

CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

AGENDA • OCTOBER 27, 2015

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



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

CITY COMMISSION MEMBERS

Mayor
John Penny

District 1 - Commissioner
Arthur J. Byrnes

District 3 - Commissioner
John F. Capers

District 2 - Commissioner
Penny Currie

District 4 - Commissioner
Elizabeth Albert

CITY MANAGER
Joseph Forte

CITY CLERK
Valerie Manning

1. CALL TO ORDER

- A. Roll Call
- B. Invocation
- C. Pledge of Allegiance to the Flag

2. PUBLIC PARTICIPATION

Pursuant to Florida Law, the public has a right to be heard on all propositions, except when the City Commission is acting on ministerial or emergency matters, or conducting a meeting exempt from Section 286.011, Florida Statutes. Public comment time on propositions shall be five (5) minutes. The public will be provided the opportunity to be heard on non-agenda matters at the end of the meeting only if the 45 minute allotted time at the beginning of the meeting has come to a close. Proper decorum will be observed.

3. APPROVAL OF MINUTES

- 1. Minutes - October 13, 2015 - Regular City Commission Meeting
(Requested by Valerie Manning, City Clerk)

4. CONSENT AGENDA - ITEMS (1- 2)

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

- 1. Resolution Professional Services for Lift Station #12 Rehabilitation
(Requested by Mark Juliano, Public Works)
- 2. Resolution Professional Services for L.S.#16 Rehabilitation and Replacement of Force Main from L.S. #14
(Requested by Mark Juliano, Public Works)

5. REGULAR AGENDA

- 1. Request for a Lien Reduction Applied to the Property Located at 924 Flomich St.
(Requested by Joseph Forte, City Manager)

6. 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. 1314 Woodward Parking Lot A Request for Special Exception Approval Under Section 114-693 of the Land Development Regulations to Allow Parking for a Business on Adjacent Property in a Different Zoning District.

(Requested by Thomas Harowski, Planning)

2. Ordinance CPA-2015-01 the Mirage: an Amendment of Policy 1.1.3 of the Future Land Use Element to Provide for Consistency Between the R-6 Low Density Multi-Family Zoning Classification and the Low Density and Low Medium Density Residential Land Use Categories.

(Requested by Thomas Harowski, Planning)

3. Resolution A Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Amending the Budget for The city of Holly Hill for the Fiscal Year 2015-2016; And providing for Severability; and Providing for An effective Date.

(Requested by Kurt Swartzlander, Finance)

7. PUBLIC PARTICIPATION

Pursuant to Florida Law, the public has a right to be heard on all propositions, except when the City Commission is acting on ministerial or emergency matters, or conducting a meeting exempt from Section 286.011, Florida Statutes. Public comment time on propositions shall be five (5) minutes. The public will be provided the opportunity to be heard on non-agenda matters at the end of the meeting only if the 45 minute allotted time at the beginning of the meeting has come to a close. Proper decorum will be observed.

8. COMMUNICATIONS

a. City Manager & Staff Reports

1. Inventory Surplus - Equipment

(Requested by Mark Juliano, Public Works)

- b. City Attorney
- c. Mayor's Report
- d. District Commissioners Reports

9. ADJOURNMENT

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

NOTICE – If any person decides to appeal any decision of the City Commission at this meeting, he/she will need a record of the proceedings and, for that purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City does not prepare or provide such a record.



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



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

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



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

**City Commission
Agenda Item**

MEETING DATE: October 27, 2015
FROM: Valerie Manning
SUBJECT: Minutes - October 13, 2015 - Regular City Commission Meeting
NUMBER: (ID # 1210)
APPLICANT:
PLANNER:

DISCUSSION:

Minutes from the October 13, 2015 regular City Commission meeting.

FISCAL ANALYSIS:

N/A

STAFF RECOMMENDATION:

Approve the minutes from October 13, 2015.

COMMISSION GOAL:

N/A

MOTION:

AS DETERMINED BY THE CITY COMMISSION.

- Minutes - October 13, 2015 - Regular City Commission meeting (PDF)



CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

REVISED MINUTES • OCTOBER 13, 2015

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

Attendee Name	Title	Status	Arrived
Arthur J. Byrnes	District 1 - Commissioner	Present	
Penny Currie	District 2 - Commissioner	Present	
John F. Capers	District 3 - Commissioner	Present	
Elizabeth Albert	District 4 - Commissioner	Present	
John Penny	Mayor	Present	

B. Invocation

Commissioner Albert led the invocation.

C. Pledge of Allegiance to the Flag

2. PROCLAMATION - PRESENTATION

1. -DOC-2015-45

Special Election Proclamation

(Requested by Valerie Manning, City Clerk)

City Clerk read the proclamation into the record.

RESULT: PRESENTATION

Enacted and approved this 13th day of October, 2015, in Holly Hill



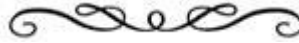
2.

Florida DEP Grant to COHH - 7Th Street Neighborhood Park

(Requested by Valerie Manning, City Clerk)

Mr. Philip Rand, Park Manager for Florida Department of Environmental Protection (DEP) presented a ceremonial grant check in the amount of \$50,000 from Florida Recreation Development Assistance Program awarded for the 7th Street Neighborhood

Park Project. The grant funds will be to construct/develop a new exercise trail, playground equipment and picnic table facilities.



3. RECESS THE CITY COMMISSION MEETING & CONVENE AS THE CRA

1. Resolution

A Resolution of the City of Holly Hill, Florida Community Redevelopment Agency Adopting the Final Budget for the Fiscal Year Beginning October 1, 2015 and Ending September 30, 2016; Prescribing the Net Sources of Revenue in the Estimated Amount of \$10,104,200; Setting Forth Operating Expenditures and Transfers in the Amount of \$10,104,200; Providing for Severance; Providing for Conflicting Resolutions; and Providing for an Effective Date.

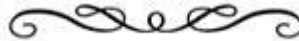
(Requested by Kurt Swartzlander, Finance)

Mayor Penny opened public participation. No one spoke.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Elizabeth Albert, District 4 - Commissioner
SECONDER:	Arthur J. Byrnes, District 1 - Commissioner
AYES:	Byrnes, Currie, Capers, Albert, Penny

RESOLUTION

Enacted and approved this 13th day of October, 2015, in Holly Hill



4. ADJOURN AS THE CRA & RECONVENE AS THE CITY COMMISSION MEETING

5. AUDITOR PRESENTATIONS

1.

Auditor Selection

(Requested by Kurt Swartzlander, Finance)

Commissioner Byrnes made a motion to **ACCEPT JAMES MOORE & CO.**, seconded by Commissioner Capers.

Roll call vote: Byrnes - YES, Capers - YES, Currie - NO, Albert - NO, Mayor - NO.
FAILED: 3-2

Commissioner Currie made a motion to **ACCEPT BMC CPA's**, seconded by Commissioner Albert.

Roll call vote: Currie - YES, Albert - YES, Capers - NO, Byrnes - YES, Mayor - YES.
PASSED: 4-1

RESULT:	APPROVED [4 TO 1]
MOVER:	Penny Currie, District 2 - Commissioner
SECONDER:	Elizabeth Albert, District 4 - Commissioner
AYES:	Byrnes, Currie, Albert, Penny
NAYS:	Capers

Enacted and approved this 13th day of October, 2015, in Holly Hill



3. CARR, RIGGS & INGRAM 2. JAMES MOORE & CO. 1. BMC CPA'S

Each auditor was given 5 minutes for a presentation to the Mayor and City Commissioners.

Mayor Penny opened public participation.

The following individuals spoke to the Mayor and City Commission: Maureen Monahan, 215 5th Street, Holly Hill; Arthur Morris, 397 Silver Beach Drive, Holly Hill; Dorothy Featherston, Artsy Fartsy Antiques, Holly Hill.

Mayor Penny closed public participation.

6. PUBLIC PARTICIPATION

The following individuals spoke to the Mayor and City Commissioners: Jim Legary, 342 Burleigh Avenue, Holly Hill; Maureen Monahan, 215 5th Street, Holly Hill; Darrell Forsythe, Unabelle Avenue, Holly Hill; Mike Chuvén, 407 Miriam Avenue, Holly Hill; Carlos Revilla, 486 LPGA Blvd., Holly Hill.

7. APPROVAL OF MINUTES

1.

Minutes - September 22, 2015 - Workshop, Regular City Commission/Final Budget Hearing Meeting and Audit Committee Meeting

(Requested by Valerie Manning, City Clerk)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Elizabeth Albert, District 4 - Commissioner
SECONDER:	Arthur J. Byrnes, District 1 - Commissioner
AYES:	Byrnes, Currie, Capers, Albert, Penny

Enacted and approved this 13th day of October, 2015, in Holly Hill



8. CONSENT AGENDA - ITEMS (1 - 5)

Commissioner Byrnes requested to remove Consent Agenda Item #3 for further discussion.

Mayor Penny opened public participation. No one spoke.

1.

Park Rental for Weddings

(Requested by Larry Hites, Building and Zoning)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Elizabeth Albert, District 4 - Commissioner
SECONDER:	Penny Currie, District 2 - Commissioner
AYES:	Byrnes, Currie, Capers, Albert, Penny

Enacted and approved this 13th day of October, 2015, in Holly Hill



2.

Derelict Vessel Removal Agreement Project #ICW-VO-HH-15-01

(Requested by Steve Aldrich, Police)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Elizabeth Albert, District 4 - Commissioner
SECONDER:	Penny Currie, District 2 - Commissioner
AYES:	Byrnes, Currie, Capers, Albert, Penny

Enacted and approved this 13th day of October, 2015, in Holly Hill



3. Resolution

Special Events Calendar 2016 - 2017

(Requested by Valerie Manning, City Clerk)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Arthur J. Byrnes, District 1 - Commissioner
SECONDER:	Penny Currie, District 2 - Commissioner
AYES:	Byrnes, Currie, Capers, Albert, Penny

RESOLUTION

Enacted and approved this 13th day of October, 2015, in Holly Hill



4.

Wellness Initiative

(Requested by Joseph Forte, City Manager)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Elizabeth Albert, District 4 - Commissioner
SECONDER:	Penny Currie, District 2 - Commissioner
AYES:	Byrnes, Currie, Capers, Albert, Penny

Enacted and approved this 13th day of October, 2015, in Holly Hill

5. Resolution

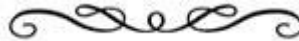
Resolution for Interlocal Agreement with Volusia County for Maintenance of Traffic Devices for the City of Holly Hill, Florida

(Requested by Mark Juliano, Public Works)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Elizabeth Albert, District 4 - Commissioner
SECONDER:	Penny Currie, District 2 - Commissioner
AYES:	Byrnes, Currie, Capers, Albert, Penny

RESOLUTION

Enacted and approved this 13th day of October, 2015, in Holly Hill

9. **REGULAR AGENDA - NONE**10. **PUBLIC HEARINGS - NONE**11. **PUBLIC PARTICIPATION**

None.

12. **COMMUNICATIONS**

a. City Manager & Staff Reports

1. -DOC-2015-46

Pension Board Budget Reports

(Requested by Kurt Swartzlander, Finance)

Just a report to the Mayor and City Commissioners.

Mr. Forte

RESULT:	PRESENTATION
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Enacted and approved this 13th day of October, 2015, in Holly Hill



- b. City Attorney
None.
- c. Mayor's Report
Mayor Penny spoke about the Day to Remember ceremony that took place at Sunrise Park for families and friends that lost loved ones.
- d. District Commissioners Reports
Commissioner Albert spoke about the Chamber Golf Scramble event which was a nice event, the National Day of Remembrance for Victims held at Sunrise Park, and suggested the Boys and Girls Club be the Grand Marshal for the Christmas Parade.
Commissioner Byrnes thanked everyone who came to his mother's funeral service; congratulated BMC CPA's for being selected as the City's auditors.
Mayor Penny congratulated and thanked BMC CPA's for their services and look forward to continuing to work with them; spoke about the National Day of Remembrance for Victims at the park, it was an honor to be there.

13. ADJOURNMENT

The meeting adjourned at approximately 9:30 PM.

Attachment: Minutes - October 13, 2015 - Regular City Commission meeting (1210 : Minutes)



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

**City Commission
Resolution**

MEETING DATE: October 27, 2015
FROM: Mark Juliano
SUBJECT: Professional Services for Lift Station #12 Rehabilitation
NUMBER: (ID # 1205)
APPLICANT:
PLANNER:

DISCUSSION:

The rehabilitation of Lift Station #12 is required due to its age and condition. Upgrades will include the installation of a new submersible pump station.

This scope of services includes the design, permitting, bidding services, construction administration, and inspection services required to completely rehabilitate Lift Station #12. The design engineering services include data collection, preliminary design, final design, preparation of specifications, permitting, and completion of bidding. Construction services include contract administration, inspection, preparation of record drawings, and certification of project completion to permitting agencies.

FISCAL ANALYSIS:

Funding for this project has been included in Fiscal Year budget 2015/2016. The Project Code is 16WW01. \$29,600 for this engineering design has been budgeted in account number 480-3020-535-6500.

STAFF RECOMMENDATION:

Authorize the City Manager to enter into an agreement with Quentin L. Hampton Associates, Inc. to provide professional services to facilitate the improvements to Lift Station #12.

COMMISSION GOAL:

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

Goal #4: Provide proficient public health and safety services in terms of police and fire

protection, water, storm water, waste water and solid waste management and disaster preparedness with a focus on intergovernmental collaboration, private sector partnerships, and utilization of technologies and proven innovations.

MOTION:

APPROVE RESOLUTION 2015-R-59, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH QUENTIN L. HAMPTON ASSOCIATES, INC., TO PROVIDE PROFESSIONAL SERVICES FOR THE PROJECT LIFT STATION #12 REHABILITATION.

ATTACHMENTS:

- Professional Services LIFT STATION #12 Rehabilitation (DOCX)

Resolution No. (ID # 1205)**PROFESSIONAL SERVICES FOR LIFT STATION #12 REHABILITATION****RESOLUTION 2015-R-59**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH QUENTIN L. HAMPTON ASSOCIATES, INC. TO PROVIDE PROFESSIONAL SERVICE FOR THE PROJECT LIFT STATION #12 REHABILITATION; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Holly Hill approved the proposed capital project as part of the fiscal year 2016 budget; and

WHEREAS, the City has a continuing services agreement with and has received a proposal from Quentin L. Hampton Associates, Inc. to perform the engineering services for this project.

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

SECTION 1. That the City Commission of the City of Holly Hill does hereby authorize the City Manager to enter into an agreement with Quentin L. Hampton Associates, Inc. to provide professional services for the project Lift Station #12 Rehabilitation.

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 adoption by the City Commission.

APPROVED AND AUTHENTICATED this 27th day of October, 2015.

BRADT. BLAIS, P.E. DAVID
A. KING, P.E. ANDREW M.
GIANNINI, P.E. KEVIN A.
LEE, P.E.

