

CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

AGENDA • NOVEMBER 10, 2020

City Commission Chamber Reg. CC Meeting/Installation of Elected Officials

7:00 PM

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

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



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

CITY COMMISSION MEMBERS

Mayor
Chris Via

District 1 - Commissioner
John Penny

District 3 - Commissioner
John C. Danio

District 2 - Commissioner
Penny Currie

District 4 - Commissioner
Roy Johnson

CITY MANAGER
Joseph Forte

CITY CLERK
Valerie Manning

1. CALL TO ORDER

- a. Roll Call
- b. Invocation by City Commissioner John Danio
- c. Pledge of Allegiance

2. INSTALLATION & OATH OF OFFICE OF INCUMBENTS / ELECTED OFFICIALS**3. REORGANIZATION OF CITY COMMISSION**

- A. Selection of Vice-Mayor
- B. Appointments to Boards

1. EAST VOLUSIA REGIONAL WATER AUTHORITY (EVRWA)**2. TRANSPORTATION PLANNING ORGANIZATION (TPO)****4. RECESS THE CC MTG & CONVENE AS THE CRA****5. CRA AGENDA**

- 1. -2020-R-61 A Resolution of the Community Redevelopment Agency of the City of Holly Hill, Volusia County, Florida, Amending the Final Budget for the City of Holly Hill Community Redevelopment Area (CRA) for the Fiscal Year 2019-2020; and Providing for Severability; and Providing for an Effective Date.

(Requested by Joseph Forte, City Manager)

6. ADJOURN AS THE CRA & RECONVENE THE CC MTG**7. PUBLIC COMMENTS****8. APPROVAL OF MINUTES**

- 1. Minutes - August 25, 2020 - Workshop, Goals and Objectives; and October 27, 2020 - Regular City Commission Meeting

(Requested by Valerie Manning, City Clerk)

9. CONSENT AGENDA - ITEMS (1 - 4)

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 -2020-R-62 A Resolution of the City Commission of the City of Holly Hill, Florida, Amending the Final Budget for the City of Holly Hill for the Fiscal Year 2019-2020; and Providing for Severability; and Providing for an Effective Date.

(Requested by Stella Gurnee, Finance)

2. Resolution -2020-R-63 A Resolution of the City Commission of the City of Holly Hill, Florida, Authorizing the City Manager to Surplus (1) Ford F-150 Pickup Truck, (1) Hustler Zero Turn Mower, (1) Otc Pathfinder Scan TOOL AND REINSTATE VEHICLE 22 TO THE CITY'S FLEET; Providing for Severability; and Providing for an Effective Date.

(Requested by Antoine Khoury, Public Works)

3. Resolution -2020-R-64 A Resolution of the City Commission of the City of Holly Hill, Florida, Approving the Sole Source Purchase of the Fiscal Year 2020-2021 Supply of Micro-C from Hawkins Water Treatment Group for the Public Works Department; Providing for Severability; and Providing for an Effective Date.

(Requested by Antoine Khoury, Public Works)

4. Resolution -2020-R-65 A Resolution of the City Commission of the City of Holly Hill, Florida, Authorizing the Use of Pace Analytical Services, Inc., for Various Wastewater Laboratory Testing as a Sole Source Provider; Providing for Severability; and Providing for an Effective Date.

(Requested by Antoine Khoury, Public Works)

5. Recommend One Year Renewal of Award for RFP 20-ED-01 Real Estate Services

(Requested by Joseph Forte, City Manager)

10. REGULAR AGENDA

1. Resolution -2020-R-66 A Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Amending the Final Budget for the City of Holly Hill Community Redevelopment Area (CRA) for the Fiscal Year 2019-2020; and Providing for Severability; and Providing for an Effective Date.

(Requested by Stella Gurnee, Finance)

2. Resolution -2020-R-67 A Resolution of the City Commission of the City of Holly Hill, Florida, Establishing the Start Time for City Commission Meetings to be Set at 6:00 PM Beginning January 2021, and Providing for Severability; and Providing for an Effective Date.

(Requested by Joseph Forte, City Manager)

11. PUBLIC 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. Ordinance -2020-O-3030 FIRST READING - an Ordinance of the City of Holly Hill, Volusia County, Florida, Annexing by Voluntary Petition Approximately 9.4 Acres Identified as Parcel Number 4244-01-04-0080 Contiguous to the City of Holly Hill; Providing for Severability; and Providing for an Effective Date.

(Requested by Brian Walker, City Planner)

2. Ordinance -2020-O-3032 FIRST READING - an Ordinance of the City of Holly Hill, Volusia County, Florida, Annexing by Voluntary Petition Approximately 1.34 Acres Identified as Parcel Number 4242-40-40-0160 Contiguous to the City of Holly Hill; Providing for Severability; and Providing for an Effective Date.

(Requested by Brian Walker, City Planner)

12. COMMUNICATIONS

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

13. 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**

5.1

**City Commission
CRA Resolution**

MEETING DATE: November 10, 2020
FROM: Joseph Forte
SUBJECT: A Resolution of the Community Redevelopment Agency of the City of Holly Hill, Volusia County, Florida, Amending the Final Budget for the City of Holly Hill Community Redevelopment Area (CRA) for the Fiscal Year 2019-2020; and Providing for Severability; and Providing for an Effective Date.
NUMBER: 2020-R-61
APPLICANT:
PLANNER:

DISCUSSION:

Florida Statutes (including Chapter 166.241(3)(C)(B) provides that the City Commission shall adopt a final budget and all adjustments within 60 days following the end of the fiscal year. The budget amendment must be adopted in the same manner as the original budget unless otherwise specified in the City Charter.

Florida Statutes Chapter 163.387(7) provides that the Community Redevelopment Agency on the last day of the fiscal year of the CRA appropriate any remaining trust funds in one of the following manners:

- Return to each taxing authority the increment proportional to the amount such taxing authority bears of the total amount paid.
- Reduce indebtedness.
- Deposit into escrow for debt.
- Appropriate to a specific redevelopment project pursuant to an approved CRA plan.

The Community Redevelopment Agency has previously authorized the following specific projects in the CRA plan:

- Overhead to underground phase I
- Overhead to underground phase II
- Recreation facilities (Pickleball)
- Redevelopment Incentives (Fountainhead)

FISCAL

ANALYSIS:

As of September 30, 2020 the CRA \$5,499,719 in funds after payment of accounts payable. Of this amount \$764,756 is already included in the current budget. This amendment adjusted the budget to appropriate funds for the Overhead and underground project Phase II.

STAFF**RECOMMENDATION:**

Staff recommends that the Community Redevelopment Agency appropriate the CRA funds available at fiscal year-end 2020 to the following specific projects:

	Current budget	Amended	Total
• Overhead to underground phase I	\$ 151,487	\$ _	\$ 151,487
• Overhead to underground phase II	\$ 843,737	\$ 3,891,226	\$ 4,734,963
• Recreation facilities (Pickleball)	\$ 61,149	\$ _	\$ 61,149
• Redevelopment Incentives (Fountainhead)	\$ 552,120	\$ _	\$ 552,120

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 COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, AMENDING THE FINAL BUDGET FOR THE CITY OF HOLLY HILL COMMUNITY REDEVELOPMENT AREA (CRA) FOR THE FISCAL YEAR 2019-2020.

ATTACHMENTS:

- 2019-2020 CRA Budget Amendment (PDF)

CRA Resolution No. 2020-61**A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, AMENDING THE FINAL BUDGET FOR THE CITY OF HOLLY HILL COMMUNITY REDEVELOPMENT AREA (CRA) FOR THE FISCAL YEAR 2019-2020; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, AMENDING THE FINAL BUDGET FOR THE CITY OF HOLLY HILL COMMUNITY REDEVELOPMENT AREA (CRA) FOR THE FISCAL YEAR 2019-2020; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Community Redevelopment Agency of the City of Holly Hill of Volusia County Florida, set forth the amended appropriations and revenue estimate for the Community Redevelopment Area (CRA) Budget for Fiscal Year 2019-2020.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. The Fiscal Year 2019-2020 final Budget shall be amended per “Attachment A”.

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 10th day of NOVEMBER, 2020.

Exhibit "A"

FY 2019 - 2020 BUDGET ADMENDMENT

REVENUES AND EXPENSES FY 2019 - 2020

	REVENUE	EXPENSE
130 - CRA-OVERHEAD TO UNDERGROUND PHASE II	\$ 3,891,226	\$ 3,891,226
135 - CRA FOUNTAIN HEAD	\$ -	\$ -
139 - CRA CAPITAL PROJECTS-OVERHEAD TO UNDERGROUND PHASE I	\$ -	\$ -
139 - CRA CAPITAL PROJECTS-PICKLE BALL	\$ -	\$ -
TOTAL ALL FUNDS	\$ 3,891,226	\$ 3,891,226

Attachment: 2019-2020 CRA Budget Amendment (2020-R-61 : A Resolution Amending the Final Budget for the (CRA) FY2019-2020)



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

**City Commission
Agenda Item**

8.1

MEETING DATE: November 10, 2020
FROM: Valerie Manning
SUBJECT: Minutes - August 25, 2020 - Workshop, Goals and Objectives; and
October 27, 2020 - Regular City Commission Meeting
NUMBER: (ID # 3098)
APPLICANT:
PLANNER:

DISCUSSION:

Minutes from the August 25, 2020 Goals and Objectives Workshop and October 27, 2020 Regular City Commission meeting.

MOTION:

Approve both sets of minutes as submitted by staff.

- Minutes - August 25, 2020 - Goals and Objectives Workshop (PDF)
- Minutes - October 27, 2020 - Regular City Commission meeting (PDF)



CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

MINUTES • AUGUST 25, 2020

City Commission Chamber

Work Session

5:00 PM

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

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

1. CALL TO ORDER

a. Roll Call

Attendee Name	Title	Status	Arrived
Chris Via	Mayor	Present	
John Penny	District 1 - Commissioner	Present	
Penny Currie	District 2 - Commissioner	Present	
John C. Danio	District 3 - Commissioner	Present	
Roy Johnson	District 4 - Commissioner	Present	

2. GOALS SETTING DISCUSSION - CONTINUED

1.

Goals Setting Discussion - Continued

(Requested by Valerie Manning, City Clerk)

Mr. Forte, Mayor Via and the City Commission discussed the Goals and Objectives for 2021. Below is a list of that discussion. The strikethrough's are projects or items that have already been taken care of or not going to do at this time; underline items or projects are what will be attempted in 2021 as a goal.

Holly Hill

City

Goals & Objectives

2021

1. Beautification Projects and Parks
 - a. Prepare plan and budget to provide for park improvements
 - i. Sunrise Park
 1. ~~Fitness Court~~
 2. Pier replacement (FEMA)
 3. ~~Sunrise Park south pier removal and boat launch improvements~~
 4. Remove the Nature Trail between north and south Sunrise parks
 5. Repair or replace pavilions in Sunrise park
 6. Repair Seawall with FEMA assistance
 - ii. Hollyland Park

Commission

1. Pickleball
2. Community garden
3. Clubhouse
4. Restaurant
5. Add a playground
6. Consideration for the future of field #4
 - iii. Ross Point Park
 1. Restroom facilities
 - iv. Riviera Dog Park
1. General maintenance
2. Repair pavilion
- b. Code Enforcement
 - i. Continue code enforcement efforts
 - ii. Ensure compliance with outside display ordinance
2. Business Development
 - a. Recruit new business to fill vacant properties
 - b. Develop plan to address underserved properties
3. Community events, family style
 - a. Christmas Parade
 - b. Arts Festival
 - c. Child Abuse Awareness event
 - d. Car shows
 - e. Halloween in the Park
 - f. Pickleball tournaments
4. Continue relationship with school(s)
 - a. Maintain a presence at HHK-8 and UBIC
 - i. 5-0 Club
 - ii. Serve on requested committees
5. Customer Service mindset
 - a. Annual customer service training
 - b. Department focus on customer service
6. Economic Development at Riverside south
 - a. Work towards developing an entertainment zone
- i. Amend Comp Plan and Zoning Regulations
7. Expand CRA boundary and extend time. Blue-tide
 - a. Meet with property owner about future development and timeline
 - b. Set up meeting with Volusia County
 - c. Develop expansion plan
8. Infrastructure projects
 - a. Evaluate water and wastewater infrastructure

- b. ~~Evaluate/update storm water plan~~
- c. Evaluate road conditions
- d. Evaluate/update sidewalk plan

9. Landscaping at Mason and Riverside Drive

- a. ~~Design landscape plan for Hyman Park and Riverside Drive~~
 - b. ~~Install approved landscape plan and provide a maintenance plan~~

10. LPGA & Riverside Drive

- a. Develop a property improvement plan for the shops at Riverside Drive & LPGA

11. LPGA Widening, three lane

- a. Bridge over Intracoastal waterway
- b. Continue moving the LPGA widening plan forward through the R2CTPO

12. Comp plan

- a. Review and schedule a Comp Plan update

13. Riverside Drive Trail

- a. Work with Greenways and Trails to widen sidewalk
- b. Consider sidewalk/trail extension through Pictona
- c. ~~Turn Riverside Drive into a one direction road allowing the east side north bound lane to serve as a multipurpose trail~~

14. Seaplane Base

- a. Work with base operator to target and attract light sport seaplane manufacturing businesses to Holly Hill

15. ~~Tree planting~~

- a. ~~Consider Tree City USA designation~~

16. Web design

- a. ~~Redesign the City's web portal~~

17. Create RV Parking standard in the city

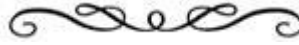
18. CRA

- b. Work on expansion of the CRA district
- c. Continue with Phase II of OH - UG project
- d. Make improvements to Second Street Park

19. Add Body Worn Cameras to all law enforcement personnel

20. City Hall

- a. Construct the Veterans Memorial
- b. Continue street paving program
- c. Work toward annexation of properties at the city's borders
- d. Improvements to Sica Hall

3. **BUDGET DISCUSSION**

Stella Gurnee, Finance Director discussed the budget with the Mayor, City Commissioners and staff present for FY2020-2021. *(A copy of this workshop is available online or a request can be made to the City Clerk's Office for a CD).*

4. **ADJOURNMENT**

The workshop adjourned at approximately 7:00 PM.



CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

MINUTES • OCTOBER 27, 2020

City Commission Chamber

Regular City Commission Meeting

7:00 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
- b. Invocation by City Commissioner Penny Currie
- c. Pledge of Allegiance

2. PRESENTATION

1.

National First Responders Day - October 28, 2020

(Requested by Valerie Manning, City Clerk)

RESULT: NO VOTE NEEDED



3. PUBLIC COMMENTS

The following individuals spoke to the Mayor and City Commissioners: Heidi Heller, Holly Hil; Gilles Blais, Holllly Hill; and Frank Campanella from Universal Towing.

4. APPROVAL OF MINUTES

1.

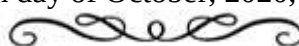
Minutes - October 13, 2020, Regular City Commission Meeting

(Requested by Valerie Manning, City Clerk)

Mayor Via opened public participation. No one spoke.

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

Enacted and approved this 27th day of October, 2020, in Holly Hill



5. CONSENT AGENDA - ITEMS (1 - 4)

Mayor Via asked if any member of the Commission would like to pull any item on the Consent Agenda for further discussion or if any member of the audience would like to speak to any item. ***There was no one.***

1. -2020-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 2019-2020; Providing for Severability; and Providing for an Effective Date.

(Requested by Stella Gurnee, Finance)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Penny Currie, District 2 - Commissioner
SECONDER:	Roy Johnson, District 4 - Commissioner
AYES:	Via, Penny, Currie, Danio, Johnson

RESOLUTION

2020-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 2019-2020; 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 2019-2020; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Holly Hill, by Resolution 2019-R-57, adopted an operating budget for Fiscal Year 2019-2020; and

WHEREAS, the budget adjustment increase 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 2019-2020 budget.

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

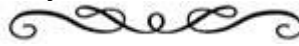
SECTION 1. AMENDED BUDGET: The City Commission of the City of Holly

Hill amends the Fiscal Year 2019-2020 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 OCTOBER, 2020.

Enacted and approved this 27th day of October, 2020, in Holly Hill



2. -2020-R-59 Resolution

A Resolution of the City of Holly Hill, Florida, Authorizing a Piggyback Contract for the Purchase of Three (3) Police Vehicles, Using Charlotte County Vehicle Purchasing Contract; Providing for Severability; and Providing for an Effective Date.

(Requested by Antoine Khoury, Public Works)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Penny Currie, District 2 - Commissioner
SECONDER:	Roy Johnson, District 4 - Commissioner
AYES:	Via, Penny, Currie, Danio, Johnson

RESOLUTION

2020-R-59

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING A PIGGYBACK CONTRACT FOR THE PURCHASE OF THREE (3) POLICE VEHICLES, USING CHARLOTTE COUNTY VEHICLE PURCHASING CONTRACT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING A PIGGYBACK CONTRACT FOR THE PURCHASE OF THREE (3) POLICE VEHICLES, USING CHARLOTTE COUNTY VEHICLE PURCHASING CONTRACT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Holly Hill desires to purchase vehicles under Charlotte County Vehicle Purchase contract, under the same terms and applicable conditions as that agreement; and

WHEREAS, Chapter 287, Florida Statutes, grants the authority to piggyback 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, "piggyback" contracts are allowed for existing government contracts; and

WHEREAS, the City Commission of the City now desires to (i) authorize and approve the form of the contract by the Charlotte County, any exhibits attached thereto, and any other related documents and, (ii) the execution and delivery of the documents and (iii) provide additional limited general authority; and

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

WHEREAS, the City has performed all acts, conditions, and things relating to the acquisition of the software as are required by the Constitution and Laws of the State of Florida, and the Charter and Code of Ordinances of the City.

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

SECTION 1: Pursuant to Article VIII, Section 2, of the Constitution of the State of Florida and Chapter 166, Florida Statutes, (collectively, the "Act")., as well as the City Charter and Code of Ordinances.

SECTION 2. DEFINITIONS. As used herein:

- (a). "City" means the City of Holly Hill, Florida.
- (b). "City Manager" means the City Manager of the City or designee.
- (c). "Clerk" means the Clerk of the City or designee.
- (d). "Finance Director" means the Finance Director of the City.
- (e). "Mayor" means the Mayor of the City or in the Mayor's absence or unavailability the Vice-Mayor.
- (f). "City Attorney" means the City Attorney of the City or designee.

SECTION 3. FINDINGS AND AWARDS.

(a). The findings and declarations of the City contained in the above WHEREAS clauses are hereby incorporated as a part of this Resolution.

(b). It is in the best interest of City and its inhabitants to contract with Bartow Ford purchase of vehicles and equipment.

(c). It is hereby ascertained, determined and declared that in light of prevailing and anticipated market conditions, it is in the best interests of the City to enter into a contract with Bartow Ford for the purchase of vehicles and equipment.

SECTION 4. AUTHORIZATION OF CONTRACT. The forms of the scope of services and contract documents attached hereto, Exhibit “A”, or as may be required to be modified are hereby approved. The Mayor is hereby authorized to execute said agreement for vehicle and equipment purchase, in substantially the forms attached hereto.

SECTION 5. ADDITIONAL AUTHORIZATIONS CONCERNING THE SCOPE OF SERVICES AND CONTRACT. The City Manager, or designee(s), are hereby charged with the responsibility for implementing the agreement for purchase of vehicles and equipment.

SECTION 6. 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 7. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 27th day of OCTOBER, 2020.

Enacted and approved this 27th day of October, 2020, in Holly Hill



3.

VCSSO / HHPD - Combined -Drug Task Force Multi-Agency Voluntary Cooperation Mutual Aid Agreement 2020

(Requested by Steve Aldrich, Police)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Penny Currie, District 2 - Commissioner
SECONDER:	Roy Johnson, District 4 - Commissioner
AYES:	Via, Penny, Currie, Danio, Johnson



4.

Fully Insured Group Insurance and Ancillary Lines of Coverage - January 1, 2021 - December 31, 2021

(Requested by Valerie Manning, City Clerk)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Penny Currie, District 2 - Commissioner
SECONDER:	Roy Johnson, District 4 - Commissioner
AYES:	Via, Penny, Currie, Danio, Johnson

Enacted and approved this 27th day of October, 2020, in Holly Hill



6. REGULAR AGENDA

1. -2020-R-60 Resolution

A Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Providing a Local Government Support Agreement Summary of Terms Authorizing the City Manager to Sign a Deliver the Letter for Inclusion in the FHFC Application Package; Providing for Severability; and Providing for an Effective Date.

(Requested by Joseph Forte, City Manager)

Mr. Forte explained to the Mayor and City Commissioners what this Resolution was supporting and he recommended approval for the Commission to authorize him to sign the letter of support for inclusion in the FHFC application package

Mayor Via opened public participation. No one spoke.

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

RESOLUTION

2020-R-60

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, PROVIDING A LOCAL GOVERNMENT SUPPORT AGREEMENT SUMMARY OF TERMS AUTHORIZING THE CITY MANAGER TO SIGN A DELIVER THE LETTER FOR INCLUSION IN THE FHFC APPLICATION PACKAGE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, APPROVING A LOCAL GOVERNMENT SUPPORT AGREEMENT SUMMARY OF TERMS AND AUTHORIZING THE CITY MANAGER TO SIGN AND DELIVER THE LETTER FOR INCLUSION IN THE FHFC APPLICATION PACKAGE; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Madison Bay, LLC is a Developer wishing to build a Senior Affordable Housing Complex called Madison Bay at the corner of 3rd Street and Ridgewood Avenue; and

WHEREAS, the developer is making application to the Florida Housing Finance Corporation for tax credits; and

WHEREAS, the developer is requesting a letter of financial commitment in the form of a Local Government Support Agreement Summary of Terms.

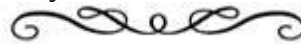
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. The City Commission of the City of Holly Hill approved the Local Government Support Agreement Summary of Terms and authorizes the City Manager to sign the letter to be included in the developers application to the FHFC.

SECTION 2. EFFECTIVE DATE. This Resolution shall become effective immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 27th day of OCTOBER, 2020.

Enacted and approved this 27th day of October, 2020, in Holly Hill



7. PUBLIC HEARINGS - NONE

8. COMMUNICATIONS

A. City Manager & Staff Comments

Mr. Forte reminded the Mayor and Commissioners that at the next meeting, November 10th, that will be the Swearing-In Ceremony at the beginning of the meeting and mentioned that they can be sworn in individually by whomever they choose to swear them in. Mr. Forte asked about the Christmas party for the employees this year and asked if they had any suggestions. They could get back to him at the next meeting or individually. Mr. Forte informed the Commission that since the city didn't hold it's annual Trunk or Treat event, there is monies available that can go towards purchasing an artificial Christmas tree with LED lights and FPL would give the city \$10,000. ***There was consensus for staff to move forward with purchasing the tree.***

B. City Attorney Comments

None.

C. City Commission Comments

Commissioners Penny, Currie, Danio and Johnson all mention the great turnout at the Pictona event over the weekend.

Commissioner Johnson mentioned the program that FPL has to help customers pay their utility bill; Human Trafficking course that can be taken online for commercial drivers to help fight against Human Trafficking.

Commissioner Penny thanked Mr. Forte for volunteering his time at the Pictona event; over 650 players were there throughout the weekend event; brought up changing the City Commission meetings to 6:00 PM. There was some brief discussion amongst the Commissioners about this and there was **consensus** from four Commissioners to change the meeting time to 6:00 PM at the beginning of the year. An agenda item will be created to officially make a motion to approve on this at the next meeting.

Commissioner Currie thanked the city and staff for recognizing National First Responders Day; greatly appreciates that. Informed everyone that the Christmas Food packaging is coming up again for this year. Friday, Dec. 11th will be the day to put boxes together and then on Saturday, Dec. 12th from 9:00 AM to 11:00 AM and then 11:00 AM - 1:00 PM people can help pack the boxes with food. This will be held at R & R Industries again this year. If anyone is interested in helping on either days, they can contact her.

9. ADJOURNMENT

The meeting adjourned at approximately 7:45 PM.

A. Mayor's Comments

Mayor Via spoke about the Pictona event; the Swearing-in Ceremony at the next meeting.



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

**City Commission
Resolution**

9.1

MEETING DATE: November 10, 2020
FROM: Stella Gurnee
SUBJECT: A Resolution of the City Commission of the City of Holly Hill, Florida, Amending the Final Budget for the City of Holly Hill for the Fiscal Year 2019-2020; and Providing for Severability; and Providing for an Effective Date.
NUMBER: 2020-R-62
APPLICANT:
PLANNER:

DISCUSSION:

Florida Statutes (including Chapter 166.241(3)(C)(B)) provides that the City Commission shall adopt a final budget and all adjustments within 60 days following the end of the fiscal year after the end of the fiscal year, the budget amendment must be adopted in the same manner as the original budget unless otherwise specified in the City Charter.

FISCAL ANALYSIS:

The requested final budget adjustments are shown on Attachment "A" totaling \$257,374. The major changes include:

- General Fund (001) declines in State revenues were offset by increased collections in property and utility services tax. A conservative spending approach due to the COVID emergency resulted in expenditures that were 12% below budgeted levels. Therefore no net adjustment is need in the General fund.
- Reducing the budget for the Local Gas Tax (002) fund by a total of \$312,900. The reduction of \$300,000 is due to the internal loan from Solid Waste fund not used for paving in fiscal year 2020. The remaining reduction of \$12,900 is due to the shortfall of State fuel tax revenues.
- The Building Fund (004) annual revenue shortfall of \$8,000 is due to decreased building activity. There is a corresponding decline in expenses to offset this shortfall.
- The Explorer Fund (115) annual revenue shortfall of \$930 from declining contributions is offset by savings in expenditures.
- The Water and Sewer Fund (400) revenues were at expected levels. Due to a conservative spending approach due to the COVID emergency, expenditures were 12% below budgeted levels. Therefore no net adjustment is need in the Water and Sewer fund.
- Water impact fees showed an annual shortfall of \$40,054, due to decreased building activity.

The Fund does have sufficient prior year reserves to fund \$25,965 of the shortfall amount. In addition expenditures savings of \$14,089 will offset the remaining decline.

- Sewer impact fees showed an annual shortfall of \$71,510, due to decreased building activity. The Fund (402) does have sufficient prior year reserves to appropriate for the shortfall amount. Therefore, no net change is needed to the budget.
- The Water & Sewer R & R Fund (407) Revenue is more than anticipated due to the receipt of CDBG grant funds for lift station 13. This resolution increases revenue and the corresponding expense.
- The Solid Waste Fund (495) revenues were at expected levels. The City contracts this service with an external provider. Expenses were also at budgeted levels. Therefore no net adjustment is need in the Solid Waste fund.

STAFF

RECOMMENDATION:

Staff recommends that the City Commission approve the Resolution Final Year End Appropriations for Fiscal Year 2019-2020.

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, VOLUSIA COUNTY, FLORIDA, AMENDING THE FINAL BUDGET FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2019-2020.

