CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

AGENDA ● FEBRUARY 27, 2018

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

HOLLY HILL
FLORIDA

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 2 - Commissioner
Penny Currie

District 3 - Commissioner
John C. Danio

District 4 - Commissioner
Chris Via

CITY MANAGER
Joseph Forte

CITY CLERK
Valerie Manning

1. CALL TO ORDER

a. Roll Call
b. Invocation
c. Pledge of Allegiance

2. PRESENTATION

1. Proclamation - Honoring Mark Juliano Public Works Director for His Years of Service to the City of Holly Hill

   (Requested by Valerie Manning, City Clerk)

3. RECESS THE CC MTG & RECONVENE AS THE CRA

4. CRA AGENDA

1. Resolution 2018-R-08 A Resolution of the Community Redevelopment Agency (CRA) of the City of Holly Hill, Florida, Awarding Change Order #1 in the Amount of $114,500 to RJ Landscaping, Inc., and Authorizing the City Manager to Execute the Appropriate Contract Documents for Same; Providing for Severability; and Providing for an Effective Date.

   (Requested by Mark Juliano, Public Works)

5. ADJOURN AS THE CRA & RECONVENE THE CC MTG

6. PUBLIC COMMENTS

7. APPROVAL OF MINUTES

1. Minutes - February 13, 2018, Regular City Commission Meeting

   (Requested by Valerie Manning, City Clerk)

8. 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. Disposal of Fixed Assets

   (Requested by John McKinney, Finance)

2. Pitney Bowes Renewal Contract - DM225 Digital Mailing System

   (Requested by Valerie Manning, City Clerk)

9. REGULAR AGENDA

1. Ordinance First Reading - Ordinance 3000 An Ordinance of the City of Holly Hill, Florida, Creating Chapter 30 (Miscellaneous Offenses), Article III (Foreclosure/Vacant Property Registry) of the City of Holly Hill Code of Ordinances; Providing for Purpose, Intent and Applicability of the Ordinance Requiring the Registration and Maintenance of Certain Real Property by Mortgagees and Vacant Property by Owners; Providing for Penalties and Enforcement, as Well As, the Regulation, Limitation and Reduction of Registrable Real Property Within Holly Hill; Providing for Conflicting Ordinances; Providing for Severability; Providing for Repealer; Providing for Codification; and Providing for an Effective Date.

   (Requested by Valerie Manning, City Clerk)

2. Ordinance First Reading - Ordinance 3001 An Ordinance of the City of Holly Hill, Florida, Amending Section 14-126 (Unified Construction Code Adopted) to Adopt the Current Versions of the Florida Building Code, Florida Fire Prevention Code and the Florida National Electric Code (NEC), Including Any Future Amendments; Providing for Conflicting Ordinances; Providing for Severability; and Providing for an Effective Date.

   (Requested by Joseph Forte, City Manager)

3. Resolution Resolution 2018-R-09 A Resolution of the City Commission of the City of Holly Hill, Florida, Awarding Change Order #1 in the Amount of $114,500 to RJ Landscaping, Inc., and Authorizing the City Manager to Execute the Appropriate Contract Documents for Same; Providing for Severability; and Providing for an Effective Date.

   (Requested by Mark Juliano, Public Works)

4. Resolution Resolution 2018-R-10 A Resolution of the City Commission of the City of Holly Hill, Florida, Declaring the City Engineer an Exempt Position Under the Civil Service Act; and Providing for Severability; and Providing for an Effective Date.

   (Requested by Joseph Forte, City Manager)

5. Resolution Resolution 2018-R-11 A Resolution of the City of Holly Hill, Florida, Requesting and Supporting the County Council of Volusia County Placing a Ballot Question on the 2018 Election Ballot for a One-Half Cent Infrastructure Sales Tax to be Levied for Twenty Years; Providing for Severability; Providing for Conflicting Resolutions; and Providing for an Effective Date.

   (Requested by Valerie Manning, City Clerk)

6. Resolution Resolution 2018-R-12 A Resolution of the City Commission of the City of Holly Hill, Florida, Amending the Fiscal Year 2017-2018 Annual Budget; and Providing for Severability; and Providing for an Effective Date.

   (Requested by John McKinney, Finance)

7. Resolution Resolution 2018-R-13 A Resolution of the City of Holly Hill, Florida, Adopted Pursuant to Florida Statute Section 197.3632(3)(A) Authorizing and Electing to Utilize the Uniform Method of Collecting Non-Ad Valorem Assessments for the Collection of Code Enforcement Costs Incurred by the City for the Abatement or Remedying of Code Violations or the Removal of Nuisance Structures Which Are Not Reimbursed by the Property Owner Within the Entire City Limits of the City of Holly Hill Commencing with the 2017-2018 Fiscal Year and Each Fiscal Year Thereafter; Providing for Severability; Providing for Conflicting Resolutions; and Providing for an Effective Date.