Quentin L. Hampton Associates, Inc.
Consulting Engineers
P.O. DRAWER 290247
PORT ORANGE, FLORIDA 32129-0247

TELEPHONE: (386) 761-1111
FAX: (386) 761-3977
EMAIL: qlha@qlha.com

4.1.a

September 30, 2015

Walt Smyser
Deputy Public Works Director
City of Holly Hill
453 LPGA Boulevard
Holly Hill, FL 32117

Email: wsmyser@hollyhillfl.org
Hard Copy Mailed Only on Request

*CITY OF HOLLY HILL
LIFT STATION #12 REHABILITATION
SCOPE OF SERVICES AND FEE ESTIMATE*

Dear Mr. Smyser:

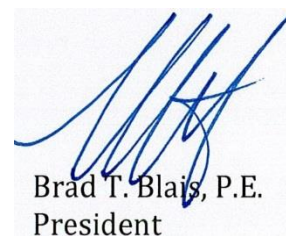
Quentin L. Hampton Associates, Inc. (QLH) is pleased to provide this engineering scope of services and fee estimate for the above referenced project. The attached scope of services addresses the work activities we understand to be required. The scope includes design, permitting, bidding services, construction administration, and inspection. We have established an allowance for survey and electrical sub-consultant effort.

The attached scope of services is in conformance with our professional services agreement. We look forward to the opportunity to serve the City of Holly Hill on this and future projects. If you have any questions or comments, please contact our office.

Sincerely,
QUENTIN L. HAMPTON ASSOCIATES, INC.



Kevin A. Lee, P.E.
Project Engineer



Brad T. Blais, P.E.
President

KAL/BTB:bf

Enclosures: Scope of Services, Fee Estimate
cc: QLH files

**CITY OF HOLLY HILL
LIFT STATION #12 REHABILITATION
SCOPE OF SERVICES**

GENERAL

This scope of services provided to the City of Holly Hill includes the design, permitting, bidding services, construction administration, and inspection services required to completely rehabilitate lift station #12.

The design engineering services include data collection, preliminary design, final design, preparation of specifications, permitting, and completion of bidding.

Construction services include contract administration, inspection, preparation of record drawings, and certification of project completion to permitting agencies.

BASIS OF DESIGN

The rehabilitation of this lift station is required due to its age and condition. Upgrades will include the following: removal of the existing hardware and the installation of new submersible pumps, rails, pipes, and controls. QLH will be responsible for complete design plans, permits with regulatory agencies, and preparation of plans and bid documents to accomplish this work.

DESIGN

During the design phase, QLH will complete the following work:

1. Collection of field information to supplement surveys.
2. Coordination of survey and utility locates.
3. Preparation of design plans. Minimum plan requirements include: civil drawings, which accurately depict existing features and proposed improvements. Drawings shall include plan sheets, and detail drawing as required.
4. Lettering size of plans shall be suitable for one-half size reduced drawings.
5. Preparation of Contract Documents, Contract Documents is defined as general conditions of the construction contract and include, but are not limited to, the Drawings, Specifications, and front-end documents (Bid, Agreement, General Conditions, Supplementary Conditions, and Post Bid Documentation).
6. A minimum of two (2) review meetings with City Staff (one at 60% design and 90% design completion).
7. Submittal of two (2) sets of plans and specifications to the City for review and comment at each of the above design meetings.
8. Submittal of an Engineer's preliminary opinion of cost shall be at 90% design submittal. Costs estimated will be itemized with unit costs indicated as appropriate.
9. Incorporation of the City Staff review comments in the Contract Documents.

10. Furnish two (2) sets and one (1) electronic copy of the contract documents to the City for staff use during construction.
11. At completion of the project, QLH will supply two (2) hard copies and one (1) electronic copy of as-builts.

PERMITTING

During the bidding phase, QLH will complete the following permitting work:

1. Preparation and submittal of permit applications at the 90% stage including FDEP Wastewater Collection System permit and respond to reasonable requests for additional information required from the permitting agencies.
2. Submittal of completion certifications, prepare a comprehensive set of (as-built) record drawings and requests for clearances from the permitting agencies upon completion of construction.

BIDDING- PACKAGE DEVELOPMENT. COORDINATION. AND CERTIFICATION

During the bidding phase, QLH will complete the following:

1. Provide advertisement for bids to the City staff for publishing in the legal newspaper by the City.
2. Prior to advertising, provide the City with a current opinion of cost in writing.
3. Provide one (1) set of contract documents (including drawings) to the City's purchasing coordinator.
4. Distribute Plans and Specifications to Contractors and Suppliers.
5. Clarify plans and specifications based on requests for information and prepare and distribute addenda.
6. Conduct a pre-bid meeting. Prepare minutes of the meeting and distribute to all attendees and plan holders.
7. Attend the bid opening and collect a copy of each bid submitted.
8. Review and check the bids and prepare a detailed bid tabulation.
9. Contact the low bidder (or bidder of choice) and obtain references, if not familiar to QLH.
10. Prepare an award recommendation letter.
11. After bid is awarded by the City Commission, prepare a construction contract, (five sets required), and mail the contracts to the Contractor. The Contractor is to return the construction contracts to QLH for review of the contract, insurance certificates and bonds. Provide an electronic copy of the construction plans to the City.

PURSUANT TO FLORIDA STATUTE SECTION 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT OF QUENTIN L. HAMPTON ASSOCIATES, INC. MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

LIFT STATION #12 REHABILITATION
City of Holly Hill
Estimated Engineering Fees
September 30, 2015

Person/Item	Hourly Rate	Project Design/Permitting		Bidding Assistance		Construction Admin	
		Estimated Hours	Cost	Estimated Hours	Cost	Estimated Hours	Cost
Project Manager	\$ 175.00	12	\$ 2,100.00	4	\$ 700.00	20	\$ 3,500.00
Project Engineer	\$ 140.00	30	\$ 4,200.00	8	\$ 1,120.00	12	\$ 1,680.00
CADD Operator	\$ 75.00	40	\$ 3,000.00	0	\$ -	8	\$ 600.00
Administrative Aide	\$ 50.00	12	\$ 600.00	8	\$ 600.00	12	\$ 600.00
Construction Project Rep.	\$ 62.00	0	\$ -	0	\$ -	100	\$ 6,200.00
	Subtotal		\$ 9,900.00		\$ 2,420.00		\$ 12,580.00
Survey Allowance			\$ 1,000.00				
Electrical Design Allowance			\$ 1,500.00				
Printing/Permit Fee Allowance			\$ 1,000.00		\$ 1,000.00		\$ 200.00
		Total	\$ 13,400.00		\$ 3,420.00		\$ 12,780.00
	Grand Total		\$29,600.00				

Prepared By: Quentin L. Hampton Associates, Inc.

CITY OF HOLLY HILL
LIFT STATION #12 REHABILITATION

ENGINEER'S ESTIMATE OF CONSTRUCTION COST

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
1	Demolition	1	LS	\$25,000.00	\$25,000.00
2	Bypass Pumping	1	LS	\$10,000.00	\$10,000.00
3	Complete Lift Station	1	LS	\$180,000.00	\$180,000.00
4	Electrical	1	LS	\$25,000.00	\$25,000.00
5	As-Built Plans	1	LS	\$2,500.00	\$2,500.00
6	MOT	1	LS	\$2,500.00	\$2,500.00
7	Restoration	1	LS	\$5,000.00	\$5,000.00
<i>Subtotal</i>					\$250,000.00
<i>10% Contingency</i>					\$25,000.00
<i>TOTAL CONSTRUCTION ESTIMATE</i>					\$275,000.00

Attachment: Professional Services LIFT STATION #12 Rehabilitation (1205 : Professional Services for Lift Station #12 Rehabilitation)



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

**City Commission
Resolution**

MEETING DATE: October 27, 2015
FROM: Mark Juliano
SUBJECT: Professional Services for L.S.#16 Rehabilitation and Replacement of
Force Main from L.S. #14
NUMBER: (ID # 1206)
APPLICANT:
PLANNER:

DISCUSSION:

The rehabilitation of Lift Station #16 is required due to its age and condition. Upgrades will include the installation of a new submersible pump station. This project also includes installation of approximately 1,400 LF of 6" force main from Lift Station #14. The existing force main goes down 6th Street to Center Avenue.

This scope of services provided to the City of Holly Hill includes the design, permitting, bidding services, construction administration, and inspection services required to completely rehabilitate Lift Station #16 and install 1,400 LF of force main from Lift Station #14.

FISCAL ANALYSIS:

Funding for these two projects have been included in Fiscal Year budget 2015/2016. The project codes are 16WW02 and 16WW03 respectively.

STAFF RECOMMENDATION:

Authorize the City Manager to enter into an agreement with Quentin L. Hampton Associates, Inc. to provide professional services to facilitate the improvements to Lift Station #16 and Force Main Replacement from Lift Station #14.

COMMISSION GOAL:

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

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

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

MOTION:

APPROVE RESOLUTION 2015-R-60, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH QUENTIN L. HAMPTON ASSOCIATES, INC., TO PROVIDE PROFESSIONAL SERVICES FOR THE PROJECT LIFT STATION #16 REHABILITATION AND FORCE MAIN REPLACEMENT FROM LIFT STATION #14.

ATTACHMENTS:

- Professional Services for Lift Station #16 Rehabilitation and Force Main Replacement from Lift Station #14 (DOCX)

Resolution No. (ID # 1206)**PROFESSIONAL SERVICES FOR L.S.#16 REHABILITATION AND
REPLACEMENT OF FORCE MAIN FROM L.S. #14****RESOLUTION 2015-R-60**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH QUENTIN L. HAMPTON ASSOCIATES, INC. TO PROVIDE PROFESSIONAL SERVICE FOR THE PROJECT LIFT STATION #16 REHABILITATION, AND FORCE MAIN REPLACEMENT FROM LIFT STATION #14; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Holly Hill approved the proposed capital project as part of the fiscal year 2016 budget; and

WHEREAS, the City has a continuing services agreement with and has received a proposal from Quentin L. Hampton Associates, Inc. To perform the engineering services for this project.

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

SECTION 1. That the City Commission of the City of Holly Hill does hereby authorize the City Manager to enter into an agreement with Quentin L. Hampton Associates, Inc. To provide professional services for the project Lift Station #16 Rehabilitation and Force Main Replacement from Lift Station #14.

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 adoption by the City Commission.

APPROVED AND AUTHENTICATED this 27th day of October, 2015.

September 30, 2015

Walt Smyser
Deputy Public Works Director
City of Holly Hill
453 LPGA Boulevard
Holly Hill, FL 32117

Email: wsmysr@hollyhillfl.org
Hard Copy Mailed Only on Request

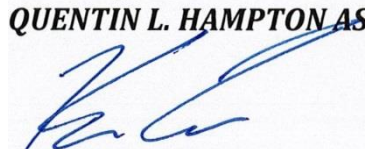
*CITY OF HOLLY HILL
LIFT STATION #16 REHABILITATION
SCOPE OF SERVICES AND FEE ESTIMATE*

Dear Mr. Smyser:

Quentin L. Hampton Associates, Inc. (QLH) is pleased to provide this engineering scope of services and fee estimate for the above referenced project. The attached scope of services addresses the work activities we understand to be required. The scope includes design, permitting, bidding services, construction administration, and inspection. We have established an allowance for survey and electrical sub-consultant effort.

The attached scope of services is in conformance with our professional services agreement. We look forward to the opportunity to serve the City of Holly Hill on this and future projects. If you have any questions or comments, please contact our office.

Sincerely,
QUENTIN L. HAMPTON AS SOCIATES, INC.


Kevin A. Lee, P.E.
Project Engineer

BradT. Blais, P.E.
President

KAL/BTB:bf

Enclosures: Scope of Services, Fee Estimate
cc: QLH files

Attachment: Professional Services for Lift Station #16 Rehabilitation and Force Main Replacement from Lift Station #14 (1206 : Professional

**CITY OF HOLLY HILL
LIFT STATION #16 REHABILITATION
SCOPE OF SERVICES**

GENERAL

This scope of services provided to the City of Holly Hill includes the design, permitting, bidding services, construction administration, and inspection services required to completely rehabilitate lift station #16 and install 1,400 LF of force main from lift station #14.

The design engineering services include data collection, preliminary design, final design, preparation of specifications, permitting, and completion of bidding.

Construction services include contract administration, inspection, preparation of record drawings, and certification of project completion to permitting agencies.

BASIS OF DESIGN

The rehabilitation of this lift station is required due to its age and condition. Upgrades will include the following: removal of the existing hardware and the installation of new submersible pumps, rails, pipes, and controls. The project also includes installation of approximately 1,400 LF of 6" force main from lift station #14. The existing force main goes down 6th Street to Center Avenue. The proposed route requires less 90 degree bends and will feed into the lift station #16 collection system. QLH will be responsible for complete design plans, permits with regulatory agencies, and preparation of plans and bid documents to accomplish this work.

DESIGN

During the design phase, QLH will complete the following work:

1. Collection of field information to supplement surveys.
2. Coordination of survey and utility locates.
3. Preparation of design plans. Minimum plan requirements include: civil drawings, which accurately depict existing features and proposed improvements. Drawings shall include plan sheets, and detail drawing as required.
4. Lettering size of plans shall be suitable for one-half size reduced drawings.
5. Preparation of Contract Documents, Contract Documents is defined as general conditions of the construction contract and include, but are not limited to, the Drawings, Specifications, and front-end documents (Bid, Agreement, General Conditions, Supplementary Conditions, and Post Bid Documentation).
6. A minimum of two (2) review meetings with City Staff (one at 60% design and 90% design completion).
7. Submittal of two (2) sets of plans and specifications to the City for review and comment at each of the above design meetings.
8. Submittal of an Engineer's preliminary opinion of cost shall be at 90% design submittal. Costs estimated will be itemized with unit costs indicated as appropriate.

9. Incorporation of the City Staff review comments in the Contract Documents.
10. Furnish two (2) sets and one (1) electronic copy of the contract documents to the City for staff use during construction.
11. At completion of the project, QLH will supply two (2) hard copies and one (1) electronic copy of as-builts.

PERMITTING

During the bidding phase, QLH will complete the following permitting work:

1. Preparation and submittal of permit applications at the 90% stage including FDEP Wastewater Collection System permit and respond to reasonable requests for additional information required from the permitting agencies.
2. Submittal of completion certifications, prepare a comprehensive set of (as-built) record drawings and requests for clearances from the permitting agencies upon completion of construction.