ATTACHMENTS:

- Budget Resolution Exhibit A 10 27 2020 (PDF)

Resolution No. 2020-62**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE FINAL BUDGET FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2019-2020; 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, AMENDING THE FINAL BUDGET FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2019-2020; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Holly Hill of Volusia County Florida, set forth the amended appropriations and revenue estimate for the Budget for Fiscal Year 2019-2020.

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

SECTION 1. The Fiscal Year 2019-2020 final Budget shall be amended per “Attachment A”.

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 10th day of NOVEMBER, 2020.

Exhibit "A"

FY 2019 - 2020 BUDGET AMENDMENT

FUND BUDGET DETAIL

REVENUES AND EXPENSES FY 2019 - 2020

	REVENUES	EXPENSES	VARIANCE
001 - GENERAL FUND	\$ 429,995	\$ 429,995	\$ -
139 - CRA CAPITAL PROJECTS	\$ 443,750	\$ 443,750	\$ -
TOTAL ALL FUNDS	\$ 873,745	\$ 873,745	\$ -

Attachment: Budget Resolution Exhibit A 10 27 2020 (2020-R-62 : Amending the Final Budget for Fiscal Year 2019-2020)



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

**City Commission
Resolution**

MEETING DATE: November 10, 2020
FROM: Antoine Khoury
SUBJECT: A Resolution of the City Commission of the City of Holly Hill, Florida, Authorizing the City Manager to Surplus (1) Ford F-150 Pickup Truck, (1) Hustler Zero Turn Mower, (1) Otc Pathfinder Scan TOOL AND REINSTATE VEHICLE 22 TO THE CITY'S FLEET; Providing for Severability; and Providing for an Effective Date.
NUMBER: 2020-R-63
APPLICANT:
PLANNER:

DISCUSSION:

Periodically, end of life vehicles and equipment are retired and disposed. The attached list includes vehicles and equipment throughout the City which have surpassed their useful life and are no longer in use.

Staff requests that one (1) garage scan tool, one (1) Hustler Zero Turn mower and (1) Ford F-150 pickup truck be approved for surplus. The scan tool is a 1999 piece of equipment which is no longer compatible with any vehicle in the City's fleet and is recommended to be discarded. The Hustler Zero Turn mower is no longer in use, not needed as a spare, and is recommended to be sold on Manheim Auctions. The Ford F-150, vehicle 764, is in need of repairs which exceed the truck's value and is also recommended to be sold on Manheim Auctions.

FISCAL ANALYSIS:

The proceeds from the sale of the surplus items will be placed in the appropriate fund accounts that were originally purchased from.

STAFF RECOMMENDATION:

That the City Commission declare the equipment and vehicles identified in the attached documents as surplus and authorize the disposal of the surplus equipment through Manheim Auctions or discard as recommended. Staff also recommends that surplus vehicle 22 be reinstated to the City fleet.

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, AUTHORIZING THE CITY MANAGER TO SURPLUS (1) FORD F-150 PICKUP TRUCK, (1) HUSTLER ZERO TURN MOWER, (1) OTC PATHFINDER SCAN TOOL AND REINSTATE VEHICLE 22 TO THE CITY'S FLEET.

ATTACHMENTS:

- Surplus Request List 10-26-2020 (PDF)
- Surplus Request Form 2007000066 Hustler Z-Turn Mower (PDF)
- Surplus Request Form 2006002041 OTC Pathfinder Scan Tool (PDF)
- Surplus Request Form 2006002083 Ford F150 (PDF)

Resolution No. 2020-63**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE CITY MANAGER TO SURPLUS (1) FORD F-150 PICKUP TRUCK, (1) HUSTLER ZERO TURN MOWER, (1) OTC PATHFINDER SCAN TOOL AND REINSTATE VEHICLE 22 TO THE CITY'S FLEET; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE CITY MANAGER TO SURPLUS (1) FORD F-150 PICKUP TRUCK, (1) HUSTLER ZERO TURN MOWER, (1) OTC PATHFINDER SCAN TOOL AND REINSTATE VEHICLE 22 TO THE CITY'S FLEET; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, periodically, end of life vehicle and equipment are retired and disposed; and

WHEREAS, City staff has identified vehicles and equipment that have surpassed their useful life; and

WHEREAS, vehicle 22, formerly approved for surplus on 09/09/2020 is recommended to be reinstated to the City's fleet.

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

SECTION 1. That the City Manager of the City of Holly Hill is hereby authorized to surplus Ford F-150 Vehicle 747, Hustler Zero Turn Mower Vehicle 772 and OTC Pathfinder Scan Tool.

SECTION 2. That the City Manager of the City of Holly Hill is hereby authorized to reinstate Ford F-150 vehicle 22 to the City's fleet.

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 10th day of NOVEMBER,
2020.**

Department of Public Works

Attachment: Surplus Request List 10-26-2020 (2020-R-63 : Surplus Request - City Vehicles and Equipment)

Asset Tag	Asset Type Description	Serial Number	Veh/Unit	Manufacturer	Model	Book Value	Date of Purchase	Reason for Surplus
2006002041	OTC Pathfinder Scan Tool	unknown	n/a	OTC	Pathfinder	\$0.00	10/13/1999	obsolete
2007000066	Hustler XR-7 Zero Turn Mower	6080802	772	Hustler	XR-7	\$0.00	1/18/2007	no longer in use
2006002083	Ford F-150 Long Bed Truck	2FTRF17204CA35735	764	Ford	F-150	\$0.00	12/29/2003	excessive repairs needed
Totals						\$0.00		

City Manager Signature/Date

Arthur M. Weiss



INVENTORY SURPLUS FORM

PLEASE PRINT ALL INFORMATION

Equipment Description

Hustler XR-7, Zero Turn Mower

Tag # 2007000066**Serial #** 6080802**Manufacturer** Hustler**Model #** XR-7**Vehicle #** 772**Reason for Request to Surplus:**

This mower is no longer in use and the City currently

has spare mowers. The mower is currently functioning and may have auction value.

Department: Streets Division**Supervisor:** Shawn Hebert**Date:** 15-Oct-20

Please Return To: Finance Department

FINANCE DEPT USE ONLY

Authorized By**Date****Notes:** Purchase Date: 01/18/2007; Purchase Cost: \$7,439.20

Current Book Value: \$0.00

Recommendation: Auction with a reserve of \$500.00**Approved Disposal Method:**



INVENTORY SURPLUS FORM

PLEASE PRINT ALL INFORMATION

Equipment Description

OTC Pathfinder Scan Tool - Garage

Tag # 2006002041**Serial #****Manufacturer** OTC**Model #** Pathfinder**Vehicle #****Reason for Request to Surplus:**

This scan tool is not compatible with any vehicles in the

City's fleet. The tool is obsolete.

Department:

Fleet Division

Supervisor:

Danny O'Flaherty

Date:

15-Oct-20

Please Return To: Finance Department

FINANCE DEPT USE ONLY

Authorized By**Date****Notes:** Purchase Date: 10/13/1999; Purchase Cost: \$1,161.75

Current Book Value: \$0.00

Recommendation: Scrap**Approved Disposal Method:**



INVENTORY SURPLUS FORM

PLEASE PRINT ALL INFORMATION

Equipment Description 2004 F150 Heritage Long Bed Truck

Tag # 2006002083 **Serial #** 2FTRF17204CA35735

Manufacturer Ford **Model #** F150

Vehicle # 764

Reason for Request to Surplus: This truck has extensive damages including: odometer

cluster needs to be replaced, steering column needs to be rebuilt, underside rusted badly.

Department: Public Works/Streets - Fleet

Supervisor: Danny O'Flaherty

Date: 21-Oct-20

Please Return To: Finance Department

FINANCE DEPT USE ONLY

Authorized By _____ **Date** _____

Notes: Purchase Date: 12/29/2003; Purchase Cost: \$11,676.00

Book Value: \$0.00

Recommendation: Auction with Manheim

Approved Disposal Method: _____



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

9.3

**City Commission
Resolution**

MEETING DATE: November 10, 2020
FROM: Antoine Khoury
SUBJECT: A Resolution of the City Commission of the City of Holly Hill, Florida, Approving the Sole Source Purchase of the Fiscal Year 2020-2021 Supply of Micro-C from Hawkins Water Treatment Group for the Public Works Department; Providing for Severability; and Providing for an Effective Date.
NUMBER: 2020-R-64
APPLICANT:
PLANNER:

DISCUSSION:

In August 2017, the city's Public Works Department began utilizing Micro-C 2000 for improving the nitrification process as part of the treatment of wastewater. Micro-C 2000 is a proprietary, non-hazardous, additive designed specifically for use as a carbon source for biological contaminant removal applications. The city started using the additive to meet the permit requirements for its effluent total nitrogen (TN) permit limit of 3 mg/L, annual average. It was recommended that the city provide this additional carbon source in the treatment process to provide the right biochemistry for full denitrification.

Environmental Operating Solutions, Inc., (EOSi) is the sole manufacturer of the MicroC 2000 product and the sole municipal distributor of this chemical in the state of Florida is Hawkins, Inc.

SECTION F - SOLE SOURCE AND STANDARDIZATION

Sole source or Standardization procurement is exempt from bidding procedures. The using department must submit to the Finance Department in writing for his/her approval the attempts made, or the data collected to substantiate declaring a product or service "sole source". The City Commission must approve the award of the contract if the dollar amount exceeds \$25,000.

SOLE SOURCE

The following criteria must be met in order to satisfy the sole source or proprietary source requirement:

- It is the only item that will produce the desired results (or fulfill the specific need)
...or

- The item is available from only one source of supply ... or
- The item is available from more than one vendor but due to extreme circumstances, only one vendor is suited to provide the goods or services.

Sole source and proprietary source purchases are exempt from competitive requirements. However, all sole source requisitions exceeding \$10,000 in value will be electronically advertised for a period of at least 5 business days. The steps to follow for sole source and proprietary source purchases are as follows:

- a. The User Department/Department and the Finance Department shall attempt to locate competition. Staff will also check for piggyback contracts. If no other sources are found, the User Department/Department shall submit to the Finance Department a completed sole source/proprietary source form, indicating the requisition number.
- b. A sole source or proprietary source form shall be used to justify and document the requirement. The form shall state why only one source can produce the desired results (or fulfill the specific need).
- c. The Finance Department will electronically post on the City website a description of all requisitions meeting the requirements for competitive pricing per Florida Statute for a period of at least seven (7) business days after the receipt of a completed sole source form from the department.
- d. The Finance Director shall review and approve or disapprove, in writing; sole source/proprietary source designation.
- e. The User Department/Department shall be notified of disapproved requests and the purchase shall be made in accordance with standard procedures.
- f. When the Finance Director approves a sole or proprietary source, staff shall conduct negotiations on price, delivery, and terms. The price must be determined fair and reasonable.
- g. The Finance Department shall keep a log of sole/proprietary source purchases, which includes the vendor name, the amount, item description, justification, and the purchase order number.
- h. For those instance that services are needed involving multiple years (i.e. maintenance of equipment, warranty, etc.) the request must be combined to capture the project, as a whole, and the proper approval must be obtained.

FISCAL ANALYSIS:

Micro-C is part of act# 400-3020-535-5201 with annual use of up to \$75,000 for the purchase of Micro-C at the same prices of last year of \$913.80 Per Toter (275 Gallons) or \$3.32 per gallon. This expenditure is fully budgeted in the waste water operating supplies.

STAFF RECOMMENDATION:

Approve the sole source purchase of FY 2020-2021 supply of Micro-C from Hawkins Water Treatment Group for the Public Works Department.

COMMISSION GOAL:

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 RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE SOLE SOURCE PURCHASE OF THE FY 2020-2021 SUPPLY OF MICRO-C FROM HAWKINS WATER TREATMENT GROUP FOR THE PUBLIC WORKS DEPARTMENT.

ATTACHMENTS:

- Sole Source Justification Form for Hawkins (PDF)
- Sole Source Letter for Hawkins (PDF)

Resolution No. 2020-64**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE SOLE SOURCE PURCHASE OF THE FISCAL YEAR 2020-2021 SUPPLY OF MICRO-C FROM HAWKINS WATER TREATMENT GROUP FOR THE PUBLIC WORKS DEPARTMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE SOLE SOURCE PURCHASE OF THE FY 2020-2021 SUPPLY OF MICRO-C FROM HAWKINS WATER TREATMENT GROUP FOR THE PUBLIC WORKS DEPARTMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Holly Hill is in need to purchase the Micro-C 2000 additive for wastewater treatment; and

WHEREAS, the City has secured a pricing agreement permitted under the City's purchasing guidelines with Hawkins, Inc., a sole source provider of Micro-C 2000; and

WHEREAS, by Section 30-71 of the Holly Hill Code of Ordinances, "Where there is a single source, where standardization is determined to be in the best interest of the city, or where solicitation of bids is otherwise deemed to be inappropriate, the purchase of supplies, equipment and contractual services may be made by negotiation without regard to the cost negotiated contracts with a cost in excess of \$25,000.00 must be approved by the City Commission prior to execution by the city"; and

WHEREAS, the price agreement for the purchase of FY 2020-2021 supply of Micro-C for the Public Works Department has been budgeted.

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

SECTION 1. That Hawkins, Inc., is hereby determined to qualify as a sole source contractor pursuant to the City's Code of Ordinances and the City Manager is authorized to issue purchase orders to Hawkins, Inc., to provide the required material in an annual amount not to exceed \$75,000.00.

SECTION 2. That the City Commission does hereby approve price agreements for the purchase of the FY 20-21 supply of Micro-C from Hawkins Water Treatment Group for the Public Works Department to an amount up to \$75,000, cost is \$3.32 per gallon or \$913.80 per tote (275 gallons).

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.

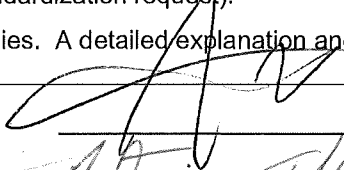
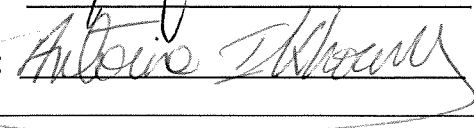
SECTION 4. EFFECTIVE DATE. That the Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 10th day of NOVEMBER, 2020.

City of Holly Hill

Finance Department
1065 Ridgewood Ave.
Holly Hill, FL 32117

SOLE SOURCE JUSTIFICATION

TO: Finance Department		FROM: <u>JOHN R. DALLY</u>	REQUISITION #: _____
Subject - Purchase of: <u>MICRO-C 2000</u>			
Requested Supplier – Contact: <u>TOM TEDRICK</u>		City, State, Zip: <u>ROSEVILLE, MN 55113</u>	
Company: <u>HAWKINS INC</u>		Phone: <u>800-330-1369</u>	
Address: <u>2381 ROSEGATE ST</u>		Estimated Cost: \$ <u>44,000</u>	
Statement of Need: My recommendation for sole source is based upon an objective review of the product/service being required and appears to be in the best interest of the City. I know of no conflict of interest on my part or involved in any way with this request. No gratuities, favors or compromising actions have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.			
Sole Source Justification: Mark those that apply.			
☐ 1. Sole source request is for the original manufacturer or provider; there are no regional distributors. (Attach the manufacturers written certification that no regional distributors exist. Item 4 must also be checked).			
☒ 2. Sole source request is for the only area distributor of the original manufacturer or provider. (Attach the manufacturers -not the distributors - written certification that identifies all regional distributors. Item 4 also must be checked).			
☐ 3. The parts/equipment are not interchangeable with similar parts of another manufacturer. (Explain in comments or separate memorandum).			
☒ 4. This is the only known item or service that will meet the specialized needs of this department or perform the intended function. (Attach memorandum with details of specialized function or application).			
☐ 5. The parts/equipment are required from this source to facilitate maintenance standardization. (Attach memorandum describing the basis for the standardization request).			
☐ 6. None of the above applies. A detailed explanation and justification for this sole source request is contained in the attached memorandum.			
Division Head Signature: 		Date: <u>10-26-2020</u>	
Department Head Signature: 		Date: <u>10-26-2020</u>	
Comments: ADDITIVE NEEDED FOR NITRIFICATION/DENITRIFICATION IN THE BIOLOGICAL PROCESS AT THE WWTP			
Finance Approval: _____		Date: _____	
City Manager Approval (if required): _____		Date: _____	

Attachment: Sole Source Justification Form for Hawkins (2020-R-64 : Approval of FY2020-2021 Sole Source Purchase of Micro-C 2000 from



Evan Brown
Environmental Operating Solutions, Inc. (EOSi)
53 Portside Drive,
Pocasset, MA 02559

October 26, 2020

John Dally
jdally@hollyhillfl.org
City of Holly Hill, FL
1065 Ridgewood Avenue,
Holly Hill, Florida 32117

Dear John,

This letter is to inform you that Environmental Operating Solutions, Inc. (EOSi), a corporation with principal address at 53 Portside Drive, Pocasset, MA 02559, is the sole manufacturer of the MicroC® 2000 product.

This letter is also to inform you that the sole municipal distributor for MicroC® 2000 in the state of Florida is Hawkins, Inc., located at 2263 Clark Street, Apopka, FL 32703.

Please feel free to contact me at (336) 207-5616 if you have any questions or require additional information.

Sincerely,

Evan Brown
Southeast Territory Manager



Evan Brown
Environmental Operating Solutions, Inc. (EOSi)
53 Portside Drive,
Pocasset, MA 02559

October 26, 2020

John Dally
jdally@hollyhillfl.org
City of Holly Hill, FL
1065 Ridgewood Avenue,
Holly Hill, Florida 32117

Dear John,

This letter is to inform you that Environmental Operating Solutions, Inc. (EOSi), a corporation with principal address at 53 Portside Drive, Pocasset, MA 02559, is the sole manufacturer of the MicroC® 2000 product.

This letter is also to inform you that the sole municipal distributor for MicroC® 2000 in the state of Florida is Hawkins, Inc., located at 2263 Clark Street, Apopka, FL 32703.

Please feel free to contact me at (336) 207-5616 if you have any questions or require additional information.

Sincerely,

Evan Brown
Southeast Territory Manager



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

**City Commission
Resolution**

9.4

MEETING DATE: November 10, 2020
FROM: Antoine Khoury
SUBJECT: A Resolution of the City Commission of the City of Holly Hill, Florida, Authorizing the Use of Pace Analytical Services, Inc., for Various Wastewater Laboratory Testing as a Sole Source Provider; Providing for Severability; and Providing for an Effective Date.
NUMBER: 2020-R-65
APPLICANT:
PLANNER:

DISCUSSION:

The laboratory of the Wastewater Treatment Plants is required by the various permitting agencies governing the operations of the wastewater plant to perform a multitude of samples and tests verifying compliance and meeting regulatory and operational thresholds.

Many tests are required to be sent to an accredited laboratory to be completed. Pace Analytical Services, Inc., is the only such laboratory in our area within 40 miles radius that is needed to meet the shelf life of the samples (tests must be completed within 6 hours). Therefore, the services provided and considered sole source as allowed under section F- 2.25-71 of the Holly Hill Purchasing Policy Manual.

Current City of Holly Hill Purchasing Manual

Section F Policy 2.25 Exemption From Bidding Procedure

SECTION F - SOLE SOURCE AND STANDARDIZATION

Sole source or Standardization procurement is exempt from bidding procedures. The using department must submit to the Finance Department in writing for his/her approval the attempts made, or the data collected to substantiate declaring a product or service “sole source”. The City Commission must approve the award of the contract if the dollar amount exceeds \$25,000.

SOLE SOURCE

The following criteria must be met in order to satisfy the sole source or proprietary source requirement:

- It is the only item that will produce the desired results (or fulfill the specific

need)

...or

- The item is available from only one source of supply ... or
- The item is available from more than one vendor but due to extreme circumstances, only one vendor is suited to provide the goods or services.

Sole source and proprietary source purchases are exempt from competitive requirements. However, all sole source requisitions exceeding \$10,000 in value will be electronically advertised for a period of at least 5 business days. The steps to follow for sole source and proprietary source purchases are as follows:

- a. The User Department/Department and the Finance Department shall attempt to locate competition. Staff will also check for piggyback contracts. If no other sources are found, the User Department/Department shall submit to the Finance Department a completed sole source/proprietary source form, indicating the requisition number.
- b. A sole source or proprietary source form shall be used to justify and document the requirement. The form shall state why only one source can produce the desired results (or fulfill the specific need).
- c. The Finance Department will electronically post on the City website a description of all requisitions meeting the requirements for competitive pricing per Florida Statute for a period of at least seven (7) business days after the receipt of a completed sole source form from the department.
- d. The Finance Director shall review and approve or disapprove, in writing; sole source/proprietary source designation.
- e. The User Department/Department shall be notified of disapproved requests and the purchase shall be made in accordance with standard procedures.
- f. When the Finance Director approves a sole or proprietary source, staff shall conduct negotiations on price, delivery, and terms. The price must be determined fair and reasonable.
- g. The Finance Department shall keep a log of sole/proprietary source purchases, which includes the vendor name, the amount, item description, justification, and the purchase order number.
- h. For those instance that services are needed involving multiple years (i.e. maintenance of equipment, warranty, etc.) the request must be combined to capture the project, as a whole, and the proper approval must be obtained.

FISCAL ANALYSIS:

This is a budgeted expenditure in the professional services accounts of the wastewater utility

funds.

Act # 400-3020-535-3101

STAFF RECOMMENDATION:

Authorize the City manager to issue purchase orders to Pace Analytical Services, Inc., to perform the various laboratory tests required for FY 2020-2021.

COMMISSION GOAL:

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 RESOLUTION AUTHORIZING THE USE OF PACE ANALYTICAL SERVICES, INC., FOR VARIOUS WASTEWATER LABORATORY TESTING AS A SOLE SOURCE PROVIDER.

ATTACHMENTS:

- Pace Quote (PDF)

Resolution No. 2020-65**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE USE OF PACE ANALYTICAL SERVICES, INC., FOR VARIOUS WASTEWATER LABORATORY TESTING AS A SOLE SOURCE PROVIDER; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE USE OF PACE ANALYTICAL SERVICES, INC., FOR VARIOUS WASTEWATER LABORATORY TESTING AS A SOLE SOURCE PROVIDER; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Holly Hill's Wastewater Treatment Plant must perform certain tests in order to meet operational requirements required by various regulatory and permitting agencies; and

WHEREAS, Pace Analytical Services, Inc., is the only accredited laboratory in the local area to perform these tests; and

WHEREAS, The estimated annual amount for services provided is \$33,000 for the wastewater laboratory; and

WHEREAS, The services are being provided and considered sole source due to the shelf life of the samples (tests must be completed within 6 hours) as allowed under section F-2.25-71 of the Holly Hill Purchasing Policy Manual; and

WHEREAS, the services provided and considered sole source as allowed under section F- 2.25-71 of the Holly Hill Purchasing Policy Manual. The following criteria must be met in order to satisfy the sole source or proprietary source requirement:

- It is the only item that will produce the desired results (or fulfill the specific need) ...or
- The item is available from only one source of supply ... or
- The item is available from more than one vendor but due to extreme circumstances, only one vendor is suited to provide the goods or services.

WHEREAS, Negotiated contracts with a cost in excess of \$25,000.00 must be approved by the City Commission prior to execution by the city.

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

SECTION 1. That Pace Analytical Services, Inc., is hereby determined to qualify as a sole source contractor pursuant to the City's Code of Ordinances and the City Manager is authorized to issue purchase orders to Pace Analytical Services, Inc., to perform the various laboratory tests as required in an annual amount not to exceed \$50,000.

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 10th day of NOVEMBER,
2020.**

Pace Analytical Services, Inc.
ANALYTICAL SERVICE
COST PROPOSAL



Contact Name: Jerry Smith	PROPOSAL NO.: 16-0120	Page 1 of 4
Company: City of Holly Hill	PROPOSAL DATE: October 22, 2020	
Address: 453 LPGA Boulevard	Turnaround Time: Standard	
Holly Hill, FL 32117	Sample Arrival Date:	
Phone No.: (386) 248-9463	Schedule: Firm: Tentative: X	
Fax No.: (386) 248-9499	Duration:	

Project Name/Description: **Annual Budget**

PARAMETERS	Methods	Matrix	No. of Samples			Unit Cost	Subtotal
			Sample	Field QC	Total		
Industrial Pretreatment	Multiple	WW	3		3	\$ 940.00	\$ 2,820.00
Effluent Analysis	Multiple	WW	1		1	\$ 1,911.00	\$ 1,911.00
Reclaimed Analysis	Multiple	WW	1		1	\$ 1,911.00	\$ 1,911.00
Bioassay	Multiple	WW	4		4	\$ 2,500.00	\$ 10,000.00
Crypto/Giardia	Multiple	WW	2		2	\$ 750.00	\$ 1,500.00
503 Sludge + 7 Fecal MPN	Multiple	WW	6		6	\$ 745.00	\$ 4,470.00
TKN, NOX, TP	Multiple	WW	64		64	\$ 65.00	\$ 4,160.00
8015 Alcohols	8015	WW	25		25	\$ 100.00	\$ 2,500.00
Sinlge Metal	Multiple	WW	76		76	\$ 15.00	\$ 1,140.00
WELL MONITORING	Multiple	WW	4		4	\$225.00	\$ 900.00
Enviromental Disopal charge		WW	58		58	\$ 12.00	\$ 696.00
					0	\$ -	\$ -
					0	\$ -	\$ -
					0	\$ -	\$ -
					0	\$ -	\$ -
					0	\$ -	\$ -
					0	\$ -	\$ -
					0	\$ -	\$ -
					0	\$ -	\$ -
Sample Kit Charge							N/C
Kit Shipping Charge							N/C
Rapid Turnaround Charge ()							
TOTAL							\$ 32,008.00

Comments: See attached Proposal Notes and Terms & Conditions

Prepared by: **Stacie Panicello**

ORMOND BEACH:

8 East Tower Circle
 Ormond Beach, FL 32174
 phone: 386-672-5668
 fax: 386-673-4001

Tampa Lab & Service Center

1209 Tech Blvd., Suite 207
 Tampa, FL 33619
 phone: 813-837-6705
 fax: 813-627-0582

Attachment: Pace Quote (2020-R-65 : Wastewater Laboratory Testing FY2020-2021)



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

**City Commission
Agenda Item**

9.5

MEETING DATE: November 10, 2020
FROM: Joseph Forte
SUBJECT: Recommend One Year Renewal of Award for RFP 20-ED-01 Real Estate Services
NUMBER: (ID # 3117)
APPLICANT:
PLANNER:

DISCUSSION:

The City has issued a Request for Proposal to seek a qualified licensed professional Real Estate Service firm to provide Real Estate Services for the sale of various City properties. These services as outlined in the Scope of Work included:

- Develop strategies for sale of designated City-owned properties (such as conducting a study of comparable properties);
- Develop marketing materials (electronic and/or hard copy) to advertise sites for sale, distribute the materials to potential buyers via the appropriate form(s) of media, including listing properties on a multiple listing service (MLS), and report results to the City on an agreed upon frequency;
- Advise City Leadership regarding strategies to promote and sell the designated sites. (*Public presentations may be required.)
- Generate site visits with prospects and, in coordination with the Economic Development Director, actively participate in those site visits;
- Provide feedback to City Leadership on potential offers from prospects;
- Prior to City Manager review, ensure all offers are properly executed;
- Handle other customary activities and services associated with real estate transactions.
- Broker's licenses preferred, but not mandatory.