   (Requested by Valerie Manning, City Clerk)

10. PUBLIC HEARINGS

Please silence any cell phone, pager or noise making device as not to interrupt the meeting. Staff will introduce each item for consideration, with comments and recommendations. The applicant or appellant and supporters will be heard first. Those in opposition to the request will be heard next. Comments should be restricted to pertinent information regarding the agenda item under discussion. Out of courtesy to others, we ask that speakers keep their comments brief and try to limit these comments to information not previously discussed. Speakers should state their name and address clearly for the record. The City Clerk's office is required to retain any documents, photographs, drawings, etc. that are shown to the City Commissioners in support of a position. The City Commission may ask questions of speakers or of staff members. The Mayor will then ask the City Commission to make a recommendation or motion. Once a motion has been made and seconded, discussion will be closed to the floor. Following City Commission discussion, a vote will be taken. During voting, Commissioners who do not cast objecting votes are considered to have voted in support of the motion.

1. Ordinance First Reading - Ordinance 2999 An Ordinance of the City of Holly Hill, Florida, Amending the Land Development Regulations by Amending Section 114-634 to Add Tattoo Parlors, Mini Warehouses, Laboratories, Warehousing and Distribution Uses as Uses Permitted by Special Exception in the Redevelopment District Overlay; Amending Section 114-635 to Remove Tattoo Parlors, Mini Warehouses, Laboratories, Warehousing and Distribution as Prohibited Uses; Creating Sections 114-708 and 114-709 to Add Special Exception Conditions; Amending Sections 114-444, 114-594 and 114-696 to Add Language; Amending Section 78-14 to Add Definitions; Providing for Severability; Providing for Codification; and Providing for an Effective Date.

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

11. COMMUNICATIONS

A. City Manager & Staff Comments

   a. Planning Solutions Corp - On-Call Professional Planning Services Contract with Beth Lemke for Sunrise Park South Improvements - Access Channel and Boat Ramp Improvements

      (Requested by Valerie Manning, City Clerk)

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

12. 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.

City Commission
1065 Ridgewood Ave
Holly Hill, FL 32117

SCHEDULED

Meeting: 02/27/18 07:00 PM
Department: City Clerk
Category: Presentation
Prepared By: Valerie Manning
Initiator: Valerie Manning
Sponsors:
DOC ID: 1934

PRESENTATION (ID # 1934)

Proclamation - Honoring Mark Juliano Public Works Director for His Years of Service to the City of Holly Hill

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, RECOGNIZING MARK JULIANO FOR HIS YEARS OF SERVICE TO THE CITY OF HOLLY HILL AND ITS CITIZENS.

WHEREAS, Mark Juliano began his career with the City of South Daytona in May 1979 as a Public Works employee and was promoted to the Public Works Director in 1987; and

WHEREAS, Mark Juliano retired from South Daytona in September of 2009; and

WHEREAS, Mark Juliano was hired as the Deputy Public Works Director for the City of Holly Hill in July 2011; and

WHEREAS, Mark Juliano retired (the first time) from the City of Holly Hill in January 2015; and

WHEREAS, Mark just couldn't stand to be retired, so when the position of Public Works Director became available, Mark agreed to return to Holly Hill in July 2015; and

WHEREAS, Mark Juliano's pledge to working with staff at every level in the organization, helped to foster an environment of dedicated public servants; and

WHEREAS, Mark has been instrumental in bringing forth many successful projects in the City making Holly Hill a better place to live, work and play; and

WHEREAS, Mark is respected by the City of Holly Hill staff and its citizens for his belief that every person is important and has something to offer for the good of all and has proven to be a problem solver, dedicated worker, and a friend to many; and

WHEREAS, Mark has proven to be a dependable employee, dedicated worker, and a friend to many and has selflessly served the city of Holly Hill and its citizens with the highest level of integrity, professionalism, and commitment.

NOW, THEREFORE BE IT RESOLVED, BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, HEREBY ACKNOWLEDGES ITS GRATEFUL APPRECIATION OF MARK JULIANO FOR HIS YEARS OF OUTSTANDING SERVICE AND DEDICATION TO THE CITY OF HOLLY HILL AND WISH HIM WELL IN HIS RETIREMENT AND THROUGH HIS FUTURE ENDEAVORS.

BE IT RESOLVED BY THE CITY COMMISSION, ADOPTED THIS 27th DAY OF

FEBRUARY, 2018.

City of Holly Hill, FL

_____

John Penny, Mayor

Purpose:

To publicly recognize Mark Juliano for his years of service to the City and citizens of Holly Hill.

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
CRA Resolution

MEETING DATE: **February 27, 2018**
FROM: **Mark Juliano**
SUBJECT: **Resolution 2018-R-08 A Resolution of the Community Redevelopment Agency (CRA) of the City of Holly Hill, Florida, Awarding Change Order #1 in the Amount of $114,500 to RJ Landscaping, Inc., and Authorizing the City Manager to Execute the Appropriate Contract Documents for Same; Providing for Severability; and Providing for an Effective Date.**
NUMBER: **(ID # 1926)**
APPLICANT:
PLANNER:

DISCUSSION:

On October 24, 2017, the City Commission awarded a Bold Landscaping contract to RJ Landscaping Contractors, Inc., in the amount of $839,700.00 for US-1 Medians. Since that time, the City of Holly Hill was significantly impacted by Hurricane Irma. Hurricane Irma damaged some existing trees that were originally designated to remain in the construction plans as bid.