BIDDING- PACKAGE DEVELOPMENT. COORDINATION. AND CERTIFICATION

During the bidding phase, QLH will complete the following:

1. Provide advertisement for bids to the City staff for publishing in the legal newspaper by the City.
2. Prior to advertising, provide the City with a current opinion of cost in writing.
3. Provide one (1) set of contract documents (including drawings) to the City's purchasing coordinator.
4. Distribute Plans and Specifications to Contractors and Suppliers.
5. Clarify plans and specifications based on requests for information and prepare and distribute addenda.
6. Conduct a pre-bid meeting. Prepare minutes of the meeting and distribute to all attendees and plan holders.
7. Attend the bid opening and collect a copy of each bid submitted.
8. Review and check the bids and prepare a detailed bid tabulation.
9. Contact the low bidder (or bidder of choice) and obtain references, if not familiar to QLH.
10. Prepare an award recommendation letter.
11. After bid is awarded by the City Commission, prepare a construction contract, (five sets required), and mail the contracts to the Contractor. The Contractor is to return the construction contracts to QLH for review of the contract, insurance certificates and bonds. Provide an electronic copy of the construction plans to the City.

PURSUANT TO FLORIDA STATUTE SECTION 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT OF QUENTIN L. HAMPTON ASSOCIATES, INC. MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

LIFT STATION #16 REHABILITATION
City of Holly Hill
Estimated Engineering Fees
September 30, 2015

Person/Item	Hourly Rate	Project Design/Permitting		Bidding Assistance		Construction Admin	
		Estimated Hours	Cost	Estimated Hours	Cost	Estimated Hours	Cost
Project Manager	\$ 175.00	16	\$ 2,800.00	4	\$ 700.00	20	\$ 3,500.00
Project Engineer	\$ 140.00	32	\$ 4,480.00	8	\$ 1,120.00	12	\$ 1,680.00
CADD Operator	\$ 75.00	60	\$ 4,500.00	0	\$ -	8	\$ 600.00
Administrative Aide	\$ 50.00	12	\$ 600.00	8	\$ 600.00	12	\$ 600.00
Construction Project Rep.	\$ 62.00	0	\$ -	0	\$ -	100	\$ 6,200.00
	Subtotal		\$ 12,380.00		\$ 2,420.00		\$ 12,580.00
Survey Allowance			\$ 2,000.00				
Electrical Design Allowance			\$ 1,500.00				
Printing/Permit Fee Allowance			\$ 1,000.00		\$ 1,000.00		\$ 200.00
		Total	\$ 16,880.00		\$ 3,420.00		\$ 12,780.00
Grand Total			\$33,080.00				

Prepared By: Quentin L. Hampton Associates, Inc.

CITY OF HOLLY HILL
LIFT STATION #16 REHABILITATION

ENGINEER'S ESTIMATE OF CONSTRUCTION COST

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
1	Demolition	1	LS	\$25,000.00	\$25,000.00
2	Bypass Pumping	1	LS	\$10,000.00	\$10,000.00
3	Complete Lift Station	1	LS	\$180,000.00	\$180,000.00
4	Electrical	1	LS	\$20,000.00	\$20,000.00
5	Force Main 6" PVC	1,400	LF	\$45.00	\$63,000.00
6	As-Built Plans	1	LS	\$2,500.00	\$2,500.00
6	MOT	1	LS	\$4,000.00	\$4,000.00
7	Restoration	1	LS	\$7,500.00	\$7,500.00
<i>Subtotal</i>					\$312,000.00
<i>10% Contingency</i>					\$31,200.00
<i>TOTAL CONSTRUCTION ESTIMATE</i>					\$343,200.00

Prepared By:
Quentin L Hampton Assoc, Inc
September 30, 2015



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

**City Commission
Agenda Item**

MEETING DATE: **October 27, 2015**
FROM: **Joseph Forte**
SUBJECT: **Request for a Lien Reduction Applied to the Property Located at**
 924 Flomich St.
NUMBER: **(ID # 1209)**
APPLICANT:
PLANNER:

DISCUSSION:

The City has received a request for a Reduction of Lien “code enforcement liens” that have been placed on the real property located at 924 Flomich Street. The property is currently owned by the Phyllis J. Kirk. Ms. Kirk acquired the property with a trade for another property through a quit claim deed.

The original code enforcement action commenced on January 2, 2005 when the property owner, Chris Wisniowski was notified of several code violations. Mr. Wisniowski was sent several certified letters to appear before the Special Master however, none of the letter were accepted by Mr. Wisniowski and were subsequently returned. The property was posted and the case was sent to the Special Master and on March 22, 2005 a Findings of Fact and Conclusions of Law and Order was placed upon this property initiating a \$10,000.00 per day fine. However, this fine was never recorded.

Mr. Wisniowski’s case appeared before the Special Master again on July 21, 2008 and another Findings of Fact and Conclusions of Law and Order was placed upon this property initiating an administrative fine in the amount of \$250.00 plus a \$50 per day fine for each of the two sited violations.

A Claim of Lien was recorded with the Clerk of the Court on October 6, 2008, in the amount of \$450.00. This lien was later modified and a new Claim of Lien was recorded with the Clerk of the Court on January 5, 2015 in the amount of \$200.00 per day until the property comes into compliance retroactive to October 2, 2008.

The Fire Department responded to a fire at this address on June 7, 2015 in which the property suffered a great deal of damage. Ms. Kirk, who lives next door entered into a property trade with Mr. Wisniowski on or about June 22, 2015. Ms. Kirk was informed of the violations on July 20, 2015 and the requirement for the property to be brought into compliance. Ms. Kirk immediately began repairing the property and on August 10, 2015, code enforcement determine the property was in compliance.

Ms. Kirk acquired the property without knowing the full extent of the fines and liens that were placed upon the property and is requesting a reduction in the amount of the lien.

Staff has determined the lien associated with this property is for 2495 days of non-compliance at \$200.00 per day, plus the Special Master Administrative fee of \$250.00 and a \$20.00 recording fee for a total of \$499,270.00.

Direct expenses to the City include:

Finance Department	\$26.61+35% (benefits) x2	= \$33.97
Code Enforcement	\$76.55+35% (benefits) x2	= \$103.34
Police Admin.	\$188.75+85% (benefits) x2	= \$349.19
Total admin costs		\$486.50
Original Special Master Administrative Fine -		\$250.00
Filing fee		\$20.00
Total		\$756.50

***A copy of the entire file is available in the Police Chief's Office.**

FISCAL ANALYSIS:

City reimbursement for administrative and direct costs in the amount of **\$756.50**.

STAFF RECOMMENDATION:

Reduce the lien from \$499,270.00 by \$498,513.50 leaving a balance owed to the City in the amount of \$756.50.

COMMISSION GOAL:

MOTION:

To reduce the lien to an administrative fee in the amount of \$756.50 payable no later than November 30, 2015. Failure to pay the lien by November 30, 2015 will cause the entire lien to be place back upon the property.

- Applicant Authorization Form (PDF)

- Request for Lien Reduction (PDF)
- Request for Lien reduction review document (PDF)
- History of violations (PDF)
- Claim of Lien documents (PDF)

APPLICANT AUTHORIZATION FORM

An authorized applicant is defined as:

- 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 Phyllis J. Kirk, the fee simple owner of the following
(Owner's Name)

described property (Provided Legal Description or Tax Parcel ID Number(s)) 42-14-32-04-29-0282

hereby petition the Holly Hill City Commissioners to grant a release of lien in the amount of \$449,270.000 for Case No. 15-01, and affirm that is hereby designated to act as my / our authorized agent and to file the attached application for the above stated request and make binding statements and commitments regarding the request.

Phyllis J. Kirk
Owner's Name
Phyllis J. Kirk
Owner's Signature

Owner's Name

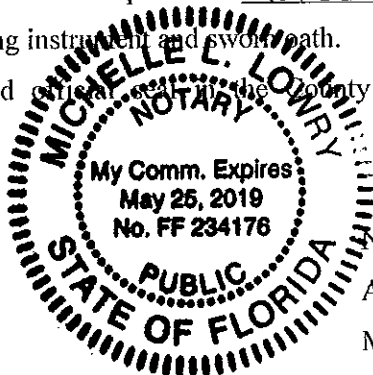
Owner's Signature

I certify that I have examined the 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 Volusia County, Florida and are not returnable.

SWORN TO AND SUBSCRIBED before me this 26 day of Aug., 20 15.

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgements, personally appeared Phyllis J. Kirk, who is personally known to me or who has produced Florida Driver's License as identification and who executed the foregoing instrument and sworn oath.

WITNESS my hand and official seal in the County and State last aforesaid this 26 day of Aug., 20 15



Michelle L. Lowry
Notary Public in and for the County and State

Aforementioned

My Commission Expires: May 25, 2019

CITY OF HOLLY HILL
CASE NO. 15-01

REQUEST FOR REDUCTION OF LIEN

BY COMPLETING THIS FORM, YOU ARE MAKING STATEMENTS UNDER OATH

INSTRUCTIONS: Please fill in both sides of this form completely. Be specific when writing your statement. Please return this form to the City Manager. THE REQUEST FOR REDUCTION OF LIEN will then be presented to the City Commissioners at their regularly-scheduled hearing, or as soon thereafter as possible, and you will be notified in writing of the Board's decision within 10 days after the meeting. If you are claiming medical or financial hardship, attach supporting documentation (i.e., a doctor's statement or proof of income). If you have any questions, please call the Clerk at (386) 248-9441.

Property Owner's Name: Phyllis J. Kirk
Property Address: 924 1/2 Flomich St.
Holly Hill, Fl. 32117

Phone number(s) where you
can be reached during the day: 386-843-1904

Is the property now in compliance? ☒ YES ☐ NO
(If No, explain in detail) _____

Are you claiming a financial hardship? ☒ YES ☐ NO

Are you claiming a medical hardship? ☒ YES ☐ NO

If the property owner is unable to complete this form, list the name of the person who is legally authorized to act for the property owner and his/her relationship to the property owner:

Name: _____

Relationship: _____

Attachment: Request for Lien Reduction (1209 : Lien Reduction -924 Flomich Ave)

I, Phyllis J. Kirk, do hereby submit this REQUEST FOR REDUCTION OF LIEN to request a reduction in the total amount of lien imposed and in support offer the following statement:

Before I traded property with Chris Wisniewski I went to Chief Building official Larry Hefus office ~~to~~ on 6-9-2015 to Inquire about the property what need to be take care of since the property was Condemned. The secretary Bridget look up the property, and told me there was two fine, in the amount of one was \$200.00 one was 450.00 total. I said I could pay that amount. So after checking on 924 1/2 I went ahead and traded property, after that I went to pay the fines to Bridget in the amount of \$650.00 she told me that I had to pay across street at finance Dept. That was when I was told by Mr. Hudson the amount was 487,050.00. No way could pay the amount (see Attached Letter)

Date: 8-26-15 Signed: Phyllis J. Kirk
Print Name: Phyllis J. Kirk

STATE OF Florida
COUNTY OF VOLUSIA

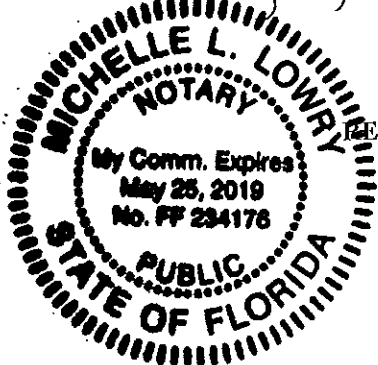
PERSONALLY appeared before me, the undersigned authority duly authorized to administer oaths and take acknowledgements, Phyllis J. Kirk, who after first being duly sworn, acknowledged before me that the information contained herein is true and correct. He/she is not personally known to me and has produced Florida Drivers License as identification and did take an oath.

Date: Aug 26, 2015

Michelle L. Lowry

Notary Public

My Commission Expires: May 25, 2019



RETURN COMPLETED, SIGNED AND NOTARIZED FORM TO:

CITY MANAGER DEPARTMENT
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

Attachment: Request for Lien Reduction (1209 : Lien Reduction -924 Flomich Ave)

8-18-15

To: City Manager

I Phyllis Kirk Request for the commissioner
 To reduce or waive code enforcement fine
 for the amount due on my property at
 924 1/2 Flomich St. Holly Hill Fl. 32117

There was no purchase price. I just
 traded a house on Bokkie Lee Dr. Holly Hill Fl
 for this property. I didn't know about any
 liens on the property. We just did a quit
 claim deed on the trading of the property's
 The house was in a rundown condition.

Due to fire the house ^{was} condemned by city
 on 6-8-15. I purchased the property
 on 6-22-15 or should I say traded property
 on 6-22-15. The city of Holly Hill inform me
 that I bring this property in compliance. by
 eliminating sanitary nuisances and obtaining
 a permit to demolish or repair restore and
 rehabilitate the structure to comply with city
 Code. on 8-10-15 the property is in
 compliance.

I'm sorry for asking you to forgive me.
 I couldn't pay this amount \$487,050.00
 for so many reasons. This would cause hardship on
 me. I'm a single 76 yr old & have had a heart
 attack. I also have a 6 yr old son I adopted.

Attachment: Request for Lien Reduction (1209 : Lien Reduction -924 Flomich Ave)

that has medical problems. He is a E.S.E. student. with a Lot of problems.

That is why I wanted the property that I trade for. It is next door to me. That way I could have my niece to live in the house & help me care for my son & myself. I need help I can't walk very good since I fell & Broke my ankle & heel. I don't have the money to hire someone to help. My niece would help me if she live next door. With my son, She is on S.S.I and can't drive. Please find it in your heart to help waive Code enforcements fees. on this property 924 1/2 Flomich St. Holly Hill 71.

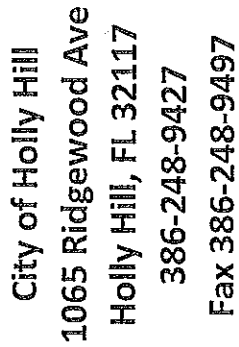
Thank you in Advance

Gyllis Jean Drip

924 Flomich St

Holly Hill, 71. 32117

Phone - 386-843-1904



Address: 924 1/2 Flomich St

Month	Days	Month	Days	Month	Days	Total Days	Charges through 6/9/15
Oct-08	23	Jan-11	31	Apr-13	30		
Nov-08	30	Feb-11	28	May-13	31		
Dec-08	31	Mar-11	31	Jun-13	30		
Jan-09	31	Apr-11	30	Jul-13	31		
Feb-09	28	May-11	31	Aug-13	31		
Mar-09	31	Jun-11	30	Sep-13	30		
Apr-09	30	Jul-11	31	Oct-13	31		
May-09	31	Aug-11	31	Nov-13	30		
Jun-09	30	Sep-11	30	Dec-13	31		
Jul-09	31	Oct-11	31	Jan-14	31		
Aug-09	31	Nov-11	30	Feb-14	28		
Sep-09	30	Dec-11	31	Mar-14	31		
Oct-09	31	Jan-12	31	Apr-14	30		
Nov-09	30	Feb-12	28	May-14	31		
Dec-09	31	Mar-12	31	Jun-14	30		
Jan-10	31	Apr-12	30	Jul-14	31		
Feb-10	28	May-12	31	Aug-14	31		
Mar-10	31	Jun-12	30	Sep-14	30		
Apr-10	30	Jul-12	31	Oct-14	31		
May-10	31	Aug-12	31	Nov-14	30		
Jun-10	30	Sep-12	30	Dec-14	31		
Jul-10	31	Oct-12	31	Jan-15	31		
Aug-10	31	Nov-12	30	Feb-15	28		
Sep-10	30	Dec-12	31	Mar-15	31		
Oct-10	31	Jan-13	31	Apr-15	30		
Nov-10	30	Feb-13	28	May-15	31		
Dec-10	31	Mar-13	31	Jun-15	9		
Total	814		820		800		



HOLLY HILL POLICE DEPARTMENT

INTER-OFFICE CORRESPONDENCE

Date: September 2, 2015

To: Joseph Forte, City Manager

From: Stephen K. Aldrich, Chief of Police

Case #15-01

Subject: Request for Reduction of Lien (924 ½ Flomich Street/ Parcel #42-14-32-04-29-0282)

Please find attached the Request for Reduction of lien for your review, as well as a copy of the history of the case. The lien totals **\$499,270.00** in this case.