The solicitation was RFP 20-ED-01.

The Evaluation Committee met on Wednesday, November 6, 2019 at 2:00 pm in a properly noticed public meeting and ranked the submitting firms based on the published evaluation criteria as follows:

1. Adams Cameron
2. SVN Alliance
3. CBC Benchmark
4. I Sell Daytona

The Evaluation Committee rated the firms based on the Evaluation Criteria and recommend the City negotiate with the top ranked firm, Adams Cameron.

*The City commission approve an agreement with Adams Cameron during the City Commission meeting on November 12, 2019 providing for a term of one year with one year renewal. The Contract will require City Commission approval.

FISCAL ANALYSIS:

Adams Cameron has agreed to a Broker compensation of:

- 7% for the first \$100,000 of purchase price
- 6% for the portion of the purchase price exceeding \$100,000
- 6% for the portion of the purchase price exceeding \$500,000
- 5% for any purchase price on Holly Hill's commercial and residential transactions when the listing agent also serves as the buyer's agent (i.e. when Adams Cameron listing agent also serves as the buyer's agent).

The negotiated fees will be paid from the proceeds of any property sale.

STAFF

RECOMMENDATION:

Authorize the City Manager to execute a one year renewal to the current contract (attached) with Adams Cameron.

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: Enhance City aesthetics through beautification and maintenance of city property and public rights of way, consistent enforcement of zoning and property maintenance codes, and development of reasonable design standards and a corresponding process which is applicable to all new developments and business improvements in the city.

MOTION:

AUTHORIZE THE CITY MANAGER TO EXECUTE A ONE YEAR RENEWAL TO THE CURRENT CONTRACT WITH ADAMS CAMERON.

- Amdams Cameron Contract (PDF)
- 627 N Ridgewood listing agreement (PDF)

Real Estate Services

**Stella Gurnee, Finance
Director
Request For Proposal
RFP 20-ED-01**

DECLARATION STATEMENT

City of Holly Hill 1065 Ridgewood Ave. Holly Hill, FL 32117

Re: Request For Proposals, Real Estate Services

To Whom It May Concern,

Notice is hereby given that the City of Holly Hill is soliciting proposals for Real Estate Services. Proposals will be accepted by the City Clerk at Holly Hill City Hall, 1065 Ridgewood Avenue, Holly Hill, Florida until **5:00 pm on October 29, 2019** or pursuant to addendum issued by the City.

All proposers are required to complete and submit a Public Entity Crime Statement, the Anti-Collusion Statement, and Drug Free Tie Proposal Preference Statement, as well as other documents as required by the solicitation. No proposals received after **October 29, 2019** will be considered. The City of Holly Hill, Florida reserves the right to reject any and all Proposals, to waive any and all non-substantial irregularity in Proposals received, whenever such waiver or rejection is in the best interest of the City.

Proposals shall be submitted with one (1) original and/or one (1) flash drive version addressed to City of Holly Hill, Attn: City Clerk, 1065 Ridgewood Avenue, Holly Hill, FL 32117 and plainly marked on the outside: **"RFP 20-ED-01 Real Estate Services"**.

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this 28 day of October, 2019 in the City of Daytona Beach, in the State of Florida.

Adams Cameron & Co. REALTORS

444 Seabreeze Blvd Ste 670

Company

Address



Daytona Beach. FL 32114

Authorized Signature

City, State, Zip Code

A pre-bid conference is not applicable for this solicitation.

A pre-bid conference is applicable for this solicitation.

Pre-bid conference will be held on Tuesday, October 22, 2019 at 10:00 am in the large conference room, located at City Hall, 1065 Ridgewood Avenue, Holly Hill, Florida 32117.

Attachment: Amdams Cameron Contract (3117 : Recommend One Year Renewal of Award for RFP 20-ED-01 Real Estate Services)

City of Holly Hill does not discriminate based on age, race, color, sex, religion, national origin, disability or marital status.

This Public Notice has been posted on the City of Holly Hill Finance website: www.hollyhillfl.org, and also posted in the Lobby of City Hall.

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A) Purpose/Objective

The City of Holly Hill “CITY” has issued this Request for Proposal (hereinafter, “**RFP**”) with the sole purpose and intent of obtaining proposals from qualified and licensed firms to provide Real Estate Services in accordance with the specifications stated and/or attached herein/hereto. The firm awarded this contract must meet or exceed all terms, conditions and specifications of the CITY. The successful proposer(s) will hereinafter be referred to as the “Contractor”.

The term of this agreement shall be 1-year. This contract may renewed in 6 months terms . All prices quoted shall remain firm for the duration of this agreement. The City reserves the right to cancel the agreement and/or contract any reason deemed by the City with no right to appeal.

If awarded, a contract to provide these services will be effective on the date contract is approved by the City of , City Commission (herein after, the “Commission”), signed by all required parties and filed with the City Clerk.

The City will not honor or consider any price increase, fuel surcharge, or add-on cost during the established performance period.

The Bidder may cancel the resulting contract with a one hundred and twenty (120) days written notice.

The City will notify the bidder in writing of any deficiencies or defaults in the performance of his/her duties under the Contract.

As is more fully explained in this **RFP**, an award, if made, will be made to the best overall proposer(s) whose bid is most advantageous to the City, taking into consideration the evaluation factors set forth in this **RFP**. The City will not use any other factors in its evaluation of the proposals received.

B) Background

The City serves an area of less than 4 square miles with a population of approximately 12,479. The City’s fiscal year begins on October 1st and ends on September 30th. The Finance Department maintains the funds and accounts of the City. The Finance Department is responsible for the custody and accounting of funds of each department.

More detailed information on the government and its finances can be found in City of Holly Hill’s Comprehensive Annual Financial Report for fiscal year 2017-2018 and in the City’s Annual Budget for fiscal year 2019-2020. Copies of these documents may be requested from the City Clerk. The City of

Holly Hill is exempt from any and all state, local and federal taxes.

C) Inquiries

Direct questions related to this **RFP** to Stella Gurnee, Finance Director, and submit such questions in writing to finance@hollyhillfl.org include the page and paragraph number for each question in order to ensure that questions asked are responded to correctly. Proposers must clearly understand that the only official answer or position of the City will be the one stated in writing from finance@hollyhillfl.org. All questions asked, along with the answers rendered will be electronically distributed to firms registered for

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this solicitation and additionally posted on VendorLink (www.myvendorlink.com).

D) Projected Timetable

The following projected timetable should be used as a working guide for planning purposes only. The City reserves the right to adjust this timetable as required during the course of the **RFP** process.

Event Date

Issue RFP Notice October 2, 2019 Non-Mandatory Pre-Bid October 22, 2019 - 10:00 am
 Deadline for Questions October 22, 2019 – before 5:00 pm Request For Proposals Due
 October 29, 2019 – before 4:00 pm City Commission Hearing Date November 12, 2019

SCOPE OF WORK

The City of Holly Hill intends to enter into a contract for real estate broker/firm services to sell various city properties. The selected Broker/Firm must meet the minimum qualifications, be familiar with state and city laws that govern the sale of city-owned property, and, under the direction of the City, perform in a satisfactory and proper manner, all the necessary services required under this solicitation to provide real estate services on behalf of the City, including but not limited to the following services:

Real Estate Services Required:

- Develop strategies for sale of designated City-owned properties (such as conducting a study of comparable properties);

Strategies for the sale of designated City-owned properties will include:

- A study of comparable properties
- Aggressive marketing, locally and globally
- Multi-faceted marketing: online, direct, print and relationship
- Expansive internet presence; see accompanying Power Point
- Utilization of AdamsCameron.com - leading local Real Estate site; first in property searches
- Multiple Listing Service (MLS) coverage to include MyFloridaRegional, Daytona Beach, New Smyrna, and Flagler
- Internal marketing to Adams Cameron ~300 commercial and residential agents and ~100 referral agents across the country
- Develop marketing materials (electronic and/or hard copy) to advertise sites for sale, distribute the materials to potential buyers via the appropriate form(s) of media, including listing properties on a multiple listing service (MLS), and report results to the City on an agreed upon frequency;
 - Adams Cameron & Co REALTORS will develop marketing materials, to include electronic and hard copy, to advertise sites for sale, distribute the materials to potential buyers via the appropriate forms of media, including listing properties on a multiple listing service (MLS), and report results to the City on an agreed upon frequency.
- Advise City Leadership regarding strategies to promote and sell the designated sites. (*Public presentations may be required.)
 - Adams Cameron & Co REALTORS will advise City Leadership regarding strategies to promote and sell the designated sites and will participate in public presentations, when required.
- Generate site visits with prospects and, in coordination with the Economic Development Director, actively participate in those site visits;
 - Adams Cameron & Co REALTORS will generate site visits with prospects and, in

coordination with the Economic Development Director, actively participate in those site visits.

- Provide feedback to City Leadership on potential offers from prospects;
 - Adams Cameron & Co REALTORS will provide feedback to City Leadership on potential offers from prospects in a timely manner.
- Prior to City Manager review, ensure all offers are properly executed;
 - Adams Cameron & Co REALTORS will ensure that all offers are properly executed prior to review by City Manager.
- Handle other customary activities and services associated with real estate transactions.
 - Adams Cameron & Co REALTORS will handle other customary activities and services associated with real estate transactions.
- Broker's licenses preferred, but not mandatory.
 - Adams Cameron & Co REALTORS is a family-owned licensed real estate brokerage that has been continuously serving Volusia County since 1963.
 - Broker's license can be found in the appendix.

Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing with the Florida Department of Business and Professional Regulations and local real estate commissions/associations.
 - Adams Cameron & Co REALTORS is licensed and in good standing with the Florida Department of Business and Professional Regulations and local real estate commissions/associations as evidenced by the broker's license located in the appendix.
- Must have an excellent reputation in the real estate community.
 - Adams Cameron & Co REALTORS has an excellent reputation in the real estate community as evidenced by our continuous 56 years serving Volusia County buyers and sellers, resulting in Adams Cameron & Co REALTORS' designation as the area's largest real estate company.
- Must be knowledgeable in the local real estate market and have experience with small and large commercial and industrial properties.
 - Adams Cameron & Co REALTORS is extensively knowledgeable in the local real estate market and has extensive experience with small and large commercial and industrial properties.
- Must be knowledgeable in the use of all public real estate records maintained by the County Assessor and County Clerk & Recorder.
 - Adams Cameron & Co REALTORS, via our founders, management team, title company, and ~300 active real estate agents and ~100 referral agents, is knowledgeable in the use

of all public real estate records maintained by the County Assessor and County Clerk & Recorder. Our management team, real estate agents, and title company must utilize these records on a regular basis to complete sales and purchase transactions.

- Knowledge and experience in the acquisition and sale of government owned property is desired.
 - Adams Cameron & Co REALTORS, as a result of our longevity and reputation in the community, has knowledge and experience in the acquisition and sale of government owned property to include:
 - Assisted in the sale of 26 properties for the expansion of Halifax Hospital
 - Assisted with the sale of the former Florida Hospital Memorial site at 875 Sterthaus, Ormond Beach
 - Assisted in the sale of Ormond Crossings
 - Assisted in the purchase of land for Security First
 - Assisted with the sale and purchase of property for Mid-Florida Housing Authority
 - Assisted in the relocation of Father Lopez High School
 - Assisted in the acquisition of warehouse space for the County of Volusia
 - Assisted in the acquisition of communal parking in the downtown district of Daytona Beach
 - Assisted in the sale of bank owned properties (REO)
 - Assisted in the sale of property for BBraun Medical
- Must have at least (10) years of full time commercial real estate experience.
 - Adams Cameron & Co REALTORS has represented commercial real estate buyers and sellers for over 40 years.

GENERAL TERMS AND CONDITIONS

A)

Licenses

The Realtor-Broker is required to possess the professional license and any other authorizations necessary to carry out and perform the work required pursuant to applicable Federal, State and Local Law, Statutes, Ordinances, and rules of any kind.

If required and/or requested, copies of the licenses must be submitted with the bid response indicating that the bid entity is properly licensed to perform the professional tasks included in the contract documents. A Realtor-Broker must have an office in Volusia County as well as a business tax receipt and certificate of use.

A copy of Adams Cameron Broker's license, business tax receipt and certificate of use are included in the appendix. Adams Cameron maintains nine offices throughout Volusia County from east side to west side and from north to south.

If you have questions regarding required professional licenses and Business Tax Receipt and Certificate of use, contact the Finance Department, (386) 248-9426.

B) Principals/Collusion

By submission of this Qualification, the undersigned, as Proposer, does declare that the only person or persons interested in this Bid as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this Bid or in the contract to be entered into; that this Bid is made without connection with any person, company or parties making a Bid, and that it is in all respects fair and in good faith without collusion or fraud.

C) Taxes

The City is exempt from Federal Excise and State of Florida Sales Tax.

D) Relation of City

It is the intent of the parties hereto that the Realtor-Broker shall be legally considered an independent contractor, and that neither the Realtor-Broker nor their employees shall, under any circumstances, be considered employees or agents of the City, and that the City shall be at no time legally responsible for any negligence on the part of said Contractor, their employees or agents, resulting in either bodily or personal injury or property damage to any individual, firm, or corporation.

E) Assignment

The Realtor-Broker shall not assign, transfer, convey, sublet or otherwise dispose of this contract, or of any or all of its rights, or interest therein, or his or its power to execute such contract to any person, company or corporation without prior written consent of the City.

F) Lobbying

All firms are hereby placed on **NOTICE** that the City does not wish to be lobbied, either individually or collectively about a matter for which a firm has submitted a Qualification.

Firms and their agents are not to contact members of the City Commission for such purposes as meeting or introduction, luncheons, dinners, etc. During the process, **from Proposal announcement to final Commission approval**, no firm or their agent shall contact any other employee of the City in reference to this RFP, with the exception of the Finance Director or designee(s). Failure to abide by this provision may serve as grounds for disqualification for award of this contract to the firm.

G) Single Bid

Each Proposer must submit, with their bid, the required signed contract/agreement and all forms included in this **RFP**. Only **one** bid from a legal entity as a primary will be considered. A legal entity that submits a bid as a primary or as part of a partnership or joint venture submitting as primary may not then act as a sub-consultant to any other firm submitting under the same **RFP**. If a legal entity is not submitting as a primary, or, that legal entity may not act as a sub-consultant to any other firm or firms submitting under

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the same **RFP** nor act as part of a partnership or joint venture to the primary. All submittals in violation of this requirement will be deemed non-responsive and rejected from further consideration.

H) Protest Procedures

Any appeal or protest to the Request for Bid shall be governed by the City of Holly Hill's Purchasing Policies and Procedures.

I) Public Entity Crime

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

J) Conflict of Interest

Proposer shall complete the Conflict of Interest Affidavit included as an attachment to this RFP document. Disclosure of any potential or actual conflict of interest is subject to City staff review and does not in and of itself disqualify a firm from consideration. These disclosures are intended to identify and or preclude conflict of interest situations during contract selection and execution.

K) Prohibition of Gifts to City Employees

No organization or individual shall offer or give, either directly or indirectly, any favor, gift, loan, fee, service or other item of value to any City employee, as set forth in Chapter 112, Part III, Florida Statutes, the current City Ethics Ordinance, and City Administrative Policy. Violation of this provision may result in one or more of the following consequences: a. Prohibition by the individual, firm, and/or any employee of the firm from contact with City staff for a specified period of time; b. Prohibition by the individual and/or firm from doing business with the City for a specified period of time, including but not limited to: submitting bids, RFP, and/or quotes; and, c. immediate termination of any contract held by the individual and/or firm for cause.

L) Awarded Contractor(s)

All required payments will occur at closing

M) **Commission Percentage** The Broker shall list a complete Commission Percentage to be referenced when proposing services for each Project assigned by the City of Holly Hill. The Broker's Compensation for each Project shall be calculated by applying the Commission Percentage and such Compensation shall represent the total consideration for all services provided by the Broker as required to support the Scope of Services and as detailed in the Project Assignment Form (Exhibit B) for such Project.

When the City of Holly Hill or any person acting for or on behalf of the City of Holly Hill contracts to acquire, sell, or lease real property as specified in a Project Assignment, the Broker's Compensation as broker shall be deemed to be earned when the acquisition or sale is closed and fully funded or the lease is executed and entered into by the parties and the first rental installment and all deposits have been paid.

a. EVALUATION OF REQUEST FOR PROPOSALS:

All interested professionals are hereby cautioned **not** to contact any staff or Council member of the City of Holly Hill, or any member of the RFP Selection Committee. The RFP Selection Committee is comprised of City Department Heads who will evaluate the proposals and weight results based of the categories listed below.

Evaluation Criteria Possible Points Qualifications/Experience and Reference

1. Experience in the Northeast Volusia County area;

Adams Cameron & Co. REALTORS has extensive real estate experience in all areas of Volusia County, particularly the Northeast area.

2. Experience representing governmental entities

Adams Cameron & Co. REALTORS has experience representing governmental entities such as Halifax Hospital, Ormond Crossings, Security First, the City of Daytona Beach and the County of Volusia.

3. Local real estate market, public land and right of way, and government real estate knowledge,

Adams Cameron & Co. REALTORS has extensive knowledge of the local commercial and residential real estate market, public land, right of way and government as it relates to real estate.

4. The character, integrity, reputation, judgment, experience and efficiency of the proposer;

The character, integrity, reputation, judgment, experience and efficiency of Adams Cameron & Co. REALTORS are without question, hence, our 56 year legacy in this community.

5. Professional licensure required when service of a skilled nature is required by law to perform such service and/or skill;

Adams Cameron & Co. REALTORS possesses the professional licensure, and personnel, necessary to perform the skilled services required by law to assist the City of Holly Hill to sell commercial and residential property.

6. Responsiveness of client references;

Four client references are included in this application as requested.

Additionally, resumes of REALTORS who will be assisting with the sale of City owned property are also included in the appendix.

45 Maximum

Ability to meet Scope of Services

1. Responsiveness of the proposal related to the Scope of Services;

Please see additional Power Point.

2. The ability, capability and skill of the proposer to perform the contract,

including the range of services offered.

Please see additional Power Point.

45 Maximum

Price Proposal 10 Maximum **Total Possible Points 100 Maximum points**

Formal Oral Presentations/Interviews (If Required): The City may choose to conduct oral interviews with, or receive presentations from one or more of the proposers. If the City so chooses, such interviews or oral presentations will not be open to the public pursuant to the conditions set forth in Florida Statute 286.0113. If oral presentations or interviews are held the following guidelines will be used:

- The City's Economic Development Director will establish the schedule and proposers will be notified via email at least (5) calendar days in advance of the date, time and place of the presentations. The specific format of each presentation will be provided to proposers with the notifications. The times allotted are maximums and no firm will be penalized for using less than the allotted time.

Right to Negotiate The City of Holly Hill reserves the right to negotiate price and contract terms and conditions with the most qualified firm(s) to provide the requested service. If a mutually beneficial agreement with the highest ranked firm is not reached, the City reserves the right to enter into contract negotiations with the next highest ranked firm and continue this process until agreement is reached.

Final Recommendations: After presentation are completed, the RFP Review Committee will determine a final ranking of proposers they consider to be most capable of performing the required project in the best interest of the City. Based upon these recommendations, the City Manager will create an agenda item with recommendation to the City Commission. The City Commission's decision will be final.

Time Schedule For Selection Release of RFP: **October 2, 2019**

Non-Mandatory pre-proposal meeting: **October 22, 2019 - 10:00 am**

Last Day for questions: **October 22, 2019 before 5:00 pm** Request

For Proposals Due: **October 29, 2019 before 4:00 pm** City

Commission Hearing: **November 12, 2019**

b. Contract Term / Completion Time: The contract shall be valid upon issuance of Notice to Proceed and/or purchase order and continue for a one (1) year period with additional one (1) year renewal options. Contract will require City Council approval.

c. Delivery of Bids

All bids are to be delivered before 5:00 p.m., local time, on or before **Tuesday October 29, 2019** to:

**City of Holly Hill City
Clerk 1065 Ridgewood
Ave. Holly Hill, Florida
32117**

The City shall not accept bids delivered to the City Clerk past the stated date and/or time indicated, or to an incorrect address by proposer's personnel or by the proposer's outside carrier. However, the City Clerk, or designee, shall reserve the right to accept bids received after the posted close time only under the following condition: The tardy submission of the bid is due to the following circumstances, which shall include but not be limited to: late delivery by commercial carrier such as Fed Ex, UPS or courier where delivery was scheduled before the deadline.

Proposers must submit one (1) hard copy and one (1) electronic copy on a USB flash drive

List the Proposal Number on the outside of the box or envelope and note "Request for Proposal enclosed."

CONFLICT OF INTEREST AFFIDAVIT

By signature below, the firm (employees, officers and/or agents) certifies, and hereby discloses that, to the best of their knowledge and belief, all relevant facts concerning past, present, or currently planned interest or activity (financial, contractual, organizational, or otherwise) which relates to the proposed work; and bear on whether the firm (employees, officers and/or agents) has a possible conflict have been fully disclosed.

Additionally, the firm (employees, officers and/or agents) agrees to immediately notify in writing the Finance Director, or designee, if any actual or potential conflict of interest arises during the contract and/or project duration.

Company Address: 444 Seabreeze Blvd., Ste 670, Daytona Beach FL 32118


Authorized Signature

John J. Adams, 386.253.8044

Email Fax No. 386.253.8944

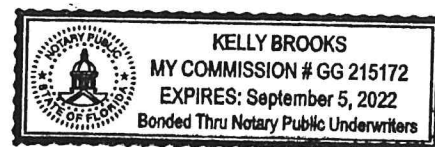
State of Florida City of Daytona
Beach

SUBSCRIBED AND SWORN to before me this 4th day of November 2019 , by John J. Adams, who is personally known to me to be the for the Firm.

Notary Public



My Commission Expires:



PROPOSERS QUALIFICATION FORM

LIST MAJOR WORK PRESENTLY OR PREVIOUSLY UNDER CONTRACT:

Previous Projects Contract Amount

\$

\$

\$

If Applicable,

Government Projects Name of City Contract Amount

\$

\$

LIST CURRENT PROJECTS ON WHICH YOUR FIRM IS THE CANDIDATE FOR AWARD:

OTHER INFORMATION ABOUT PROJECTS:

Have you, at any time, failed to complete a project? No

STATEMENT OF LITIGATION:

Are there any judgments, claims or suits pending or outstanding by or against you? No

If the answer to either question is yes, submit details on separate sheet. List all lawsuits that have been filed by or against your firm in the last five (5) years:

FINANCIAL REFERENCES:

Bank(s) Maintaining:

Seacoast National Bank, 175 W. Granada Blvd, Ormond Beach FL 32174
386.898.0303

Fairwinds Credit Union, 2222 SR 44, New Smyrna Beach FL 32168
386.428.2299

Surety/Underwriter: Certificate of Insurance attached

TYPE OF FIRM:

Corporation/Years in Business: 56 years . If firm is a corporation, please list state in which it is incorporated: Florida. If firm is a corporation, by signing this form, Proposer certifies that the firm is authorized to do business in the State of Florida.

Pursuant to information for prospective Proposers for the above-mentioned proposed project, the undersigned is submitting the information as required with the understanding that it is only to assist in determining the qualifications of the organization to perform the type and magnitude of work intended, and further, guarantee the truth and accuracy of all statements herein made. We will accept your determination of qualifications without prejudice.

Company Address: 444 Seabreeze Blvd., Ste 670, Daytona Beach FL 32118



Authorized Signature, John J. Adams, President
Office: 386.253.8044, Fax: 386.253.8944

NON-COLLUSION AFFIDAVIT OF PRIME QUALIFIER

State of Florida

County of Volusia

John J. Adams, being first duly sworn, deposes and says that:

He/she is of Adams, Cameron & Co , Proposer that has submitted the attached Qualification;

He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

Neither the said Proposer nor any of its officers, partners, owners, agent representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person, to fix the price or prices in the attached Qualification or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the CITY OF HOLLY HILL.

The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Company Address: 444 Seabreeze Blvd., Ste 670, Daytona Beach FL 32118

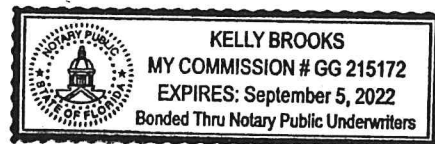


Authorized Signature, John J. Adams, President

Office: 386.253.8044, Fax: 386.253.8944

Subscribed and sworn to before me this 4th day of November, 2019 .

My Commission Expires: _____

COMPLIANCE WITH THE PUBLIC RECORDS LAW

Upon award recommendation or ten (10) days after opening, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a proposal authorizes release of your firm's credit data to the CITY.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their bid/proposal package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the CITY in a separate envelope marked accordingly.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

Valerie Manning, City Clerk
 386-248-9441
vmanning@hollyhillfl.org
 1065 Ridgewood Ave Holly
 Hill, FL 32117

A provision that requires the contractor to comply with public records laws, specifically to: 1. Keep and maintain public records required by the public agency to perform the service. 2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law. 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency. 4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all

applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

By submitting a response to this solicitation, the company agrees to defend the CITY in the event we are forced to litigate the public records status of the company's documents.

Company Name: Adams, Cameron & Co.

