | 639.36 | 715.53 |
| | PU/WK - 5 | 799.20 | 895.46 |
| | PU/WK - 6 | 959.04 | 1,075.44 |
| | XPU | 39.96 | 44.14 |
| **6 YARD** | | | |
| | PU/WK - 1 | 239.76 | 295.65 |
| | PU/WK - 2 | 479.52 | 581.01 |
| | PU/WK - 3 | 719.28 | 871.55 |
| | PU/WK - 4 | 959.04 | 1,162.06 |
| | PU/WK - 5 | 1,198.80 | 1,452.57 |
| | PU/WK - 6 | 1,438.56 | 1,743.06 |
| | XPU | 59.94 | 63.78 |
| **8 YARD** | | | |
| | PU/WK - 1 | 319.68 | 393.99 |
| | PU/WK - 2 | 639.36 | 787.99 |
| | PU/WK - 3 | 959.04 | 1,181.93 |
| | PU/WK - 4 | 1,278.72 | 1,575.88 |
| | PU/WK - 5 | 1,598.40 | 1,969.86 |
| | PU/WK - 6 | 1,918.08 | 2,363.81 |
| | XPU | 79.92 | 94.13 |
| **T96 CARTS** | | | |
| | PU/WK - 2 | 34.39 | 46.02 |
| **Commercial Containers - Deposit** | | | |
| **2 YARD** | | | |
| | PU/WK - 1 | 159.84 | 200.82 |
| | PU/WK - 2 | 319.68 | 401.60 |
| | PU/WK - 3 | 479.52 | 602.48 |
| | PU/WK - 4 | 639.36 | 803.32 |
| | PU/WK - 5 | 799.20 | 1,004.16 |
| | PU/WK - 6 | 959.04 | 1,204.86 |
| **4 YARD** | | | |
| | PU/WK - 1 | 319.68 | 357.74 |
| | PU/WK - 2 | 639.36 | 715.46 |
| | PU/WK - 3 | 959.04 | 1,073.26 |
| | PU/WK - 4 | 1,278.72 | 1,431.06 |
| | PU/WK - 5 | 1,598.40 | 1,790.92 |
| | PU/WK - 6 | 1,918.08 | 2,150.88 |
| **6 YARD** | | | |
| | PU/WK - 1 | 479.52 | 591.30 |

Attachment: City of Holly Hill Fee Schedule FY25 Updates noted in red (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

**City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2024**

| | FY2023-2024 | FY2024-2025 |
|---|---|---|
| PU/WK - 2 | 959.04 | 1,162.02 |
| PU/WK - 3 | 1,438.56 | 1,743.10 |
| PU/WK - 4 | 1,918.08 | 2,324.12 |
| PU/WK - 5 | 2,397.60 | 2,905.14 |
| PU/WK - 6 | 2,877.12 | 3,486.12 |
| **8 YARD** | | |
| PU/WK - 1 | 639.36 | 787.98 |
| PU/WK - 2 | 1,278.72 | 1,575.80 |
| PU/WK - 3 | 1,918.08 | 2,363.86 |
| PU/WK - 4 | 2,557.44 | 3,151.76 |
| PU/WK - 5 | 3,196.80 | 3,939.72 |
| PU/WK - 6 | 3,836.16 | 4,727.62 |
| **T96 CARTS** | | |
| PU/WK - 2 | 75.00 | 92.00 |
| **ROLL-OFF RESIDENTIAL (PER PULL)** | | |
| 20 YARD (DISPOSAL COST NOT INCLUDED)/PULL | 258.19 | 351.08 |
| 30 YARD (DISPOSAL COST NOT INCLUDED)/PULL | 258.19 | 351.08 |
| 40 YARD (DISPOSAL COST NOT INCLUDED)/PULL | 258.19 | 351.08 |
| **ROLL-OFF COMMERICAL (PER PULL) 2 PULL MINIMUM PER MONTH** | | |
| 20 YARD (DISPOSAL COST NOT INCLUDED)/PULL | 258.19 | 351.08 |
| 30 YARD (DISPOSAL COST NOT INCLUDED)/PULL | 258.19 | 351.08 |
| 40 YARD (DISPOSAL COST NOT INCLUDED)/PULL | 258.19 | 351.08 |
| DISPOSAL COST | Actual | Actual |
| DISPOSAL COST - GREEN | Actual | Actual |
| DISPOSAL COST - C&D | Actual | Actual |
| DISPOSAL COST - MIXED DEBRIS | Actual | Actual |
| **ROLL-OFF RESIDENTIAL/COMMERICAL - DEPOSIT** | | |
| 20 YARD | 516.38 | 702.16 |
| 30 YARD | 516.38 | 702.16 |
| 40 YARD | 516.38 | 702.16 |
| **MISC COMMERCIAL CONTAINER CHARGES** | | |
| CASTER/WHEELS | 10.00 | REMOVE |
| LOCKING LID | 15.05 | 17.06 |
| 20YD TRASH COMPACTOR | 516.38 | 702.16 |
| 30YD TRASH COMPACTOR | 516.38 | 702.16 |
| 40YD TRASH COMPACTOR | 516.38 | 702.16 |
| RESET DUMPSTER | 68.49 | REMOVE |
| **STORMWATER** | | |
| **STORMWATER UTILITY FEE** | | |
| CHARGES PER EQUIVALENT RESIDENTIAL UNIR (ERU) WILL BE EIGHT DOLLARS ($8.00) PER MONTH, ($96.00 ANNUALLY) | | 96.00 |
| **POLICE FEES** | | |
| **MISC.** | | |
| REPORTS | 1.00 | 1.00 |
| FINGERPRINTS - RESIDENT | 5.00 | 5.00 |
| FINGERPRINTS - NON-RESIDENT | 7.00 | 7.00 |
| DVD | 1.00 | 1.00 |
| BODY WORN CAMERA VIDEO | DEPOSIT OF $30.00, $0.52 PER MINUTE | DEPOSIT OF $30.00, $0.52 PER MINUTE |
| VEHICLE EQUIPMENT CHECK | 4.00 | 4.00 |

Attachment: City of Holly Hill Fee Schedule FY25 Updates noted in red (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

## City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2024

| | FY2023-2024 | FY2024-2025 |
|---|---|---|
| GOLF CART REGISTRATION | 25.00 | 25.00 |
| FALSE ALARMS-4TH OCCURRENCE IN 365 DAYS | 50.00 | 50.00 |
| FALSE ALARMS-5TH OCCURRENCE IN 365 DAYS | 75.00 | 75.00 |
| FALSE ALARMS-6TH & GREATER IN 365 DAYS | 100.00 | 100.00 |
| TRESPASS TOWING FEE APPLICATION/PERMIT | 25.00 | 25.00 |
| TRESPASS TOWING FEE ANNUAL INSPECTION | 25.00 | 25.00 |
| **ANIMAL CONTROL** | | |
| EUTHANASIA REQUEST BY OWNER | 100.00 | REMOVE |
| TRAP SET-UP/RECOVERY FEE (FIVE DAYS WITH BAIT) | 20.00 | REMOVE |
| DEAD ANIMAL REMOVAL - PRIVATE PROERTY | 30.00 | REMOVE |
| NEUTERED MALE DOG - EACH | 5.00 | REMOVE |
| NEUTERED MALE CAT - EACH | 5.00 | REMOVE |
| SPAYED FEMALE DOG - EACH | 5.00 | REMOVE |
| SPAYED FEMALE CAT - EACH | 5.00 | REMOVE |
| UNALTERED PERMIT - EACH | 25.00 | REMOVE |
| **FIRE PROTECTION FEES** | | |
| **FALSE ALARMS** | | |
| FALSE ALARMS-4TH & GREATER OCCURRENCE IN 365 DAYS | 100.00 | 100.00 |
| LIFT ASSIST FEE | 300.00 | 300.00 |
| **GENERAL GOVERNMENT** | | |
| MERCHANT FEES (APPLIED TO **ALL** PAYMENTS MADE BY CREDIT CARD) | 3% | 3% |
| LIEN SEARCH | 75.00 | 75.00 |
| LABOR/HOUR - CITY EMPLOYEE | 35.00 | 35.00 |
| EQUIPMENT - CITY OWNED EQUIPMENT | FEMA Rate Schedule | FEMA Rate Schedule |
| MATERIAL - PURCHASED BY CITY | Actual Cost | Actual Cost |
| ***NOTE: LIEN REDUCTIONS/MODIFICATIONS*** | | |
| Pursuant to Section 70-35 the city manager or his/her designee may reduce any fine impose however, said reduction shall not be less than the costs and expenses incurred by the city. Only the city manager may reduce any fine imposed pursuant to this article less than the costs and expenses incurred by the city plus a 10% administrative fee. Only the City Commission may reduce said fees below the cost and expenses incurred by the City. | | |
| **PARKS & RECREATION** | | |
| **FACILITY/FIELD RENTALS** | | |
| **SICA HALL** | | |
| SICA HALL - 1 ROOM (BASE RATE INCLUDES 2 HOURS) | 90.00 | 90.00 |
| SICA HALL - 1 ROOM (PER EACH ADDITIONAL HOUR) | 45.00 | 45.00 |
| SICA HALL - 2 ROOMS (BASE RATE INCLUDES 2 HOURS) | 160.00 | 160.00 |
| SICA HALL - 2 ROOMS (PER EACH ADDITIONAL HOUR) | 80.00 | 80.00 |
| SICA HALL - 3 ROOMS (BASE RATE INCLUDES 2 HOURS) | 200.00 | 200.00 |
| SICA HALL - 3 ROOMS (PER EACH ADDITIONAL HOUR) | 100.00 | 100.00 |
| SICA HALL - ALCOHOL FEE | 100.00 | 100.00 |
| SICA HALL DEPOSIT (REFUNDABLE) | 100.00 | 100.00 |
| SET-UP/BREAKDOWN (PER USE) | 30.00 | 30.00 |
| CLEAN UP (NO REFUND OF DEPOSIT) | | |
| **CLUBHOUSE** | | |
| CLUB HOUSE (BASE RATE INCLUDES 2 HOURS) | 50.00 | 50.00 |
| CLUB HOUSE (EACH ADDITIONAL HOUR) | 25.00 | 25.00 |
| CLUB HOUSE DEPOSIT | 50.00 | 50.00 |
| CLEAN UP (NO REFUND OF DEPOSIT) | | |
| **CENTENNIAL PARK** | | |

Attachment: City of Holly Hill Fee Schedule FY25 Updates noted in red (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