Staff feels this application meets the requirements to proceed with the Request for Reduction of lien.

Please review the information and issue a determination of approval or denial on this form. Pursuant to City Commission's approved Lien Reduction/Waiver Policy, your decision regarding approval or denial shall be based on whether the request fails any one of the established guidelines listed below:

- (1) If a property owner has purchased property on which a lien was recorded, a waiver or reduction on lien shall not be granted, in such cases, the lien should have been considered in reaching a purchase price.

_____ Fails

_____ ☒ Does not fail

Staff Findings: The current owner, Phyllis J. Kirk, traded a piece of real property on Bobbie Lee Drive, Holly Hill, for the property, 924 ½ Flomich Street, formerly owned by Chris Wisniowski. Ms. Kirk failed to obtain a Certificate of Title to verify the amount of liens placed against the property. Ms. Kirk's written statement indicated that she personally checked with the Building Department about liens against the property, but was misinformed about the total lien amounts. Ms. Kirk indicated that she believed that a total of \$600.00 in liens had been placed against the property; when in fact, the total accrued lien amount has been determined to be \$499,270.00.

- (2) If the title insurance policy is issued upon the purchase of the property and the title insurance failed to identify or consider the lien, a waiver or reduction in lien shall not be granted. In such cases, the lien should have been discovered by the title insurer and providing a reduction or wavier would

Attachment: Request for Lien reduction review document (1209 : Lien Reduction -924 Flomich Ave)

place the City in the position of indemnifying the title insurer against its losses, which losses should be reflected in premium charges.

_____ Fails

☒ Does not fail

Staff Findings: A Title insurance policy was not issued when ownership was transferred.

- (3) A request for a waiver of reduction in lien shall not be granted if the City Commission has previously reduced the amount of the lien. This statement applies whether or not the request is received from the original applicant for reduction or subsequent applicant.

_____ Fails

☒ Does not fail

Staff Findings: To the best of the Staff's knowledge, there has never been a request of the City Commission to reduce the lien.

- (4) If a lending agency receives a certificate of title through foreclosure after a lien is in place, then the lending agency will pay the administrative costs associated with the case (plus 10%).

Staff Findings: No lending agency has been involved with this transaction and no foreclosures have occurred involving this property.

_____ Fails

☒ Does not fail

☒ Approved for consideration by City Commission

_____ Denied


Joseph Forte
City Manager



HOLLY HILL POLICE DEPARTMENT

INTER-OFFICE CORRESPONDENCE

Date: September 2, 2015

To: Joseph Forte, City Manager

From: Stephen K. Aldrich, Chief of Police

Subject: 924 ½ Flomich Street (Parcel #42-14-32-04-29-0282) – Historical Review of Lien (a.k.a. 924A Flomich St. and/or 924 Flomich St.)

-
- 08/ /1998- Chris Wisniewski obtained a Warranty Deed on the real property located at 924 ½ Flomich Street, from an affiliated Party for \$20.00
- 01/04/2005- Chris Wisniewski was issued a Violation notice, by Holly Hill Code Enforcement Officer Karen Brown, for the following documented violations:
- **Holly Hill Code Section 114-811:** Keeping and Storing of Dismantled, Non-operative Machinery, Vehicles, Boats, Scrap Metal or Junk.
 - **Holly Hill Code Section 26-61(2):** Accumulation of trash, litter, debris, building debris, bricks, concrete, scrap lumber or other refuse of any nature.
 - **Holly Hill Code Section 26-62(3):** Any condition which provides harborage for rats, mice, snakes, and other vermin.
 - **Holly Hill Code Section 26-62(11):** Storage or accumulation of junk in any area zoned for residential use.
 - **Holly Hill Code Section 114-813:** Storage in Carports.
 - **Holly Hill Code Section 114-811:** Storage of loose materials, scrap metal or junk.
 - Certified letter sent to Chris Wisniewski that was never accepted
- 01/27/2005- Chris Wisniewski was issued a Violation notice, by Holly Hill Code Enforcement Officer Karen Brown, for the following documented violations (Photos taken of violations):
- **Holly Hill Code Section 114-811:** Keeping and Storing of Dismantled, Non-operative Machinery, Vehicles, Boats, Scrap Metal or Junk.
 - **Holly Hill Code Section 26-61(2):** Accumulation of trash, litter, debris, building debris, bricks, concrete, scrap lumber or other refuse of any nature.
 - **Holly Hill Code Section 26-62(3):** Any condition which provides harborage for rats, mice, snakes, and other vermin.

Attachment: History of violations (1209 : Lien Reduction -924 Flomich Ave)

- **Holly Hill Code Section 26-62(11):** Storage or accumulation of junk in any area zoned for residential use.
 - **Holly Hill Code Section 114-813:** Storage in Carports.
 - **Holly Hill Code Section 114-811:** Storage of loose materials, scrap metal or junk.
- 02/28/2005- The property was found to be non-compliant by Code Enforcement Officer Karen Brown.
- 03/01/2005- Tim Harbuck issued Mr. Chris Wisniowski an Official Notice to Appear before Special Master, Douglas Kneller, on March 22, 2005. Notice was sent certified mail, but never accepted.
 - Karen Brown posted an Official Notice to Appear on the property in full view of the public- Photo taken 03/01/2005 and 03/02/2005.
- 03/22/2005- Photos taken of property that revealed nothing had changed since Violation Notice was issued.
- 03/22/2005- During the Special Master's Hearing conducted by Douglas Kneller it was determined that Chris Wisniowski's property continued to be in violations of Holly Hill City Ordinances, 114-811, 114-813, and 26-61 (2),(3), and (11)b. The Special Master imposed a fine amount of \$10,000.00 per day to begin accruing on: plus stated interest if said violations are not corrected on or before 04/03/2005, and if not, an Order Imposing Administrative Fine/Lien shall be recorded in the County Records. (There is no record in the case file that indicates the property come into compliance or a lien was filed against the property, as ordered.)
- 03/07/2008- A Notice of Violations was posted on the door of the property with the following violations:
 - **Holly Hill Code Section 114-792(a):** Parking or Storage of Vehicles
 - **Holly Hill Code Section 114-811:** Keeping and Storing of Dismantled, Non-operative Machinery, Vehicles, Boats, Scrap Metal or Junk.
 - **Holly Hill Code Section 26-61(2):** Accumulation of trash, litter, debris, building debris, bricks, concrete, scrap lumber or other refuse of any nature.
 - **Holly Hill Code Section 26-62(3):** Any condition which provides harborage for rats, mice, snakes, and other vermin.
 - Please have debris removed from yard.
 - Vehicles must be tagged/operable or removed (Red truck with topper and trailer)
 - House address number must be displayed.
- 06/25/2008- Chris Wisniowski was issued a Notice to Appear before Special Mater, on July 9, 2008, for violation of the City Ordinances related to Sanitary Nuisances and Parking.
- 06/26/2008- Notice to Appear sent certified mail to Chris Wisniowski, but letter was never accepted.

- 07/09/2008- The Holly Hill Code Enforcement Special Magistrate, John Pascucci, heard testimony under oath regarding the code violations at Chris Wisniowski's property.
The respondent, Chris Wisniowski was found non-compliant for violations of 26-61(2), 26-61(3), 114-792(A) AND 114-811.
Based on the finding of the hearing, Chris Wisniowski was ordered to pay \$250.00 administrative fee and \$50.00 per day, per violation for any violation not corrected within (30)-thirty days, for the total time the violation exist. An accruing \$200.00 per day was imposed against the property due to Mr. Wisniowski's continued inaction to address any of the cited violations. (Court Order signed July 21, 2008.)
- 09/30/2008- Claim of Lien filed with the County of Volusia, Book#6283 and Page #907, indicating a Special Master Fee and Sanitary Nuisance Multiple Fines per day. The total fine amount was incorrectly stated to be \$450.00.
- 04/07/2011- Code Enforcement Officer, Cheri Towne issued a Courtesy Notice an accumulation of debris/trash. (tree debris, carport area, clutter by front door and yard tree debris) The notice required correct of violations by 04/16/2011.
- 04//18/2011- A violation notice was issued against the owner of 924A Flomich Street for the following violations:
- Holly Hill Code Section 26-61(1): Grass and weeds in excess of 12 inches in height.
 - **Holly Hill Code Section 26-61(2):** Accumulation of trash, litter, debris, building debris, bricks, concrete, scrap lumber or other refuse of any nature.
 - **Holly Hill Code Section 26-62(3):** Any condition which provides harborage for rats, mice, snakes, and other vermin.
 - Please have debris removed from yard.
 - Holly Hill Code Section 26-61(11): Storage of accumulation of junk in any area zoned for residential use. (including carport)
 - Ten days was given to correct the violations.
- 04/28/2011- The property was checked by Cheri Towne and found non-compliant. (No further records were in the file related to the final disposition of this recorded code violation case.)
- 12/30/2014- The City of Holly Hill corrects the previously filed Claim of Lien, from September 30, 2008, to correctly identify the accruing fine schedule. The revised Lien recorded a \$200.00 per day fine accruing against the property from the originating date on October 2, 2008 until brought into compliance.
- 06/07/2015- The residential structure at 924 Flomich Street, Owned by Chris Wisniowski, was heavily damaged in a fire that was later determined to be accidental.
- 06/xx/2015- Phyllis Kirk completes a Quit Claim Deed purchase of the property and trades a piece of real property, on Bobby Lee Drive, to Chris Wisniowski for the 924 Flomich Street property.

- 06/09/2015- Phyllis Kirk obtained a lien calculation from the City's Finance department indicating an accruing lien against the property at a current total value of \$487,050.00.
- 07/20/2015- City Building Official, Larry Hites, sent a certified letter to Phyllis Kirk indicating the property was in violation of several Sanitary Nuisances Ordinances and in a state of disrepair as a result of a residential fire. The letter gave Ms. Kirk (30)-days to bring the property into compliance or a Public Hearing before the City Commission would be commenced.
- 08/10/2015- Property determined to be in compliance by Code Enforcement Officer Robert Hutchison. Accruing fine balance stopped, total fine against property calculated to be \$499,270.00.
- 08/18/2015- Phyllis Kirk contacted the City Manager's office and submits a written letter requesting a lien waiver/reduction for her recently obtained property located at 924 Flomich Street. (Ms. Kirk was then supplied with the written application form to submit for a lien reduction/waiver, along with the instructions.)
- 09/01/2015- Phyllis Kirk resubmits her written request for lien reduction/waiver, but lacks supporting information related to her alleged medical and financial hardships.
- 09/02/2015- Phyllis Kirk submits supporting information regarding her request for consideration due to medical and financial hardship.

Return To: (Enclose Self Addressed Envelope)	
Name:	Kurt Swartzlander
Address:	1065 Ridgewood Avenue
	Holly Hill, FL 32117
This instrument Prepared by:	
Name:	Kurt Swartzlander
Address:	1065 Ridgewood Avenue
	Holly Hill, FL 32117
Property Appraisers Parcel ID Number(s): 4242-04-29-0282	

01/05/2015 09:11 AM
Instrument# 2015-000677 # 1
Book: 7069
Page: 4960
Diane H. Matousek
Volusia County, Clerk of Court

Claim of Lien

State of Florida, County of Volusia

Before me, the undersigned Notary Public, personally appeared Kurt Swartzlander, Finance Director

Who was duly sworn and says he/she is (the lienor herein)

City of Holly Hill

(Lienor's Name)

whose address is: 1065 Ridgewood Ave, Holly Hill, Florida 32117

(Lienor's Address)

And in accordance with a service with Chris Wisniewski

Lienor furnished labor, services or materials consisting of: (Describe specially fabricated materials separately)

Trash & litter \$50.00 a day. Sanitary nuisance \$50.00 a day. Non-operating junk etc. \$50.00 a day.

Untagged vehicles \$50.00 a day. Beginning on October 2, 2008

on the following described real property in Volusia County, Florida:

(Describe real property sufficiently for identification, including street and number, if known)

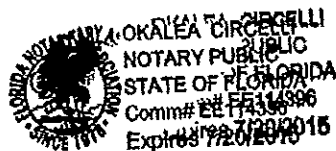
W 100 FT OF E 280 FT OF S 200 FT OF LOT 28 BLK 29 FLEMING

FITCH GRANT MB 1 PG 1

924-A Flomich Street, Holly Hill, FL 32117

owned by with Chris Wisniewski

of a total value of Two Hundred Dollars a day (\$200.00) until property comes into compliance
which remains unpaid as of December 30, 2014



OKALEA CIRCELLI
NOTARY PUBLIC
STATE OF FLORIDA
Comm# EE114396
Expires 7/20/2015

By

Lienor: City of Holly Hill

(Agent)

Print Name: Kurt Swartzlander

Sworn to and subscribed before me this

30

day of

December

2014

Notary Public

Attachment: Claim of Lien documents (1209 : Lien Reduction -924 Flomich Ave)

10/06/2008 09:20 AM
 Instrument# 2008-197258 # 1
 Book: 6283
 Page: 907
 Diane H. Matousek
 Volusia County, Clerk of Court

Name:	Kurt D. Swartzlander
Address:	1065 Ridgewood Avenue
	Holly Hill, FL 32117
This Instrument Prepared By:	
Name:	Kurt D. Swartzlander
Address:	1065 Ridgewood Avenue
	Holly Hill, FL 32117
Property Appraisers Parcel ID Number(s):	4242-04-29-0282

Claim of Lien

State of Florida, County of Volusia

Before me, the undersigned Notary Public, Personally appeared Kurt D. Swartzlander
 Who was duly sworn and says she is the agent herein

City of Holly Hill

(Lienor's Name)

Whose Address is:

1065 Ridgewood Avenue, Holly Hill, FL 32117

(Lienor's Address)

And in accordance with a contract with: N/A

Lienor furnished labor, services or materials consisting of: (Describe specially fabricated materials separately)

Special Master Fine

Sanitary Nuisance Multiple Fines Per Day

on the following described real property in Volusia County, Florida:

(Describe real property sufficiently for identification, including street & number, if known)

Parcel ID#: 4242-04-29-0282

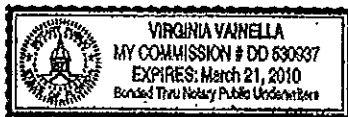
924-A Flomich Street, Holly Hill, FL 32117

owned by **Wisniowski, Chris**

of a total value of Four Hundred Fifty and No/100 Dollars \$450.00

of which there remains unpaid \$450.00, and furnished the first of these items on the last of these items on, and (if the lien is claimed by one not in privity with the owner) that the lienor served his notice to owner on 7/21/2008, by United States Postal Services First Class Mail.