Authorized representative (printed): John J. Adams

Authorized representative (signature):



Project Number: **RFP- Real Estate Services** Date: November 4, 2019

REFERENCES FORM

Provide the business names, contact persons and telephone numbers of four (4) references for which the firm has provided services described in this Qualification for three (3) years or more within the last five (5) years. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

1. Name of Company: City of Ormond Beach

Address: 22 S Beach St, Ormond Beach, FL 32174

Point of Contact: Brian Rademacher, Economic Development Director

Phone #: Email address: 386-676-3266 brian.rademacher@ormondbeach.org

Service(s) Provided: professional reference

2. Name of Company: Volusia County

Address: 123 W Indiana Ave, DeLand, FL 32720

Point of Contact: Clay Ervin, Director of Growth and Resource Management

Phone #: Email address: 386-822-5013 ervin@volusia.org

Service(s) Provided: Professional reference

3. Name of Company: Volusia County Schools

Address: 3750 Olson Drive, Daytona Beach, FL 32124

Point of Contact: Saralee Morrissey, Director of Planning

Phone #: Email address: smorriss@volusia.k12.fl.us

Service(s) Provided: represented the buyer

Dates of Service: ~2018

4. Name of Company: Mid-Florida Housing Partnership

Address: 1834 Mason Ave, Daytona Beach FL 32117

Point of Contact: Fran Gordon, Marcella Yonkosky

Phone #: 386.506.1465 Email address: myonkosky@gmail.com

Service(s) Provided: Acquiring and disposing of properties

Dates of Service: 2009-2019

5. Name of Company: AdventHealth Daytona Beach

Address: 301 Memorial Medical Parkway, Daytona Beach FL 32117

Point of Contact: Ed Noseworthy, CEO

Email address: Ed.Noseworthy@adventhealth.com

Service(s) Provided: acquisition and disposition of AdventHealth properties

Dates of Service: 2003-2019

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA STATUTES,
ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED TO City of Holly Hill

By John J. Adams, President for

Adams, Cameron & Co.
444 Seabreeze Blvd., Ste 670
Daytona Beach FL 32118

and (if applicable) its Federal Employer Identification Number (FEIN) is 2. I understand that a “public entity crime” as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a “person” as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

17

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR A CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

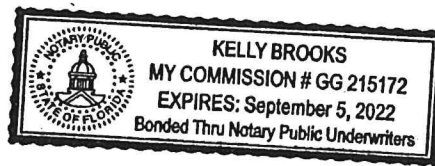

John J. Adams(Signature)

Sworn and subscribed before me this 4th day of November , 2019.

Personally known

My commission expires:





REALTOR-BROKER INFORMATION

Realtor-Broker is: John J. Adams

(x) Corporation () Partnership () Sole Proprietorship () Other

Federal Employer Identification

Number: 59-1787548

Firm Name: Adams, Cameron & Co.

Mailing Address: 444 Seabreeze Blvd., Ste 670, Daytona Beach FL 32118

Telephone No: 386.253.8044

Fax No: 386.253.8944

Email Address: info@adamscameron.com

Web Address: www.adamscameron.com

Submitted by:

John J. Adams, President and Marta Pascale, Project Coordinator

INSURANCE REQUIREMENTS

INSURANCE TYPE REQUIRED LIMITS

1. Worker's Compensation Statutory Limits of Florida

Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements.

2. Commercial General Liability Bodily Injury & Property Damage

(Occurrence Form) patterned after the current I.S.O form with no limiting endorsements. **\$1,000,000** single limit per occurrence

3. Indemnification: To the maximum extent permitted by Florida law, the Contractor/Vendor/Consultant shall indemnify and hold harmless the City of Holly Hill, its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor/Vendor/Consultant or anyone employed or utilized by the Contractor/Vendor/Consultant in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to the indemnified party or person described in this paragraph.

This section does not pertain to any incident arising from the sole negligence of the City of Holly Hill.

4. Automobile Liability **\$ 500,000** Each Occurrence

Owned/Non-owned/Hire
d Automobile Included

5. Other Insurance as indicated below: **\$ 1,000,000** Per Occurrence

Errors and Omissions or
Professional Malpractice Coverage

6. Aircraft Liability **\$1,000,000** each occurrence combined single limit for bodily injury liability and property damage liability.

7. Contractor shall ensure that all subcontractors comply with the same insurance requirements that he is required to meet. The same Contractor shall provide City with certificates of insurance meeting the required insurance provisions.

8. The City of Holly Hill must be named as "**ADDITIONAL INSURED**" on the Insurance Certificate for Commercial General Liability where required.

**INSURANCE
REQUIREMENTS**

9. The City of Holly Hill shall be named as the Certificate Holder. NOTE--The "Certificate Holder" should read as follows: City of Holly Hill 1065 Ridgewood Ave. Holly Hill, Florida

No City Division, Department, or individual name should appear on the Certificate. No other format will be acceptable.

10. **Thirty (30) Days Cancellation Notice** required.

PROPOSER'S AND INSURANCE AGENT'S STATEMENT:

We understand the insurance requirements of these specifications and that the evidence of insurability may be required within five (5) days of the award of **RFP**.

Company Address: 444 Seabreeze Blvd., Ste 670, Daytona Beach FL 32118


Authorized Signature John J. Adams, President

Telephone No: 386.253.8044

Email Fax No: 386.253.8944

Insurance Agency: Hayward Brown (certificate of insurance attached)

Signature of Proposer's Agent: Kelly Sullivan, 386.252.5546

EXHIBIT A**COMMISSION PERCENTAGE SHEET**

The Broker shall list a complete Commission Percentage to be referenced when proposing services for each Project assigned by the City of Holly Hill. The Broker's Compensation for each Project shall be calculated by applying the Commission Percentage and such Compensation shall represent the total consideration for all services provided by the Broker as required to support the Scope of Services and as detailed in the Project Assignment (Exhibit B) for such Project.

When the City of Holly Hill or any person acting for or on behalf of the City contracts to acquire, sell, or lease real property as specified in a Project Assignment, the Broker's Compensation as broker shall be deemed to be earned when the acquisition or sale is closed and fully funded (paid).

For the purchase or disposal of real property as specified in a Project Assignment, the Broker shall earn Compensation equal to:

1.7% for the first \$100,000 of the purchase price; 2. 6% for that portion of the purchase price exceeding \$100,000 but not exceeding \$500,000; 3. 6% for that portion of the purchase price exceeding \$500,000.

Consultant must acknowledge that it will not receive any commission payments or other compensation until the City authorizes the disposition of City property or purchase of real property.


 Name of Authorized Agent (John J. Adams) 11-04-19
 Date

EXHIBIT B

PROJECT ASSIGNMENT FORM In accordance with Contract **RFP #20-ED-01** between City of Holly Hill and Adams Cameron & Co ("Broker"), dated _____, and Contract #_____, the City of Holly Hill assigns to the Broker and the Broker accepts the assignment of the following Project:

Project Description and Broker Responsibilities:

Marketing/Acquisition Schedule:

District Responsibilities:

Compensation: The Broker's Compensation for the Project shall be calculated in accordance with the Commission Percentage Sheet submitted by the Broker in its response **to RFP #20-ED-01**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/4/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hayward Brown, Inc. 202 Seabreeze Boulevard PO Box 265129 Daytona Beach FL 32126-5129		CONTACT NAME: Erin Kelly Sullivan PHONE (A/C, No, Ext): (386) 252-5546 FAX (A/C, No): (386) 258-2273 E-MAIL ADDRESS: kelly@haywardbrown.com	
INSURED Adams Cameron & Co. 759 W Granada Blvd. Ormond Beach FL 32174		INSURER(S) AFFORDING COVERAGE INSURER A: Hartford INSURER B: CONTINENTAL CASUALTY CO INSURER C: HARTFORD INSURER D: Auto-Owners INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL11123006177

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			PAS43315127-04	05/11/2019	05/11/2020	EACH OCCURRENCE \$ 1,000,000
	☒ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						\$
	☒ POLICY ☐ PROJECT ☐ LOC						\$
	AUTOMOBILE LIABILITY			95-424428-02	07/26/2019	07/26/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	☒ HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	☐ SCHEDULED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	☐ OCCUR						\$
	☐ CLAIMS-MADE						\$
	DED ☐ RETENTION \$						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			21WECAC1LDS	1/1/2019	01/1/2020	WC STATUTORY LIMITS ☐ OTH-ER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
B	REAL ESTATE AGENT E&O			RFB-249883461-18	12/10/2018	12/10/2019	LIMIT/AGGREGATE 1,000,000
	CLAIMS MADE						RETENTION 5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Holly Hill 1065 Ridgewood Ave Holly Hill, FL 32117	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Charlie Scrabis/EKS
--	--

John J. Adams

John Adams serves as the President of Adams, Cameron & Co. John is a native of the Daytona Beach area and attended several local schools including Seabreeze High School, Father Lopez, and St. Brendan's. From there, he went on to Florida State University where he majored in Business Management with an emphasis in Information Systems. Later, he obtained an Executive Masters of Business Administration from the Kellogg School of Business at Northwestern University in Evanston, IL.

After College, John spent six years with Arthur Andersen's Business Consulting organization where he specialized in Business Systems and Business Process Improvement. More recently, John spent five years as the Chief Operating Officer of CoolSavings, Inc., a marketing company based in Chicago. There he helped CoolSavings to grow from a startup organization with fewer than 30 people to a publicly traded company with over 330 employees.

His volunteer and affiliations include:

City of Ormond Beach: Planning Board, Development Review Board, & Historic Landmark Preservation Board

Service Organizations: Vice President for Economic Prosperity, Ormond Beach Chamber of Commerce; Board of Directors, Ormond Rotary; Board of Directors, Florida Hospital Memorial Foundation Board; State of Florida Unlicensed Practice of Law; Graduate, Ormond Leadership I; Graduate, Leadership Daytona XXV

Professional: Daytona Beach Area Association of Realtors: Chair, Technology Committee; Multiple Listing Service Committee; Realtors Political Action Committee; Legislative Committee;

Flagler County Association of Realtors: Multiple Listing Service Committee; Realtors Political Action Committee; Legislative Committee

Florida Association of Realtors; National Association of Realtors; Leading Real Estate Companies of the World, Young Guns



Marta Pascale

6314 Palmas Bay Circle - Port Orange, FL 32127 - Cell (386) 562-0590

martapascale@adamscameron.com

The difficult I do well; the challenging takes a little longer.

Resident of Volusia County for 60 years - Resident of Port Orange for 50 years

EMPLOYMENT

July 2018 - present

REALTOR® - Adams Cameron & Co., REALTORS®, Port Orange, FL

HUD, VA, FHA, Cash, Conventional

Single Family Homes, Condominiums, Vacant Land

Buyers and Sellers – Local and Out of Area

REAL ESTATE IS REALLY ABOUT MEETING THE NEEDS OF PEOPLE!

2006 – present

Independent Instructor of Private/Group Ballroom/Latin Dance

January 2016 – May 2016

Consultant, Volusia County Schools

June 2015 – May 2016

Executive Director, Volusia Association of School Administrators (VASA)

2007 – 2014 (retired)

Coordinator, Human Resources Volusia County Schools

Wrote/revised instructional/non-instructional evaluation instruments and accompanying handbooks; trainer/advisor regarding employee performance assessment

2004 – 2006

Coordinator, Middle School Services/Charter District Volusia County Schools

2003 – 2014

Coordinator, Principal Intern Program Volusia County Schools

2000 – 2004

Principal, Creekside Middle School, Port Orange, FL

1997 - 2000

Principal, Silver Sands Middle School, Port Orange, FL

1993 - 1997

Principal, Spruce Creek Elementary School, Port Orange, FL

1990 - 1993

Principal, Discovery Elementary School, Deltona, FL (large ESOL population)

1988 - 1990

Assistant Principal, Discovery Elementary School, Deltona, FL

1989 - 1990

Summer School Principal, Discovery Elementary, Deltona, FL

1983 - 1988

Teacher/Department Chairman, Silver Sands Junior High School, Port Orange, FL

1977 – 1983

Teacher, Seabreeze Junior High School, Daytona Beach, FL

EDUCATION

2008

Certified Dance Instructor in American Style Rhythm and Smooth Dances

1986

Master's in Administration and Supervision, Stetson University, DeLand, FL

1975

Bachelor's in Education, University of South Florida, Tampa, FL

HONORS

2001

Volusia County Schools **Secondary Principal of the Year, Creekside Middle School**

1996

Volusia County Schools **Elementary Principal of the Year, Spruce Creek Elem**

VOLUNTEER WORK

June 2015 – July 2016

National Secretary/Chair of Grievance Committee, USA Dance Inc.

April 2014 – June 2015

Director of Chapter Liaison for USA Dance, Inc.

2011 – 2017

Grant Writer for Greater Daytona Chapter USA Dance #6026 (bringing in ~\$35,000 total to our chapter)

2008 – 2018

President, Greater Daytona Chapter USA Dance #6026

(2011 and 2017 National Chapter of the Year)

PUBLISHED in American Dancer Magazine, Official Magazine of USA Dance, Inc.

2010 and 2018

2011 on cover and cover story

Marge Allison – REALTOR

**Sales Manager / REALTOR / Broker Associate
Adams, Cameron & Co. REALTORS
386.405.7979 / 386.761.6100**

Experience:

Real Estate Agent in New Jersey until coming to Florida in 1988. I have been in Real Estate sales until entering in management in 1995. My management details consist of mentoring new agents and experienced agents in both Ormond Beach and Port Orange with over 100 agents under my guidance. Part of my involvement is teaching new agents techniques in working with sellers and buyers.

Current and Past Activities

Past President of The Dayton Beach Area Association of REALTORS; currently a Director.

Other positions held:

- Several terms as Director
- Secretary
- President Elect
- Committee Chair on numerous committees
- Presently Director Liason for the Member Services committee
- Realtor Attorney , Grievance and MLS Committees
- Working with Mid-Florida Housing Partnership in acquiring and selling of their property portfolio

Community Involvement and Charities

- Ormond Beach Chamber and Women's Council of REALTORS
- Daytona Beach Street Rods
- American Cancer Society
- American Heart Association
- Back Packs for Children
- March of Dimes
- Ormond Mainstreet

Honors and Awards

- Twice honored as REALTOR of the Year
- Honorary Lifetime Member

Daniel F Lyonnais
600 S Atlantic Ave
Daytona Beach
Phone: 386-852-7932
Email: danlyonnais@adamcameron.com

PROFESSIONAL PROFILE

Licensed commercial real estate professional with 12+ years' experience in a multitude of commercial real estate disciplines and long list of satisfied clients. Vacant land, retail and industrial investment properties, business opportunity and evaluations, and tenant representation have all been staples in my business. As a seasoned commercial real estate agent I provide my commercial buyers with market demographic studies, environmental research and financial analysis. Prior to real estate I purchased, developed and operated one of the top restaurants and marina on the east coast of Florida. I also was a long-standing multi-unit franchisee for two of the largest fast-food franchises in the world. As a former restaurateur I am an expert in development, operational systems, financial business evaluations and forecasting.

PROFESSIONAL EXPERIENCE

Adams Cameron & Company 2007 – 2019

Works exclusively within the commercial arena including site selection, land development, gas stations, multi-family, warehouse, HUD-housing, official and industrial property types in the areas of acquisition, disposition, and leasing, property management and sales of business opportunities.

2019-CCIM Candidate

Dick McNerney

Dick McNerney is a native of Daytona Beach, Florida and has been active in the local real estate market for the past 36 years. He entered the real estate business in 1976 with the Hayward Brown Real Estate Company. August of 1978 was invited to join Consolidated Tomoka Land Company where he established their Real Estate Marketing Division known today as Indigo Lakes Realty. During Dick's tenure with Consolidated he was responsible for all commercial-industrial real estate sales and marketing. August of 1985 McNerney returned to the Hayward Brown Real Estate Company to represent their commercial-industrial real estate division. November 2009, McNerney joined Adams Cameron & Company and currently represent their commercial-industrial real estate division.

The following is a list of organizations that Dick has represented in either the sale or purchase of real estate in Volusia County, Florida:

Lockheed Martin

GE Aerospace

International Speedway Corporation

General Dynamics

Embry Riddle Aeronautical University

Catholic Diocese of Orlando

Work Force Development Board

Ocean Design/Teledyne

Raydon Corporation

The Daytona Beach Housing Authority

Masco Contractor Services

Walmart Corporation

Eddy Corporation

Marta Pascale

6314 Palmas Bay Circle - Port Orange, FL 32127 - Cell (386) 562-0590

martapascale@adamscameron.com

The difficult I do well; the challenging takes a little longer.

Resident of Volusia County for 60 years - Resident of Port Orange for 50 years

EMPLOYMENT

July 2018 - present

REALTOR® - Adams Cameron & Co., REALTORS®, Port Orange, FL

HUD, VA, FHA, Cash, Conventional

Single Family Homes, Condominiums, Vacant Land

Buyers and Sellers – Local and Out of Area

REAL ESTATE IS REALLY ABOUT MEETING THE NEEDS OF PEOPLE!

2006 – present

Independent Instructor of Private/Group Ballroom/Latin Dance

January 2016 – May 2016

Consultant, Volusia County Schools

June 2015 – May 2016

Executive Director, Volusia Association of School Administrators (VASA)

2007 – 2014 (retired)

Coordinator, Human Resources Volusia County Schools

Wrote/revised instructional/non-instructional evaluation instruments and accompanying handbooks; trainer/advisor regarding employee performance assessment

Coordinator, Middle School Services/Charter District Volusia County Schools

Coordinator, Principal Intern Program Volusia County Schools

2004 – 2006

Principal, Creekside Middle School, Port Orange, FL

2003 – 2014

Principal, Silver Sands Middle School, Port Orange, FL

2000 – 2004

Principal, Spruce Creek Elementary School, Port Orange, FL

1997 - 2000

Principal, Discovery Elementary School, Deltona, FL (large ESOL population)

1993 - 1997

Assistant Principal, Discovery Elementary School, Deltona, FL

1990 - 1993

Summer School Principal, Discovery Elementary, Deltona, FL

1988 - 1990

Teacher/Department Chairman, Silver Sands Junior High School, Port Orange, FL

1989 - 1990

Teacher, Seabreeze Junior High School, Daytona Beach, FL

1983 - 1988

1977 – 1983

EDUCATION

2008

Certified Dance Instructor in American Style Rhythm and Smooth Dances

1986

Master's in Administration and Supervision, Stetson University, DeLand, FL

1975

Bachelor's in Education, University of South Florida, Tampa, FL

HONORS

2001

Volusia County Schools **Secondary Principal of the Year, Creekside Middle School**

1996

Volusia County Schools **Elementary Principal of the Year, Spruce Creek Elem**

VOLUNTEER WORK

June 2015 – July 2016

National Secretary/Chair of Grievance Committee, USA Dance Inc.

April 2014 – June 2015

Director of Chapter Liaison for USA Dance, Inc.

2011 – 2017

Grant Writer for Greater Daytona Chapter USA Dance #6026

(bringing in ~\$35,000 total to our chapter)

2008 – 2018

President, Greater Daytona Chapter USA Dance #6026

(2011 and 2017 National Chapter of the Year)

PUBLISHED in American Dancer Magazine, Official Magazine of USA Dance, Inc.

2010 and 2018

2011 on cover and cover story

Marge Allison – REALTOR

**Sales Manager / REALTOR / Broker Associate
Adams, Cameron & Co. REALTORS
386.405.7979 / 386.761.6100**

Experience:

Real Estate Agent in New Jersey until coming to Florida in 1988. I have been in Real Estate sales until entering in management in 1995. My management details consist of mentoring new agents and experienced agents in both Ormond Beach and Port Orange with over 100 agents under my guidance. Part of my involvement is teaching new agents techniques in working with sellers and buyers.

Current and Past Activities

Past President of The Daytona Beach Area Association of REALTORS; currently a Director.

Other positions held:

- Several terms as Director
- Secretary
- President Elect
- Committee Chair on numerous committees
- Presently Director Liason for the Member Services committee
- Realtor Attorney , Grievance and MLS Committees
- Working with Mid-Florida Housing Partnership in acquiring and selling of their property portfolio

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Raydon Corporation

The Daytona Beach Housing Authority

Masco Contractor Services

Walmart Corporation

Eddy Corporation

Response to Request for Proposal RFP 20-ED-01

Presented to: The City of Holly Hill

Adams Cameron & Co., REALTORS

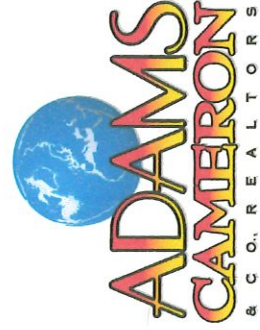
John Adams, President

444 Seabreeze Blvd.

Daytona Beach, FL 32114

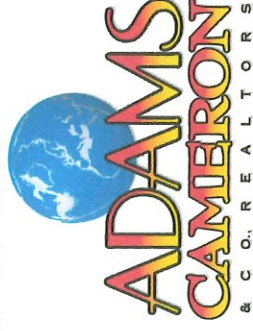
386-253-8044

johnadams@adamscameron.com



About Adams Cameron & Co. REALTORS

- Three generations family-owned and operated
- Continuously serving the area *since 1963!*
- Experienced Management Team
- Largest real estate brokerage in the area
- More agents than any other broker in the area
- Advertising locally and globally
- Member of the Leading Real Estate Companies of the World network



Our Beginning: 1963

HELEN ADAMS, REALTOR & ASSOCIATES
319 N. Atlantic Ave.
Daytona Beach, Fla. 32018
Tel. AC 904/255-0491

Complements of
HELEN ADAMS, REALTOR & ASSOCIATES
319 N. Atlantic Ave.
Daytona Beach, Fla. 32018
Tel. AC 904/255-0491

HELEN ADAMS, REALTOR & ASSOCIATES
TABLOID OF HOMES

YOUR FREE COPY

EXTRA CRUNCH CRUNCHED

NEXT HOUSING BOOM

SELECTED BY NABA

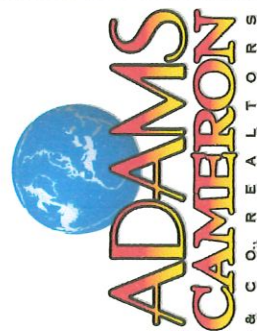
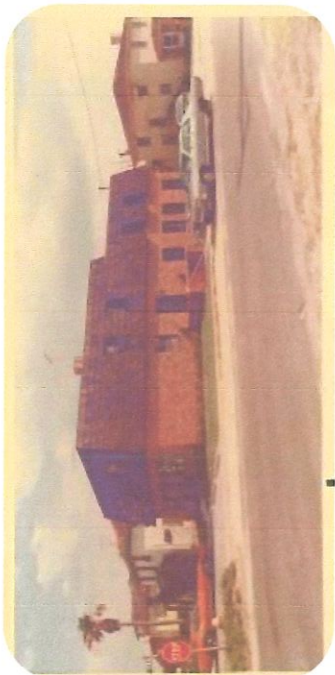
CRUNCH CRUNCHED

NEXT HOUSING BOOM

SELECTED BY NABA

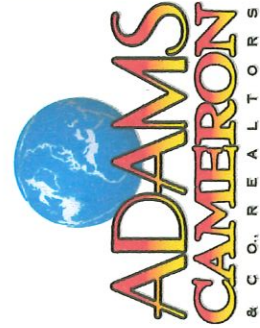
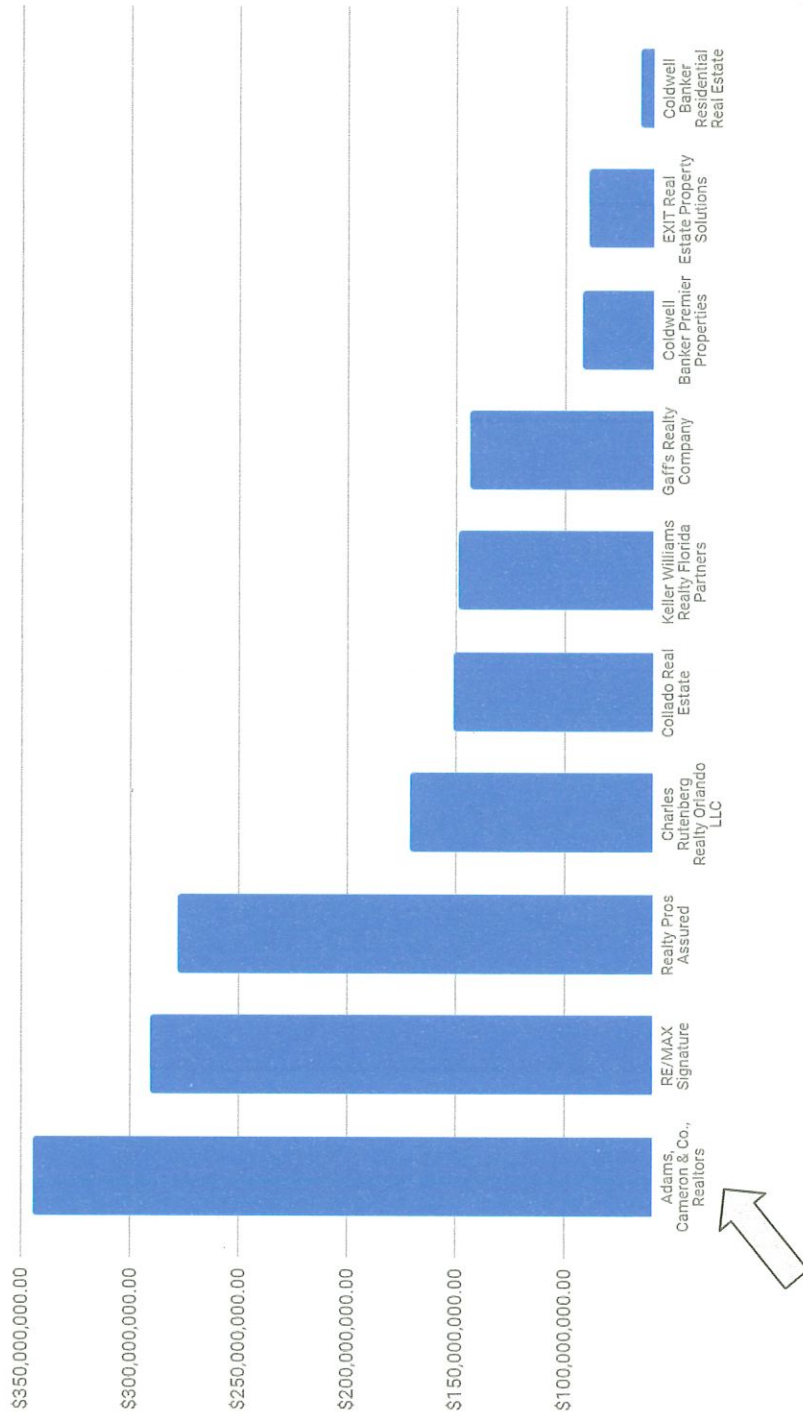