## City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2024

| | FY2023-2024 | FY2024-2025 |
|---|---|---|
| LARGE PAVILION (BASE RATE INCLUDES 3 HOURS) | 30.00 | 30.00 |
| LARGE PAVILION (EACH ADDITIONAL HOUR) | 10.00 | 10.00 |
| LARGE PAVILION DEPOSIT | 25.00 | 25.00 |
| **SUNRISE PARK** | | |
| LARGE PAVILION (BASE RATE INCLUDES 3 HOURS) | 30.00 | 30.00 |
| LARGE PAVILION (EACH ADDITIONAL HOUR) | 10.00 | 10.00 |
| SMALL PAVILION (BASE RATE INCLUDES 3 HOURS) | 30.00 | 30.00 |
| SMALL PAVILION (EACH ADDITIONAL HOUR) | 10.00 | 10.00 |
| GAZEBO (BASE RATE INCLUDES 3 HOURS) | 30.00 | 30.00 |
| GAZEBO (EACH ADDITIONAL HOUR) | 10.00 | 10.00 |
| **ROSS POINT PARK** | | |
| BASE RATE INCLUDES 3 HOURS | 180.00 | 180.00 |
| EACH ADDITIONAL HOUR | 60.00 | 60.00 |
| DEPOSIT (REFUNDABLE) | 100.00 | 100.00 |
| **RIVERSIDE PARK** | | |
| BASE RATE INCLUDES 3 HOURS | 180.00 | 180.00 |
| EACH ADDITIONAL HOUR | 60.00 | 60.00 |
| DEPOSIT (REFUNDABLE) | 100.00 | 100.00 |

Attachment: City of Holly Hill Fee Schedule FY25 Updates noted in red (2024-R-63 : Fiscal Year 2025 City Wide Fee Schedule)

HOLLY HILL
FLORIDA

**STAFF REPORT**
**CITY OF HOLLY HILL, FLORIDA**

**City Commission**
**Resolution**

**MEETING DATE:** **September 9, 2024**
**FROM:** **Valerie Manning**
**SUBJECT:** **A Resolution of the City of Holly Hill, Florida, Ratifying a Three-Year Agreement with the Police Benevolent Association of Holly Hill (P.B.A.) October 1, 2024 - September 30, 2027; Providing for Severability; Providing for Conflicting Resolutions; and Providing for an Effective Date.**
**NUMBER:** **2024-R-64**
**APPLICANT:**
**PLANNER:**

**DISCUSSION**:

City Management and representatives from the Police Benevolent Association (P.B.A.) Local ___ have been in contract negotiations for several months. Both Management and the Union have agreed upon the terms and conditions contained in the attached three-year agreement and request the City Commission to ratify the Agreement.

**A summary of these changes follows**:

Article 1 - Updates the list of those excluded from the bargaining unit to include Captain.

Article 7 - Clarifies the 2 ½ hour minimum call-back pay is for employees who are called back to work outside normal working hours.

Article 10 - Incorporates the sergeant's promotional exam process which was previously agreed upon by separate memorandum.

Article 15 - Clarifies that out-of-class pay is for a temporary assignment in excess of 5 consecutive days or 5 consecutive shifts.

Article 21 - Clarifies that employees working 2,080 hours per year are eligible for 40 hours bereavement leave and employees working 2,184 hours per year are eligible for 48 hours bereavement leave.

Article 24 - Provides a wage increase for all P.B.A. Bargaining Unit Members in the amount of 10% for the year beginning October 2024. The minimums and maximums of all pay grades are proposed to increase by 8% in October 2024. Members being promoted from officer to sergeant shall receive a total increase of 15% minus any increase they previously received for MPO I/II.

Article 26 - Clarifies the birthday holiday is the personal day, as referenced in the personnel rules and regulations.

Article 31 - Eliminates section applicable only to members hired by September 30, 1999, as none

remain in City employment. Eliminates the COLA for those members hired beginning October 1, 2024 but notes that when the UAAL reduces to $1,000,000, the City may consider reinstating the COLA (UAAL was $2,243,474 as of 10/01/2023). Allows members to buy time into the system once they have been in the pension for 6 years (instead of 10 years).

Article 36 - Eliminates the assessment to members who reside outside of the city limits for take home vehicles.

Article 37 - Allows for a wage opener and one additional opener by either party for years two and three.

In addition, this contract accepts the May 2024 Personnel Rules and Regulations, which is acknowledged throughout.

**FISCAL ANALYSIS:**

The total of the proposed hourly rate increases equates to 10% in year one. Years two and three remain to be negotiated. The 5% modification for future sergeants promotional pay and the elimination of the vehicle assessment are nominal to the total department budget.

**STAFF RECOMMENDATION**:

Approve the attached Resolution and ratify the attached P.B.A. Bargaining Unit Agreement.

**COMMISSION GOAL:**

**N/A**

**MOTION:**

**APPROVE RATIFYING A THREE-YEAR AGREEMENT WITH THE POLICE BENEVOLENT ASSOCIATION OF HOLLY HILL (P.B.A.) OCTOBER 1, 2024 - SEPTEMBER 30, 2027, APPROVE THE AGREEMENT AND AUTHORIZE THE MAYOR, CITY MANAGER, POLICE CHIEF AND HUMAN RESOURCES MANAGER TO EXECUTE THE AGREEMENT.**

**ATTACHMENTS:**

- PBA 2024 Final Agreement - Track Changes (PDF)

# Resolution No. 2024-64

## A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, RATIFYING A THREE-YEAR AGREEMENT WITH THE POLICE BENEVOLENT ASSOCIATION OF HOLLY HILL (P.B.A.) OCTOBER 1, 2024 - SEPTEMBER 30, 2027; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING RESOLUTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

**A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, RATIFYING A THREE-YEAR AGREEMENT WITH THE POLICE BENEVOLENT ASSOCIATION OF HOLLY HILL (P.B.A.) OCTOBER 1, 2024 - SEPTEMBER 30, 2027; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,** negotiations between management of the City of Holly Hill and representatives from the Police benevolent Association (P.B.A.) have concluded with an agreement between the representatives and now requires ratification by the City Commission; and

**WHEREAS**, on August 19, 2024, management was advised that the members of the P.B.A. voted in support of the proposed agreement.

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

**SECTION 1**. That the City Commission hereby ratifies the attached Agreement with the P.B.A. as a three-year contract, effective October 1, 2024 and expiring on September 30, 2027.

**SECTION 2**. That if any section, subsection, sentence, clause, phrase, or portion of this resolution, or application hereof, is for any reason held invalid or unconstitutional by an 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 9th day of SEPTEMBER, 2024.**

# AGREEMENT BETWEEN

# COASTAL FLORIDA POLICE BENEVOLENT ASSOCIATION

# AND

# THE CITY OF HOLLY HILL

**October 1, ~~2021~~ 2024 – September 30, ~~2024~~2027**

Ratified by City Commission:

Attachment: PBA 2024 Final Agreement - Track Changes (2024-R-64 : Police Benevolent Association (P.B.A.) - Ratifying a 3-Year Agreement)

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THIS AGREEMENT is entered into by the CITY OF HOLLY HILL, FLORIDA, hereinafter referred to as the "City", and the COASTAL FLORIDA POLICE BENEVOLENT ASSOCIATION, hereinafter referred to as the "Employee Organization" or the "Association".

Attachment: PBA 2024 Final Agreement - Track Changes (2024-R-64 : Police Benevolent Association (P.B.A.) - Ratifying a 3-Year Agreement)

# ARTICLE 1

TITLE RECOGNITION

1.1 The City hereby recognizes the Association as the exclusive bargaining agent for those employees in the following bargaining unit:

Included: All Sworn full-time Police Officers, and Police Sergeants.

Excluded: Police Chief, Deputy Police Chief, Captain, Police Lieutenant, part-time Police Officers and all non-sworn positions. This item is pending approval process of PERC

Attachment: PBA 2024 Final Agreement - Track Changes (2024-R-64 : Police Benevolent Association (P.B.A.) - Ratifying a 3-Year Agreement)

## ARTICLE 2

MANAGEMENT RIGHTS

2.1 Except as expressly provided for in this Agreement, the City has the sole and exclusive right to manage and direct the Holly Hill Police Department, set standards of service to be offered to the public and to exercise control and discretion over its operation.

2.2 The City, except as provided in this Agreement, specifically, but not by way of limitation, reserves the exclusive right to: hire, promote, transfer, classify, reclassify and lay off bargaining unit members; fire, demote, and for just cause, transfer bargaining unit members from location to location; rehire bargaining unit members; maintain the efficiency of bargaining unit members through supervisory personnel; merge, consolidate, expand or close the Department or any part thereof or expand, reduce, alter, combine, assign or cease any positions upon notifications, control the use of equipment and property of the City; fill any position on a temporary, emergency or interim basis; determine the number, location, and operation of headquarters, annexes, divisions, sub-stations and departments thereof; schedule and assign the work to the bargaining unit members and determine the size and composition of the work force; formulate and implement departmental policy, rules and regulations; and introduce new or improved services, maintenance procedures, materials facilities, equipment and subcontract or contract any or all of its operations and functions. The Chief of Police will meet and negotiate with Association representatives regarding any change to the basic shift rotation plan of the Patrol Division, prior to implementation of any change to that plan.

2.3 If the City fails to exercise any one or more of the above functions from time to time, it shall not be deemed a waiver of the City's right to exercise any or all of such functions.

2.4 The above rights to the City are not all inclusive but indicate the type of matters or rights which belong to and are inherent to the City in its capacity of management and direction of the City of Holly Hill Police Department. Any rights, powers and authority the City had prior to entering into this Agreement are retained by the City, except as expressly and specifically abridged, delegated, granted



Attachment: PBA 2024 Final Agreement - Track Changes (2024-R-64 : Police Benevolent Association (P.B.A.) - Ratifying a 3-Year Agreement)

or modified by this Agreement.

2.5 If, in the discretion of the Mayor or the Commission it is determined that civil emergency conditions exist, including riots, civil disorders, hurricane conditions or what is judged to be a public danger or emergency, the provisions of this Agreement may be suspended by the Mayor or Commission during the time of the declared emergency, provided that the wage rates and monetary fringe benefits shall not be suspended.

2.6 The Association agrees it will not in any manner whatsoever, either directly or indirectly, support or condone, or in any way assist with any movement or effort in the City which might in any fashion have the effect of changing or altering this Labor Agreement. Such Agreement includes, but is in no way limited to, the supporting, either directly or indirectly, of any local legislation which would result in the alternation of any terms of this Agreement.

2.7 The exercise of the above rights shall not preclude bargaining unit members or their representatives from raising grievances, should decisions on the above matters have the practical consequence of violating the terms and conditions of this Agreement.

2.8 The City acknowledges that the language in this Article is not a waiver of any of the Association's rights under federal and Florida statutes nor is it a waiver of any bargaining unit member or group of bargaining unit member's rights under federal or Florida statutes.

Attachment: PBA 2024 Final Agreement - Track Changes (2024-R-64 : Police Benevolent Association (P.B.A.) - Ratifying a 3-Year Agreement)

## ARTICLE 3

EMPLOYEE RIGHTS

3.1 Parties hereto agree not to interfere with the right of any bargaining unit member to become a member of the Employee Organization, withdraw from membership in the Employee Organization, or refrain from becoming a member of the Employee Organization.

3.2 There shall be no discrimination against any bargaining unit member by reason of race, creed, color, age, national origin, sex or Employee Organization membership or activity, or lack of Employee Organization membership or activity. References to the use of the word he or his in this Agreement is for brevity only and shall be interpreted to mean him or her or his or her.