And, (if required) that the lienor served copies of the notice on the contractor, subcontractor, N/A



Lienor: City of Holly Hill
 By Kurt D. Swartzlander (Agent)
 Printed Name: Kurt D. Swartzlander

STATE OF FLORIDA

COUNTY OF VOLUSIA

Sworn to (or affirmed) and subscribed before me this 30 day of Sept, 2008 by _____, who is personally known to me or produced _____ as identification and did / did not take an oath.

V. Vainella
 Notary Public

Attachment: Claim of Lien documents (1209 : Lien Reduction -924 Flomich Ave)



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

**City Commission
Agenda Item**

MEETING DATE: October 27, 2015
FROM: Thomas Harowski
SUBJECT: 1314 Woodward Parking Lot A Request for Special Exception
Approval Under Section 114-693 of the Land Development
Regulations to Allow Parking for a Business on Adjacent
Property in a Different Zoning District.
NUMBER: (ID # 1204)
APPLICANT: Senior's Are Us Adult Day Care
PLANNER: Thomas Harowski

INTRODUCTION: This special exception application is a request to allow parking and access at 1314 Woodward Avenue as permitted by Section 114-693.

BACKGROUND: The existing business, Seniors R'Us, which is a senior day care facility, is seeking approval to allow parking and access on an adjacent lot fronting on Woodward Avenue. The business currently has access from Ridgewood Avenue, but the access is restricted by the existing site layout and Votran, which brings many of the clients to the site, has determined they will eliminate service to the site based on safety concerns. Currently the buses have to stop on Ridgewood Avenue for an extended period while clients are transferred from the bus to the building.

The Seniors R'Us business has entered into an agreement to purchase the vacant lot to the east which connects to Woodward Avenue. The plan is use this lot to develop a one way drive from Woodward Avenue to Ridgewood Avenue to provide a route for the buses to bring clients to the site and then exit onto Ridgewood Avenue. Approximately 10 supplementary parking spaces for staff and visitors are also proposed. (Refer to concept plan.)

The Woodward Avenue parcel is zoned R-3 Medium Density Single Family Residential. The City code allows off-site parking in a different district as a special exception use per Section 114-693. The applicant is seeking approval for the parking use under the terms of this special exception.

DISCUSSION: There are seven criteria which the site must meet in order to qualify for the special exception approval. The applicant has submitted an application and a concept plan for development of the property to demonstrate compliance with the special exception criteria. In order to grant the special exception the City Commission must find that the proposal meets these criteria.

The lot proposed for parking use must be contiguous. The site complies as the lot is contiguous.

The land must be under common ownership. The site complies as the applicant is the contract purchaser of the subject property. The owner has consented to the application. The City Attorney has requested the applicant join the two parcels into a single lot as a condition of the special exception.

The principal building served by the parking must have existed prior to the adoption of the land development code. The site complies as the existing building was constructed in 1950 according to the property appraiser's records.

Traffic should not be directed through predominantly residential areas. Traffic will be limited to entering traffic only during the period of operation of the business. The proposed lot is close to the intersection of Woodward Avenue and Walker Street. At the corner, there is an existing parking lot that is also located in the R-3 zone. North of this parking lot is a single-family home and then the subject property. The proposed parking area will be approximately 34 feet from the common property line with the single-family home to the south. Existing trees in the area will be preserved and a hedge buffer is provided.

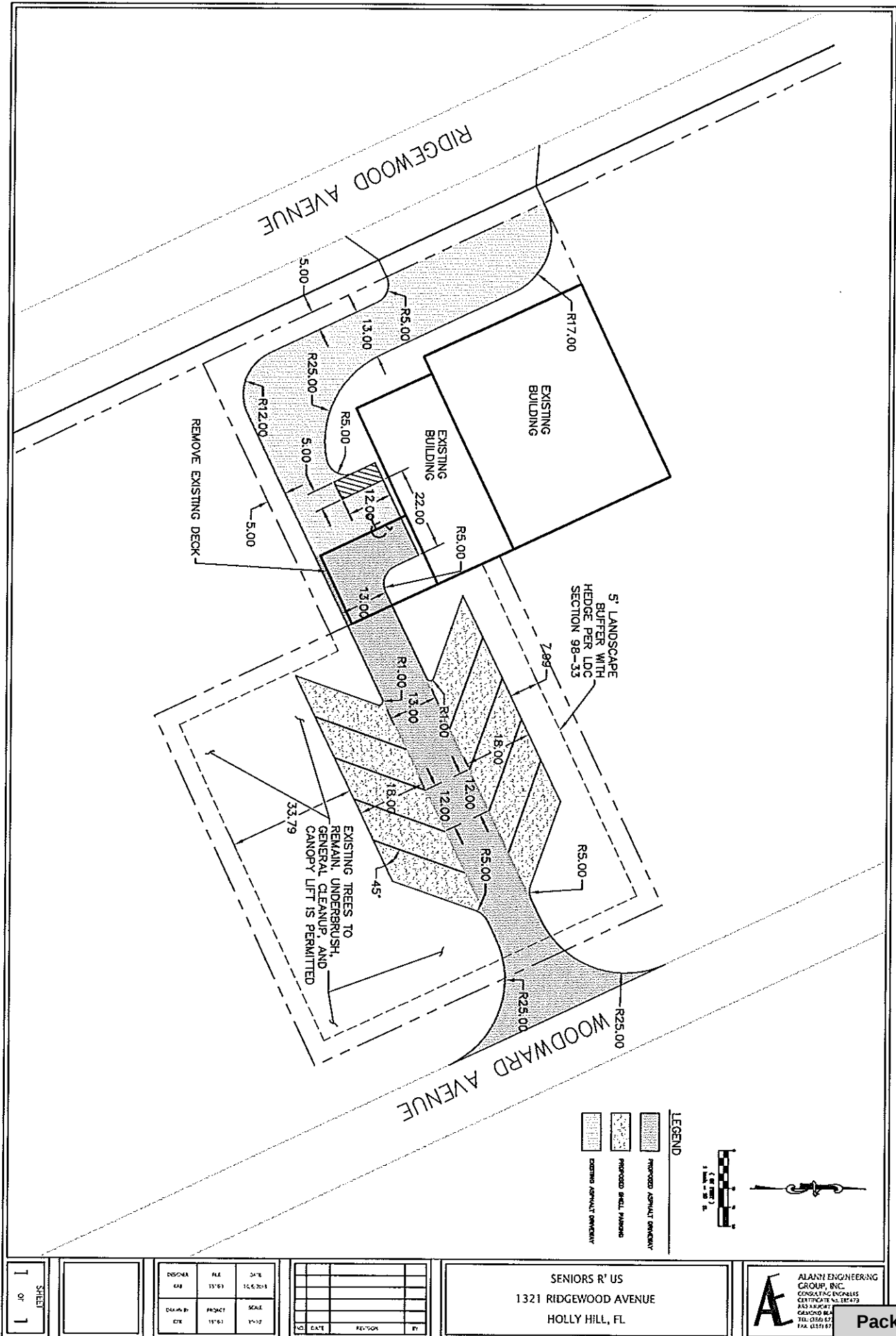
Staff is recommending that Votran be directed to use Walker Street and the south end of Woodward Avenue as a condition of the special exception approval to minimize impacts to the residential area. Staff is also recommending a gate or similar closure be provided at the Woodward Avenue access as a condition of the special exception approval. The intent is to close off access when the business is not open to prevent cut through traffic. Staff is also recommending that the special exception expire with a change of use. The primary need for the driveway access is to accommodate the Votran access, and subsequent businesses may be able to redesign the parking to eliminate the Woodward Avenue access. Staff believes that these additional conditions combined with the proposed site design will minimize impacts to the neighborhood.

A Type B landscape buffer is required. The Type B buffer is a hedge which is to be a minimum 4-feet tall. The hedge is shown on the concept plan. The applicant intends to clear the underbrush from the property and maintain all trees that do not have to be removed for either the driveway or the parking spaces.

A parking plan is required. The applicant has submitted a concept design for the parking and access. If the special exception is approved, a formal site plan approval will be required.

RECOMMENDATION: If the City Commission agrees with the staff analysis on compliance with the special exception criteria, the Commission should grant the special exception with the additional conditions recommended by staff.

- SE-2015-02 Concept Plan (PDF)
- SP-2015-02 Location Map (PDF)
- SP-2015-02 Aerial Photo (PDF)
- SE-2015-02 Application (PDF)



SP-2015-02 LOCATION MAP



Scale 1:3,000 - 1 in = 250 ft
 Date Created:
 07-Oct-15 02:11 PM

DISCLAIMER: This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. Use at your own risk.
 SOURCE: PARCEL DATA, VOLUSIA COUNTY PROPERTY APPRAISER

Attachment: SP-2015-02 Location Map (1204 : 1314 Woodward Parking Lot)

SP-2015-02 AERIAL PHOTO



Scale 1:3,000 - 1 in = 250 ft
 Date Created:
 07-Oct-15 02:02 PM

Attachment: SP-2015-02 Aerial Photo (1204 : 1314 Woodward Parking Lot)

DISCLAIMER: This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. Use at your own risk.
 SOURCE: PARCEL DATA, VOLUSIA COUNTY PROPERTY APPRAISER



CITY OF HOLLY HILL SPECIAL EXCEPTION PROCESS

Submit completed application to City of Holly Hill, Customer Service Office, 1065 Ridgewood Avenue, Holly Hill, Florida 32117, Phone: 386-248-9442. If your application is found to be lacking any of the requested information, or if the data and exhibits are inaccurate, it will not be considered "filed" for the purpose of processing, nor will it be placed on the agenda unless a correct application is submitted within 3 working days after the filing deadline date.

CHECKLIST

- ☐ Pre-Application Meeting Form completed and meeting held prior to completion of application
- ☐ Application Fee and Estimated Deposit
- ☐ Completed Special Exception Application
- ☐ One signed and sealed survey of the property (no more than 2 years old).
- ☐ Legal Description (Digital in MS Word)
- ☐ Notarized Authorization of Owner (if applicant is other than owner or attorney for owner).
- ☐ Site Plan Application which complies with Section 82-342 (As determined in Pre-application Meeting)
- ☐ List of property owners within 300 feet
- ☐ A Description of the Special Exception and how it complies with the Special Exception Criteria of Chapter 114, Article III, Division 2.

PUBLIC NOTIFICATION (Sec. 82-347)

For special exception approvals, the applicant shall provide notice to property owners regarding his intention to amend the city's official zoning map and/or future land use map. The applicant shall pay all costs of providing such notice as follows:

1. An applicant seeking a rezoning and/or future land use map amendment for any property shall provide written notice to property owners as identified in the current tax roll within 300 feet of the property perimeter which is the subject of a rezoning and/or future land use map amendment request.
2. A notice letter will be provided to the applicant by the City. The written notices shall be made at least ten days prior to the date of hearing before the board of planning and appeals. The written notice shall be sent certified mail, return receipt requested, and shall advise the property owner of the nature of the rezoning requested, and that the matter will be considered by the city commission, unless the rezoning or FLUM amendment was continued or tabled, for final determination within 30 days of the date of the board's recommendation.
3. In addition to the written notice provided in accordance with subsection (1) or (2) of this section, city staff shall post notice (minimum size of 19" x 28") in a visible and conspicuous manner upon the subject property ten days prior to the board of planning and appeals meeting. Two signs shall be posted on corner properties.

ADMINISTRATIVE REVIEW (Section 82-343)

1. All requests for special exceptions shall be reviewed administratively by the development code administrator in conjunction with pertinent city staff. The development code administrator shall make a written determination that the request be approved, approved with conditions, or denied. He shall base his determination on the conditions described in section 82-346.
2. A determination by the development code administrator to deny a request for special exception shall become final unless the applicant appeals the determination to the city commission within 30 days of the date of such determination.
3. When the development code administrator determines that a special exception should be approved or approved with conditions, he shall schedule the matter for review and final determination by the city commission.

CITY COMMISSION PUBLIC HEARING

The City Commission schedules public hearings the second and fourth Tuesday of each month at 7:00 p.m. p.m. in the City Commission Chambers, 1065 Ridgewood Avenue, and Holly Hill, Florida 32117. At this public hearing, the City Commission votes to approve, deny, or continue the application. An application will not be



heard by the City Commission unless the Public Notification requirements described above have been satisfied.

Attachment: SE-2015-02 Application (1204 : 1314 Woodward Parking Lot)



CITY OF HOLLY HILL

SPECIAL EXCEPTION APPLICATION

PLEASE PRINT IN BLUE OR BLACK INK OR TYPE

Pre-Application Meeting Date: _____

APPLICANT:	
Name Senior's Are Us Adult Day Care Center	E-Mail Address amypant@aolcom
Street Address 1321 Ridgewood Ave.	Phone 386-673-3255
City Holly Hill	State/Zip Florida / 32117
STATUS: ☐ Owner ☐ Agent for Owner ☐ Attorney for Owner ☒ Contract Purchaser	
OWNER (If different than Applicant):	
Name Central Florida Investments	E-Mail Address
Street Address 751 Deerfoot Rd.	Phone
City DeLand	State/Zip Florida / 32720
This is a request for a Special Exception of: Parking to support Adult Day Care	
The Current Zoning is R-3	
The Comprehensive Plan Land Use Designation is: Low Density Residential	
Size of Parcel: 0.23 ac.	Tax Parcel #: 4242-45-01-0170
Address of Property: 1314 Woodward Ave.	If Group Home/Daycare, # clients/members:
Sq. ft. of building, if applicable: N/A	
Utility: ☐ Private Septic/Well ☐ Central Sewer by: _____ ☐ Central Water by: _____	

APPLICATION WILL NOT BE ACCEPTED UNLESS ALL OF THE FOLLOWING ARE ATTACHED:

- ☐ Application Fee and Estimated Deposit
☐ One signed and sealed surveys of the property (no more than 2 years old).
☐ Legal Description (Digital in MS Word)
☐ Notarized Authorization of Owner (if applicant is other than owner or attorney for owner).
☐ List of property owners within 300 feet
☐ Site Plan Application which complies with Section 82-342 (As determined in Pre-application Meeting)
☐ A Description of the Special Exception and how it complies with the Special Exception Criteria of City Code, Chapter 114, Article III, Division 2.