Helen Adams, founder



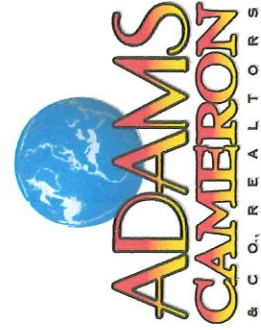
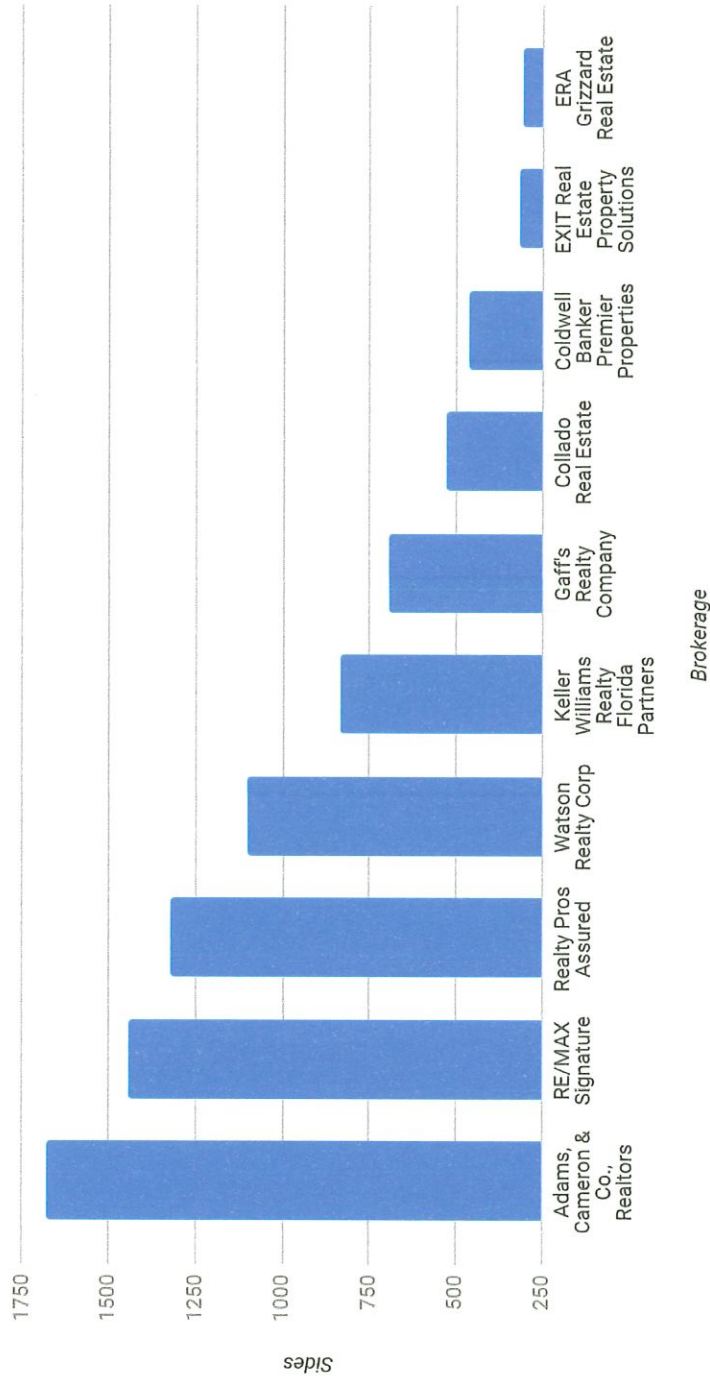
Source: MFRMLS and Daytona MLS raw data

Sales Volume 2018

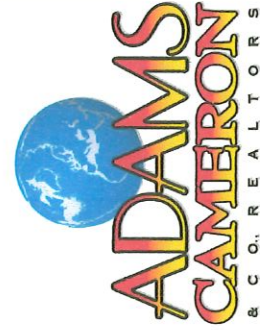
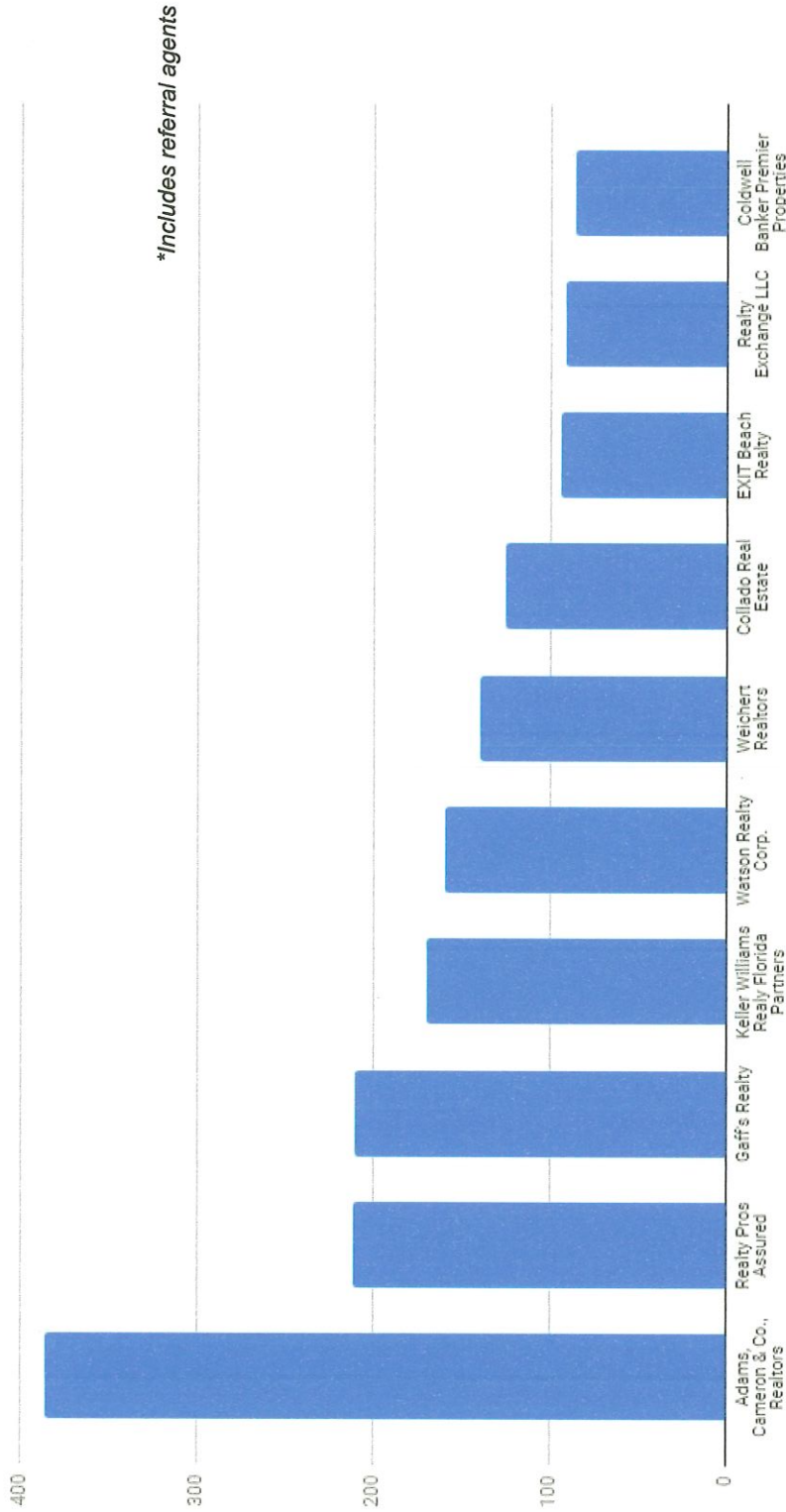


Source: MFRMLS and Daytona MLS raw data

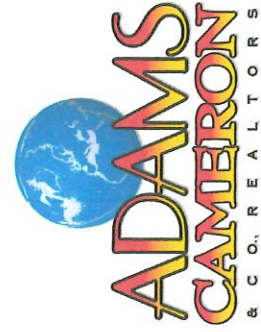
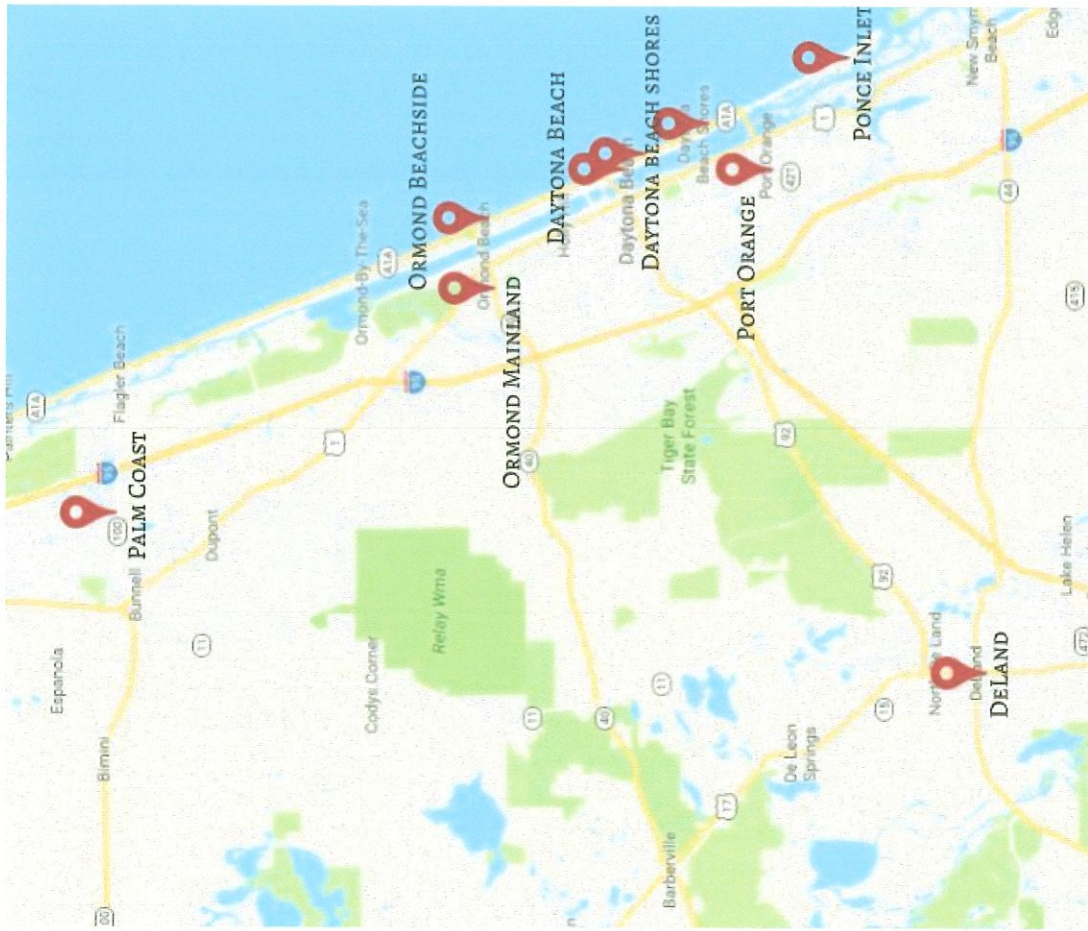
Transaction Sides 2018



Agent Count Source: Book of Lists 2018



Nine Office Locations



300+
REAL ESTATE
AGENTS


9 OFFICE
LOCATIONS

AGENT SUPPORT
11+
TEAM MEMBERS

6TH LARGEST
AREA FAMILY OWNED
BUSINESS

100+
REALTY
REFERRAL
AGENTS


55 years
OF SERVICE

40+
HOURS OF
LIVE + IN PERSON
AGENT TRAINING
EACH MONTH

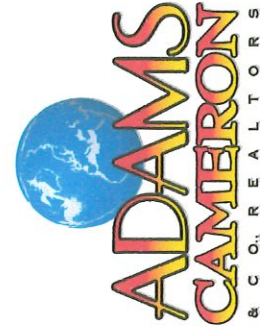

CONNECTED TO
565
INDEPENDENT FIRMS
ACROSS THE GLOBE

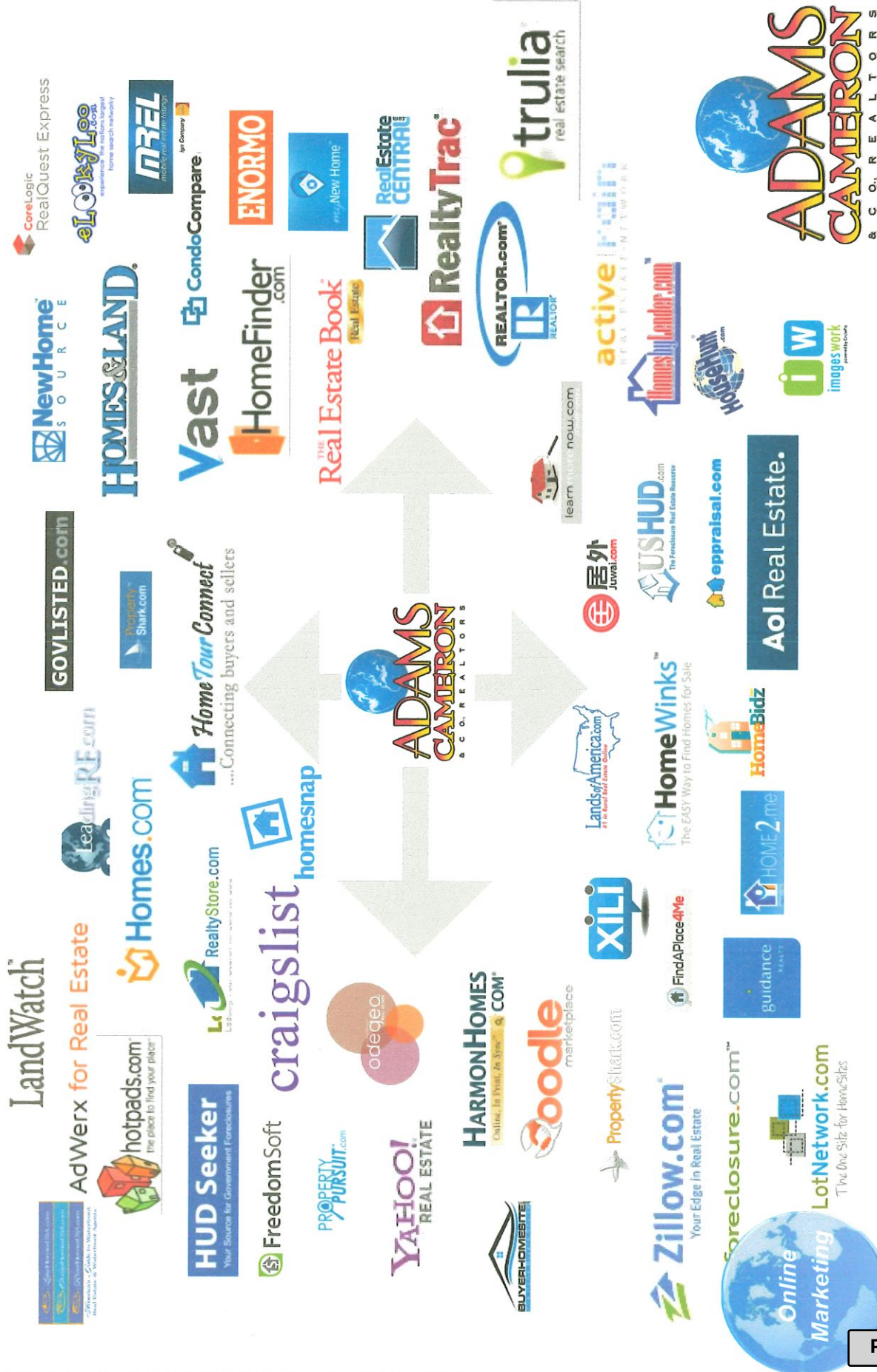
#1 LARGEST AREA
REAL ESTATE FIRM

THE
STRENGTH
IS IN THE
NUMBERS



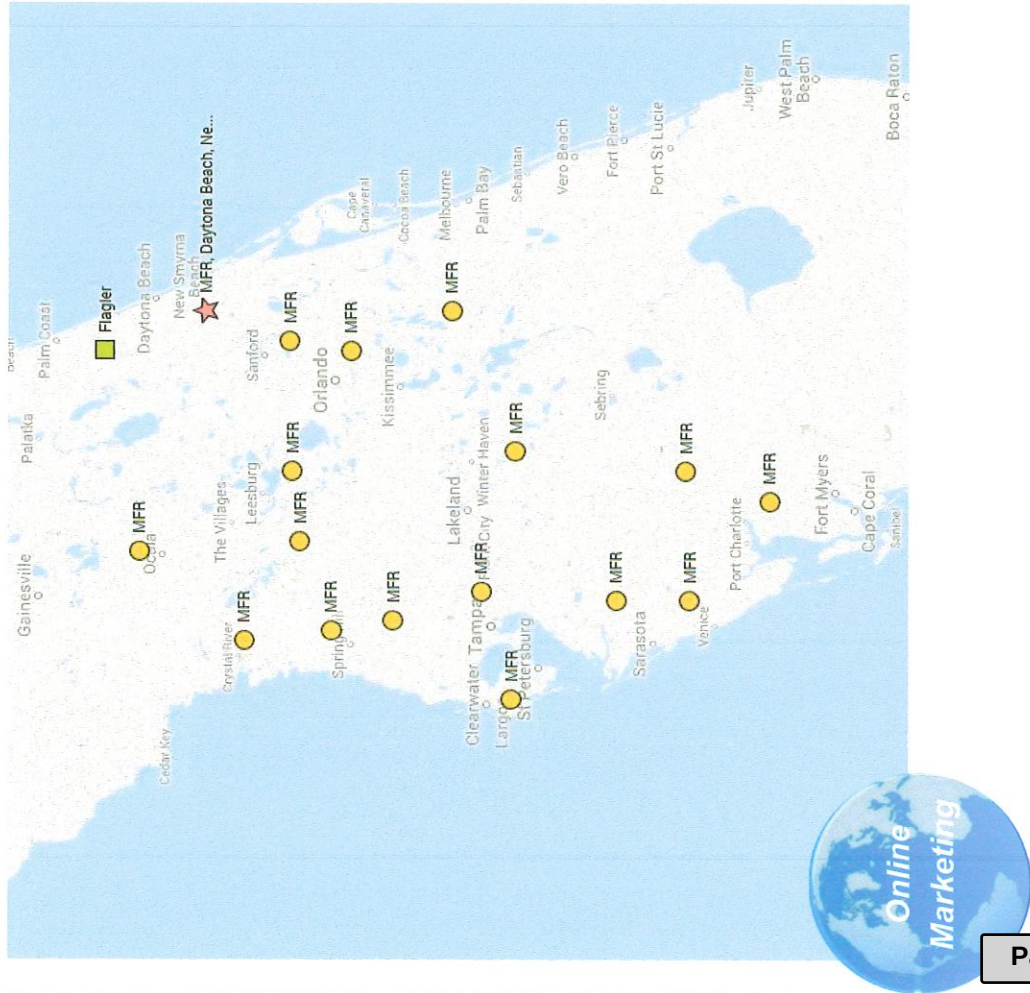
**ADAMS
CAMERON**
& C O , R E A L T O R S



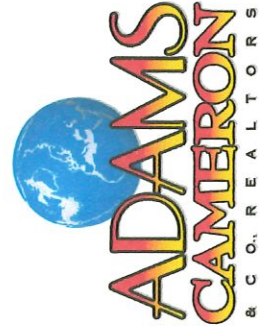


Better MLS Coverage

MyFloridaRegional, Daytona Beach, New Smyrna, and Flagler



- The Volusia/Flagler market has four separate MLS's.
- We cover all of the local systems.
- Our MLS coverage extends beyond our local area to include Orlando, Tampa, and beyond.



Stella Gurnee <sgurnee@hollyhillfl.org>**Re: Real Estate bid RFP 20-ED01 Clarification**

1 message

Marta Pascale <martapascale@adamscameron.com>
To: Stella Gurnee <sgurnee@hollyhillfl.org>

Fri, Nov 8, 2019 at 12:39 PM

Thank you, Stella. Marta

On Fri, Nov 8, 2019 at 9:10 AM Stella Gurnee <sgurnee@hollyhillfl.org> wrote:

Thank you Marta. This seems consistent with the other offer. I'll notify you when we plan on presenting to Commission for their approval. We anticipate November 26, 2019.

Stella

On Fri, Nov 8, 2019 at 8:53 AM Marta Pascale <martapascale@adamscameron.com> wrote:

Stella, since Adams Cameron is a large brokerage with hundreds of agents, the broker makes a small percentage on real estate transactions which, in part, covers the cost of doing business, with the larger percentage earned by the listing agents and buyers' agents. With that in mind, Adams Cameron can agree to 5% on Holly Hill's commercial and residential transactions when the listing agent also serves as the buyer's agent. To be clear, by way of example, if I am the listing agent and I find the buyer, Adams Cameron will accept 5%. If I am the listing agent and another Adams Cameron agent finds the buyer, the commission will remain 7% for commercial transactions and 6% for residential transactions. When Adams Cameron lists the property and an agent from another brokerage finds the buyer, percentages will remain 7% on commercial and 6% on residential properties. Please feel free to call me if you have any questions.

Thank you. Marta

On Thu, Nov 7, 2019 at 4:49 PM Stella Gurnee <sgurnee@hollyhillfl.org> wrote:

Thanks!

On Thu, Nov 7, 2019 at 4:34 PM Marta Pascale <martapascale@adamscameron.com> wrote:

Hello, Stella, I am checking. Will get back to you asap... May be tomorrow. Marta

On Thu, Nov 7, 2019 at 2:25 PM Stella Gurnee <sgurnee@hollyhillfl.org> wrote:

Hi Marta,

I got your phone message and understand that if there is a buyer and a seller agent/broker involved that you split the commission. As I look closer at the other submitter's bid it states the following:

"If (name of agent/broker) is the only broker involved in a sale of lease we will charge a compensation of (five) 5%."

Would your firm be willing to meet this offer if there is no buyer agent/broker?

Thanks!

Stella

On Thu, Nov 7, 2019 at 5:51 AM Marta Pascale <martapascale@adamscameron.com> wrote:

Stella, thank you for allowing Adams Cameron to clarify and respond regarding the RFP. Correct percentages are 7%, 6% and 6%.

Because commercial properties are usually listed at 8% - 10% commission and because the commission is shared between listing broker and listing agent and buyer's broker and buyer's agent and because of the time, effort and resources that Adams Cameron puts into our listings, the percentages offered remain at 7%, 6% and 6%.

Thank you and have a good day.

Marta Pascale, REALTOR with Adams Cameron & Co.
386-562-0590

On Wed, Nov 6, 2019 at 3:37 PM Stella Gurnee <sgurnee@hollyhillfl.org> wrote:

Marta,

Please clarify your firm's submission on exhibit A Commission Percentage sheet attached. Some of the review committee interpreted the % as follows:

- 1.7% for the first \$100,000
- 2.6% for exceeding \$100,000 but not exceeding \$500,000
- 3.6% for the portion exceeding \$500,00

Other committee members interpreted as follows:

- 1. 7% for the first \$100,000
- 2. 6% for exceeding \$100,000 but not exceeding \$500,000
- 3. 6% for the portion exceeding \$500,00

Please clarify for us. If it is the second scenario, would your firm be willing to negotiate to a commission of 5% if your firm had exclusive broker representation rights during the contract period. Another firm that bid offered this option.

--

Stella L. Gurnee
Finance Director
City of Holly Hill
sgurnee@hollyhillfl.org
Phone (386)248-9426

Florida has a very broad Public Records Law. Virtually all written communications to or from State and Local Officials and employees are public records available to the public and media upon request. The City of Holly Hill's policy does not differentiate between personal and business emails. This means email messages, including your e-mail address and any attachments and information we receive online might be disclosed to any person or media making a public records request. E-mail sent on the City system will be considered public and will only be withheld from disclosure if deemed confidential or exempt pursuant to State Law. If you are an individual whose identifying information is exempt under 119.071, Florida Statutes, please so indicate in your email or other communication. If you have any questions about the Florida public records law refer to Chapter 119 Florida Statutes.

--



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1100 Dunlawton Ave., Port Orange, FL
martapascale@adamscameron.com
(C) 386-562-0590
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Exclusive Right of Sale Listing Agreement For Commercial Property

This is a legal and binding contract on all parties hereto, including their heirs, legal representatives, successors and assigns and if it is not fully understood, OWNER should seek competent legal advice.

1. This contract made and entered into by and between:
 City of Holly Hill ("OWNER" which term shall include singular and plural)
 and Adams Cameron & Co. ("BROKER")
 OWNER hereby gives BROKER for a period of time commencing the 6 day of Jan, 2020, and terminating the 26 day of Nov, 2020, or any renewal hereof ("Termination Date") THE EXCLUSIVE RIGHT AND AUTHORITY to find a purchaser of the real property and/or inventory or assets, arrange a merger, lease, lease with option to purchase, rent or exchange for the herein described property and personally described in Paragraph 1(A). Upon full execution of a contract for sale and purchase of the Property, all rights and obligations of the Agreement will automatically extend through the date of the actual closing of the sales contract.

A. Description of real property:

Street address: 627 N RIDGEWOOD AVE, HOLLY HILL, FL 32117 - vacant land

Legal Description: E 100 FT OF LOTS 7 & 8 & LOTS 9 & 10 EXC ROAD BLK 15 M & C HOLLY HILL PER OR 5715 PG 2126 PER OR 6656 PG 1936

B. Description of personal property (including machinery, inventory, supplies and equipment): Upon the following price and terms: NA

Price: \$249,000.00

Terms: (include special financing terms here)

C. Mortgage Information: existing mortgage with \$ Balance; %, Payable \$ Per Month P.I. \$ Approximately years to run.

D. Interest on encumbrances, taxes, insurance premiums and rents shall be adjusted pro rata at the date of closing. Improvement liens, if any, will be discharged by the OWNER. The usual and customary time to be allowed for examination of title and closing of the transaction. Personal property to be included in the purchase price shall include all fixed equipment, and plants and shrubbery now installed on said property. It is understood that the sale is to include: ☐ the goodwill and name as a going concern; ☐ furniture, fixtures and equipment as per attached inventory; ☐ advertising; contract rights; ☐ leases; ☐ licenses; ☐ rights under any agreement for interests except as stated herein. SELLER shall convey title to personal property assets by Bill of Sale Absolute giving good marketable title unless the sale is a secured transaction, in which case a Security agreement will be required by the purchaser. The OWNER agrees at its expense to provide (a) preparation of and delivery to the Purchaser of a warranty deed or other conveying a marketable title free and clear of all liens except encumbrances of record assumed by the Purchaser as part of the purchase price (public utility easements); (b) abstract of title or binder for marketable title insurance policy; (c) documentary stamps for the deed; (d) SELLER's attorney fees; (e) recording fee for satisfaction of existing mortgage is paid off.

2. BROKER agrees:

- To process Property through Multiple Listing Services.
- To inspect and become familiar with the Property and promote its sale;
- To present all offers and counter-offers in a timely manner regardless of whether the Property is subject to a contract for sale;
- To advertise the Property as Broker deems advisable including advertising the Property on the Internet unless limited in 2(d)(i) or 2(d)(ii) below.

SELLER () and Broker/Sales Associate () acknowledge receipt of a copy of this page, which is Page 1 of 4 Pages.

(SELLER opt-out)(Check one if applicable)

☐ (i) Display the Property on the Internet except the street address of the Property shall not be displayed on the Internet.

☐ (ii) SELLER does not authorize Broker to display the Property on the Internet.

SELLER understands and acknowledges that if SELLER selects option (ii), consumers who conduct searches for listings on the Internet will not see information about the listed property in response to their search.