3.3 Nothing contained in this Agreement shall prevent any bargaining unit member covered by this Agreement from pursuing any right or remedy, not including arbitration as defined in the Grievance Procedure available under this Agreement, without representation of the Employee Organization. Further, nothing contained in this Agreement shall prevent any bargaining unit member from discussing a non-contract problem directly with his immediate supervisor or other departmental official without the intervention of the Association, provided that the immediate supervisor or other departmental official agrees to discuss or attempt to resolve the matter outside the formal grievance procedure.

Attachment: PBA 2024 Final Agreement - Track Changes (2024-R-64 : Police Benevolent Association (P.B.A.) - Ratifying a 3-Year Agreement)

## ARTICLE 4

STRIKES AND LOCKOUTS

4.1 There will be no strikes, work stoppages, picket lines, slowdowns, boycotts, or concerted failure or refusal to perform assigned work by the bargaining unit members or the Association and there will be no lockouts by the City for the duration of this Agreement. The Association supports the City fully in maintaining normal operations.

4.2 Any bargaining unit member who participates in or promotes a strike, work stoppage, picket line, slowdown, boycott or concerted failure or refusal to perform assigned work may be disciplined or discharged by the City and only the question of whether he did in fact participate in or promote such action shall be subject to grievance and arbitration procedure.

4.3 It is recognized by the parties that the City is responsible for, and engaged in, activities which are the basis of the health, safety, and welfare of the citizens. Accordingly, it is understood and agreed that in the event of any violation(s) of this section, the City shall be entitled to seek and obtain immediate injunctive relief, provided, however, it is agreed that the Association shall not be responsible for any act alleged to constitute a breach of this section if neither the Association nor any of its officers instigated, authorized, condoned, sanctioned or ratified such action.

4.4 "Picketing" as used herein shall mean any action which has the effect of preventing bargaining unit members form reporting to or continuing work.

Attachment: PBA 2024 Final Agreement - Track Changes (2024-R-64 : Police Benevolent Association (P.B.A.) - Ratifying a 3-Year Agreement)

## ARTICLE 5

DUES CHECK-OFF

5.1 Bargaining unit members covered by this Agreement may authorize payroll deduction for the purpose of paying Association dues. No authorization shall be allowed for payment of initiation fees, assessments or fines. The Association will notify the City in writing within thirty (30) days prior to any changes in the regular Association dues structure.

5.2 Dues shall be deducted biweekly (26 pay periods) and the funds deducted shall be remitted to the treasurer of the Association within thirty (30) days. The Association will indemnify, defend and hold the City harmless against any claims made and against any suits instituted against the City on account of payroll deduction of Association dues.

5.3 The payroll deductions of each bargaining unit member shall be instituted upon voluntary written notice from the bargaining unit member.

5.4 The payroll deduction shall be revocable by the bargaining unit member notifying the City in writing. The Association shall be notified by the City of any revocation.

Attachment: PBA 2024 Final Agreement - Track Changes (2024-R-64 : Police Benevolent Association (P.B.A.) - Ratifying a 3-Year Agreement)

## ARTICLE 6

PERSONNEL RECORDS

6.1 Each bargaining unit member covered by this Agreement shall have the right to a supervised inspection of his/her official personnel file, provided, however, that such inspection shall take place during working hours at the location where the official personnel file is kept. The bargaining unit member shall have the right to request duplicate copies, at no expense, of any items contained in the bargaining unit member personnel file.

6.2 Bargaining unit members shall have the right to submit a written response to any letter or reprimand or other document which is placed in the bargaining unit members official personnel file.

6.3 To the extent permitted by law and in order to protect the privacy and promote the safety of individual police officers, the City agrees not to furnish anyone the bargaining unit member's home address or telephone number without his/her consent.

6.4 The Association will indemnify and hold the City harmless against any claims made and against any suits instituted against the City as a result of the City exercising this prohibition against the furnishing of personnel data as defined in Section 6.3.

Attachment: PBA 2024 Final Agreement - Track Changes (2024-R-64 : Police Benevolent Association (P.B.A.) - Ratifying a 3-Year Agreement)

## ARTICLE 7

BASIC SCHEDULING AND DUTY ASSIGNMENT

7.1 The City and the Union agree that the basic work period for the Patrol Division shall consist of a pay cycle of 84 hours. Hours worked in excess of the 84-hour schedule shall be compensated for at a rate of one and one-half (1 ½ ) times the basic hourly rate of the bargaining unit member. Bargaining unit members assigned to work on an 8-hour day schedule, 40-hour work week shall be compensated at the rate of one and one-half (1 ½) times the basic hourly rate of the bargaining unit member for hours worked in excess of 40 hours per work week.

7.2 For overtime calculations work performed shall not include unscheduled personal leave or extended sick leave, holiday (straight time) and workers compensation leave. Holiday (straight time) will be included in the calculation of overtime for bargaining unit members assigned to 80 hour pay cycle. Scheduled personal leave, safety day, bereavement leave, compensatory time used, holiday worked and jury duty shall count as hours worked for overtime purposes. All other hours types not previously listed shall not count as hours worked for overtime purposes. For purposes of overtime calculations, all state paid incentive pay is not used when determining the hourly rate.

7.3 The maximum accumulation of compensatory time hours is eighty four (84) hours. When a bargaining unit member takes compensatory time off, the hours in his accumulated account would be appropriately reduced by the time taken off. If any bargaining unit member leaves the service of the City, the hours in his compensatory time accumulation shall be paid at-his current rate of pay.

7.4 Overtime pay shall be paid during the same pay period in which it is earned, with the exception of overtime that is worked on the last day of the pay period. When this occurs, this overtime pay will be paid in the next pay period.

7.5 If a bargaining unit member ~~-~~is called back to work outside his normal working hours, he/she shall receive a minimum of two and one half (2-1/2) hours pay at the rate of one and one-half (1-1/2) times the bargaining unit member 's basic hourly rate.



Attachment: PBA 2024 Final Agreement - Track Changes (2024-R-64 : Police Benevolent Association (P.B.A.) - Ratifying a 3-Year Agreement)

7.6 The minimum call-out compensation referred to in the above section shall apply to all call out, except required judicial appearances in Federal, Circuit, County or Municipal proceedings; either criminal, civil or traffic, on matters arising from the bargaining unit member's employment which shall be for a minimum of three (3) hours. Any fee paid by the court to the bargaining unit member for his court appearance shall be retained by the bargaining unit member in the event that the bargaining unit member uses his own vehicle. If the bargaining unit member uses a City vehicle, any fees paid by the Court to the bargaining unit member will be turned over to the City.

7.7 No supervisor or official shall take action to alter or change the work schedule in any manner to avoid payment of earned overtime.

7.8 A basic shift rotation schedule for the Patrol Division will be posted 30 days in advance of the expiration of the previous schedule for the twelve (12) month period. The twelve (12) month period will run from October through September of each year with the change going into effect on the first day of the first new pay period of October, Thirty (30) days prior to the posting of the schedule, a list will be posted for officers to sign and choose what shift they choose to work. If there is a conflict with a number of officers wanting a particular shift, assignments will be made by seniority as defined by the PBA contract. Squad assignments can be changed by the Chief or designee when operationally necessary. Individual squad personnel may voluntarily switch assignments with another of equal rank one time during the 12 month shift rotation period. All shift changes must be approved by the Chief/designee.

7.9 Except in case of emergency, a bargaining unit member will be given a minimum of forty eight (48) hour advance notice of any changes in his scheduled shift. Emergency as herein defined shall include unforeseen staffing requirements due to officer illness, bereavement leave, natural or man-made disaster or any other extraordinary manpower requirements. If a bargaining unit members is not notified prior to forty eight (48) hours of a shift change, and no emergency exist (as herein defined) the bargaining unit member shall receive payment at one and one half (1 ½ ) the straight time rate for the



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first eight (8) hours of the new shift. There will be no changes in the work schedule unless authorized by the Chief or his designee. A bargaining unit member may choose to receive comp time instead of the salary.

7.10 It is agreed that all assigned off-duty employment will be compensated at the rate provided for by–the business and at a minimum of $40.00. Assigned off-duty employment shall mean any employment of any bargaining unit member, excluding part-time officers, except as indicated below, where within the City limits of the City of Holly Hill such employment necessitates the wearing of the uniform of the City of Holly Hill, or any issued part thereof. It is further agreed that such assigned off-duty employment shall first be approved by the Chief of Police and all compensation for assigned off-duty employment shall be paid directly to the officer working the assignment by the individual employer at the end of each detail. The City will not be responsible for any enumeration for this service. It is understood that the bargaining unit member performing the off-duty assignment shall not be entitled to any overtime compensation. In the event a bargaining unit member working an off-duty assignment is injured in the line of duty while acting in the capacity of a police officer the City agrees to provide coverage for workers compensation as per Florida State Statutes. The rotational list shall be maintained by the Police Chief/designee in the event no full-time officer is available to cover the special assignment a part-time officer can then be used to fill the vacancy.

7.11 A bargaining unit member may be entitled to a (30) thirty minute meal period during each eight (8) hour or twelve (12) work period. When a meal period is granted, the bargaining unit member must standby by for a possible call to duty and shall remain on duty. The bargaining unit member shall be compensated during the meal period.

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## ARTICLE 8

BULLETIN BOARDS

8.1 The Association shall be authorized use of a suitable bulletin board, at an agreed upon location.

8.2 The Association agrees that it shall only use space on the bulletin board described above for the following purposes:

1. Notice of Association meetings
2. Association elections
3. Reports of Association committees
4. Recreational and social affairs of the Association.
5. Information to members concerning Association Business
6. Association Newsletters

8.3 All Association materials placed on the bulletin board shall be signed by the bargaining unit member Representative or his designee, and copies of any materials to be posted shall first be provided to the Department Head or his duly authorized agent prior to the posting of any such materials. The Chief of Police/designee shall have the right to refuse permission to post material considered inflammatory towards the City, the Police Department, or their leadership.

8.4 All costs incidental to preparation and posting of Association material shall be at the expense of the Association. The Association is responsible for posting and removing approved material from the bulletin board and for maintaining the bulletin board in an orderly fashion.

8.5 Subject to the restrictions for bulletin board usage, the Association shall be authorized similar usage of departmental e-mail solely for the purposes listed in section 8.2 provided the Police Chief and City Manager are forwarded a copy.

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## ARTICLE 9

ASSOCIATION REPRESENTATIVE

9.1 The Employee Organization shall be represented by its President or his designee. It shall be the responsibility of the Association to notify the City and the Chief of Police in writing of any change of the designation of President or his designee, subsequent to the execution of this Agreement.

9.2 A complete list of representatives shall be furnished to the City and any changes in these designations shall be promptly reported in writing to the City before the representatives can accomplish any of their duties.