 Signature of Applicant: _____
 Print Signature

 Signature of Owner: _____
 Print Signature

----- DO NOT WRITE BELOW THIS LINE -----

Date Submitted: _____ Accepted By: _____

SPECIAL EXCEPTION PROCESS & APPLICATION

Revised 11/11/16

Page 3 of 5

Attachment: SE-2015-02 Application (1204 : 1314 Woodward Parking Lot)



WRITTEN PETITION FOR A SPECIAL EXCEPTION

The following items must be completed in sufficient detail to allow the City to determine if the application complies with the City Code Chapter 114 and Section 82-346.

1. Is it inconsistent with the purpose or intent of this subpart? ☒ YES ☐ NO Explain.

Off street parking is an allowed use by Special exception for Adult congregate living facilities. No buildings or structures are proposed within the R-3 District. The parking and loading facilities are consistent with chapter 90, any signage will be consistent with chapter 110.

2. Is it inconsistent with any element of the comprehensive plan? ☐ YES ☒ NO Explain.

The proposed parking lot and drop-off facility is not inconsistent with the comprehensive plan and will not adversely affect any of the elements.

3. Will it adversely affect the public interest? ☐ YES ☒ NO Explain.

The parking lot will not adversely affect the public interest. It will, however, provide off street parking and drop-off facilities in support of an existing Adult Day Care Center that will be safer than current conditions.

4. Does it meet the expressed requirements of the applicable special exception? ☒ YES ☐ NO Explain.

Off street parking is an allowed use by Special exception for Adult congregate living facilities. No buildings or structures are proposed within the R-3 District. The parking and loading facilities are consistent with chapter 90, any signage will be consistent with chapter 110.

5. Is the applicant able to meet all requirements imposed by federal, state or local governments, or by the city commission? ☐ YES ☒ NO Explain.

The site will comply with all imposed requirements with the exception of the decorative screen wall to be located along the side yards and the tall hedge to be planted in the front yard as screening.

We would ask for relief on the walls and believe the hedge will create a sit visibility issue.

6. Will it generate undue traffic congestion? ☐ YES ☒ NO Explain.

Drop off and pick up of patients will occur only twice a day.



7. Will it create a hazard or a public nuisance, or be dangerous to individuals or to the public? ☐ YES ☒ NO Explain.

The drop off and parking facility will increase public safety by allowing for ease of dropping off patients in an off street parking lot.

8. Will it materially alter the character of surrounding neighborhoods, or adversely affect the value of surrounding land, structures or buildings? ☐ YES ☒ NO Explain.

The parking lot will actually enhance the surrounding properties as the current condition of the lot is in need of major cleanup.

9. Will it adversely affect the natural environment, natural resources or scenic beauty, or cause excessive pollution? ☐ YES ☒ NO Explain.

There are fallen trees and the lot is in need of cleanup. Construction of the parking facility will enhance the character of the vacant lot.

Amy Lou Pantages

Print Applicant Name

Amy Lou Pantages

Applicant Signature

9/17/15

9/17/15

Date

Applicant Signature

Date



STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Ordinance

MEETING DATE: October 27, 2015
FROM: Thomas Harowski
SUBJECT: CPA-2015-01 the Mirage: an Amendment of Policy 1.1.3 of the Future Land Use Element to Provide for Consistency Between the R-6 Low Density Multi-Family Zoning Classification and the Low Density and Low Medium Density Residential Land Use Categories.
NUMBER: (ID # 1202)
APPLICANT: Thomas Harowski
PLANNER:

INTRODUCTION: This action is an amendment to Policy 1.1.3 of the Future Land Use Element of the City's comprehensive plan. The October 27, 2015 meeting is the transmittal hearing for the proposed amendment.

BACKGROUND: As staff worked with the current property owner on re-starting The Mirage development, we found that the current R-6 zoning applied to the property is inconsistent with the future land use map designation of low density residential land use. In order to comply with State law, the applied zoning must be consistent with the comprehensive plan. This is an issue which should have been resolved when The Mirage development was initially approved, so the City staff initiated the necessary steps to resolve the inconsistency. The request has not been initiated by the current property owner.

DISCUSSION: The Mirage development is zoned R-6 Low Density Multi-family and designated as Low Density Residential on the Future Land Use Map. Low Density Residential land use allows development up to six units per acre, while the R-6 zoning has a maximum density of 12 units per acre. Policy 1.1.3 of the Future Land Use Element clearly states that the **R-6 Zone is not consistent with low density residential land use**. State law requires the land use and zoning classification to be consistent. There are several options available to correct the inconsistency. These options include:

- Amend the future land use map to designate The Mirage property as Medium Density residential land use.
- Amend Policy 1.1.3 in a manner that declares the R-6 zoning to be consistent with low density land use.

- Change the zoning to a classification that is consistent with the future land use designation.

Over a period of several weeks, the staff met with residents and owners of The Mirage project and residents of the surrounding area to discuss the issue. The Board of Planning and Appeals also held a public hearing on the issue on October 5, 2015. As a result of these efforts the BOPA and staff have recommended the City Commission pursue an amendment to Policy 1.1.3 as the course of action that resolves the problem while best preserving neighborhood interests.

Amendment of the future land use map was considered as a realistic option, however, the property would need to be designated as Medium Density Residential to be consistent with the R-6 Zoning. This change would allow a theoretical increase in density from six units per acre to a maximum density of 20 units per acre for the subject parcel. While the level of existing development completed on the site suggests that a large change in the project density is unlikely, there is still concern that the balance of the project could be recast as a higher density development.

Changing the R-6 zoning currently applied to the site is much more problematic. The project includes 20 units that have been completed under the R-6 zoning; the Primo Court area which has been constructed to allow development based on the R-6 standards; and the balance of the project that is platted based on R-6 standards. The City does not have another standard zoning classification, other than Planned Unit Development, that would support R-6 type development at lower densities that are consistent with the future land use classification. To attempt a rezoning to RPUD would require the participation of all of the property owners, and this approval is considered unlikely.

The elimination of the preceding options resulted in the selection of the amendment of Policy 1.1.3 as the most feasible alternative to resolve the inconsistency. A copy of the revised Policy 1.1.3 is attached with the proposed changes highlighted in red for easy identification. The changes are as follows:

1. R-6 zoning is identified as M "May be consistent" with Low Density Residential and Low Medium Density Residential land use instead of N "Not consistent". This designation means that the R-6 zoning is consistent with the future land use classification if specific conditions are met.
2. A note is added to the Policy 1.1.3 to specify the conditions that are to be met in order to result in a finding of consistency between the land use and zoning. The condition is that the specific development to be zoned R-6 must be developed at a density that does not exceed the maximum density allowed by the future land use classification.

Thus a project site designated a low density residential could be developed using R-6 zoning standards so long as the project does not exceed a gross density of six units per acre - even though the R-6 zoned allows a maximum of 12 units per acre. The future land use designation is controlling with regard to the maximum project density. The Mirage project is platted and partially developed at 5.5 units per acre, so it would meet the proposed density standard and the applied R-6 zoning would be consistent with the future land use plan under the revised policy. The approval of this revision to the

comprehensive plan policy will not alter the approved project as it exists today. Any changes that may be requested in the current project will require separate and specific approval by the City Commission.

RECOMMENDATION: The Board of Planning and Appeals heard this case at its October 5, 2015 regular meeting and recommended the City Commission adopt the proposed amendment to Policy 1.1.3 of the Future Land Use Element on first reading and transmit the proposed amendment to the required review agencies.

ATTACHMENTS:

- Proposal for Revised Policy 1.1.3 (DOCX)
- CPA-2015-01 Adopting Ordinance (DOC)

Ordinance No. (ID # 1202)**CPA-2015-01 THE MIRAGE: AN AMENDMENT OF POLICY 1.1.3 OF THE FUTURE LAND USE ELEMENT TO PROVIDE FOR CONSISTENCY BETWEEN THE R-6 LOW DENSITY MULTI-FAMILY ZONING CLASSIFICATION AND THE LOW DENSITY AND LOW MEDIUM DENSITY RESIDENTIAL LAND USE CATEGORIES.****ORDINANCE NO. 2964**

AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE COMPREHENSIVE PLAN, BY AMENDING POLICY 1.1.3 OF THE FUTURE LAND USE ELEMENT TO DESIGNATE THE R-6 LOW DENSITY MULTI-FAMILY ZONING DISTRICT TO BE CONSISTENT WITH LOW DENSITY RESIDENTIAL LAND USE AND LOW MEDIUM DENSITY RESIDENTIAL LAND USE UNDER CERTAIN CONDITIONS; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Holly Hill, Volusia County, Florida, has adopted a comprehensive plan pursuant to, and in compliance with 163.3161 et. Seq., Florida Statutes; and

WHEREAS, the City Commission has reviewed Future Land Use Element Policy 1.1.3 and determined that it is necessary to amend this policy as herein provided in order to more effectively implement its adopted comprehensive plan.

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

Section 1. Policy 1.1.3 of the Future Land Use Element is amended as described in Attachment A.

Section 2. 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 3. That all ordinances made in conflict with this Ordinance are hereby repealed.

Section 4. That this Ordinance shall be posted at City Hall as required by law.

Section 5. That this Ordinance shall become effective upon completion of the appeal period for comprehensive plan amendments allowed by Florida law.

APPROVED AND AUTHENTICATED on this 27th day of October, 2015 for first reading.

ATTACHMENT A

Policy 1.1.3 - The following matrix shall serve as the basis for determining consistency between the future land use categories shown on the Future Land Use Map and zoning districts:

Future Land Use Categories	C F	R - 1	R 2	R - 3	R - 4	R - 5	R - 6	R - 7	R - 8	R - 9	R - 10	M X D 2	M X D 3	B - 1	B - 2	- B 3	B - 4	B - 5	B - 6	C C - 1	I - 1	I - 2	P U D
Low Density Residential	M	C	C	C	C	C	N	N	N	M	N	N	N	N	N	M	N	N	N	N	N	N	M
Low-Medium Density Residential	M	C	C	C	C	C	N	N	N	M	N	N	N	N	N	M	N	N	N	N	N	N	M
Medium Density Residential	M	N	N	N	N	N	C	C	C	N	N	N	N	N	N	M	N	N	N	N	N	N	M
High Density Residential	N	N	N	N	N	N	N	N	N	N	C	N	N	N	N	N	N	N	N	N	N	N	C
Mobile Homes	M	N	N	N	N	N	N	N	N	C	N	N	N	N	N	N	N	N	N	N	N	N	M
General Commercial	M	N	N	N	N	N	N	N	N	N	N	M	N	C	C	C	C	C	C	C	N	N	M

Wholesale Commercial and Industrial	M	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	C	C	C	M
Churches, Schools & Institutions	M	M	M	M	M	N	M	M	M	N	N	N	N	M	M	M	M	M	M	M	N	N	M
Recreation and Open Space	C	M	M	M	M	M	M	M	M	N	N	N	N	M	M	M	M	M	M	M	M	M	M
Conservation	C	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	M
Residential-Based Mixed Use	N	N	N	N	N	N	N	N	N	N	M	M	M	N	N	N	N	N	N	N	N	N	C
Mixed Use II	N	N	N	N	N	N	N	N	N	N	M	C	M	N	N	N	N	N	N	N	N	N	C
Mixed Use III	N	N	N	N	N	N	N	N	N	N	M	M	C	N	N	N	N	N	N	N	N	N	C

Key: “C” indicates the zoning classification **is compatible** with the future land use category; “M” indicates the zoning classification **may be compatible** under certain circumstances; “N” indicates the zoning classification **is not compatible** with the future land use category.

Where PUD Zoning is applied to areas with a Future Land Use designation of “Conservation”, the PUD development agreement must assure that such areas will be protected in accordance with Objectives 1.4 and 1.7 of the Future Land Use Element and other applicable objectives and policies of this Plan. Where zoning classifications with higher densities than the maximum allowed by the future land use classification are indicated as “may be compatible”, compatibility is based on the approved project density being equal to or less than the maximum density allowed by the future land use classification.

Policy 1.1.3 – The following matrix shall serve as the basis for determining consistency between the future land use categories shown on the Future Land Use Map and zoning districts:

Future Land Use Categories																								
	CF	R-1	R2	R-3	R-4	R-5	R-6	R-7	R-8	R-9	R-10	MXD 2	MXD-3	B-1	B-2	-B3	B-4	B-5	B-6	CC-1	I-1	I-2	PUD	
Low Density Residential	M	C	C	C	C	C	N	N	N	M	N	N	N	N	N	M	N	N	N	N	N	N	N	M
Low-Medium Density Residential	M	C	C	C	C	C	N <u>M</u>	N	N	M	N	N	N	N	N	M	N	N	N	N	N	N	N	M
Medium Density Residential	M	N	N	N	N	N	<u>C</u>	C	C	N	N	N	N	N	N	M	N	N	N	N	N	N	M	
High Density Residential	N	N	N	N	N	N	N	N	N	N	C	N	N	N	N	N	N	N	N	N	N	N	C	
Mobile Homes	M	N	N	N	N	N	N	N	N	C	N	N	N	N	N	N	N	N	N	N	N	N	M	
General Commercial	M	N	N	N	N	N	N	N	N	N	N	M	N	C	C	C	C	C	C	C	N	N	M	
Wholesale Commercial and Industrial	M	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	C	C	C	M	
Churches, Schools & Institutions	M	M	M	M	M	N	M	M	M	N	N	N	N	M	M	M	M	M	M	M	N	N	M	
Recreation and Open Space	C	M	M	M	M	M	M	M	M	M	N	N	N	M	M	M	M	M	M	M	M	M	M	
Conservation	C	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	M	
Residential-Based Mixed Use	N	N	N	N	N	N	N	N	N	N	M	M	M	N	N	N	N	N	N	N	N	N	C	
Mixed Use II	N	N	N	N	N	N	N	N	N	N	M	C	M	N	N	N	N	N	N	N	N	N	C	
Mixed Use III	N	N	N	N	N	N	N	N	N	N	M	M	C	N	N	N	N	N	N	N	N	N	C	

Key: “C” indicates the zoning classification **is compatible** with the future land use category; “M” indicates the zoning classification **may be compatible** under certain circumstances; “N” indicates the zoning classification **is not compatible** with the future land use category.

Where PUD Zoning is applied to areas with a Future Land Use designation of “Conservation”, the PUD development agreement must assure that such areas will be protected in accordance with Objectives 1.4 and 1.7 of the Future Land Use Element and other applicable objectives and policies of this Plan. Where zoning classifications with higher densities than the maximum allowed by the future land use classification are indicated as “may be compatible”, compatibility is based on the approved project density being equal to or less than the maximum density allowed by the future land use classification.

ORDINANCE NO. XXXX

AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA AMENDING, THE COMPREHENSIVE PLAN, BY AMENDING POLICY 1.1.3 OF THE FUTURE LAND USE ELEMENT TO DESIGNATE THE R-6 LOW DENSITY MULTI-FAMILY ZONING DISTRICT TO BE CONSISTENT WITH LOW DENSITY RESIDENTIAL LAND USE AND LOW MEDIUM DENSITY RESIDENTIAL LAND USE UNDER CERTAIN CONDITIONS; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Holly Hill, Volusia County, Florida, has adopted a comprehensive plan pursuant to, and in compliance with 163.3161 et. Seq., Florida Statutes; and

WHEREAS, the City Commission has reviewed Future Land Use Element Policy 1.1.3 and determined that it is necessary to amend this policy as herein provided in order to more effectively implement its adopted comprehensive plan.