_____/_____
Initials of SELLER.

E. Virtual Office Websites: Some real estate brokerages offer real estate brokerage services online. These websites are referred to as Virtual Office Websites ("VOW"). An automated estimate of market value or reviews and comments about a property may be displayed in conjunction with a property on some VOWs. Anyone who registers on a Virtual Office Website may gain access to such automated valuations or comments and reviews about any property displayed on a VOW. Unless limited below, a VOW may display automated valuations or comments/reviews (blogs) about this Property.

☐ SELLER does not authorize an automated estimate of the market value of the listing (or hyperlink to such estimate) to be displayed in immediate conjunction with the listing of this Property.

☐ SELLER does not authorize third parties to write comments or reviews about the listing of the Property (or display a hyperlink to such comments or reviews) in immediate conjunction with the listing of this Property.

F. To the extent not in conflict with BROKER'S duties under paragraph 6 below, to furnish information requested by another agent or licensed real estate broker and to assist cooperating broker in closing transaction on the Property when requested.

G. To take all reasonable precautions to prevent damage in the process of showing Property or permitting others to show Property, but BROKER accepts no responsibility for loss or damage; and

H. To ☒ utilize ☐ not utilize the name of the OWNER in connection with marketing or advertising of the Property either before or after sale;

I. To represent the OWNER, and thereby is authorized to accept, receipt for and hold all monies paid or deposited as a binder or deposit on the purchase of the Property, and the duties of the BROKER relative thereto shall be in accordance with the laws of the State of Florida and regulations of the Florida Real Estate Commission; and

3. OWNER agrees:

A. To pay the BROKER compensation in accordance with the terms of this Agreement set forth in paragraph 4 below;

B. To give BROKER permission to pay cooperating brokers, except when not in OWNER'S best interest; ☒ and to offer compensation in the amount of 3% of the purchase price or \$_____ to BUYER's agents, who represent the interest of the BUYERS, and not the interest of OWNER in a transaction; ☒ and to offer compensation in the amount of 3% of the purchase price or \$_____ to a broker who has no brokerage relationship with the BUYER or OWNER; ☒ and to offer compensation in the amount of 3% of the purchase price or \$_____ to transaction brokers for the BUYER; ☐ None of the above (if this is checked, the Property cannot be placed in the MLS.)

C. In the event of an exchange, to permit BROKER to represent all parties and collect compensation or commissions from them. BROKER is authorized to pay other brokers such compensation or commissions in any manner acceptable to brokers.

D. To pay compensation due BROKER if Property, or any interests therein is sold, leased or contracted to be sold or leased or otherwise transferred within 180 days after Termination Date to anyone to whom the Property was submitted by or through the efforts of any BROKER or the OWNER before the Termination Date. However, the obligation to pay such compensation to BROKER shall cease if a bona fide Exclusive Right of Sale Contract is entered into after Termination Date with another licensed BROKER and a sale, lease, exchange or contract therefor, of the Property is made during the term thereof;

E. To notify the BROKER in writing before leasing, mortgaging or otherwise encumbering the Property and to provide details of any such encumbrances;

F. To refer immediately to BROKER all inquiries relative to the purchase or leasing of the Property.

G. To warrant accuracy of information set forth herein and on the data sheets, exhibits and addenda attached hereto and to indemnify and save harmless BROKER and those relying thereon for damages resulting from errors contained therein;

H. To furnish BROKER with keys to the Property and make the Property available for BROKER to show during reasonable hours;

I. To pay any applicable sales tax when due;

J. To obtain any information relating to the present mortgage or mortgages on the Property including existing balance, interest rate, monthly payment, balance in escrow and payoff amount;

K. To authorize BROKER to place "For Sale", "Under Contract" OR "Sale Pending" signs upon the Property and to remove the signs upon termination of this Agreement or sale of the Property; and

L. To otherwise cooperate with the BROKER in carrying out the purpose of this Contract.

M. Provide all reasonable financial information, including but not limited to balance sheet, etc.

SELLER (_____) (_____) and Broker/Sales Associate (_____) (_____) acknowledge receipt of a copy of this page, which is Page 2 of 4 Pages.

ERS-7cp REV 6/17

Serial#: 072994-800157-8077865

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4. **Compensation:** OWNER agrees to pay BROKER as follows, including paying all taxes, if any, on BROKER'S services, if BROKER, any agent of BROKER or a BUYER's Broker procures a BUYER who is ready, willing, and able to purchase, lease, or exchange the property, and/or inventory of the OWNER, and/or assets of the business whichever is applicable, on the terms of this Contract or any other terms acceptable to OWNER. The stated compensation shall be paid to the BROKER in the event of a sale, exchange, or transfer of any interest including stocks or shares in the Property during the term of this contract, whether such transaction, sale or exchange be accomplished by the BROKER or any other person or entity including OWNER: (complete whichever fee arrangements apply):

A. (CHECK ONE): ☒ per RFP % of gross sales price, or ☐ % of gross sales price plus \$ _____, or \$ _____ including fees BROKER may pay to cooperating brokers. OWNER shall pay this fee at the time, and from the proceeds, of closing. If OWNER transfers the Property for nominal consideration, OWNER shall pay \$500.00 on the date OWNER transfers title.

B. In the event the Property is leased during the term of this Agreement, OWNER shall pay to BROKER a leasing fee of \$ _____ or _____ % of gross lease amounts. The fee shall be paid to BROKER when BROKER, OWNER or anyone working by or through BROKER produces a tenant acceptable to OWNER. If the tenant purchases the Property at any time, even if such a purchase is subsequent to the expiration date of this Agreement, BROKER shall be paid the stated compensation set forth in Paragraph 4A at the time of closing.

C. In the event that deposit(s) be retained, _____ % (50% if left blank) thereof, but not exceeding the compensation provided above, shall be paid to the BROKER as full consideration for BROKER(s) services, including costs expended by BROKER, and the balance shall be paid to OWNER. If the transaction shall not be closed because of refusal or failure of OWNER to perform, the OWNER shall pay the said compensation in full to BROKER upon demand.

5. **OWNER understands** that this Contract does not guarantee the sale of the Property but that it does assure OWNER that BROKER will make earnest and continued effort to sell the Property until this Contract is terminated.

6. (CHECK ONE) OWNER ☐ DESIRES ☐ DOES NOT DESIRE UTILIZATION OF A LOCKBOX SYSTEM. IN THIS REGARD, OWNER HAS BEEN INFORMED THAT THROUGH THE USE OF A LOCKBOX SYSTEM, THE PROPERTY MAY BE MORE READILY SHOWN TO PROSPECTIVE BUYERS, BUT THAT PERSONAL PROPERTY OF OWNER, MAY, THEREFORE, BE MORE SUSCEPTIBLE TO THEFT OR DAMAGE. OWNER AGREES THAT THE LOCKBOX, IF UTILIZED, WILL BE FOR THE BENEFIT OF OWNER AND RELEASES BROKER AND THOSE WORKING BY OR THROUGH BROKER, AND THE BROKER(S) LOCAL BOARD(S) AND/OR ASSOCIATIONS OF REALTORS FROM ANY LIABILITY AND RESPONSIBILITY IN CONNECTION WITH ANY LOSS THAT MAY OCCUR. THE BROKER ADVISES AND REQUESTS THE OWNER TO SAFEGUARD OR REMOVE ANY VALUABLES NOW LOCATED ON THE PROPERTY AND TO VERIFY THE EXISTENCE OF OR OBTAIN PROPER PROPERTY INSURANCE. SHOULD A TENANT BE IN THE PROPERTY, THE SELLER SHOULD NOTIFY THE TENANT IN WRITING OF THE USE OF A LOCKBOX.

7. **OWNER authorizes BROKER**, upon execution of a contract for sale and purchase, to notify the Multiple Listing Service of the pending sale and after closing of the sale to disclose sale information including the sales price to the Multiple Listing Service, other REALTORS and appraisers.

8. In the event any litigation arises out of this Contract, the prevailing party shall be entitled to recover reasonable attorney fees and costs.

9. **TERMINATION:** This Contract shall terminate as of the Termination date unless sooner terminated as provided below:

A. If OWNER decides, because of a bona fide change in circumstances, not to sell the Property, this Contract shall be conditionally terminated as of the date OWNER executes a Withdrawal Agreement and pays BROKER a cancellation fee of \$1,000.00. If OWNER contracts for sale to anyone after the agreed early termination date but on or before the original Termination Date, then the early termination provided by this paragraph shall be voidable by BROKER and OWNER shall pay BROKER the compensation stated in paragraph 4, less the cancellation fee paid pursuant to this paragraph.

B. If at any time during the term of this Contract, BROKER determines that the proceeds from the sale of the Property which OWNER would reasonably expect to receive will not be sufficient to pay the compensation due BROKER, then this Contract may be terminated by BROKER upon three days written notice to OWNER.

10. **MANDATORY ARBITRATION: ATTORNEYS' FEES:** All claims, disputes, and other matters in question between the parties arising out of or relating to this Contract, or any addendum or addition, SHALL BE DECIDED BY MANDATORY BINDING ARBITRATION in accordance with the Florida Arbitration Code, Chapter 682, Florida Statutes. Each party shall select any arbitrator and the two arbitrators so chosen shall choose a third arbitrator. The three arbitrators so chosen shall hear and determine the matter. THIS AGREEMENT TO ARBITRATE SHALL BE SPECIFICALLY ENFORCEABLE UNDER THE FLORIDA ARBITRATION CODE, and judgment upon the award rendered by the ARBITRATORS may be entered by the Court having jurisdiction thereof. In connection with any such arbitration or litigation, the prevailing party shall be entitled to recover all fees and costs incurred including reasonable attorneys' fees. OWNER has been advised and consents to permit BROKER to file a lien

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against the Property, if applicable, for unpaid real estate commissions, pursuant to Section 475.42(1)(j), Florida Statutes, which shall be released only at such time as the full commission and all other sums due under this Agreement, including interest, attorneys fees and costs, have been paid in full.

11. COMMERCIAL LIEN ACT DISCLOSURE: The Florida Commercial Real Estate Sales Commission Lien Act provides that when a BROKER has earned a commission by performing licensed services under a brokerage agreement with you, the BROKER may claim a lien against your net sales proceeds for the BROKER'S commission. The BROKER'S lien rights under the act cannot be waived before the commission is earned.

12. MISCELLANEOUS: This Agreement is binding on BROKER's and OWNER's heirs, personal representatives, administrators, successors and assigns. BROKER may assign this Contract to another listing office. This Contract is the entire agreement between BROKER and OWNER. No prior or present agreements or representations shall be binding on BROKER or OWNER unless included in this Contract. Signatures, initials and modifications communicated by facsimile will be considered as originals. The term "BUYER" as used in this Contract includes BUYERS, tenants, exchangors, optionees and other categories of potential or actual transferees.

13. ADDITIONAL TERMS NA

Date: Jan 6, 2020 SELLER: CITY OF HOLLY HILL (Joe Forte) Tax ID No: _____
 (print name)
 Telephone #'s: Home _____ Work 386-248-9425 Cell _____ Fax: _____
 Address: 1065 Ridgewood Ave, Holly Hill, FL 32117 E-mail: jforte@hollyhillfl.org

Date: 1-6-2020 SELLER: JOSEPH FORTE Tax ID No: _____
 (print name)
 Telephone #'s: Home _____ Work _____ Cell _____ Fax: _____
 Address: _____ E-mail: marta.pascale@gmail.com

Date: _____ Authorized Listing Associate or Broker: Marta Pascale
 (print name)
 Brokerage Firm Name: Adams Cameron & Co. Telephone: 386-562-0590
 Address: 1100 Dunlawton Ave, Port Orange, FL 32127

Signature of SELLER

Signature of SELLER

Signature of Associate or Broker

Copy returned to SELLER on the 6 day of January, 2020 by: ☒ personal delivery ☐ mail ☐ e-mail ☐ fax.

SELLER () and Broker/Sales Associate () acknowledge receipt of a copy of this page, which is Page 4 of 4 Pages.

City negotiate with the top ranked firm, Adams Cameron.

FISCAL**ANALYSIS:**

Adams Cameron has agreed to a Broker compensation of:

7% for the first \$100,000 of purchase price

6% for the portion of the purchase price exceeding \$100,000

6% for the portion of the purchase price exceeding \$500,000

5% for any purchase price on Holly Hill's commercial and residential transactions when the listing agent also serves as the buyer's agent (i.e. when Adams Cameron listing agent also serves as the buyer's agent).

The negotiated fees will be paid from the proceeds of any property sale.

STAFF**RECOMMENDATION:**

Authorize the City Manager to negotiate a contract with Adams Cameron.

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: Enhance City aesthetics through beautification and maintenance of city property and public rights of way, consistent enforcement of zoning and property maintenance codes, and development of reasonable design standards and a corresponding process which is applicable to all new developments and business improvements in the city.

MOTION:

Authorize the City Manager to negotiate a contract with Adams Cameron.

- RFP 20-ED-01 COLDWELL BANKERS RESPONSE (PDF)
- SVN Alliance RFP-20-ED-01 BID RESPONSE (PDF)
- RFP 20-ED-01 DUZNY- I SELL DAYTONA BID RESPONSE (PDF)
- Evaluator's ranking sheets (PDF)
- RFP Adams Cameron bid response (PDF)



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

**City Commission
Resolution**

10.1

MEETING DATE: November 10, 2020
FROM: Stella Gurnee
SUBJECT: A Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Amending the Final Budget for the City of Holly Hill Community Redevelopment Area (CRA) for the Fiscal Year 2019-2020; and Providing for Severability; and Providing for an Effective Date.
NUMBER: 2020-R-66
APPLICANT:
PLANNER:

DISCUSSION:

Florida Statutes (including Chapter 166.241(3)(C)(B) provides that the City Commission shall adopt a final budget and all adjustments within 60 days following the end of the fiscal year. The budget amendment must be adopted in the same manner as the original budget unless otherwise specified in the City Charter.

Florida Statutes Chapter 163.387(7) provides that the Community redevelopment Agency on the last day of the fiscal year of the CRA appropriate any remaining trust funds in one of the following manners:

- Return to each taxing authority the increment proportional to the amount such taxing authority bears of the total amount paid.
- Reduce indebtedness.
- Deposit into escrow for debt.
- Appropriate to a specific redevelopment project pursuant to an approved CRA plan.

The Commission has previously authorized the following specific projects in the CRA plan:

- Overhead to underground phase I
- Overhead to underground phase II
- Recreation facilities (Pickleball)
- Redevelopment Incentives (Fountainhead)

FISCAL

ANALYSIS:

As of September 30, 2020 the CRA \$5,499,719 in funds after payment of accounts payable. Of this amount \$764,756 is already included in the current budget. This amendment adjusted the budget to appropriate funds for the Overhead and underground project Phase II.

STAFF**RECOMMENDATION:**

Staff recommends that the CRA funds available at fiscal year-end 2020 be appropriated to the following specific projects:

	Current budget	Amended	Total
• Overhead to underground phase I	\$ 151,487	\$ _	\$ 151,487
• Overhead to underground phase II	\$ 843,737	\$ 3,891,226	\$4,734,963
• Recreation facilities (Pickleball)	\$ 61,149	\$ _	\$ 61,149
• Redevelopment Incentives (Fountainhead)	\$ 552,120	\$ _	\$ 552,120

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, VOLUSIA COUNTY, FLORIDA, AMENDING THE FINAL BUDGET FOR THE CITY OF HOLLY HILL COMMUNITY REDEVELOPEMENT AREA (CRA) FOR THE FISCAL YEAR 2019-2020.

ATTACHMENTS:

- EXHIBIT A-BUDGET RESOLUTION CRA FINAL FY2020 (PDF)

Resolution No. 2020-66**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, AMENDING THE FINAL BUDGET FOR THE CITY OF HOLLY HILL COMMUNITY REDEVELOPMENT AREA (CRA) FOR THE FISCAL YEAR 2019-2020; 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, AMENDING THE FINAL BUDGET FOR THE CITY OF HOLLY HILL COMMUNITY REDEVELOPMENT AREA (CRA) FOR THE FISCAL YEAR 2019-2020; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Holly Hill of Volusia County Florida, set forth the amended appropriations and revenue estimate for the Community Redevelopment Area (CRA) Budget for Fiscal Year 2019-2020.

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

SECTION 1. The Fiscal Year 2019-2020 final Budget shall be amended per “Attachment A”.

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 10th day of NOVEMBER, 2020.

Exhibit "A"

FY 2019 - 2020 BUDGET ADMENDMENT

REVENUES AND EXPENSES FY 2019 - 2020

	REVENUE	EXPENSE
130 - CRA-OVERHEAD TO UNDERGROUND PHASE II	\$ 3,891,226	\$ 3,891,226
135 - CRA FOUNTAIN HEAD	\$ -	\$ -
139 - CRA CAPITAL PROJECTS-OVERHEAD TO UNDERGROUND PHASE I	\$ -	\$ -
139 - CRA CAPITAL PROJECTS-PICKLE BALL	\$ -	\$ -
TOTAL ALL FUNDS	\$ 3,891,226	\$ 3,891,226

Attachment: EXHIBIT A-BUDGET RESOLUTION CRA FINAL FY2020 [Revision 1] (2020-R-66 : A Resolution Amending the Final Budget for the



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

**City Commission
Resolution**

MEETING DATE: November 10, 2020
FROM: Joseph Forte
SUBJECT: A Resolution of the City Commission of the City of Holly Hill, Florida, Establishing the Start Time for City Commission Meetings to be Set at 6:00 PM Beginning January 2021, and Providing for Severability; and Providing for an Effective Date.
NUMBER: 2020-R-67
APPLICANT:
PLANNER:

DISCUSSION:

The city commission shall regularly meet on the second and fourth Tuesday of each month, except that the mayor or acting mayor may determine to cancel or amend the date of not more than one meeting per month. Notice of a cancelled or amended meeting shall be provided to each commissioner and shall be published in the same manner that the notice of the commission meeting is published. The City Commission may set the start time of.

During the City Commission meeting on October 27, 2020, Commissioner Penny raised a question asking the City Commission if they would agree to move the start time of each Commission meeting to 6:00 PM. There was support to move the start time of the meeting. Therefore, a Resolution changing the start time of the meeting is being presented to the City Commission for approval.

MOTION:

TO BE DETERMINED BASED ON THE DISCUSSION OF THE CITY COMMISSION.

Resolution No. 2020-67**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, ESTABLISHING THE START TIME FOR CITY COMMISSION MEETINGS TO BE SET AT 6:00 PM BEGINNING JANUARY 2021, AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, ESTABLISHING THE START TIME FOR CITY COMMISSION MEETINGS TO BE SET AT 6:00 PM BEGINNING JANUARY 2021, AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission shall regularly meet on the second and fourth Tuesday of each month, except that the mayor or acting mayor may determine to cancel or amend the date of not more than one meeting per month; and

WHEREAS, notice of a cancelled or amended meeting shall be provided to each City Commissioner and shall be published in the same manner that the notice of the Commission meeting is published; and

WHEREAS, the tentative agenda shall be prepared with explanatory information where necessary and forwarded to the City Commissioner by the preceding Friday; and

WHEREAS, the City Commission may set the start time of.

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

SECTION 1. That the City Commission does set the start of the City Commission meeting to be at 6:00 PM beginning January 2021.

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. That the Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 10th day of NOVEMBER, 2020.



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

**City Commission
Ordinance**

11.1

MEETING DATE: November 10, 2020
FROM: Brian Walker
SUBJECT: **FIRST READING - an Ordinance of the City of Holly Hill, Volusia County, Florida, Annexing by Voluntary Petition Approximately 9.4 Acres Identified as Parcel Number 4244-01-04-0080 Contiguous to the City of Holly Hill; Providing for Severability; and Providing for an Effective Date.**
NUMBER: 2020-O-3030
APPLICANT: Brian Walker
PLANNER:

INTRODUCTION:

This request is to annex approximately 9.4 acres of property on the northeast corner of the intersection of 10th and Vine Streets and that is more specifically known as 1088 10th Street. This application precedes a comprehensive plan amendment (CPA-2020-01) and a rezone (Z-2020-02).

BACKGROUND:

The parcel is located entirely within unincorporated Volusia County and currently contains a single family home built in 1958. The applicant purchased the property in 1997 and recently submitted a petition for voluntary annexation.

DISCUSSION:

Florida Statutes Section 171.044 presents the requirements for voluntary annexation. The subject property is contiguous to city limits on the east side, and the annexation will result in a city limit that is reasonably compact. Therefore, the request meets the statutory requirements.

This request precedes a request for a comprehensive plan amendment and a rezone. The proposed comprehensive plan map amendment will request Medium Density Residential (Holly Hill) which is reasonably consistent with the property's current future land use of Urban Medium Intensity (Volusia County). The proposed rezone request will be to R-6 which allows a slightly higher density per acre (4 additional dupa) than is currently permitted. The property's current zoning is R-5.

Board of Planning and Appeals Recommendation:

At its meeting on September 14, 2020, the Board was split, with 2 voting in favor of, and 2 voting against, the request to recommend annexation of approximately 9.7 acres (since reduced

to 9.4) of property on the northeast corner of the intersection of 10th and Vine Streets, and that is more specifically known as 1088 10th Street.

RECOMMENDATION:

RECOMMEND THE CITY COMMISSION ANNEX APPROXIMATELY 9.4 ACRES OF PROPERTY ON THE NORTHEAST CORNER OF THE INTERSECTION OF 10TH AND VINE STREETS AND THAT IS MORE SPECIFICALLY KNOWN AS 1088 10TH STREET.

ATTACHMENTS:

- Exhibit B - Aerial and Location Maps (PDF)
- Survey and Legal (PDF)
- Completed Application Form (PDF)
- Property Card 1088 10th Street (PDF)
- Proof of Payment for Taxes (PDF)
- Property Deed (PDF)
- Survey Showing Wetlands (PDF)

HISTORY:

10/13/20

City Commission

CONTINUED TO A DATE CERTAIN

Mr. Forte stated it's on the agenda and it's been advertised for tonight so what he thinks would be appropriate is to read the title into the record and have Mr. Walker come forward and explain to the Mayor and Commissioners why they need to delay this and then ask the Commission to table this to the next scheduled meeting. The Commission will need to take any public comments tonight if there are any and then at the actual public hearing meeting.

Brian Walker, City Planner, stated the city received a request for an annexation from Adolph Balboa through his attorney Glen Storch Law Firm to annex his property. It's approximately 9.7 acres of property on the northeast corner of the intersection of 10th and Vine Streets; the address is 1088 10th Street and it is in the unincorporated Volusia County. It contains a single-family home that was built in the 1950's and he would like to annex into the city. One of the things that staff checks for is to see if, according to Florida Statutes, they meet all of the qualifications to annex. It was noted in their review, that in their annexation and what they are attempting to annex they would create an enclave. This is an area where, the area of Volusia County that's left, after the annexation, next to the annexation, would not be able to be accessed without going through Holly Hill. It's like an island of Volusia County that's completely surrounded by Holly Hill. Staff is working with the applicant's attorney and also with the County to resolve the issue and good progress has been made. The item was brought to the Board of Planning and Appeals on September 14, 2020 and the recommendation was made to recommend this annexation contingent upon a successful resolution of the enclave issue. At the BOPA meeting, they were split in their vote; two voted in favor of and two voted against recommending the annexation. At this point, the applicant is requesting a continuance to the November 10th City Commission meeting. In the meantime, staff is wrapping up some final issues to resolve the enclave problem and then staff will bring this back to the Commission for a vote for first reading.

Mayor Via opened public participation. No one spoke.

*Commissioner Currie made a motion to **CONTINUE TO A DATE CERTAIN OF NOVEMBER 10, 2020 AT 7:00 PM for FIRST READING OF ORDINANCE 3030, ANNEXATION**, seconded by Commissioner Danio.*

PASSED, 5-0.

Ordinance No. 2020-3030

FIRST READING - AN ORDINANCE OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, ANNEXING BY VOLUNTARY PETITION APPROXIMATELY 9.4 ACRES IDENTIFIED AS PARCEL NUMBER 4244-01-04-0080 CONTIGUOUS TO THE CITY OF HOLLY HILL; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

AN ORDINANCE OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA ANNEXING BY VOLUNTARY PETITION APPROXIMATELY 9.4 ACRES IDENTIFIED AS PARCEL NUMBER 4244-01-04-0080 CONTIGUOUS TO THE CITY OF HOLLY HILL; REDEFINING BOUNDARIES OF THE CITY OF HOLLY HILL TO INCLUDE SAID PROPERTY AND THE ADJACENT RIGHT-OF-WAY OF 10TH STREET; DIRECTING THE CITY CLERK TO FILE THE ORDINANCE WITH THE CLERK OF THE CIRCUIT COURT, WITH THE CHIEF ADMINISTRATIVE OFFICER OF VOLUSIA COUNTY AND WITH THE DEPARTMENT OF STATE; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Glenn D. Storch of Storch Law Firm, as the agent for the owner of the real property described herein; and

WHEREAS, the agent has filed, pursuant to Florida Statue 171.044, a petition for voluntary annexation of said property as described in Exhibit "A" into the municipal limits of the City of Holly Hill; and

WHEREAS, the City Commission of the City of Holly Hill has determined all of the property which is proposed to be annexed into the City of Holly Hill, is within an unincorporated area of Volusia County, is contiguous to the City of Holly Hill, and is reasonably compact; and

WHEREAS, Exhibit "A" is the legal description of the property which is proposed to be annexed into the City of Holly Hill; and

WHEREAS, the map attached hereto as Exhibit “B” shows the property which is proposed to be annexed into the City of Holly Hill.

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

SECTION 1. The City Commission of the City of Holly Hill, based upon the above findings, hereby annexes into the City of Holly Hill by voluntary petition the following described property:

(Portion of Tax Parcel Number 4244-01-04-0080 and the adjacent right-of-way of 10TH Street)

LEGAL DESCRIPTION: See Attached Exhibit “A”.

SECTION 2. The City of Holly Hill city boundary is hereby amended to incorporate the above described property.

SECTION 3. That within seven (7) days of the adoption of this Ordinance, the City Clerk shall file a copy of said Ordinance with the Clerk of the Court, with the Chief Administrative Officer of Volusia County, and with the Department of State.

SECTION 4. That upon approval on first reading, the City Clerk is hereby directed to publish the Notice of Annexation required by Section 171.044(2), Florida Statutes, at least once each week for two (2) consecutive weeks in a newspaper of general circulation in the City of Holly Hill.

SECTION 5. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance, 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 6. That all ordinances made in conflict with this Ordinance are hereby repealed.

SECTION 7. That this Ordinance shall become effective immediately upon its adoption.

EXHIBIT A

LEGAL DESCRIPTION - Being that land described and recorded in Official Records Book 4245, Page 2512, Public Records of Volusia County, Florida.

Lot 8, Block 4, MASON AND CARSWELLS HOLLY HILL, as per map recorded in Map Book 2, Page 90, of the Public Records of Volusia County, Florida.