9.3 It is understood and agreed that any bargaining unit member functioning as an Association representative has productive work to perform and will not leave his job during work hours, except after properly requesting and receiving proper authorization from the Chief of Police or his designee and only after stating what Association duties are to be performed. If in the opinion of the City the above mentioned bargaining unit member is taking unreasonable time to conduct such business the City shall have the right to require the Association representative to return immediately to their productive City work. At no time shall a bargaining unit member communicate with a member of the City Commission with regard to Association business while on duty being compensated by the City.

9.4 Bargaining unit members may devote up to two hours vacation time per year to be used by the Association representative to conduct Association business, to include attendance at meetings negotiation of contracts, grievance investigations and similar duties. If the pool of vacation time is not sufficient, then the Association representative must perform the Association business without pay.

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## ARTICLE 10

PROMOTIONAL POLICY

10.1 Recognizing the importance of education, experience, and performance upon evaluating candidates for promotion, a professional selection process has been determined for selection of sergeants and is outlined in this article. Notice of the promotional opportunity will be provided to all bargaining unit members at least two weeks prior to the deadline for letters of interest and at least thirty days prior to the testing date. The examination will cover five (5) areas including a written exam, proficiency/experience, education, oral board and Chief's interview. These areas will be scored in the following manner:

A. Written Exam – 25 points

B. Proficiency and Experience – 20 points

C. Education – 20 points

D. Oral Board – 25 points

E. Chief's Interview – 10 points

SCORING METHOD

A. Written Exam (25 points): The written exam is 100 questions, with the number of correct answers resulting in a numerical score, which is then multiplied by .25 resulting in a final exam score. A candidate must earn a minimum of 20 points (80%) to move forward in the selection process. The below formula will then be utilized for candidates moving forward. (Example - 85 correct answers x .25 = 21.25 points.)

The questions from the written exam will be from the following three sources.

- Holly Hill Police Department Policy and Procedure Directives (current)
- Florida State Statutes (current publication)
- Police Leadership book (as approved by the Police Chief)

B. Proficiency and Experience (20 points):



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1. Proficiency (10 points) - The last three **annual** City of Holly Hill evaluations are compiled for a potential maximum score of 180, which is divided into the actual scores. Maximum amount on each evaluation is worth 60 points. Points collected from Overall Evaluation Rating. If an applicant is using prior evaluations from another department and the scale does not rate with the HHPD, the Chief and Captain will obtain the prior evaluations and rank them using HHPD's system. The ranking is final.

Evaluation Breakdown: Exceeds Standards = 60 points

Meets Standards = 40 points

Needs Improvement = 0 points

Fails to Meets Standards = 0 points

Total Example - 60+60+40=160 divided by 180 = 88.88. This is then divided by 10 which equals 8.88 points.

2. Experience (10 points) - Number of full-time years as a police officer multiplied by .50, plus the number of part time years as a police officer multiplied by .25, for a maximum total of 10. To receive points for "Experience", applicants must complete the approved "Experience Qualifier Sheet".

Example: 15 years as a full time LEO and 4 years as a part-time LEO

15 x .50 = 7.5, plus 4 x .25 = 1 for a total score of 8.5

In this example the candidate would receive a total score of 17.38 points (8.88+8.5).

C. Education (20 points): Points are assigned based on the college credit hours obtained as well as career development or advanced law enforcement training courses taken. To receive points for Education, applicants must complete the approved "Educational Qualifier Sheet" and provide supporting documentation. A certified transcript is required to receive college credit for individual classes which did not result in a degree. A copy of the diploma is required to support a degree claim; a transcript will not be required to support a degree claim, if it is listed with FDLE.



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D. Oral Board (25 points): Assessment team will be made up of at least three assessors from outside the Holly Hill Police Department. A score sheet with prepared law enforcement type questions and scenarios will be provided to each assessor. A combined score will be obtained for a final numerical score.

E. Chief's Interview (10 points): The Chief's Interview will be completed on an announced date. The Chief will convene with each of the available Sergeants in order to receive feedback on each candidate.

ELIGIBILITY LIST

Based upon the results of the process described in this article, an eligibility list shall be created for the announced promotional opportunity. This list shall be effective for 12 months from the date in which it is established or until the next promotional exam for the position is given, whichever occurs first.

The police chief is granted the authority to select from among the top 3 scoring candidates for any vacancy.

~~The City shall announce the promotional process at least seven (7) days in advance. The selection process is used to evaluate candidates for promotion to the ranks of Lieutenant and Sergeant and may include any of the following, at the sole discretion of the Chief of Police. Additional items may be added by the Police Chief at his/her discretion. Further, final selection of those to be promoted rests exclusively with the Chief of Police (no right to appeal this decision exists).~~

~~Potential Evaluation Methods:~~

~~1. Written exam (appropriate notice to be given of source material).~~

~~2. Oral interview/exam using interviewers from other agencies.~~

~~3. Submission of resume/letter by candidates to the Chief.~~

~~4. Interview of candidates by Chief.~~

~~5. Review of personnel and professional standards files by the Chief.~~



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~~6. Review/discussion of candidates past performance and suitability for promotion with current supervisory personnel and the Police Deputy Chief.~~

~~7. Written suitability for promotion evaluation by the candidates' current supervisor.~~

10.2 The City agrees that the probationary period shall be six (6) months duration of active duty. Where a probationary bargaining unit member is incapacitated because of illness or injury the probationary period shall be extended to reflect that time off active duty.

## ARTICLE 11

SENIORITY AND REDUCTION IN FORCE

11.1 Seniority is understood to mean the time elapsed since a bargaining unit members most recent date of employment or re-employment. Seniority shall be determined by the following in descending



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order:

1. Rank
2. Amount of time in rank
3. Amount of time employed with the City of Holly Hill
4. In case of a tie, by alphabetical order using the initial of the last name

Seniority will continue to accrue during all types of leave, except for leave of absence without pay for one month or more, which shall cause the seniority date to be adjusted forward for an equivalent amount of time. Leaves of absence without pay for a period of less than 31 calendar days shall not cause a seniority date to be adjusted.

11.2 Bargaining unit members shall lose their seniority as a result of the following:

1. Retirement
2. Termination of employment
3. Absence without authorized leave for three (3) consecutive working days.

11.3 In the event of a necessary reduction in force, the City Manager or City Manager's designee shall prepare and maintain a retention register based upon seniority. When a position in a higher grade is abolished and becomes necessary to reduce the force, the bargaining unit member lowest on the retention list is to be demoted to the next lower grade and the lowest on the retention list for the lower grade demoted to the next lower grade until the lowest grade is reached and then the lowest on the retention register is to be laid off with recall privilege.

When ties exist on the retention register, seniority is used to establish the retention roster, and work performance, based on an assessment of bargaining unit member performance evaluations shall be used to determine the order of separation.

11.4 Names of bargaining unit members laid off by the City will be maintained on a recall register for a period of (18) month. During this period, should an appropriate job become available, the former bargaining unit member will be notified.



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Should a laid off bargaining unit member refuse one (1) job opportunity offered by the City, his/her name shall be removed from the recall register.

11.5 Recall will be offered to laid off bargaining unit members provided they are physically and psychologically qualified to perform the duties of the job. A laid off bargaining unit member who is offered recall and is temporarily unable to accept due to medical reasons, loses his right to recall at that time but shall remain eligible for recall rights until the expiration of his or her recall right period. When bargaining unit members are recalled from layoff, the recall will be based on the following criteria; past work performance, attendance and seniority. In the event there is one bargaining unit member on the Recall Register, that bargaining unit member would be offered recall.

11.6 Vacations for each calendar year shall be scheduled for bargaining unit members on the basis of seniority preference; provided, however, that the Department shall retain the right to disregard seniority preference in the event it becomes necessary to do so in order to provide adequate coverage in certain specialized areas during any vacation period. The senior bargaining unit member is not entitled to "bump" a less senior bargaining unit member if a vacation request has been received and approved in advance by the Police Chief or designee in advance of a request submitted by the senior bargaining unit member. Nothing contained herein shall be interpreted as restricting the Department's rights to cancel all vacations during any given period in the event of disaster or emergency.

11.7 In filling a non-promotional vacancy in any division or unit within the Department, seniority will be considered along with skills, abilities, and the requirements of the job.

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## ARTICLE 12

PROBATIONARY PERIOD

12.1 All new members in the bargaining unit who are hired, regardless of their classification, shall be considered on probation for a period of 12 months, from date of hire, during which time they shall not be entitled to any seniority or tenure rights

12.2 Any approved leave of absence in excess of ten days shall cause the bargaining unit member 's probationary period to be extended by the amount equal to the leave taken All bargaining unit members on probationary status shall not have recourse to the grievance procedure in any matter of discipline, termination or layoff. The City may, at its sole discretion, terminate any bargaining unit member during the probationary period.

12.3 All promoted bargaining unit members, regardless of their classification, shall be considered on probation for a period of (6) six months.

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## ARTICLE 13

EMPLOYEE MANAGEMENT COMMITTEE

13.1 Nothing shall prevent the PBA representative from meeting with the Chief, or Deputy Chief to discuss issues of a topical nature at any time.

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## ARTICLE 14

VOTING

14.1 Bargaining Unit Members are encouraged to vote either before or after their regular work hours, during their lunch break or through other options for voting which include: early voting and absentee voting.

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## ARTICLE 15

TEMPORARY ASSIGNMENT TO A HIGHER CLASSIFICATION

15.1 In the event the Chief of Police determines that there is a need to temporarily fill a regularly budgeted vacant position with a bargaining unit member from a lower classification, he shall immediately advise the City Manager of such intention. Vacant shall mean a position that has opened for any reason. If a current eligibility list exists the Chief of Police shall temporarily fill the vacant position from said list. In the event there exist no current eligibility list relative to the budgeted position the Chief of Police may select any bargaining unit member from a lower classification to temporarily fill such budgeted position.

15.2 A bargaining unit members who is temporarily assigned to a position of higher rank shall be entitled to a 5% increase in pay after five (5) consecutive days for 2,080 employees, or 5 consecutive shifts for 2,184 employee~~,~~ retroactive to the first day. If the bargaining unit member selected for a temporary assignment is not selected to permanently fill that position, bargaining unit member will be returned to previous classification and pay rate. Temporary assignment pay is paid for all hours actually worked and excludes holidays, vacation, compensatory time used, etc.



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## ARTICLE 16

DISCIPLINARY ACTION

16.1 In the event a bargaining unit members is discharged, suspended, or demoted, the City agrees that he shall be provided with written notification of the discharge, suspension or demotion. The notification shall include specific charges or violations of rules and shall describe the specific reasons which caused the action to be taken.

16.2 Upon request, any bargaining unit member may obtain a copy of any statement which he personally has given to the City or the Department in connection with any investigation based upon which disciplinary action can or will be taken against the bargaining unit member. At the time of such request, the bargaining unit member shall be required to pay all costs relating to the copy of his statement.

16.3 In the event a bargaining unit member becomes the subject of the formal Departmental or City investigation arising from a citizen complaint or allegation, the Department or the City, whichever is appropriate, shall notify the bargaining unit member of the disposition of the complaint upon the conclusion of the formal investigation.

16.4 A bargaining unit member may be granted the right to confront and question the person who has registered the complaint.