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

Section 1. Policy 1.1.3 of the Future Land Use Element is amended as described in Attachment A.

Section 2. 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 3. That all ordinances made in conflict with this Ordinance are hereby repealed.

Section 4. That this Ordinance shall become effective immediately upon its adoption.

Section 5. That this Ordinance shall be posted at City Hall as required by law.

Section 6. That this Ordinance shall become effective upon completion of the appeal period for comprehensive plan amendments allowed by Florida law.

The within and foregoing Ordinance was introduced and read on first reading before the City Commission of the City of Holly Hill, Florida, at its regular meeting held in Commission Chambers at City Hall on the 27th day of October, A.D. 2015.

It was moved by Commissioner _____ and seconded by Commissioner _____ that said Ordinance be approved on first reading. A roll call vote of the Commission held on said motion for approval of the Ordinance resulted as follows:

Mayor John Penny	_____
Commissioner Arthur Byrnes	_____
Commissioner Penny Currie	_____
Commissioner John Capers	_____
Commissioner Elizabeth Albert	_____

The within and foregoing Ordinance was introduced and read on the second reading before the City Commission of the City of Holly Hill, Florida, at its regular meeting held in Commission Chambers at City Hall on __th day of _____, A.D. 2016.

It was moved by Commissioner _____ and seconded by Commissioner _____ that said Ordinance be adopted. A roll call vote of the Commission held on said motion to adopt the Ordinance resulted as follows:

Mayor John Penny	_____
Commissioner Arthur Byrnes	_____

Commissioner Penny Currie _____
 Commissioner John Capers _____
 Commissioner Elizabeth Albert _____

Whereupon, the Mayor of the City of Holly Hill, Florida, has hereunto set his official signature, duly attested by the City Clerk, and has caused the official seal of said City to be affixed, all at City Hall in the City of Holly Hill, this _____ day of _____, A.D. 2016, for the purpose of authenticity as is required by law.

CITY OF HOLLY HILL, FLORIDA

 JOHN PENNY, MAYOR

ATTEST:

 CITY CLERK

ATTACHMENT A

Policy 1.1.3 – The following matrix shall serve as the basis for determining consistency between the future land use categories shown on the Future Land Use Map and zoning districts:

Future Land Use Categories																							
	CF	R-1	R2	R-3	R-4	R-5	R-6	R-7	R-8	R-9	R-10	MXD 2	MXD-3	B-1	B-2	-B3	B-4	B-5	B-6	CC-1	I-1	I-2	PUD
Low Density Residential	M	C	C	C	C	C	N <u>M</u>	N	N	M	N	N	N	N	N	M	N	N	N	N	N	N	M
Low-Medium Density Residential	M	C	C	C	C	C	N <u>M</u>	N	N	M	N	N	N	N	N	M	N	N	N	N	N	N	M
Medium Density Residential	M	N	N	N	N	N	C	C	C	N	N	N	N	N	N	M	N	N	N	N	N	N	M
High Density Residential	N	N	N	N	N	N	N	N	N	N	C	N	N	N	N	N	N	N	N	N	N	N	C
Mobile Homes	M	N	N	N	N	N	N	N	N	C	N	N	N	N	N	N	N	N	N	N	N	N	M
General Commercial	M	N	N	N	N	N	N	N	N	N	N	M	N	C	C	C	C	C	C	C	N	N	M
Wholesale Commercial and Industrial	M	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	C	C	C	M
Churches, Schools & Institutions	M	M	M	M	M	N	M	M	M	N	N	N	N	M	M	M	M	M	M	M	N	N	M
Recreation and Open Space	C	M	M	M	M	M	M	M	M	M	N	N	N	M	M	M	M	M	M	M	M	M	M
Conservation	C	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	M
Residential-Based Mixed Use	N	N	N	N	N	N	N	N	N	N	M	M	M	N	N	N	N	N	N	N	N	N	C
Mixed Use II	N	N	N	N	N	N	N	N	N	N	M	C	M	N	N	N	N	N	N	N	N	N	C
Mixed Use III	N	N	N	N	N	N	N	N	N	N	M	M	C	N	N	N	N	N	N	N	N	N	C

Key: “C” indicates the zoning classification **is compatible** with the future land use category; “M” indicates the zoning classification **may be compatible** under certain circumstances; “N” indicates the zoning classification **is not compatible** with the future land use category.

Where PUD Zoning is applied to areas with a Future Land Use designation of “Conservation”, the PUD development agreement must assure that such areas will be protected in accordance with Objectives 1.4 and 1.7 of the Future Land Use Element and other applicable objectives and policies of this Plan. Where zoning classifications with higher densities than the maximum allowed by the future land use classification are indicated as “may be compatible”, compatibility is based on the approved project density being equal to or less than the maximum density allowed by the future land use classification.



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

**City Commission
Resolution**

MEETING DATE: October 27, 2015
FROM: Kurt Swartzlander
SUBJECT: A Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Amending the Budget for The city of Holly Hill for the Fiscal Year 2015-2016; And providing for Severability; and Providing for An effective Date.
NUMBER: (ID # 1208)
APPLICANT:
PLANNER:

DISCUSSION:

Prior year budgeted items are requested to be carried forward into the current budget year

FISCAL ANALYSIS:

These dollars rolled into fund balance at the end of the fiscal year and can be re-appropriated for the current fiscal year without any negative impact to the fund balance reserve levels.

STAFF RECOMMENDATION:

Approve as attached

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 RESOLUTION 2015-R-61, AMENDING THE BUDGET FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2015-2016; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

ATTACHMENTS:

- BA Request_Misc-10-27-15 Comm Mtg (XLSX)

Resolution No. (ID # 1208)**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2015-2016; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.****RESOLUTION 2015-R-61****A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2015-2016; 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 2015-2016.

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

SECTION 1. The Fiscal Year 2015-2016 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 adoption by the City Commission.

APPROVED AND AUTHENTICATED on this 27th day of October, 2015.

CITY OF HOLLY HILL
Budget Amendment Request
Fiscal Year 2015-2016

Requesting Department

Date

Various

10/27/2015

TAKE FUNDS FROM ACCOUNT NUMBER:

ACCOUNT DESCRIPTION:

AMOUNT:

001-0000-308-10-00
001-0000-331-26-00
400-0000-308-10-00

General Fund/Appropriated Fund Balance
General Fund/Bulletproof Vest Grant
Water & Sewer/Appropriated Fund Balance
Total

58,000.0
3,100.0
1,500.0
62,600.0

ADD FUNDS TO ACCOUNT NUMBER:

001-4160-519-64-00
001-4172-572-63-00
001-2110-521-52-20
400-3010-533-34-00

Fleet/Machinery & Equipment
Bldg & Gnads/Improvements
Police/Clothing & Equipment
Water & Sewer/Other Services
Total

10,000.0
48,000.0
3,100.0
1,500.0
62,600.0

Purpose of Transfer: (include as much detail as possible)

In FY 2014-15, the city budgeted, but was unable to complete several projects which require appropriation of FY 2016 Fund Balance to complete. A \$10,000 budget is needed for a Pump and Automated Level Fuel Indicator for the 12,000 Gal Diesel Fuel Tank in the Fleet Dept. Machinery & Equipment Account, and a \$48,000 budget is needed for a new Security Fence around the PW yard, and a new Fence around SICA Hall.

Additionally, a 50% reimbursement Grant for Bulletproof Vests paid for in 2014-15 was not received until this FY which precluded the Police Dept. from purchasing Clothing & Equipment Inventory for new hires that was budgeted in 2014-15. A budget amendment is needed to establish a budget for the grant revenue in 2015-16, and to increase the clothing and equipment budget for the new-hire clothing and equipment that still needs to be purchased this year.

Finally, to extend the XC2 Software Maintenance for the Backflow Prevention Program to 3 years to realize a \$520 total savings requires a \$1,500 budget amendment from the FY 2015-16 Water & Sewer appropriated Fund Balance.

Note: Funds can only be transferred within the same fund and same department without requiring further commission action. In addition funds can only be expended after amendment is completed.

----- Management Approvals -----

Department Head Signature

Date

City Manager Signature

Date

----- For Finance Use Only -----

Step 1: Finance Review

Finance Director Signature

Date

Step 2: Budget Adjustment Entry

Attachment: BA Request_Misc-10-27-15 Comm Mtg (1208 : Budget Amendment)

Funds are available for this request?

Yes No

HTE Group #

Employee Signature

Date

Attachment: BA Request_Misc-10-27-15 Comm Mtg (1208 : Budget Amendment)



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

**City Commission
Agenda Item**

MEETING DATE: October 27, 2015
FROM: Mark Juliano
SUBJECT: Inventory Surplus - Equipment
NUMBER: (ID # 1198)
APPLICANT:
PLANNER:

DISCUSSION:

Periodically, end of life equipment are retired and disposed. The Public Works Department has reviewed items that have expended their useful lives for surplus/obsolete items. The attached September 22, 2015 Inventory Surplus Request Form list has been created.

Included are 2 auto hydrant valves, 2 Lifepak 12 Biphasic Defibrillator Monitor Systems, a charger for batteries for Lifepak 12, an Ice-O-Matic 150 Ice Maker, a 24" belt press roller, a 14" belt press roller, and a Hallet and Davis Spinet Piano.

It is recommended that all equipment listed above with the exception of the 2 Lifepak 12 Biphasic Defibrillator Monitors and the chargers for batteries be disposed through public auction or salvaged. The City utilizes a third party online auction site, GovDeals.com, to list and sell surplus vehicles and equipment and Holly Hill Salvage and Junk to salvage items that no longer have a book value. The defibrillator monitors and chargers for batteries have been traded towards a Zoll Difibrillator asset tag 2015000087 and should be removed from inventory.

FISCAL ANALYSIS:

The proceeds from the sale of the surplus items will be placed in the appropriate fixed asset disposal account.

STAFF RECOMMENDATION:

That the City Commission declare the equipment identified in the attached documents as surplus and, authorize the disposal of the surplus equipment through GovDeals or for scrap value, as appropriate.

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 STAFF RECOMMENDATION.

- Inventory Surplus 9-22-15 (PDF)



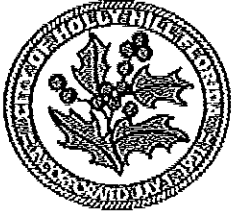
Inventory Surplus Request Form

Multiple Departments

September 22, 2015

Asset Tag	Asset Type/Description	Serial Number	Veh/Unit	Manufacturer	Model	Book Value	Date of Purchase
2006001680	Carlin Auto Hydrant Valve 488 (2 ea)	n/a	n/a	Carlin	CV125FS	\$0.00	6/4/1992
2006001719	Lifepak 12 Biphasic Defibrillator Monitor	not listed	n/a	Medtronic	Lifepak 12	\$0.00	8/18/2004
2006001729	Lifepak 12 Biphasic Defibrillator Monitor	33743446	n/a	Medtronic	Lifepak 12	\$0.00	10/24/2005
2007000039	Chargers for batteries for Lifepak 12	n/a	n/a	Medtronic	unknown	\$308.06	5/2/2007
2008000012	Ice-O-Matic 150 Ice Maker	060312800114467	n/a	Ice-O-Matic	ICEU220FA1	\$474.83	6/27/2008
n/a	24" Belt Press Roller	n/a	n/a	unknown	unknown	unknown	unknown
n/a	14" Belt Press Roller	n/a	n/a	unknown	unknown	unknown	unknown
n/a	Hallet and Davis Spinnet Piano	76654	n/a	Hallet & Davis	Spinnet	unknown	unknown
Totals						\$782.89	

City Manager Signature/Date



INVENTORY SURPLUS FORM

PLEASE PRINT ALL INFORMATION

Equipment Description

Carlin Auto Hydrant Valve 488 CV125FS 25M (2 ea)

Tag # 2006001680

Serial #
Manufacturer Carlin

Model # CV125FS

Vehicle #
Reason for Request to Surplus:

Obsolete - no longer being used.

Department:

Fire Department

Supervisor:
J. R. Brub
Date:
9/15/15

Please Return To: Finance Department
FINANCE DEPT USE ONLY
Authorized By
Date
Notes: Purchase Date: 06/04/1992; Purchase Cost: \$1,355.00; Book Value: \$0.00

Recommendation: Scrap

Approved Disposal Method:



INVENTORY SURPLUS FORM

PLEASE PRINT ALL INFORMATION

Equipment Description

Lifepak 12 Biphasic Defibrillator Monitor System

Tag # 2006001719**Serial #** not listed**Manufacturer** Medtronic**Model #** Lifepak 12**Vehicle #****Reason for Request to Surplus:**

Traded towards Zoll Defibrillator asset tag 2015000087

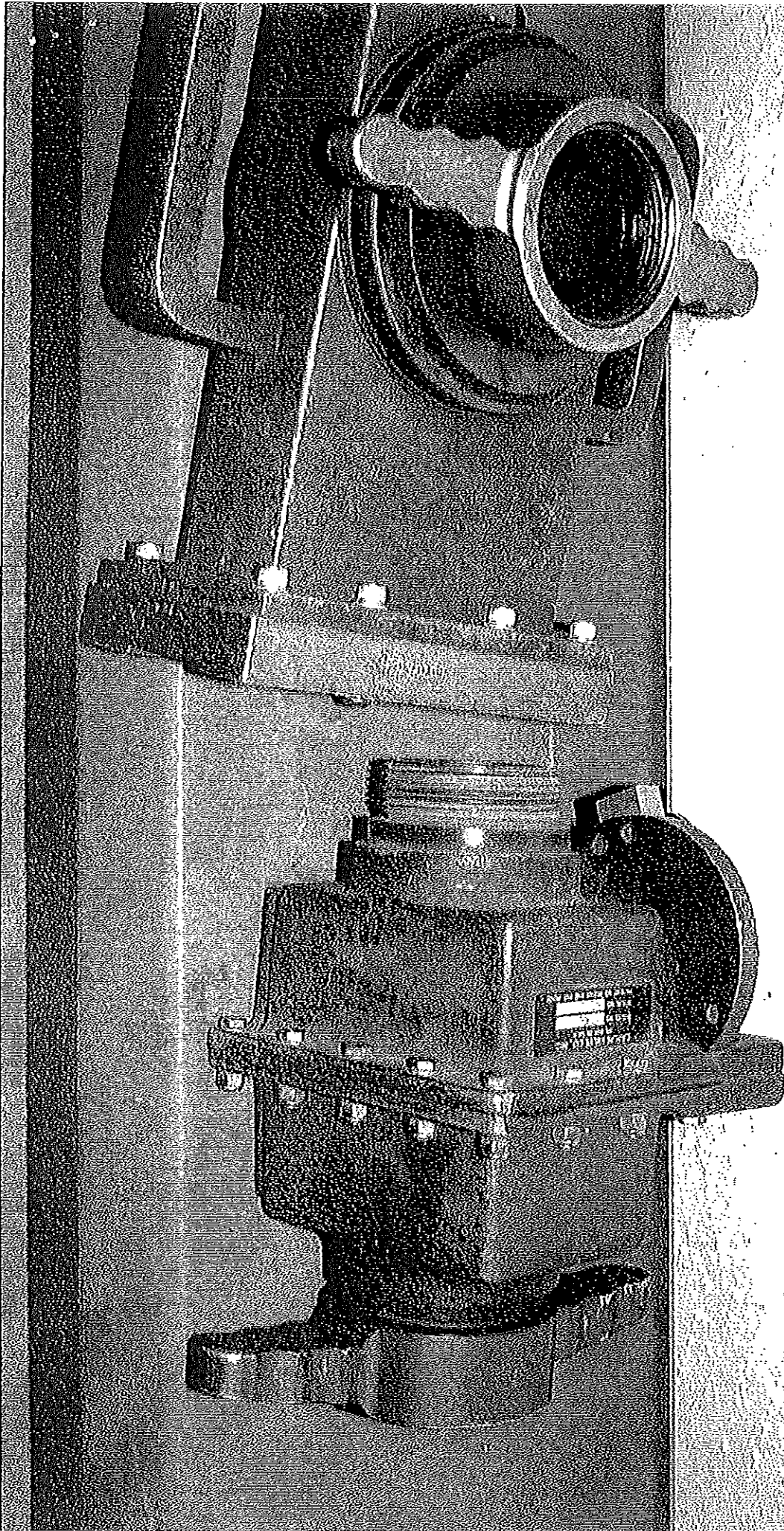
Department:

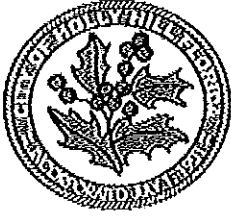
Fire Department

Supervisor:*J. N. M.***Date:**

9/15/15

Please Return To: Finance Department**FINANCE DEPT USE ONLY****Authorized By****Date****Notes:** Purchase Date: 08/18/2004; Purchase Cost: \$18,812.80; Book Value: \$0.00**Recommendation:****Approved Disposal Method:**





INVENTORY SURPLUS FORM

PLEASE PRINT ALL INFORMATION

Equipment Description

Lifepak 12 Biphasic Defibrillator Monitor System

Tag # 2006001729**Serial #** 33743446**Manufacturer** Medtronic**Model #** Lifepak 12**Vehicle #****Reason for Request to Surplus:**

Traded towards Zoll Defibrillator asset tag 2015000087

Department:

Fire Department

Supervisor:*J. R. Bland***Date:***9/15/15*

Please Return To: Finance Department**FINANCE DEPT USE ONLY****Authorized By****Date****Notes:** Purchase Date: 10/24/2005; Purchase Cost: \$17,851.50; Book Value: \$0.00**Recommendation:****Approved Disposal Method:**

Attachment: Inventory Surplus 9-22-15 (1198 : Inventory Surplus - Equipment)





INVENTORY SURPLUS FORM

PLEASE PRINT ALL INFORMATION

Equipment Description

Charger with batteries for Lifepak 12

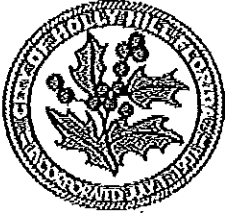
Tag # 2007000039**Serial #** 33743446**Manufacturer** Medtronic**Model #** Lifepak 12**Vehicle #****Reason for Request to Surplus:**

Traded towards Zoll Defibrillator asset tag 2015000087

Department: Fire Department**Supervisor:***A. D. M...***Date:**

9/15/15

Please Return To: Finance Department**FINANCE DEPT USE ONLY****Authorized By****Date****Notes:** Purchase Date: 05/02/2007; Purchase Cost: \$1,192.50; Book Value: \$308.06**Recommendation:****Approved Disposal Method:**



INVENTORY SURPLUS FORM

PLEASE PRINT ALL INFORMATION

Equipment Description

Ice-O-Matic 150 Ice Maker

Tag # 2008000012**Serial #** 06031280011467**Manufacturer** Ice-O-Matic**Model #** ICEU220FA1**Vehicle #** n/a**Reason for Request to Surplus:**

Unit is in disrepair. The cost of repair far exceeded

current value. New ICEV220 Ice Machine purchased under PO 150310 Issued 08/10/2015

Department:

Fire Department

Supervisor:

A. R. Mui

Date:

9/2/15

Please Return To: Finance Department**FINANCE DEPT USE ONLY****Authorized By****Date****Notes:** Purchase Date: 06/27/2008; Purchase Cost: \$1,295.00; Book Value: \$474.83**Recommendation:** Not in usable condition. Recommend scrapping**Approved Disposal Method:**





INVENTORY SURPLUS FORM

PLEASE PRINT ALL INFORMATION

Equipment Description

24" BELT PRESS ROLLER

Tag #
Serial #
Manufacturer
Model #
Vehicle #
Reason for Request to Surplus:

No longer functioning. Replaced on PO150229 with a

new unit

Department:

Sewer

Supervisor:
Date:

9/2/2015

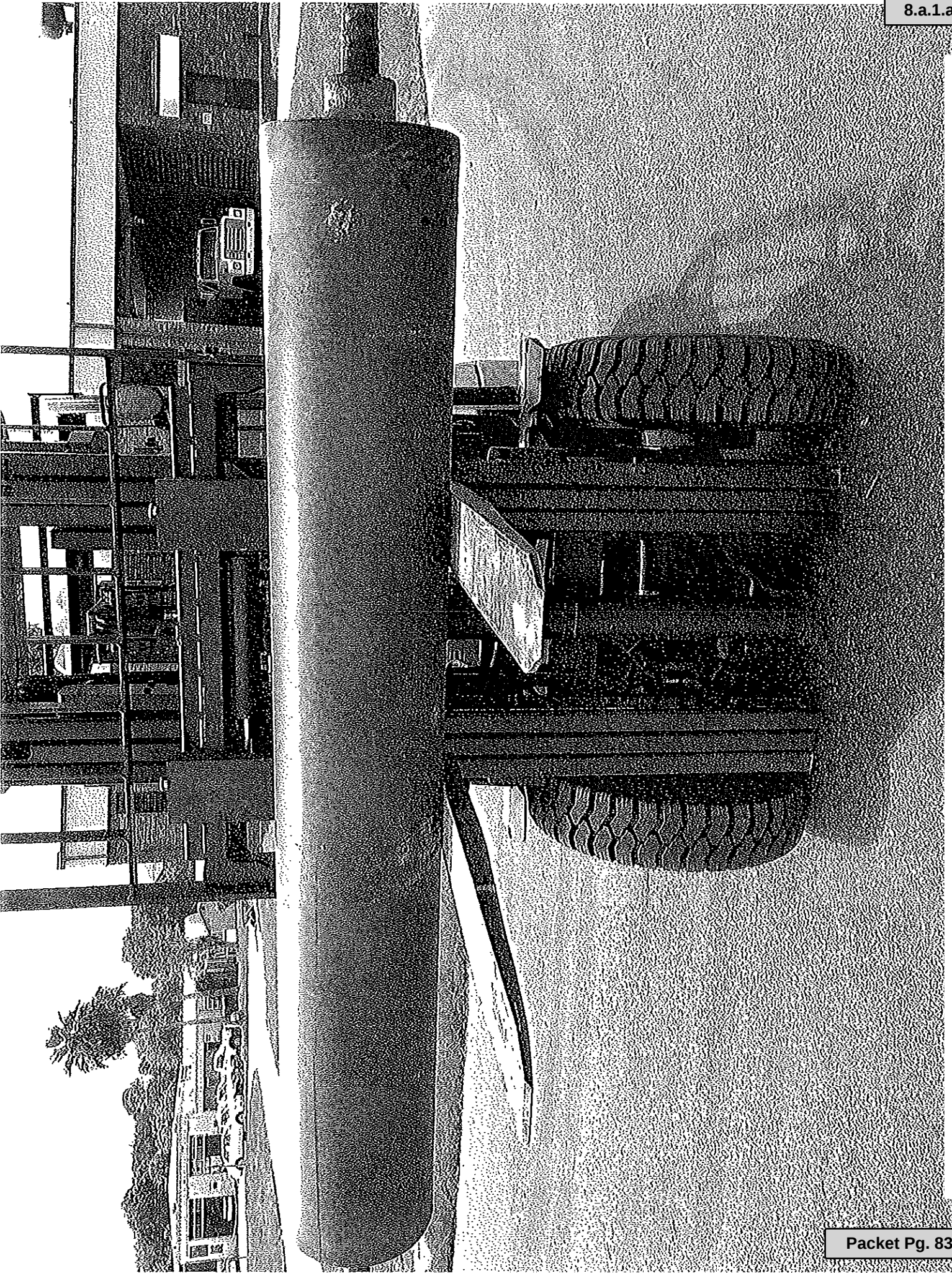
9/2/15

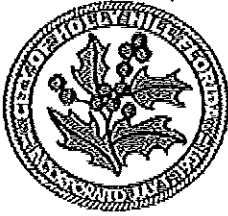
Please Return To: Finance Department
FINANCE DEPT USE ONLY
Authorized By
Date
Notes:

Parts can not be found in either WASP or H.T.E. No information is available concerning the purchase date, cost of book value of this item.

Recommendation: Scrap

Approved Disposal Method:





INVENTORY SURPLUS FORM

PLEASE PRINT ALL INFORMATION

Equipment Description

14" BELT PRESS ROLLER

Tag #
Serial #
Manufacturer
Model #
Vehicle #
Reason for Request to Surplus:

No longer functioning. Replaced on PO150229 with a

new unit

Department:

Sewer

Supervisor:
Date:

9/2/2015

9/2/15

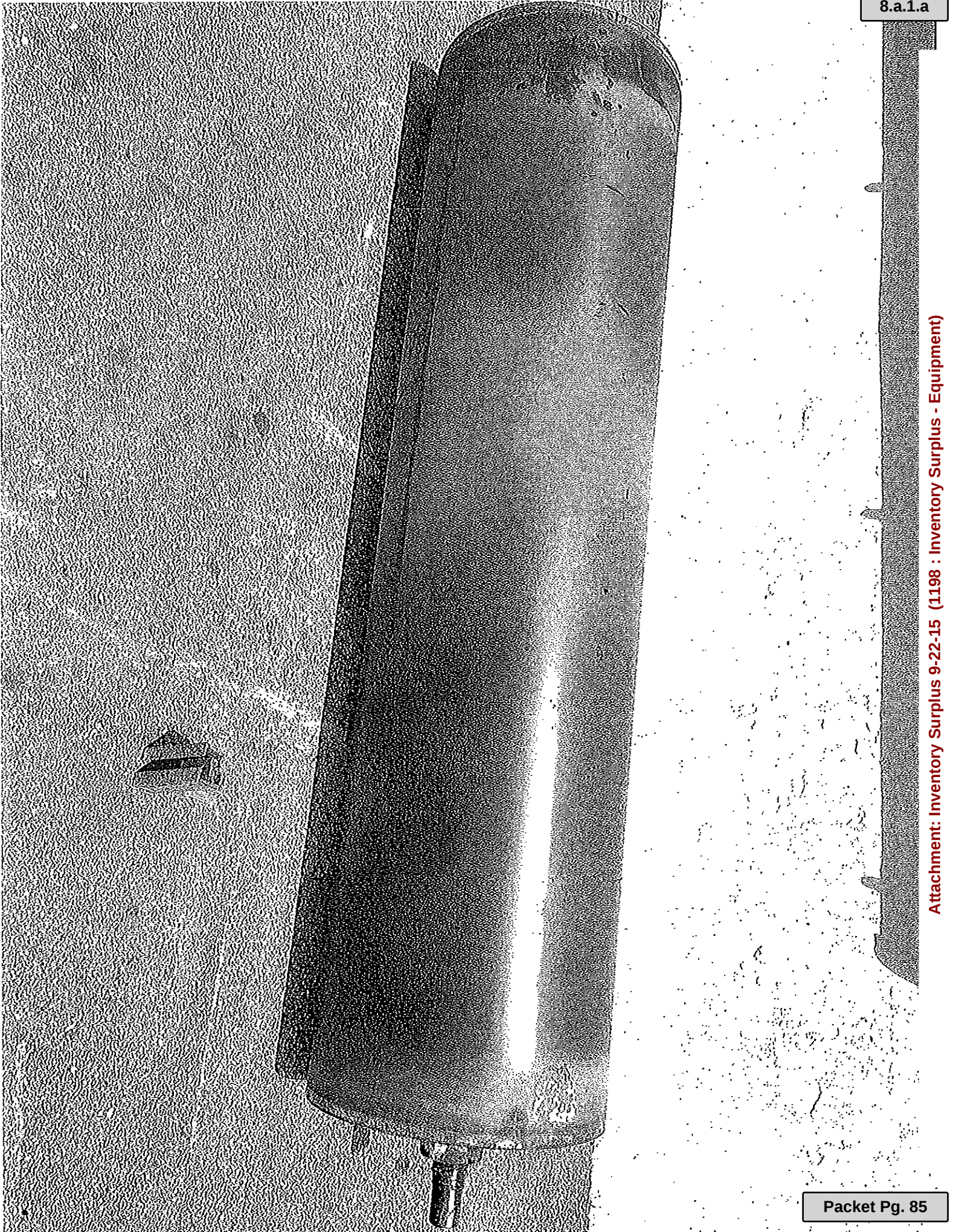
Please Return To: Finance Department
FINANCE DEPT USE ONLY
Authorized By
Date
Notes:

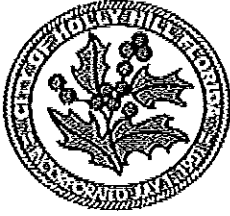
Part can not be found in either WASP or H.T.E. No information is available concerning the

purchase date, cost or book value of this item.

Recommendation: Scrap

Approved Disposal Method:





INVENTORY SURPLUS FORM

PLEASE PRINT ALL INFORMATION

Equipment Description

Hallet and Davis Spinet Piano

Tag # n/a**Serial #** 76654**Manufacturer** Hallet and Davis**Model #** Spinet**Vehicle #****Reason for Request to Surplus:**

No longer in use

Department:

Recreation

Supervisor:
Date:

9-23-2015

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Date

9/23/15

Notes: There was a tag on the piano indicating that it had been originally purchased for \$675.00. There

is no indication concerning when the purchase was made. Book value unable to be determined. Piano is

in decent condition aside from 1 intermittently sticking hammer.

Recommendation: Put on govdeals auction with reserve of \$50 to cover govdeals fee and staff hours**Approved Disposal Method:**