Also being described as:

Begin at the Southwesterly corner of Lot 8, Block 4, MASON AND CARSWELLS HOLLY HILL, as per map recorded in Map Book 2, Page 90, of the Public Records of Volusia County, Florida, said Point of Beginning also being the intersection of the Northerly Right of Way of Tenth Street with the Easterly Right of Way of Vine Street; thence N 25°41'12" W, along the Westerly line of said Lot 8 and the Easterly Right of Way of Vine Street, a distance of 642.03 feet to the Northwesterly corner of said Lot 8; thence N 64°16'47" E along the Northerly line of said Lot 8, also being the Southerly line of WILKERSON REPLAT, as recorded in Map Book 23, Page 112, of the Public Records of Volusia County, Florida, a distance of 654.08 feet to the Northeasterly corner of said Lot 8; thence S 25°50'23" E along the Easterly line of said Lot 8, a distance of 643.25 feet to the Southeasterly corner of said Lot 8 and a point on the aforesaid Tenth Street Right of Way; thence S 64°23'14" W along the Southerly line of said Lot 8 and the Northerly Right of Way of Tenth Street, a distance of 655.80 feet to the Point of Beginning.

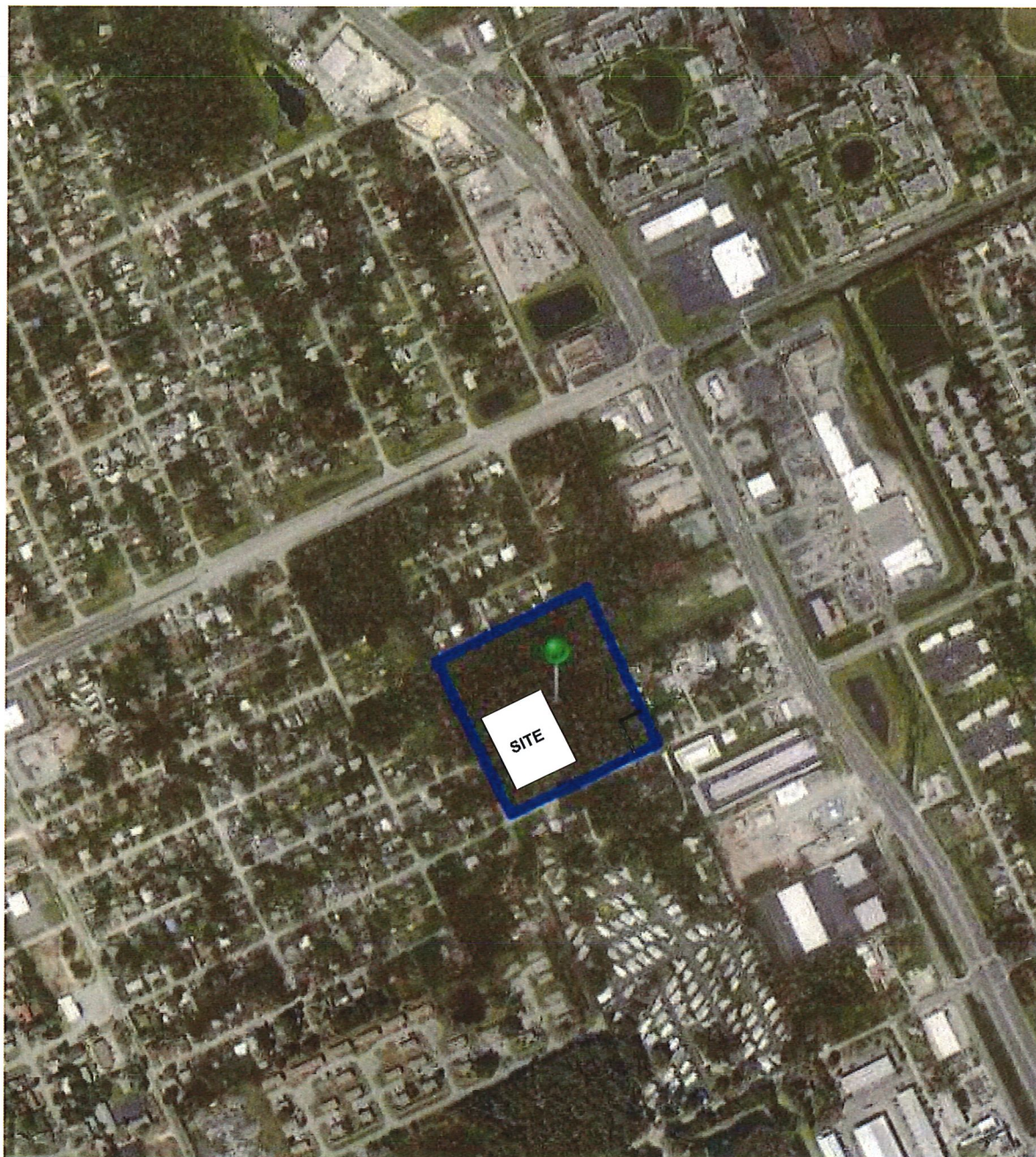
LESS and EXCEPT the Southerly 125.00 feet of the Easterly 85.00 feet thereof.

Containing 410,263.56 square feet (09.418 ± acres)

AERIAL MAP

1088 10th Street

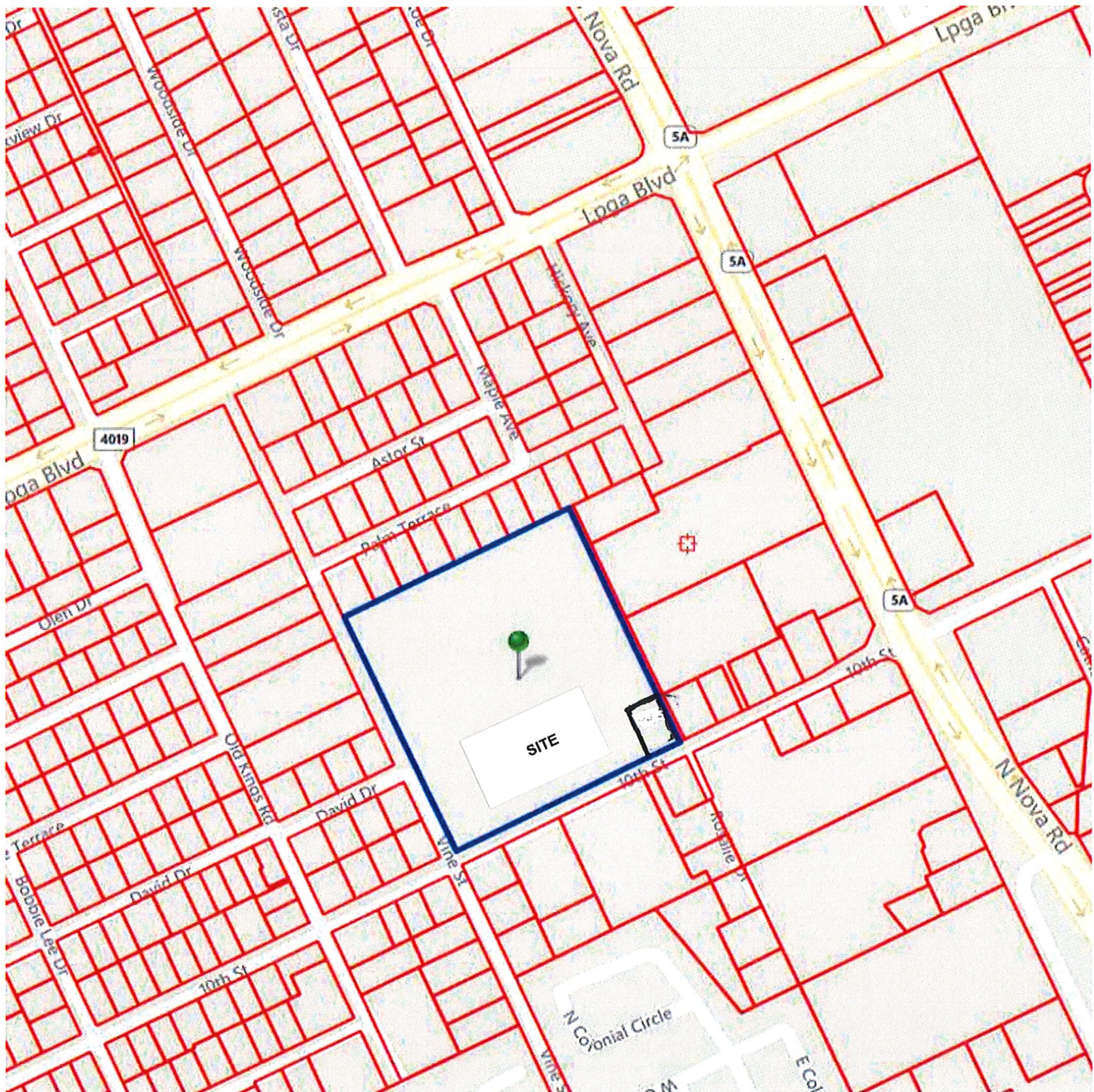
North ↑



Attachment: Exhibit B - Aerial and Location Maps (2020-O-3030 : Annexation 1088 10Th Street)

LOCATION MAP

North ↑



Attachment: Exhibit B - Aerial and Location Maps (2020-O-3030 : Annexation 1088 10Th Street)



1065 Ridgewood Avenue, Holly Hill, FL 32117

Phone: (386) 248-9424 Fax: (386) 248-9498 Permitdesk@hollyhillfl.org

REZONE/ FUTURE LAND USE AMENDMENT

Date Received: _____ Application ID: _____ Submitted By: _____

PROJECT INFORMATION:

PROJECT NAME: Balboa Annexation, Rezoning and Future Land Use Amendent
 PARCEL ID #(S): 4244-01-04-0080
 LOCATION: 1088 10th Street, Daytona Beach, FL 32117
 EXISTING USE(S): Vacant Property
 PROPOSED USE(S): Future Residential
 TOTAL ACREAGE: +/- 10.1
 WATER PROVIDER: _____ SEWER PROVIDER: _____
 PRIVATE WELL _____ PRIVATE SEPTIC _____
 CURRENT ZONING: County R-5 PROPOSED ZONING: City R-8
 CURRENT FUTURE LAND USE: County UMI PROPOSED FUTURE LAND USE: City MDR

APPLICANT INFORMATION:

Name: Glenn D. Storch, Storch Law Firm E-Mail: glenn@storchlawfirm.com
 Address: 420 South Nova Road, Daytona Beach Phone: 386-238-8383
 Company: Storch Law Firm Fax: 386-238-098
☐ Owner ☐ Agent for Owner ☒ Attorney for Owner

OWNER INFORMATION:

Name: Adolph Balboa E-Mail: Same as Applicant
 Address: Same as Applicant Phone: Same as Applicant
 Fax: Same as Applicant

CONSULTANT INFORMATION:

Name: _____ E-Mail: _____
 Address: _____ Phone: _____
 Company: _____ Fax: _____

Attachment: Completed Application Form (2020-O-3030 : Annexation 1088 10Th Street)



1065 Ridgewood Avenue, Holly Hill, FL 32117

Phone: (386) 248-9424 Fax: (386) 248-9498 Permitdesk@hollyhillfl.org

WHO SHOULD ALL COMMUNICATION BE DIRECTED TO?

☒ APPLICANT ☐ OWNER ☐ CONSULTANT

APPLICATION TYPE(S)/FEE(S)*

LAND USE AMENDMENT

- ☒ LARGE SCALE FUTURE LAND USE AMENDMENT (>10 ACRES) \$3,000.00
☐ SMALL SCALE FUTURE LAND USE AMENDMENT (≤10 ACRES) \$2,000.00

REZONE (NON-PD)

- ☒ STRAIGHT REZONE / LDR TEXT AMENDMENT \$1,200

REZONE (PD)

- ☐ PD REZONE \$2,000
☐ PD AMENDMENT \$1,250 (This does not mean changes in items such as uses or density but means minor changes in items such as layout and landscaping.)

***THERE MAY BE ADDITIONAL PASS-THROUGH FEES FOR REVIEWS DONE BY REVIEWERS OUTSIDE OF THIS AGENCY. ALL FEES ARE DUE AT THE TIME OF APPLICATION SUBMITTAL.**

ATTACHMENT CHECKLIST

REQUIRED SUBMITTALS

- ☐ COPY OF PRE-APPLICATION COMMENTS. IF YOU HAVE NOT HAD A PRE-APPLICATION MEETING TO DISCUSS THIS PROJECT PLEASE CONTACT THE CITY PLANNER TO ARRANGE AN APPOINTMENT AT 386-248-9492.
- ☐ A CD OF ALL ITEMS SUBMITTED
- ☐ APPLICATION
- ☐ APPLICATION FEE
- ☐ PROOF THAT TAXES ARE CURRENT
- ☐ PROPERTY APPRAISER'S PROPERTY INFORMATION PRINTOUT
- ☐ OWNERSHIP DISCLOSURE FORM (ADD'L DOCUMENTATION MAY REQUIRED IF OWNER IS A TRUST OR CORPORATION)
- ☐ OWNER'S AUTHORIZATION FORM, IF APPLICABLE (ADD'L DOCUMENTATION REQUIRED IF OWNER IS A TRUST OR CORPORATION)
- ☐ 2 CURRENT SIGNED AND SEALED BOUNDARY SURVEYS
- ☐ LEGAL DESCRIPTION IN MS WORD FORMAT (EMAIL THIS TO THE CITY PLANNER)
- ☐ SCHOOL CAPACITY REVIEW – *IF PROPOSING OVER 10 RESIDENTIAL UNITS (CONTACT SCHOOL BOARD PLANNING & BUSINESS SERVICES AT 386-734-7190 FOR APPLICATION)*
- ☐ TRAFFIC IMPACT ANALYSIS FOR PROJECTS GENERATING OVER 1000 TRIPS PER DAY ACCORDING TO RATES PUBLISHED BY THE INSTITUTE OF TRANSPORTATION ENGINEERS "TRIP GENERATION MANUAL" (LATEST EDITION)



1065 Ridgewood Avenue, Holly Hill, FL 32117

Phone: (386) 248-9424 Fax: (386) 248-9498 Permitdesk@hollyhillfl.org

- ☐ DRAFT DEVELOPMENT ORDER IN MS WORD FORMAT (*PD REZONE ONLY – CONTACT THE CITY PLANNER*)
- ☐ PRELIMINARY DEVELOPMENT PLAN (*PD REZONE ONLY - SEE CODE SEC. 114-771*)

Applicant's Signature: _____

(Signature)

(Date)

(Print)

Applications must be complete to initiate the preview process. For questions please contact the City Planner at (386) 248-9424, fax (386) 248-9498 or email at bwalker@hollyhillfl.org



1065 Ridgewood Avenue, Holly Hill, FL 32117

Phone: (386) 248-9424 Fax: (386) 248-9498 Permitdesk@hollyhillfl.org

CITY OF HOLLY HILL APPLICANT AUTHORIZATION FORM
(ORIGINAL ONLY)

An authorized applicant is:

- The property owner of record; or
- An agent of said property owner (power of attorney to represent and bind the property owner must be submitted with the application); or
- Contract purchaser (a copy of a fully executed sales contract must be submitted with the application containing a clause or clauses allowing an application to be filed).

I, Adolph Balboa, the owner of record for the following described property (Legal Description or Tax/Parcel ID Number) 4244-01-04-0080 hereby affirm that Storch Law Firm is hereby designated to act as my authorized agent for the filing of the attached application for a: (CHECK ONE)

- ☐ Arbor Permit
 ☐ Special Exception
 ☐ Variance
 ☐ Development Plan
☐ Special Event Permit
 ☐ Vacate
 ☐ Sign
 ☒ Rezone/Comp Plan Amendment
☒ Other Annexation

and make binding statements and commitments regarding the request. I certify that I have examined the attached application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments and fees become part of the Official Records of City of Holly Hill, Florida and are not returnable.

March 10, 2020
Date

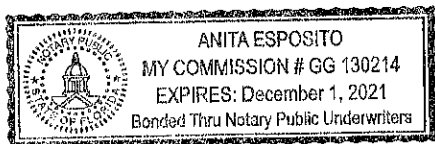
Adolph Balboa
Owner's Signature

Adolfo Balboa
Owner's Name

STATE OF FLORIDA

COUNTY OF Volusia

SWORN TO AND SUBSCRIBED before me, an officer duly authorized in the State of Florida to take acknowledgements, personally appeared Adolph Balboa, who is personally known to me or who has produced a _____ as identification and who executed the foregoing instrument and sworn an oath on this 10th day of March, 2020.



Anita Esposito
NOTARY PUBLIC

Altkey: 3218361
BALBOA ADOLPH & LAURA-JEAN

Parcel ID: 424401040080
1088 10TH ST , DAYTONA BEACH

Parcel

Short Parcel Id 424401040080
Property Location 1088 10TH ST, DAYTONA BEACH, 32117
PC Code 0100 - SINGLE FAMILY
Total Bldgs 1
Neighborhood 2716 - M & C BLKS 5 & 6
Business Name
Homestead Property No

Primary Owner

Owner BALBOA ADOLPH & LAURA-JEAN

In Care Of
Mailing Address PO BOX 250951
HOLLY HILL FL 32125

All Owners

#	Owner 1	Owner 2	Owner %	Owner Type(s)
0	BALBOA ADOLPH & LAURA-JEAN		100	O - O

Legal

Millage Group 200-UNINCORPORATED - NORTHEAST
Legal Description LOT 8 BLK 4 M & C HOLLY HILL MB 2 PG 90 PER OR 4245 PG 2512
Map TWP-RNG-SEC 14 - 32 - 44
Subdivision-Block-Lot 01 - 04 - 0080
Date Created 27-DEC-81
Year Annexed

Special Assessment

Project #	Description	Units	Rate	Amount
5030	VOLUSIA COUNTY STORMWATER	1.00	\$72.00	\$72.00
5050	VOLUSIA COUNTY GARBAGE	1.00	\$255.00	\$255.00

Sales

Book/Page	Instr Type	Inst #	Sale Date	V/I	Sale Price
4245 / 2512	WD-WARRANTY DEED	1997177024	10/15/1997	I	\$98,900
4138 / 2370	WD-WARRANTY DEED	1996155938	09/15/1996	I	\$100,000
4019 / 3019	QC-QUIT CLAIM DEED	1995098450	06/15/1995	I	\$100

County Links

Property Tax Bill [CLICK HERE](#)
Link to Permits [CLICK HERE](#)

Attachment: Property Card 1088 10th Street (2020-O-3030 : Annexation 1088 10Th Street)

Other Links

Google Street Address
Bing Maps

[CLICK HERE](#)
[CLICK HERE](#)

Attachment: Property Card 1088 10th Street (2020-O-3030 : Annexation 1088 10Th Street)



VOLUSIA COUNTY TAX BILL
NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS
2019 Paid Real Estate

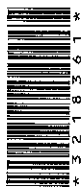
11.1.e

PROPERTY ADDRESS: 1088 10TH ST, DAYTONA BEACH, 32117
LEGAL DESCRIPTION: LOT 8 BLK 4 M & C HOLLY HILL MB 2 PG 90 PER OR 4245 PG 2512

BALBOA ADOLPH, BALBOA LAURA-JEAN
PO BOX 250951
HOLLY HILL, FL 32125

PARCEL: 424401040080
ALTERNATE KEY : 3218361
MILLAGE CODE: 200
TAX YEAR: 2019

County of Volusia County of Volusia
Paid By Al Laura Balboa
11/20/2019
Receipt # WWW-19-0007807
\$1,783.66



ADDRESS CHANGE

PAY IN U.S. DOLLARS DRAWN FROM A U.S. BANK.

WALK-IN CUSTOMERS PLEASE BRING ENTIRE NOTICE

TAXES BECOME DELINQUENT APRIL 1

If Postmarked By	Nov 30, 2019				
Please Pay	\$0.00				

AD VALOREM TAXES

TAXING AUTHORITY	MILLAGE	ASSESSED VALUE	EXEMPTION	TAXABLE VALUE	TAX AMOUNT
COUNTY	6.14200	75,196	0	75,196	461.86
VOLUSIA FOREVER	0.11220	75,196	0	75,196	8.44
VOLUSIA ECHO	0.20000	75,196	0	75,196	15.04
VOLUSIA FOREVER I&S 2005	0.08780	75,196	0	75,196	6.60
VOLUSIA COUNTY MSD	2.23990	75,196	0	75,196	168.43
VOLUSIA COUNTY FIRE DISTRICT	4.08150	75,196	0	75,196	306.91
VOLUSIA COUNTY MOSQUITO CONTROL	0.18800	75,196	0	75,196	14.14
PONCE INLET PORT AUTHORITY	0.09290	75,196	0	75,196	6.99
SCHOOL	6.08100	81,459	0	81,459	495.35
ST JOHNS WATER MANAGEMENT DIST	0.24140	75,196	0	75,196	18.15
FLORIDA INLAND NAVIGATION DIST	0.03200	75,196	0	75,196	2.41
HALIFAX HOSPITAL AUTHORITY	0.35460	75,196	0	75,196	26.66
TOTAL MILLAGE RATE:	19.85330			TOTAL TAXES:	\$1,530.98

NON-AD VALOREM ASSESSMENTS

LEVYING AUTHORITY	TELEPHONE	RATE PER UNIT	AMOUNT
VOLUSIA COUNTY STORMWATER	386-822-6422	72.00	72.00
VOLUSIA COUNTY GARBAGE	386-943-7889	255.00	255.00
TOTAL ASSESSMENTS:			\$327.00
TOTAL COMBINED TAXES AND ASSESSMENTS:			\$1,857.98

For additional information see reverse side.

Pay online at volusia.county-taxes.com

Phone: 386-736-5938
Revenue@volusia.org

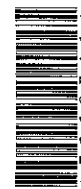
RETURN WITH PAYMENT

VOLUSIA COUNTY TAX BILL
2019 Paid Real Estate

Make payment to:
COUNTY OF VOLUSIA
Mail payment to:
County of Volusia-Revenue Division
123 W Indiana Ave Room 103
DeLand FL 32720

NOTE: In order to avoid a rejected payment,
please verify that the legal written line of your
check matches the exact amount due based
on the "IF POSTMARKED BY" date.

PARCEL: 424401040080
ALTERNATE KEY : 3218361
TAX YEAR: 2019



PAY IN U.S. DOLLARS DRAWN ON A U.S. BANK
BALBOA ADOLPH, BALBOA LAURA-JEAN
PO BOX 250951
HOLLY HILL, FL 32125

PROPERTY ADDRESS:
1088 10TH ST, DAYTONA BEACH, 32117

Please do not staple, tape, or paperclip your payment to this stub.

TAXES BECOME DELINQUENT APRIL 1

If Postmarked By	Nov 30, 2019				
Please Pay	\$0.00				

Public Site



PLEASE DO NOT WRITE ON THIS STUB

Receipt # WWW-19-0007807

\$1,783.66

Paid 11/20/2019

Packet Pg. 133

Attachment: Proof of Payment for Taxes (2020-O-3030 : Annexation 1088 10Th Street)

Mail payments to:

County of Volusia-Revenue Division
123 W. Indiana Avenue
Room 103
DeLand, FL 32720

BillExpress™

Have your bill sent directly to your inbox! Visit
volusia.county-taxes.com to sign up today.

For location information, please visit volusia.org/revenue or
see the enclosed Property Tax Information Flyer

Contact us:

Phone: (386) 736-5938
Email: revenue@volusia.org

Important Information—Please Read Carefully

Please read the enclosed flyer carefully for additional important payment information.

The statement, "**Prior year taxes are due. Please call (386) 736-5938.**" indicates that the parcel has delinquent prior year taxes. Certified funds are required.

Current year taxes become delinquent on April 1. On April 1, all delinquent parcels are assessed a minimum charge of 3% in accordance with Florida Statute. Delinquent real estate parcels will incur an advertising fee and auction listing fee, and a **tax certificate (lien) will be sold by June 1.** Payment must be made in **certified funds** after a tax certificate is issued. Delinquent tangible parcels will incur an advertising fee, the cost of collection will be assessed, and a **warrant will be issued by June 1.** If the tangible bill remains unpaid, the property will become **subject to seizure and sale at public auction.**

If this parcel or tangible personal property has been sold, please send this bill to the new owner or return it to the Volusia County Revenue Division. For tangible personal property, **if you were the owner as of January 1 of the tax year**, you may be responsible for paying the taxes, **even if you have closed the business.**

Notice to taxpayers entitled to homestead exemption: If your income is low enough to meet certain conditions, and the total mortgages and liens against the parcel are low enough, **you may qualify for a deferred tax payment plan** on homestead property. Deferral of taxes does not excuse the debt, and the deferred amount will earn interest, and **must be paid at a later date.** Information and application to determine eligibility are available at any Revenue Division location.

Prepayment of estimated tax by installment method: Under certain conditions, taxes may be prepaid for the **future tax year** by quarterly installments billed in June, September, December, and March. If interested, please submit an application to the Volusia County Revenue Division **by April 30.** Installment applications can be found online at volusia.county-taxes.com. To obtain a paper application, please visit volusia.org/revenue and select Forms, or visit any Volusia County Revenue Division office location. It is not necessary to reapply if you participated in the plan during the previous tax year and made timely payments.

The **taxing authorities** are responsible for setting the ad valorem millage rates. The **levying authorities** are responsible for setting non-ad valorem assessments.

The **Volusia County Property Appraiser** is responsible for the preparation of the current ad valorem tax roll, including the assessed value, exemptions, taxable value, assessed owner(s) name and mailing address, property address, and legal description. You may reach the appraiser's office by dialing (386) 736-5901 or by emailing vcpa@volusia.org.

The **Volusia County Revenue Division** is responsible for the preparation and mailing of tax notices based on the information contained on the current tax roll certified by the Volusia County Property Appraiser and non-ad valorem assessments provided by the levying authorities, and for the collection and distribution of tax dollars to the various taxing authorities. You may reach the Revenue Division by dialing (386) 736-5938 or by emailing revenue@volusia.org.

Important dates to remember:

- | | |
|----------|--|
| March 1 | Deadline to file for exemptions for the next tax year. The application is filed with the Volusia County Property Appraiser's office. |
| March 31 | Deadline for Working Waterfront, Affordable Rental Housing, or Homestead Tax Deferral applications for the current tax year. The application is filed with the Volusia County Revenue Division. |
| March 31 | Last day for full payment without penalty. This is also the final day for making partial payments. Unpaid balances become delinquent April 1. |
| April 30 | Deadline for new quarterly installment plan applications for the next tax year. The application is filed with the Volusia County Revenue Division. It is not necessary to reapply if you participated in the plan during the previous tax year and made timely payments. |

Important Payment Information

Please do not staple, tape, or paperclip your payment to this stub.

Verify that the legal written line and the numerical amount of your check match and reflect the exact amount due for the period in which you are paying.

Verify that you have signed the check and that it is made payable to the County of Volusia.