16.5 Bargaining unit members will only be disciplined or discharged for just cause.

16.6 No discipline, except demotion and termination, shall become effective until such time a bargaining unit member's appeals process is completed through Step 3 of the grievance process or such time for a grievance has expired.

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## ARTICLE 17

GRIEVANCE AND ARBITRATION PROCEDURE

17.1 In a mutual effort to provide a harmonious working relationship between the parties to this Agreement, it is agreed and understood that there shall be a procedure for the resolution of grievances between the parties and that such procedure shall cover grievances involving the application, interpretation or violation of this Agreement. City personnel policies or rules which impact items not specifically addressed in this agreement and which affect the terms and conditions of employment of bargaining unit members shall not be changed without the written approval of the Union. A grievance shall be defined as any alleged violation of the specific terms of this Agreement Verbal and Written reprimands may be grieved through Step 3.

17.2 Every effort will be made by the parties to settle any grievance as expeditiously as possible. Any grievance not answered by the City within the prescribed time limits shall automatically advance to the next higher step. Should the grieving party fail to observe the time limits as set forth in the steps of this Article, the grievance shall be considered conclusively abandoned.

17.3 Grievances shall be presented in the following manner, however, should either party be away from duty on compensated leave or official business, that time shall be excluded from the ten (10) Calendar day time frame:

Step 1. The bargaining unit member shall take up his grievance with his immediate supervisor or shift commander within ten (10) calendar days of the bargaining unit member's/union's knowledge of the occurrence(s) which gave rise to the grievance. The first step (between the bargaining unit member and his immediate supervisor) shall be on an informal and oral basis, in the form of a meeting, and shall not involve the Association or any other representative of the bargaining unit member unless requested by the bargaining unit member. Discussions will be informal for the purpose of settling the alleged difference in the simplest and most direct manner. The supervisor shall reach a decision and communicate it orally or in writing to the grievant within ten days of the date the grievance was



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presented to the supervisor.

Step 2. Any grievance which cannot be satisfactorily settled with the immediate supervisor shall be reduced to writing by the bargaining unit member in a written memorandum, and shall next be taken up with the Chief of Police. A written grievance presented by the Association or bargaining unit member shall include the following:

1. A complete statement of the grievance and facts upon which it is based.
2. The section or sections of this agreement claimed to have been violated; and
3. The remedy or correction requested.

Such grievance shall be presented to the Chief of Police in writing, within ten (10) calendar days of the date of completion of Step 1. The Chief of Police shall, within ten (10) calendar days after presentation of the written grievance meet with the grievant and render his decision on the grievance in writing, unless a longer period of time is mutually agreed upon.

The bargaining unit member may have present, at his/her option, a representative of the Association during any discussion of the grievance.

Step 3. If the grievance is not settled at the second step, the aggrieved bargaining unit member shall forward the written grievance to the City Manager within ten (10) calendar days after the decision of the Chief of Police. The City Manager shall conduct a meeting, within ten (10) calendar days after receipt of the grievance. The City Manager shall make a decision in writing within ten (10) calendar days of the meeting, unless a longer period of time is mutually agreed upon.

17.4 In the event a grievance processed through the grievance procedure has not been resolved at Step 3 above, the Association or the bargaining unit member may, within ten (10) calendar days after the City Manager renders a written decision on the grievance, request arbitration in writing to the FMCS (Federal Mediation & Conciliation Services) with a copy of the request delivered to the City Manager. The sole function of the FMCS is to assist in the selection of the arbitrator. The FMCS will furnish a panel of seven (7) names from which each party shall have the option within ten (10)



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calendar days of striking three (3) names in an alternating fashion, thus leaving the seventh which shall be the neutral or impartial arbitrator.

17.5 The Association or bargaining unit member shall use the written grievance as presented in Step 2 as the official statement of the grievance to be arbitrated, the arbitrator, thereafter, shall confine his decision to the statement of grievance thus specified. The arbitrator shall fashion an appropriate remedy.

17.6 The arbitration hearing shall be conducted in accordance with the Rules or Procedure promulgated by the FMCS (Federal Mediation & Conciliation Services) subject to the following:

a. The arbitrator shall have no authority to change, amend, add to, subtract from, or otherwise alter or supplement this Agreement or any part thereof or amendment thereto.

b. The arbitrator shall have no authority to consider or rule upon any matter which is stated in this Agreement not to be subject to arbitration or which is not a grievance as defined in this Agreement.

c. The arbitrator may not issue declaratory or advisory opinions and shall confine himself or herself exclusively to the questions which was presented to the FMCS in which the questions must be actual and existing.

d. Copies of the award of the arbitrator made in accordance with the jurisdictional authority under this agreement shall be furnished to both parties within thirty (30) days of the hearing.

e. The arbitrator's decision shall be final and binding; provided, however, that either party shall be entitled to seek review of the arbitrator's decision in the Circuit Court. All costs associated with said appeal will be borne by the party seeking review by the Court. However, if the Court reverses the finding of the arbitrator, the party appealing the original decision will not be responsible for the costs of the other party.

17.7 Each party shall bear the expenses of its own witnesses and of its own representatives for purposes of the arbitration hearing. Any party desiring a transcript of the hearing shall bear the cost of



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such transcript unless both parties mutually agree to share said cost. The City and the Union will share equally the cost of the arbitrator.

17.8 Where a grievance is general in nature in that it applies to a number of bargaining unit members rather than a single bargaining unit member, or if the grievance is directly between the Employee Organization and the City, such grievance shall be presented by the Association's Representative, in writing, directly to the Chief of Police, Step 2, within ten (10) calendar days of the occurrence of the event(s).

17.9 Consistent with the provisions of the Florida Public Employee Relations Act, Chapter 447, Florida Statutes, unless amended, it is mutually acknowledged and agreed that this Agreement shall be administered within the amounts agreed to by the City Commission for funding of the Agreement. Accordingly, and notwithstanding any other provision of this Agreement, the arbitrator shall have no authority, power or jurisdiction to construe any provision of the law, statute, ordinance, resolution, rule, regulation or provision of this Agreement to result in, obligate or cause the City to have to bear any expense, debt, cost or liability which would result, directly or indirectly, in the City exceeding the amounts initially agreed to by the City Commission for the funding of this Agreement as agreed upon by the parties. Any such award which contravenes or is not in compliance with the provisions of this paragraph shall be null and void.

17.10 In settlement of any grievance resulting in retroactive adjustments, such adjustments shall be limited to the date no earlier than ten (10) days prior to the filing of the grievance in Step 1.

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## ARTICLE 18

TRAINING

18.1 In the event that a bargaining unit member requests to be sent to a given training program or the Department asks for a volunteer or volunteers to attend a given training program, compensation relative to the attendance at such training programs that are required or mandatory will be attended on compensated City time. Coursework or classes taken for purposes of professional growth will follow the City's program for Tuition Reimbursement and will be attended on off-duty hours. Any request for training by a bargaining unit member will be acknowledged by the Chief of Police, or his designee, within ten (10) business days of said request.

18.2 When an bargaining unit member is required to attend training sessions outside his normal working hours, he shall receive a minimum of three (3) hours pay at the rate of time and one-half (1 ½) times the bargaining unit member 's basic hourly rate.

18.3 In the event the bargaining unit member does not qualify on the approved firearms course, he/she will be reassigned for a maximum of one week by the Chief of Police. If the bargaining unit member again fails to qualify (the second time) the bargaining unit members will be immediately suspended without pay until he becomes qualified at his/her own expense.

18.4 Transportation to the pistol range or transportation to any other required and scheduled training shall be provided by the Police Department. In the event such transportation is not available, the bargaining unit member shall be entitled to applicable travel time and mileage allowance.

18.5 Full-time, State certified officers attending college and promotional courses shall be compensated in accordance with the City of Holly Hill Personnel Rules and Regulations2018.

18.6 Training and Travel expenses will follow Section 8. Training and Development found in the City of Holly Hill Rules and Regulations manual.



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## ARTICLE 19

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## ARTICLE 20

AUTHORIZED USE OF PRIVATE AUTOMOBILE

20.1 Any bargaining unit member authorized by the Chief of Police to use his private automobile in the performance of his official City duties will be compensated at the current federal rate.

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## ARTICLE 21

BEREAVEMENT LEAVE

21.1 The City agrees that when a death occurs in the immediate family of a bargaining unit member, that bargaining unit member shall receive ~~four (4) days~~40 hours off for 2,080 employees, or ~~4~~8 hours ~~shifts~~ off for 2,184 employees without loss of pay or benefits. If the funeral occurs outside of the state of Florida, the Chief of Police shall have discretion to grant additional days off, to be charged from personal leave, extended sick leave or compensatory time which will be counted as scheduled time off. These additional days will not be charged against sick leave incentive eligibility. Bereavement leave must be used within a 3-month time period from date of death.

21.2 The City agrees that the immediate family as cited above shall be defined as Father, Mother, Spouse, Children, Father-in-Law, Mother-in-Law, Brother, Sister, Grandparents, Grandchildren, Brother-in-Law, Sister-in-Law, Step-parents, Step-children or members of the family domiciled in the household to include foster relatives, or any relative who has been declared to be under a court appointed guardianship of the bargaining unit member or the bargaining unit member's spouse.

21.3 Should a Bargaining Unit Member's immediate family suffer from a terminal illness or be placed in hospice care, with a life expedience not to exceed 30 days, a Bargaining Unit Member may utilize bereavement leave in advance in order to provide support, relief and comfort through the end-of-life process. In the event the Bargaining Unit Member uses bereavement leave for this purpose, any additional leave needed for a funeral or memorial service will require the use of other accrued leave (vacation, sick leave, etc.).21.4 Leave needed to settle an estate, close out a home or otherwise manage the affairs of a deceased member of a Bargaining Unit Member's immediate family requires that the Bargaining Unit Member use accrued leave (vacation, sick, personal leave, etc.).



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## ARTICLE 22

MAINTENANCE OF BENEFITS

22.1 This Agreement shall not deprive any bargaining unit member of any benefits or protections granted by federal legislation, the laws of the State of Florida, ordinances of Holly Hill or the City of Holly Hill Personnel Rules and Regulations, unless abridged by this contract.

22.2 The City agrees that the City of Holly Hill Personnel Rules and Regulations, dated May 20242~~2018~~, which includes approved job benefits, shall continue in full force for PBA bargaining unit members unless specifically provided for as abridged by this Agreement.

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## ARTICLE 23

UNIFORM, CLOTHING AND EQUIPMENT

23.1 The City will furnish uniforms to all bargaining unit members who are required to wear said uniform, to include the following as needed:

| | | |
|---|---|---|
| Hats (Honor Guard, only) | 1 | |
| Shirts (long sleeve, Class "A") | 1 | |
| Shirts (short sleeve 3 Class "B" and 2 Class "C") | | 5 |
| Pants (3 Class "A,B" and 2 Class "C" | | 5 |
| Vest with 1 carrier | 1 | |
| Uniform Badge | 1 | |
| Wallet Badge | 1 | |
| Collar Pins | 1 set | |
| Whistle with chain | 1 | |
| Rain gear | 1 | |
| Winter Coat | 1 | |
| Summer Shorts (Bike Patrol Only) | 2 | |
| Summer Polo Shirts (Bike Patrol Only) | 2 | |
| Glock Model 22 (.40 cal) w/ three mag. | 1 | |
| Security Holster for Glock Model 22 | 1 | |
| Duty belt and trouser belt | 1 set | |
| Double magazine holder | 1 | |
| Radio and holder | 1 | |
| Chemical weapon (OC) and holder | 1 | |
| ASP baton (21") and holder | 1 | |
| Handcuffs and case | 1 | |



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| | |
|---|---|
| Digital Camera | 1 |
| Fingerprint kit | 1 |
| Access card (City Yards) | 1 |
| Access card (Halifax Health ER) | 1 |
| - | |
| Flashlight | 1 |
| Body Worn Camera | 1 |

23.2 Bargaining Unit Members who work in positions where proper work shoe attire is a safety concern will be provided a shoe/boot allowance of $120.00 (taxable) once per year in the first full pay period in October. Shoes may be work shoes with or without steel toes. The City will determine if steel toe work shoes are required on a case by case basis. A receipt showing proof of purchase must be submitted before January 1 of each year. Failure to purchase the required footwear will result in the allowance being deducted from the employees second paycheck in January. Failure to have the proper equipment will result in disciplinary action.

23.3 A bargaining unit member who shall receive any breakage or damage to his uniform or approved personal equipment in the line of duty shall have it replaced or repaired at no cost to the bargaining unit member. A copy of the current list is attached and incorporated by reference. Employees reporting to work without the proper uniform will not be allowed to work and will not be paid for the time to return home to change into their proper uniform. Employees intentionally damaging uniforms will pay for repairs or replacements. Uniforms will not be worn during off duty hours or days. An employee who has terminated employment with the City will not receive a final paycheck until all uniforms and equipment issued are returned.

23.4 Sworn officers who are required to wear non-issued clothing in the course of their employment shall receive an annual clothing allotment paid monthly in the first pay check of each month as follows:



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October 1, 2021 through September 30, 2024: $1,000.00 annually $83.00 per month, taxable, paid in the first pay check of each month. Prorating will not be provided for shift changes.

23.5 A bargaining unit member may carry a back-up weapon or second pistol, of a type approved by Department Policy while on duty provided the bargaining unit member has qualified with the weapon and has obtained prior approval of the Chief of Police.

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## ARTICLE 24

WAGES

24.1 Effective the first full pay period in October ~~1, 2021~~ 2024 Bargaining Unit Members shall receive wage increases of ~~$2.00 per hour only for the three year~~10% for the period of this Agreement ~~with subsequent increases on October 1, 2022 and October 1, 2023~~. Employees at the maximum of their pay range shall be given a one-time lump sum wage increase effective the first full pay period in each of the same years.

24.1(a) The Minimum and Maximum of each pay grade will increase ~~$1.50~~ 8% ~~per hour each~~ on October 1st during the duration of this contract period only.

24.2 Employees who are promoted from Patrol Officer to Sergeant will receive a salary increase to the minimum of the Sergeant's pay grade or a maximum of ~~Ten~~ Fifteen ~~(10~~15~~)~~ 15% whichever is greater.

24.3 The Police Department will certify those officers who have successfully completed all of the necessary milestones to achieved the position of Master Patrol Officer "~~A~~1I" and Master Patrol Officer "~~B~~2II" under the strict guidelines of the adopted program.

Officers who are promoted to the Master Patrol Officer position(s), which will include two separate increases of 2.5~~0~~% each as an add pay, and are later promoted to Sergeant, would then receive an increase to the minimum of the Sergeant's pay grade or a maximum of ~~Five~~ Ten ~~(5~~10~~)~~ 10% whichever is greater. However, the respective add pay will be removed from the officers pay if the officer ever loses the designation as defined in the program,

24.4 Bargaining unit members assigned to non-patrol positions (C.I.D., C.R.A. and Motor Patrol) will receive a 5% assignment pay which will be added to their current base rate of pay. However, the 5% assignment pay will be removed when transferring out of these assignments.



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24.5 Bargaining unit members assigned as Field Training Officer shall receive one hour of pay at the overtime rate or equivalent compensatory time for each day they are performing the specialized duties.

24.6 All wage provisions increase starting pay increases apply to the fiscal year beginning October 1, ~~2021~~ 2024 ~~through the fiscal year ending September 30, 2024~~ and do not apply to any future years.

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## ARTICLE 25

PERSONAL LEAVE

25.1 Personal Leave may be used by a bargaining unit member for the following reasons:

1. For rest and relaxation, scheduled personal leave is available for use only after completing six (6) months of service. The use of scheduled personal leave, safety day and compensatory time must be scheduled ahead of time. Bargaining unit bargaining unit members must provide a 3-day advance notice to request the use of scheduled personal leave, the use of the safety day and compensatory time of two (2) days or less and provide a minimum of a 5-day notice for requests of scheduled personal leave or compensatory leave time of three (3) days or more. The Department will make every effort to grant the request, however, there is no guarantee this will occur

2. For medical appointments and/or short term illnesses; for purpose of attending to a sick or injured family member; for child care purposes; for court appearances of a personal nature; for funerals of those friends or relatives not in the immediate family; for nationally recognized religious holidays not covered under the holiday benefit; and for any other reasons as may be approved by your supervisor. A scheduled day off requires three (3) calendar days written notice and approval is at the discretion of the Police Chief/Designee.

3. For unscheduled emergencies with supervisor approval; an unscheduled leave may be requested with short notice to attend to critical situations which could not have been anticipated. The bargaining unit member must provide a reason for this request. The rate of accrual will be as follows:

| Years of Service | Total # hrs/yr accrued |
|---|---|
| 0 - 3 | 120 hours |
| 4 - 8 | 144 hours |

| | |
|---|---|
| 9 – 13 | 160 hours |
| 14 - 18 | 184 hours |
| 19 – 23 | 224 hours |
| 24 – 28 | 240 hours |
| 29 + | 256 hours |

Bargaining unit members covered by this agreement will accrue personal leave hours on a bi-weekly, prepay period basis. Upon separation or termination, payment will be made at straight time for any unused accrued time up to the maximum of 720 hours.

All bargaining unit members shall take scheduled leave as earned yearly, however, a bargaining unit member may carry over ~~one-half (1/2)~~seventy-five (75%) of earned annual leave to a succeeding year. No more than ~~one-half (1/2)~~seventy-five (75%) of earned annual leave may be carried over to a succeeding year without written approval from both the bargaining unit members department head and City Manager. Personal leave may be accumulated to a maximum of 720 hours.

25.2 Extended Leave. In addition to Personal Leave, a bargaining unit member will accrue Extended Illness Leave. This leave is to be used for Bargaining Unit Member's illnesses or injuries involving hospitalization or absences of three or more days. If absences exceed four or more consecutive days, a doctor's note will be required upon return to work. There is no limit to the number of hours which may be accrued in this account. A bargaining unit members will accrue this leave at a rate of four (4) hours per month, six (6) days per year, regardless of length of service.

Upon termination, bargaining unit members will be paid for any unused accrued extended illness leave at the bargaining unit member's current rate of pay according to the following schedule:

| Completed Years of Service | Percentage of Payment |
|---|---|
| 1-10 | 50% |
| 11 | 55 |
| 12 | 60 |
| 13 | 65 |
| 14 | 70 |
| 15 | 75 |
| 16 | 80 |
| 17 | 85 |
| 18 | 90 |
| 19 | 95 |
| 20+ | 100 |



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Note: Payment will be based on a maximum of 720 hours only.

Bargaining unit members who receive retirement benefits from their pension fund under a normal or disability retirement, shall be entitled to payment of 100% of extended leave regardless of years of service.

For sickness and unforeseen emergencies, as much notice as possible shall be given. The bargaining unit member must provide a reason for this unscheduled request. Other than unforeseen emergencies, all requests for any leave must be made in writing including compensatory time.

25.3 Bargaining unit members shall have the option of selling back up to (40) hours of Personal Leave in the last pay period of November at the rate of pay as of the date of sell-back. Effective October 1, 2016 bargaining unit members must maintain a minimum balance of 100 hours Personal Leave, after sell back time, in order to sell back any Personal Leave under this section.

25.4 Safety Day Leave. All eligible bargaining unit members employees shall receive one (1) additional day of annual leave (to be termed a Safety Day), provided the bargaining unit member employee has experienced no work related injury in the previous fiscal year (October 1 – September 30) as a result of any job related accident.

The Safety Day must be taken within the fiscal year (October 1 – September 30) after it is earned and cannot be carried over. Use of this day requires pre-approval by bargaining unit members employee's Supervisor or Police Chief (8 hour day & 12 hour day for the respective permanently scheduled positions). No loss of time is defined as taking a half day or more off due to an on the job injury.



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# ARTICLE 26

## HOLIDAYS

26.1 The following shall be observed as paid holidays for all but temporary employees:

1 New Year's Day

2 Martin Luther King Day

3 Good Friday

4 Memorial Day

5 Independence Day

6 Labor Day

7 Thanksgiving Day

8 Day after Thanksgiving

9 Christmas Day

10 One floating holiday designated by City Commission

26.2 When a holiday falls on a bargaining unit member's regular off-duty day, the bargaining unit member shall receive holiday pay at bargaining unit member's normal base rate. Holiday pay is defined as an additional eight (8) hours of pay at the bargaining unit member's regular rate, even though the bargaining unit member may work 12-hour shifts. Forty hour bargaining unit members will observe the City observed Holiday.

26.3 When a bargaining unit member is required to work on a holiday listed above, the bargaining unit member shall be compensated at straight time for all–hours worked. In addition thereto, the bargaining unit member shall receive time and one-half (1 ½) the bargaining unit member's regular rate of pay for all hours worked. Employees that elect to work "over-time" on a holiday shall be compensated at straight time for all hours worked and shall receive time and one-half (1 ½) the bargaining unit member's regular rate of pay for all hours worked, member's will not be entitled to receive any additional pay benefit.



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26.4 If a bargaining unit member uses personal leave, compensatory time used, etc., on a holiday, the bargaining unit member will be paid eight (8) hours holiday pay with the remaining scheduled shift hours paid as personal leave, compensatory time used, etc.

26.7 A unit Bargaining Unit Member shall be awarded a ~~birthday~~ Personal Day leave day. A ~~birthday~~ Personal Day leave day will be granted to each unit Bargaining Unit Member at the beginning of each fiscal year. The ~~birthday~~ Personal Day is an 8-hour day of leave to be taken from October 1 until September 30 of that fiscal year, or will be forfeited for that year. The ~~birthday~~ Personal Day cannot be used in increments and must be used as an 8-hour day and will be counted toward the calculation of overtime or the provisions of overtime for holidays (8 hour day & 12 hour day for the respective permanently scheduled positions).