Please use the enclosed return envelope if you choose to mail your payment. If the envelope is not available, please mail to:

County of Volusia—Revenue Division
123 W. Indiana Avenue
Room 103
DeLand, FL 32720

Save time, pay online at volusia.county-taxes.com

Online payments are supported through the use of a third-party vendor. The vendor charges and retains a service fee; please visit the website for details.

Using an Online Bill Pay Service

Create a payee for "County of Volusia"

Use the alternate key from the front of the bill for the account number.

Mail payment to:

County of Volusia—Revenue Division
123 W. Indiana Avenue
Room 103
DeLand, FL 32720

10/22/1997 16:10
 Doc stamps 985.95
 (Transfer Amt \$ 98900)
 Instrument # 97177024
Book: 4245
Page: 2512
 Diane M. Matousek
 Volusia County, Clerk of Court

Parcel ID Number: 4244-01-04-0080

Grantee #1 TIN: [REDACTED]

Grantee #2 TIN: [REDACTED]

Warranty Deed

This Indenture, Made this 21st day of
 Walter S. Albright,

October, 1997 A.D., Between

of the County of Volusia, State of Florida, , grantor, and
 Adolph Balboa and Laura-Jean Balboa, husband and wife,

whose address is: P.O. Box 250951, Holly Hill 32125
~~2461 Palm Drive, Daytona Beach, Florida 32114~~

of the County of Volusia, State of Florida, , grantees.

Witnesseth that the GRANTOR, for and in consideration of the sum of - - - - -
 - - - - - TEN & NO/100 (\$10.00) - - - - - DOLLARS,

and other good and valuable consideration to GRANTOR in hand paid by GRANTEEES, the receipt whereof is hereby acknowledged, has
 granted, bargained and sold to the said GRANTEEES and GRANTEEES' heirs and assigns forever, the following described land, situate,
 lying and being in the County of Volusia State of Florida to wit:

Lot 8, Block 4, MASON AND CARSWELLS HOLLY HILL, as per map
 recorded in Map Book 2, Page 90, Public Records of Volusia
 County, Florida.

Subject to restrictions, reservations and easements of record,
 if any, which are not reimposed hereby, and taxes subsequent to
 December 31st, 1996.

The subject property is not the constitutional homestead of
 the Grantors.

Subject to a mortgage in favor of Roger C. Willis, dated September 11, 1996
 and recorded on September 12, 1996 in Official Records Book 4138, Page 2372,
 Public Records of Volusia County, Florida, which has a current principal
 balance of \$83,882.50, which the grantees assume and agree to pay.

and the grantor does hereby fully warrant the title to said land, and will defend the same against lawful claims of all persons whomsoever.

In Witness Whereof, the grantor has hereunto set his hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Rosalee C. Wiggins
 Printed Name: Rosalee C. Wiggins
 Witness

Diane E. Helvey
 Printed Name: Diane E. Helvey
 Witness

Walter S. Albright (Seal)
 Walter S. Albright
 P.O. Address 124 Pine Woods Road, Ormond Beach, FL 32174

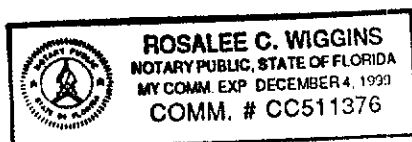
STATE OF Florida
 COUNTY OF Volusia

The foregoing instrument was acknowledged before me this 21st day of October, 1997 by
 Walter S. Albright,

who is personally known to me or who has produced his Florida driver's license as identification.

This Document Prepared By:

R. Catherine Wiggins
 Waterside Title Co.
 1092 Ridgewood Avenue
 Holly Hill, FL 32117



Rosalee C. Wiggins
 Printed Name: _____
 NOTARY PUBLIC
 My Commission Expires: _____



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

**City Commission
Ordinance**

11.2

MEETING DATE: November 10, 2020
FROM: Brian Walker
SUBJECT: **FIRST READING - an Ordinance of the City of Holly Hill, Volusia County, Florida, Annexing by Voluntary Petition Approximately 1.34 Acres Identified as Parcel Number 4242-40-40-0160 Contiguous to the City of Holly Hill; Providing for Severability; and Providing for an Effective Date.**
NUMBER: 2020-O-3032
APPLICANT: Brian Walker
PLANNER:

INTRODUCTION:

This is a request to annex approximately 1.34 acres of property on the west side of North Nova Road, approximately 400 feet north of LPGA Blvd., and that is more specifically known as 1652 North Nova Road, together with the adjacent rights-of-way of Nova Road and Mistletoe Drive. This application precedes a comprehensive plan amendment (CPA-2020-02) and a rezone (Z-2020-03).

BACKGROUND:

The parcel is located entirely within unincorporated Volusia County and is currently a vacant parcel used for parking by the adjacent business. The applicant purchased the property in 2001 and recently submitted a petition for voluntary annexation.

DISCUSSION:

Florida Statutes Section 171.044 presents the requirements for voluntary annexation. The subject property is contiguous to city limits on the north side, and the annexation will result in a city limit that is reasonably compact and does not create an enclave. Therefore, the request meets the statutory requirements.

This request precedes a request for a comprehensive plan amendment and a rezone. The proposed comprehensive plan map amendment will request Commercial future land use (Holly Hill) which is reasonably consistent with the property's current future land use of Mixed Use Zone (Volusia County). The proposed rezone request will be from I-1 Light Industrial (Volusia County) to CC-1 Commercial Corridor (Holly Hill).

BOARD OF PLANNING & APPEALS RECOMMENDATION

At its meeting on November 2, 2020, the Board of Planning and Appeals voted unanimously to

recommend approval of the request to annex approximately 1.34 acres of property on the west side of North Nova Road, approximately 400 feet north of LPGA Blvd., and that is more specifically known as 1652 North Nova Road, together with the adjacent rights-of-way of Nova Road and Mistletoe Drive.

STAFF**RECOMMENDATION:**

Recommend the City Commission annex approximately 1.34 acres of property on the west side of North Nova Road, approximately 400 feet north of LPGA Blvd., and that is more specifically known as 1652 North Nova Road together with the adjacent rights-of-way of Nova Road and Mistletoe Drive.

ATTACHMENTS:

- Exhibit A - Legal Description (PDF)
- Exhibit B - Location and Property Map (PDF)
- PA Property Info Card (PDF)
- Property Owner (PDF)
- Survey (PDF)

Ordinance No. 2020-3032**FIRST READING - AN ORDINANCE OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, ANNEXING BY VOLUNTARY PETITION APPROXIMATELY 1.34 ACRES IDENTIFIED AS PARCEL NUMBER 4242-40-40-0160 CONTIGUOUS TO THE CITY OF HOLLY HILL; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

AN ORDINANCE OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, ANNEXING BY VOLUNTARY PETITION APPROXIMATELY 1.34 ACRES IDENTIFIED AS PARCEL NUMBER 4242-40-40-0160 CONTIGUOUS TO THE CITY OF HOLLY HILL; REDEFINING BOUNDARIES OF THE CITY OF HOLLY HILL TO INCLUDE SAID PROPERTY AND THE ADJACENT RIGHTS-OF-WAY OF NOVA ROAD AND MISTLETOE DRIVE; DIRECTING THE CITY CLERK TO FILE THE ORDINANCE WITH THE CLERK OF THE CIRCUIT COURT, WITH THE CHIEF ADMINISTRATIVE OFFICER OF VOLUSIA COUNTY AND WITH THE DEPARTMENT OF STATE; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, BB&B Investments Inc., the owner of the real property described herein; and

WHEREAS, the owner has filed, pursuant to Florida Statue 171.044, a petition for voluntary annexation of said property as described in Attachment A into the municipal limits of the City of Holly Hill; and

WHEREAS, the City Commission of the City of Holly Hill has determined all of the property which is proposed to be annexed into the City of Holly Hill, is within an unincorporated area of Volusia County, is contiguous to the City of Holly Hill, and is reasonably compact; and

WHEREAS, Exhibit A is the legal description of the property which is proposed to be annexed into the City of Holly Hill; and

WHEREAS, the map attached hereto as Exhibit B shows the property which is proposed to be annexed into the City of Holly Hill.

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

SECTION 1. The City Commission of the City of Holly Hill, based upon the above findings, hereby annexes into the City of Holly Hill by voluntary petition the following described property:

(Tax Parcel Number 4242-40-40-0160 and the adjacent rights-of-way of Nova Road and Mistletoe Drive)

LEGAL DESCRIPTION: See Attached Exhibit A.

SECTION 2. The City of Holly Hill City boundary is hereby amended to incorporate the above described property.

SECTION 3. That within seven (7) days of the adoption of this Ordinance, the City Clerk shall file a copy of said Ordinance with the Clerk of the Court, with the Chief Administrative Officer of Volusia County, and with the Department of State.

SECTION 4. That upon approval on first reading, the City Clerk is hereby directed to publish the Notice of Annexation required by Section 171.044(2), Florida Statutes, at least once each week for two (2) consecutive weeks in a newspaper of general circulation in the City of Holly Hill.

SECTION 5. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance, 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 6. That all ordinances made in conflict with this Ordinance are hereby repealed.

SECTION 7. That this Ordinance shall become effective immediately upon its adoption.

ATTACHMENT A
LEGAL DESCRIPTION

THE SOUTHERLY 179.42 FEET OF THE FOLLOWING DESCRIBED PROPERTY:

A PORTION OF BLOCK 40, HOPKINS MAP OF FITCH GRANT, AS PER MAP RECORDED IN DEED BOOK "C", PAGE 79, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, BEING DESCRIBED AS FOLLOWS:

COMMENCING AT AN INTERSECTION OF THE SOUTH LINE OF SAID BLOCK 40 WITH THE ORIGINAL WESTERLY LINE OF STATE ROAD #415 (A 100 FOOT RIGHT OF WAY AS NOW LAID OUT AND USED); THENCE NORTH 25°43'43" WEST, ALONG SAID WESTERLY RIGHT-OF-WAY LINE, 280.22 FEET TO THE BEGINNING OF A CURVE CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 1859.86 FEET A CENTRAL ANGLE OF 10°22'30" AND A CORD BEARING OF N30°54'58"W; THENCE NORTHWESTERLY ALONG THE ARC OF SAID CURVE 336.78 FEET; THENCE DEPARTING FROM SAID ORIGINAL RIGHT-OF-WAY S63°59'33"W, A DISTANCE OF 12.83' (WESTERLY AND PARALLEL TO 11TH STREET A DISTANCE OF 331.10 FEET TO A POINT IN THE EASTERLY LINE OF MISTLETOE DRIVE (A 50 FOOT STREET AS RECORDED IN OFFICIAL RECORDS BOOK 4, PAGE 260, PUBLIC RECORDS OF

VOLUSIA COUNTY, FLORIDA) TO THE EXISTING RIGHT OF WAY LINE OF SAID STATE ROAD AND THE POINT OF BEGINNING; THENCE ALONG A NON-TANGENT CURVE CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 2232.83 FEET; A CENTRAL ANGLE OF 04°04'08" AND A CHORD BEARING OF S34°56'47"E; THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE 158.57 FEET; THENCE S63°59'33"W, A DISTANCE OF 344.80 FEET TO THE EASTERLY LINE OF MISTLETOE DRIVE (A 50 FOOT STREET AS RECORDED IN OFFICIAL RECORDS BOOK 4, PAGE 260, PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA); THENCE N25°43'13"W ALONG SAID MISTLETOE DRIVE, 179.42 FEET; THENCE N63°59'33"E A DISTANCE OF 314.72 FEET TO THE EXISTING WESTERLY RIGHT-OF-WAY LINE OF NOVA ROAD (STATE ROAD 5A) TO THE BEGINNING OF A CURVE CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 2232.83 FEET A CENTRAL ANGLE OF 00°35'49" AND A CHORD BEARING OF S37°16'46"E; THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE 23.26 FEET TO THE POINT OF BEGINNING.

CONTAINING 59,390 SQ. FT., 1.36 ACRES

ATTACHMENT A

LEGAL DESCRIPTION

THE SOUTHERLY 179.42 FEET OF THE FOLLOWING DESCRIBED PROPERTY:

A PORTION OF BLOCK 40, HOPKINS MAP OF FITCH GRANT, AS PER MAP RECORDED IN DEED BOOK "C", PAGE 79, OF THE PUBLIC RECORDS OF VOLUSIA

COUNTY, FLORIDA, BEING DESCRIBED AS FOLLOWS:

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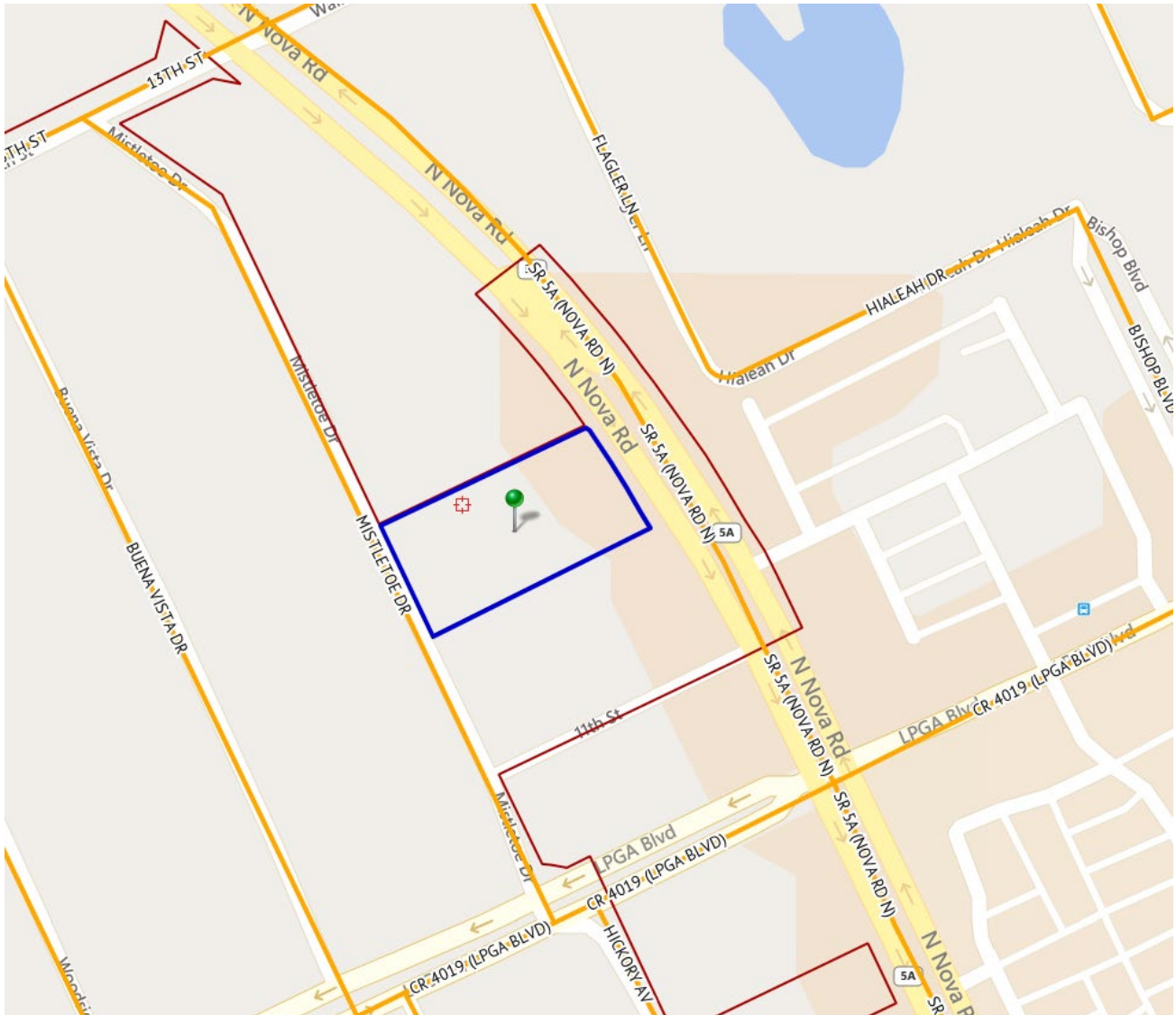
CONTAINING 59,390 SQ. FT., 1.36 ACRES

**EXHIBIT B
AERIAL PROPERTY MAP**



Attachment: Exhibit B - Location and Property Map (2020-O-3032 : Beazley Annexation - 1652 Nova Road)

PROPERTY LOCATION MAP



Altkey: 3199251
B B & B INVESTMENTS INC

Parcel ID: 424240400160
1652 N NOVA RD , DAYTONA BEACH

Parcel

Short Parcel Id 424240400160
Property Location 1652 N NOVA RD, DAYTONA BEACH, 32117
PC Code 4000 - VACANT INDUS
Total Bldgs 1
Neighborhood 7250 - NOVA RD - HOLLY HILL
Business Name
Homestead Property No

Primary Owner

Owner B B & B INVESTMENTS INC

In Care Of
Mailing Address 1670 N NOVA RD

DAYTONA BEACH FL 32117
[Change Mailing Address Online](#)

All Owners

#	Owner 1	Owner 2	Owner %	Owner Type(s)
0	B B & B INVESTMENTS INC		100	FS - Fee Simple

Legal

Millage Group 200-UNINCORPORATED - NORTHEAST
Legal Description N 179.42 FT OF S 617 FT MEAS ON E/L OF LOT 40
HOPKINS FITCH GRANT MB 12 PG 115 E OF MISTLT
DR & W OF NOVA RD MEAS 331.10 FT ON N/L PER OR
5030 PGS 3356
Map TWP-RNG-SEC 14 - 32 - 42
Subdivision-Block-Lot 40 - 40 - 0160
Date Created 26-DEC-81
Year Annexed

Sales

Book/Page	Instr Type	Inst #	Sale Date	V/I	Sale Price
5030 / 3356	QC-QUIT CLAIM DEED	2003054037	02/15/2003	V	\$105,000
4724 / 2086	WD-WARRANTY DEED	2001162779	07/15/2001	V	\$105,500
4508 / 2279	WD-WARRANTY DEED	1999252468	12/15/1999	V	\$10
3875 / 2369	WD-WARRANTY DEED	1993167161	11/15/1993	V	\$100
2136 / 0085	WD-WARRANTY DEED		01/15/1980	V	\$110,000
1557 / 0730	QC-QUIT CLAIM DEED		03/15/1973	V	\$45,000

County Links

Property Tax Bill [CLICK HERE](#)
Link to Permits [CLICK HERE](#)

Other Links

Google Street Address

Bing Maps

[CLICK HERE](#)

[CLICK HERE](#)

Attachment: PA Property Info Card (2020-O-3032 : Beazley Annexation - 1652 Nova Road)



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Profit Corporation

B B & B INVESTMENTS, INC.

Filing Information

Document Number	P00000011066
FEI/EIN Number	59-3619482
Date Filed	01/27/2000
State	FL
Status	ACTIVE

Principal Address

1670 N. NOVA ROAD
DAYTONA BEACH, FL 32117

Mailing Address

1670 N. NOVA ROAD
DAYTONA BEACH, FL 32117

Registered Agent Name & Address

BEAZLEY, CLAYTON EI
1670 N. NOVA ROAD
DAYTONA BEACH, FL 32117

Name Changed: 01/26/2012

Officer/Director Detail

Name & Address

Title D

BEAZLEY, CLAYTON EI
1670 N. NOVA ROAD
DAYTONA BEACH, FL 32117

Title D

BEAZLEY, WANDA M
5 MISNERS TRAIL
ORMOND BEACH, FL 32174

Title D

Attachment: Property Owner (2020-O-3032 : Beazley Annexation - 1652 Nova Road)

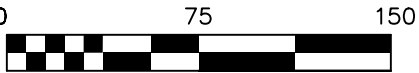
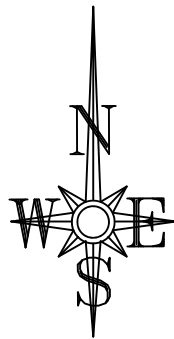
BEAZLEY, RICHARD HII
 3790 CARRICK DR.
 ORMOND BEACH, FL 32174

Annual Reports

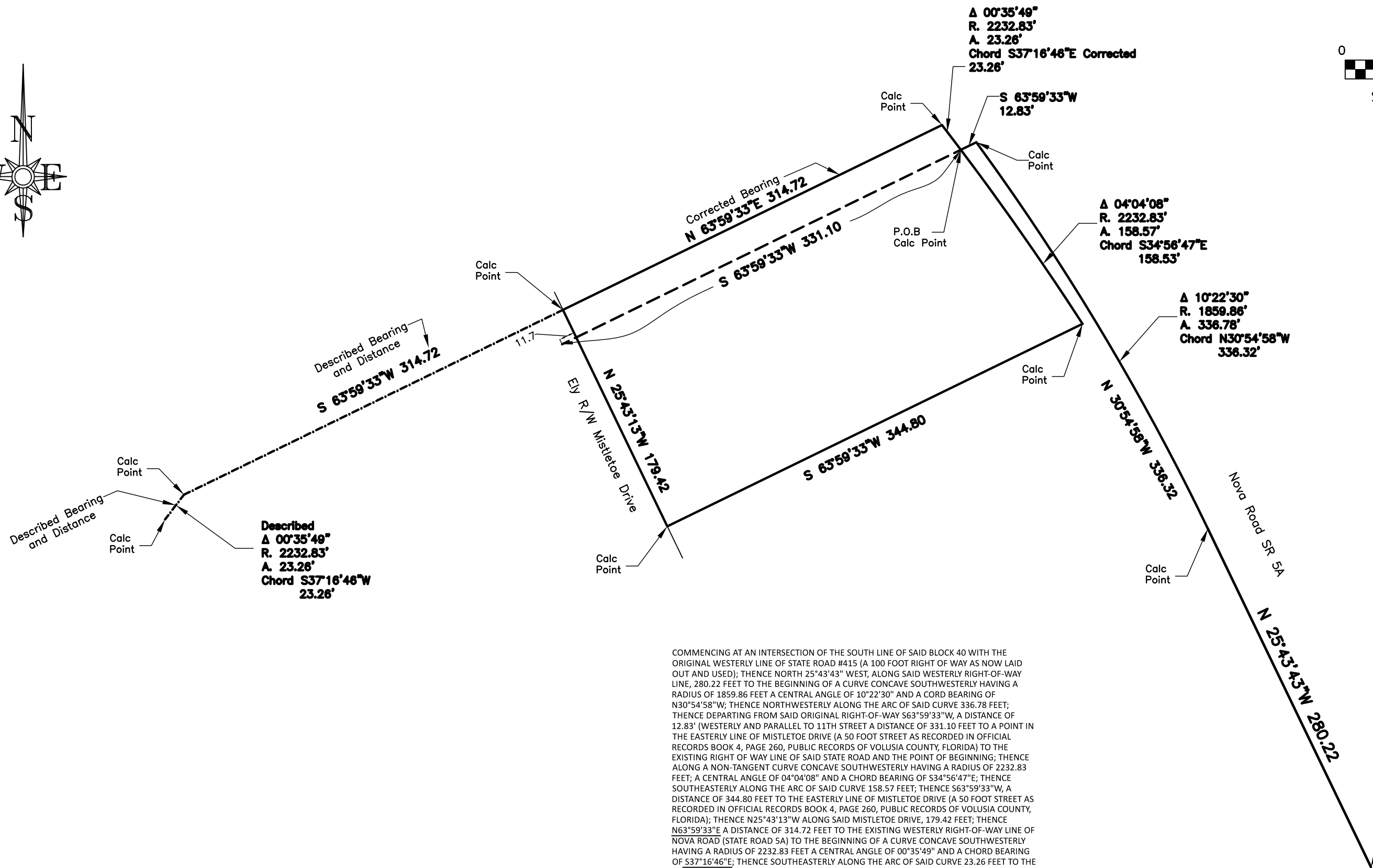
Report Year	Filed Date
2018	01/16/2018
2019	02/19/2019
2020	01/20/2020

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01/14/2003 -- ANNUAL REPORT	View image in PDF format
01/17/2002 -- ANNUAL REPORT	View image in PDF format
01/30/2001 -- ANNUAL REPORT	View image in PDF format
01/27/2000 -- Domestic Profit	View image in PDF format



SCALE : 1" = 75'



COMMENCING AT AN INTERSECTION OF THE SOUTH LINE OF SAID BLOCK 40 WITH THE ORIGINAL WESTERLY LINE OF STATE ROAD #415 (A 100 FOOT RIGHT OF WAY AS NOW LAID OUT AND USED); THENCE NORTH 25°43'43" WEST, ALONG SAID WESTERLY RIGHT-OF-WAY LINE, 280.22 FEET TO THE BEGINNING OF A CURVE CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 1859.86 FEET A CENTRAL ANGLE OF 10°22'30" AND A CORD BEARING OF N30°54'58"W; THENCE NORTHWESTERLY ALONG THE ARC OF SAID CURVE 336.78 FEET; THENCE DEPARTING FROM SAID ORIGINAL RIGHT-OF-WAY S63°59'33"W, A DISTANCE OF 12.83' (WESTERLY AND PARALLEL TO 11TH STREET A DISTANCE OF 331.10 FEET TO A POINT IN THE EASTERLY LINE OF MISTLETOE DRIVE (A 50 FOOT STREET AS RECORDED IN OFFICIAL RECORDS BOOK 4, PAGE 260, PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA) TO THE EXISTING RIGHT OF WAY LINE OF SAID STATE ROAD AND THE POINT OF BEGINNING; THENCE ALONG A NON-TANGENT CURVE CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 2232.83 FEET; A CENTRAL ANGLE OF 04°04'08" AND A CHORD BEARING OF S34°56'47"E; THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE 158.57 FEET; THENCE S63°59'33"W, A DISTANCE OF 344.80 FEET TO THE EASTERLY LINE OF MISTLETOE DRIVE (A 50 FOOT STREET AS RECORDED IN OFFICIAL RECORDS BOOK 4, PAGE 260, PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA); THENCE N25°43'13"W ALONG SAID MISTLETOE DRIVE, 179.42 FEET; THENCE N63°59'33"E A DISTANCE OF 314.72 FEET TO THE EXISTING WESTERLY RIGHT-OF-WAY LINE OF NOVA ROAD (STATE ROAD 5A) TO THE BEGINNING OF A CURVE CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 2232.83 FEET A CENTRAL ANGLE OF 00°35'49" AND A CHORD BEARING OF S37°16'46"E; THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE 23.26 FEET TO THE POINT OF BEGINNING.

Calc Point
Intersection of the
South Line Block 40
w/ The original
Right of Way Line of
SR 5A

MMYER LAND SURVEYING, INC.

LICENSED BUSINESS #6877

MICHAEL M. MYER #LS 4006

PROFESSIONAL LAND SURVEYOR

316 RIDGEWOOD AVENUE HOLLY HILL, FLORIDA 32117

386 255-6304 Phone 386 255-6306 Fax

SCALE	DESIGNED	DRAWN	CHECKED	DATE
1" = 75'		AJS	MMM	11/04/20