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## ARTICLE 27

INTERNAL INVESTIGATIONS AND OBLIGATIONS TO THE PUBLIC

27.1 The parties recognize that the security of the City and its citizens depends to a great extent upon the manner in which the bargaining unit members covered by this Agreement perform their various duties. Further, the parties recognize that the performance of such duties involves these bargaining unit members in all manner of contacts and relationships with the public and out of such contacts and relationships questions may arise or complaints may be made concerning the actions of bargaining unit members covered by this Agreement. Investigation of such questions and complaints must necessarily be conducted by, or under the direction of, department supervisory officials whose primary concern must be the security of the City and preservation of the public interest.

27.2 In order to maintain the security of the City and protect the interests of its citizens, the parties agree that the City must have the unrestricted right to conduct investigations of citizens' complaints and matters of internal security; provided, however, that any investigative interrogation of any bargaining unit member covered by this Agreement that could lead to discipline shall be conducted under the following conditions:

1. The interrogation shall be conducted at a reasonable hour, preferably at a time when the bargaining unit member is on duty, unless the seriousness of the investigation is of such a degree that immediate action is required.

2. The bargaining unit member under investigation shall be informed of the nature of the investigation prior to any interrogation.

3. The bargaining unit member under investigation shall be informed of the rank, name, and command of the officer in charge of the investigation, the interrogating officer, and all persons present during the interrogation. All questions directed to the bargaining unit member under interrogation shall be asked by and through one (1) interrogator at any one (1) time.



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4. Interrogation sessions shall be for reasonable periods and shall be timed to allow for such rest periods as are reasonably necessary. All interrogations must be held at the headquarters of the Holly Hill Police Department.

5. At the request of any bargaining unit member under investigation he shall have the right to be represented by counsel or any other representative of his choice (at his own expense) who shall be present at all times during such interrogation whenever the interrogation could lead to discipline. The formal interrogation of a bargaining unit member, including all recess periods, shall be recorded, and there shall be no unrecorded questions or statements.

6. If the bargaining unit member under interrogation is under arrest or is likely to be placed under arrest as a result of the interrogation, he shall be completely informed of all his rights prior to the commencement of the interrogation.

7. No bargaining unit member shall be ordered to submit to any device designated to measure the truth of his responses during questioning.

8. During interrogations the bargaining unit member shall not be subjected to offensive language or threats of transfer, dismissal, or other disciplinary action. The interrogator does not have the right to make a promise of reward as an inducement to answering questions.

9. During interrogations covered hereunder, questions shall be limited to the circumstances surrounding the allegations which are the subject of the investigation.

10. In the interest of internal security and fairness to the bargaining unit member under investigation, the City, insofar as is legally permissible, agrees to make no conclusionary statements concerning the validity of the allegations under investigation until such time as the investigation has been completed. In the event, the bargaining unit member under

investigation, or any organization or person representing said bargaining unit member makes public statements concerning the allegations under investigation, the City shall have the right to respond in any manner it deems appropriate.

11. A bargaining unit member under investigation may obtain a copy of any written statement he has executed at no cost to the bargaining unit member.

12. In all cases wherein a bargaining unit member is to be interrogated concerning an alleged violation of the Department's Rules and Regulations which, if proven, may result in his dismissal or in some other disciplinary measure, he shall be afforded a reasonable opportunity and facilities to contact or consult privately with an attorney of his own choosing and a representative of the Association before being interrogated. The attorney and the Association representative may be present during the interrogation. The costs involved shall be assumed by the bargaining unit member. Where the attorney is not immediately available and conditions permit, the interrogation will be postponed for twenty-four (24) hours.

13. When any bargaining unit member has been charged with any violation of Departmental Rules and Regulations, the City will make no public statement concerning the alleged violation.

14. The City shall not compel a bargaining unit member to speak or testify for or be questioned by any non-governmental agency.

15. In cases where the City chooses to relieve an bargaining unit member from duty pending an investigation or other administrative determination, the following conditions will prevail:

A. The bargaining unit member will remain on full salary and allowances and shall not lose any benefits during this period of time. The Department will conduct and conclude its Professional Standards Investigation within 10 days of the offense. If this ten (10) day period must be extended to accommodate the needs of the bargaining unit member, or the bargaining unit member's counsel/representative, the bargaining unit



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member may be placed in an unpaid status pending the completion of the investigation. If the ten (10) day period is extended to accommodate the needs of the Department, the bargaining unit member shall remain on full salary.

B. Should disciplinary action result from the investigation, that period of time in which the bargaining unit member was relieved from duty will be included in disciplinary action. In the event that an bargaining unit member has been paid, the bargaining unit member's accumulated leave or compensatory time shall be charged as an off offset.

16. During the internal investigations or interrogations, questions must be limited to the circumstances surrounding the officer's alleged violation of department rules.

17. The findings of internal affairs investigations shall be labeled:

a. Sustained - Member committed infractions alleged.

b. Non-Sustained- The investigation is unable to verify, or refute the allegation.

c. Unfounded – The investigation has proven that the events as alleged did not occur.

d. Exonerated – The actions of the Department member were lawful and proper.

18. Only "Sustained" letters of complaint from citizens will be inserted in an officer's personnel record.

19. The charge "conduct unbecoming an officer" and all similarly vague charges will not be employed by the City.

20. The City shall not discharge or discipline any bargaining unit member without just cause and due process. If, in any case, the City feels there is just cause for suspension or discharge, the bargaining unit member and the Association will be notified in writing that the bargaining unit member has been suspended and may be subject to discharge, that formal written charges have been filed with the Chief of Police. A copy of the foregoing shall be served upon the bargaining unit member charged by a police officer holding the rank of



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supervisor or higher.

21. The City agrees that no adverse action will be taken against any bargaining unit member who exercises the rights provided for in this Article.

22. The City agrees not to disclose bargaining unit member's personal family information except as compelled by law.

23. Internal investigations will not be conducted on a Police Officer when the investigation concerns a violation which is more than twelve (12) months old on departmental matters other than issues involving moral turpitude as defined by the PST unless the investigation is of a criminal nature. No criminal investigation will be conducted on a Police Officer when the offense exceeds the statutes of limitations.

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## ARTICLE 28

HEALTH INSURANCE

28.1 The City agrees to provide hospital and medical coverage for the bargaining unit member as follows:

a. The City shall pay the full premium for the individual coverage of the lowest bargaining unit member only rate of the health insurance offered.

b. The City shall make no contribution to dependent coverage.

28.2 The City will pay $5,000.00 toward the funeral and burial expense of any bargaining unit member of the City of Holly Hill who is killed in the line of duty. Such benefit shall be in addition to any other benefits which bargaining unit member's beneficiaries or dependent(s) are entitled to under the provisions of the Workers Compensation Act of the State of Florida or any other city, state or federal statute.

28.3 The City agrees to maintain a term life insurance policy for each bargaining unit member covered by this Agreement equal to the bargaining unit member's base salary, to a maximum of $50,000. Each policy shall also provide for a double payment of benefit should death be the result of accidental injuries. Each policy shall also pay benefits for accidental dismemberment and loss of sight.

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## ARTICLE 29

PHYSICAL EXAMINATION AND WORKERS COMPENSATION BENEFITS

29.1 A permanent bargaining unit member covered hereunder who is injured in the line of duty shall receive all rights and privileges as outlined in the Florida Statutes, Section 440.

29.2 At the request of the Chief of Police, the City Manager may direct any bargaining unit member covered hereunder to submit to a physical and/or mental examination conducted by a physician. The sole purpose of such examination shall be to determine whether the bargaining unit member has a physical or mental disability which impairs his effectiveness as a police officer, limits his ability to perform his assigned duties, or make his continuation in his job a danger to himself, the public or other department bargaining unit members. In the event the City Manager, in consultation with the Chief of Police and the designated physician, determines that a non-job related disability does exist, the following action shall be taken.

1. If the designated physician determines that the disability can be corrected, the bargaining unit member shall be allowed a specified time to have it corrected. During this period of time, and after consulting with the Chief of Police, the City Manager, in his discretion, may permit the bargaining unit member to continue with his normal duties, reassign the bargaining unit member to other duties with the City or temporarily remove the bargaining unit member from City service. Should the bargaining unit member be temporarily removed from City service during the period of time specified for the correction of his disability, the bargaining unit member may utilize his annual leave, sick leave or leave without pay for the correctional period. However, if the bargaining unit member fails to take the necessary steps to have the disability corrected within the specified period of time he shall be subjected to dismissal from City service.

2. If, in the opinion of the designated physician, the disability cannot be corrected, the City



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Manager in consultation with the Chief of Police, shall attempt to place the bargaining unit member in another City position which, in the City Manager's discretion, the bargaining unit member can perform satisfactorily. Nothing herein shall require the City Manager to create a position for the bargaining unit member or place the bargaining unit member in a position which, in the City Manager's discretion, need not be filled. If the City Manager determines that the bargaining unit member cannot successfully be placed in another position or if the City Manager in consultation with the Department Head involved, determines that the bargaining unit member once placed in another position, is unable to perform satisfactorily in that position, the City shall separate the bargaining unit member from the City's service either through retirement, if available under the City retirement system, or through dismissal.

29.3 Nothing contained in this Article shall apply to disabilities which occurred prior to the effective date of this agreement.

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## ARTICLE 30

LEGAL BENEFITS

30.1 When the City may legally do so, the City shall furnish to bargaining unit bargaining unit members benefit of legal defense in accordance with Florida State Statute 768.28 (5) and (9) or as amended. No bargaining unit member or agent of the City shall be held personally liable in tort for any injuries or damages suffered as a result of any act, event or omission of action in the scope of his employment or function, unless such bargaining unit member or agent acted in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, public safety or property.

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## ARTICLE 31

PENSION

31.1 The pension plan includes a five (5) year "Drop Plan" as outlined in the amendment to ordinance Chapter 42 section 42.31 (c) Pension Benefits adding a Deferred Retirement Option Program. A copy of the proposed ordinance change is attached for reference. The addition of this DROP was determined to be "cost neutral" by the fund's actuary and will have no negative or positive impact on the fund. Bargaining unit member's electing to enter the DROP must make application and abide by the provisions of the DROP with the understanding that participation is irrevocable.

31.2 ~~The City shall eliminate the contributions the City makes to the fund on the behalf of each bargaining unit member. For purposes of calculating the final average compensation for each bargaining unit member who was enrolled in the pension plan as of September 30, 1999, final average compensation shall be calculated at the rate of one hundred ten and six tenths percent (110.6%) of Pension able Income. All others will be compensated at 100% of final average compensation.~~Intentionally Left Blank

31.3 The City and the Association agree to modify the present pension plan as of October 1, 2005, to include the following provisions:

a. Each bargaining unit member who is not in the DROP shall, beginning October 1, 2005, contribute five (5%) percent of each installment of salary to the pension plan. This contribution shall be considered an bargaining unit member contribution in accordance with Ordinance #2373, Code Section 42-31(d)-of the Code of Ordinances of Holly Hill, Florida.

b. The plan will include an annual two percent (2%) cost of living increase for all bargaining unit member retiring on or after September 30, 2006, beginning on the first year anniversary of their retirement date. Any bargaining unit member retiring after ratification of this contract, the (2%) cost of living increase will commence on the fifth ($5^{th}$) anniversary year of their retirement date. Bargaining Unit Members hired after October 1, 2025 shall not receive a COLA to their retirement benefits.



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However, when the Unfunded Accrued Actuarial Liability (UAAL) reduces to $1,000,000.00 the city will consider reinstating the COLA.

c. Each bargaining unit member who is not in the DROP and was hired on or after July 1, 2011 shall, beginning July 1, 2011, contribute seven (7%) percent of each installment of salary to the pension plan. This contribution shall be considered a bargaining unit member contribution in accordance with Ordinance #2373, Code Section 42-31(d) of the Code of Ordinances of Holly Hill, Florida.

31.4 The medical stipend benefit supplement will be increased to $150.00 per month, payable to all future retirees and disability recipients for the life of the member's pension benefits, regardless of service.

31.5 The benefit rate multiplier of the plan shall increase from two and one-half percent (2.5%) to three percent (3.0%) for all bargaining unit member s who retired on or after October 1, 1999.

31.6 When a bargaining unit member of the fund terminates employment prior to retirement, they may choose to withdraw the money they contributed to the fund. All bargaining unit members will receive 100% of the contribution they made as a police officer contribution. Bargaining unit members enrolled in the fund as of September 30, 1999 will receive 100% of the contribution the City made to the fund in the name of the officer less applicable taxes.

31.7 Normal Retirement. A bargaining unit member' normal retirement date shall be the first day of month coincident with, or next following, the later of attainment of his 55$^{th}$ birthday, and the completion of six (6) years of credited service in the system or the completion of twenty (20) years of credited service in the system, regardless of age. A bargaining unit member's normal retirement date for officers hired on July 1, 2011 or thereafter shall be the first day of the month coincident with, or next following, the latter of attainment of his/her 55$^{th}$ birthday, and the completion of ten (10) years of credited service in the system or the completion of twenty (20) years of credited service in the system, regardless of age.



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31.8 Credit for Military Service. A bargaining unit member may buy back up to four (4) years of creditable service in the system subject to the following conditions:

a. The bargaining unit member must have Six ~~10~~ (6) years vested in the Holly Hill Pension System. However, this buy back option does not affect actual vesting or accrued time in the pension plan until after the member achieves 10 years of actual service with the City of holly Hill Police Department. (The only purpose of this option is to buy back the qualifying time at the present day value rather than waiting until the 10 years is vested).

b. The bargaining unit member makes both the required bargaining unit member contribution and the employer contribution.

c. Military service is defined as active duty in the Armed Forces of the United States and bargaining unit member has received an honorable discharge DD-214.

d. Military service used in any other retirement system, including a pension system under chapter 67 of Title 10 of the United States Code is not eligible buy-back unto the system

31.9 Credit for Previous Law Enforcement Experience. A bargaining unit member may buy back creditable service time for periods of public law enforcement employment with the State of Florida or another state subject to the following:

a. Previous law enforcement experience must have been as a sworn law enforcement officer and performed in the employ of a state political subdivision, thereof, or with the Federal Government.

b. Service was provided prior to a period of membership in this pension system.

c. Not more than four (4) years of creditable service may be purchased.

d. The bargaining unit member makes both the required bargaining unit member contribution and the employer contribution.



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e. The bargaining unit member must have 6 years vested in the Holly Hill Pension System. For bargaining unit member hired July 1, 2011 or thereafter, the member must have ten (10) years vested in the Holly Hill Pension System.

f. Previous law enforcement experience used in any other retirement system or where the bargaining unit member received a retirement benefit during that time of employment is not eligible.

31.10 Credit for both military and previous employment shall not exceed a total of four (4) years combined.

## ARTICLE 32

PROMOTION OF SAFETY

32.1 The City and the P.B.A. (Union) will cooperate in the continuing objective of eliminating safety and health hazards due to unsafe working conditions.

32.2 To maintain safety for street officers the Department shall endeavor to maintain a minimum shift manning level of which there shall be at least three (3) uniformed officers, one (1) of which must be a full-time uniformed officer, and one (1) full-time uniformed Supervisor. If the shift level goes below the three (3) officers, the officer in charge shall take immediate steps to obtain minimum levels. Travel to the County Jail or Hospital does not constitute the shift being below staffing levels.

32.3 Overtime assignments will primarily reflect the needs of the department, and to the extent practicable, the preference of affected officers as periodically communicated in writing to the Chief of Police.

32.4 A rotation list comprised of full-time and part-time certified officers will be maintained. In the event it is necessary to designate overtime shift or hours or to fill special detail duties assignments, seniority of the officers on the rotation list will be the criteria used. The first officer contacted will be placed on alert to work in case no one on the rotation list is reached. The Police Chief/designee after



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exhausting the entire rotation list and failing to reach anyone has the right to order any bargaining unit member to work that shift. If the City is unable to get a Police Officer to return to work, a sergeant may be called to perform the duties of a patrol officer.

32.5 If bargaining unit members of equal rank wish to trade schedules such request may be granted at the discretion of the Chief of Police or his designee.

## ARTICLE 33

FAMILY MEDICAL LEAVE

33.1 PURPOSE

The City of Holly Hill complies with the requirements of the Family and Medical Leave Act of 1993 (FMLA) and will comply with future law changes as applicable. The City applies FMLA on a rolling 12-month basis. Additional information and necessary physician certification forms can be obtained through the Human Resources Department

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## ARTICLE 34

PHYSICAL ABILITIES TEST (PAT)

34.1 The City and the Union agree that bargaining unit members covered hereunder must maintain a high level of physical fitness in order to safely and efficiently perform their assigned duties and serve and protect the citizens.

34.2 Each bargaining unit member shall be required to complete the Physical Abilities (Fitness) Test previously established by the Division of Criminal Justice Standards and Training of the Florida Department of Law Enforcement on an annual basis. The physical abilities test measures specific physical abilities through participation in a series of job-relate tasks as follows:

a. Exiting car/enter trunk.

b. 220 yard run.

c. Obstacle course.

d. Dummy drag.

e. Obstacle course (repeat).

f. 220 year run (repeat).

g. Weapon fire

h. Enter trunk/enter car.

The test is intended to be conducted in a continuous fashion resulting in a total composite score (i.e., time to complete the course). The test will be administered on a pass/fail basis. The bargaining unit member must complete the test in 6 minutes and 30 seconds or less to pass. (Bargaining unit member scoring at or above 6 minutes and 31 seconds fail).

34.3 Each bargaining unit member shall be scheduled to take the physical abilities test on an annual basis. If feasible, all tests (except for retests) will be administered in the months of January, February, March and April.

34.4 Any bargaining unit member hired after October 1, 2009 failing the PAT must retake the test



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within sixty (60) days. A bargaining unit member failing the retest (second test) must pass a second retest (third test) within sixth (60) days. Failure of the second retest will result in the bargaining unit member's termination due to his/her inability to perform the essential functions of his/her job.

34.5 Results of the PAT taken by any bargaining unit member hired prior to October 1, 2009 will not adversely impact evaluations, promotions or advancement opportunities.

34.6 A bargaining unit member who has a bona fide medical condition or injury which prevents him/her from taking the physical abilities test (or a portion thereof) will be dealt with on an individual basis. In all such cases, a City-selected physician or City-selected medical facility will determine the nature and extent of the bargaining unit member's medical condition while still measuring the same physical abilities; and such other medically-related issues which facilitate proper measurement of the physical abilities necessary to successfully perform the bargaining unit member's job.

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## ARTICLE 35

TOBACCO USE

35.1 All bargaining unit members hired after October 1, 2009 are not permitted to use tobacco products at any time (on-duty or off-duty) and must comply with such prohibitions as a condition of hire and continued employment. Bargaining unit member will be required to sign an affidavit at time of hire and thereafter, annually, each October 1, acknowledging non-use of tobacco products.

35.2 Violation of Section 35.1 will result in a one-shift suspension for a first offense, a three-shift suspension for a second offense and termination (discharge) for a third offense.

For the purpose of Article 35:

"Smoking" means inhaling, exhaling, burning, carry or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, water-pipes, hookahs or any other lighted tobacco products, as well as any product consumed in a similar manner; or the use of any electronic cigarette or any other device intended to simulate lighted tobacco use.

"Tobacco products" means cigarettes, cigars, pipe tobacco, hookah, smokeless tobacco, snuff, chewing tobacco, smokeless pouches, dissolvable tobaccos products like Orbs (dissolvable tobacco pellets), sticks and strips or any forms of ignitable smokeless tobacco.

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## ARTICLE 36

TAKE-HOME VEHICLES

36. 1 This City and the PBA agree to implement a vehicle Take-Home Program

36.2 Assignment of vehicles shall be considered a privilege, not a right. The City reserves the right to suspend and/or remove this privilege for legitimate financial reasons or for misuse of the vehicle. Only suspensions or removal of take-home vehicles resulting from discipline shall be subject to the Grievance process in Article 17. The City retains the operational right to determine which vehicles shall be assigned to the take-home program and which officers shall be assigned these vehicles. Only full time active duty personnel will be assigned a take home vehicle. Bargaining unit members who are not working in their regular assigned duty for more than two (2) weeks or have requested leave in that amount or greater, shall not have the use of a take-home vehicle.

36.3 While operating the vehicle, bargaining unit members shall abide by all applicable City policies and general orders.

36.4 ~~Those bargaining unit members who are assigned take-home vehicles and reside outside the City limits shall have an amount per pay period deducted from their paycheck for the privilege in the following manner:~~

~~Members residing within the city limits: $0.~~
~~Members residing within 4.99 miles of the nearest city limit: $10.~~
~~Members residing between 5 and 9.99 miles of the nearest city limit: $15.~~
~~Members residing between 10 and 19.99 miles of the nearest city limit: $30.~~
~~Members residing between 20 and 30 miles of the nearest city limit: $45.~~Intentionally Left Blank

36.5 Special Orders will be developed by the City to determine utilization of this program.

36.6 Violations of the take-home vehicle program shall be subject to the departments disciplinary process and loss of the privilege of taking a vehicle home .



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36.7 Bargaining unit members shall have the right to use their assigned vehicle for travel to and from department-approved training or education classes.

**ARTICLE 37**

TERMS OF AGREEMENT

37.1 This agreement shall remain in effect for a three (3) year period beginning October 1, ~~2021~~ 2024 and continue through September 30, ~~2024~~2027. This agreement may be re-opened by either party for negotiation of Article 24 – Wages and one additional article for years two (2) and three (3) of the contract.

| CITY OF HOLLY HILL | COASTAL FLORIDA PBA |
|---|---|
| _____ | _____ |
| Chris Via, Mayor | Mike Scudiero, Executive Director |
| _____ | _____ |
| Joseph Forte, City Manager | Jason Weiss, Representative |

_____

~~Diane Cole~~Jeaneen Witt, Human Resources Manager

_____

~~Jeff Miller~~Byron Williams, Interim Police Chief



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