Upon review of the damaged trees and their impact on the overall landscape design, redesign of many of the medians was required. The Landscape Architect of Record revised the design and we have received approval from FDOT for the revisions.

The Contractor revised pricing for the medians as shown on the attached proposal. City staff, the Project Engineer and FDOT believe the pricing to be fair and reasonable. The revised pricing has resulted in Change Order #1 increasing the original contract by $114,500.00 for which $71,350.00 is eligible for FDOT funding, and the remaining $43,150.00 is the responsibility of the City.

FISCAL ANALYSIS:

Change Order #1 is still within the grant appropriation of $839,700.00 awarded to the City by FDOT. Sufficient funding for the City's share of the non-reimbursable items has been included in the project budget. No budget amendments or additional funding are required at this time.

STAFF RECOMMENDATION:

Staff recommends approval of Change Order #1 in the amount of $114,500.00.

COMMISSION GOAL:

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

Goal #2: Enhance City aesthetics through beautification and maintenance of city property and public rights of way, consistent enforcement of zoning and property maintenance codes, and development of reasonable design standards and a corresponding process which is applicable to all new developments and business improvements in the city.

Goal #3: Implement the CRA master plan with a focus on the best utilization of vacant properties and blighted properties in the city. Attention should also focus on infrastructure improvements within the district and strategies to encourage private investment and business retention.

MOTION:

APPROVE RESOLUTION 2018-R-08, AWARDING CHANGE ORDER #1 IN THE AMOUNT OF $114,500.00 TO RJ LANDSCAPING, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE APPROPRIATE CONTRACT DOCUMENTS FOR SAME.

ATTACHMENTS:

- Change Order #1 (PDF)

CRA Resolution No. (ID # 1926)

RESOLUTION 2018-R-08 A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY (CRA) OF THE CITY OF HOLLY HILL, FLORIDA, AWARDING CHANGE ORDER #1 IN THE AMOUNT OF $114,500 TO RJ LANDSCAPING, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE APPROPRIATE CONTRACT DOCUMENTS FOR SAME; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

RESOLUTION 2018-R-08

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY (CRA) OF THE CITY OF HOLLY HILL, FLORIDA, AWARDING CHANGE ORDER #1 IN THE AMOUNT OF $114,500.00 TO RJ LANDSCAPING, INC. AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE APPROPRIATE CONTRACT DOCUMENTS FOR SAME; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of holly Hill received a Bold Landscaping Grant from FDOT for an amount not to exceed $860,233.00 in 2016 to re-landscape the medians on US1; and

WHEREAS, The City of Holly Hill awarded a contract to RJ Landscaping, Inc., in the amount of $839,000.00 on October 16, 2017 to perform contracted landscape improvements to the medians on US1; and

WHEREAS, on September 10, 2017 the City of Holly Hill was significantly impacted by Hurricane Irma resulting in the loss of several trees on US1 that were slated to remain as part of the original project scope resulting in a redesign and Change Order #1.

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

SECTION 1. That the Community Redevelopment Agency (CRA) of the City of Holly Hill does hereby desire to replace the trees damaged by Hurricane Irma having receiving concurrence from FDOT to modify existing project plans identified in Change Order #1.

SECTION 2. That the Community Redevelopment Agency (CRA) does hereby award Change Order #1 in the amount of $114,500.00 to RJ Landscaping, Inc., and authorizes the City Manager to execute the appropriate contract documents.

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

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

APPROVED AND AUTHENTICATED on this 27th day of FEBRUARY, 2018.

John Penny, Mayor 2/27/2018

Valerie Manning, City Clerk, CMC 2/27/2018

RJ LANDSCAPE CONTRACTORS

January 29, 2018

RE: US 1 Median Landscaping Improvement
FDOT FM#439690-1-58-01

David,

We submit the attached pricing adjustments to reflect the design changes requested due to additional storm damaged trees to be removed.

Sincerely,

Randy Squires
President

1766 Taylor Road, Port Orange, FL 32128
PH: 386.767.3008 Fax: 386.767.1041
Office@RJLandscapeContractors.com

Attachment: Change Order #1 (1926 : Bold Landscaping Contract to RJ Landscaping Contractors, Inc. Change Order #1 - CRA)

CHANGE ORDER FORM

PROJECT: ***US-1 Median Landscaping Improvements Between Mason Ave. to Calle Grande St.***
BID: ***16CRA1***
FPN: ***439690-1-58-1***

CHANGE ORDER NO. 1

CONTRACTOR: RJ Landscape Contractors, Inc.

The following changes are hereby made to the Contract Documents:

CHANGE IN CONTRACT PRICE: Original Contract Price: $ 839,700.00	CHANGE IN CONTRACT TIMES: Original Contract Times: Substantial Completion: 150 days, June 7, 2018 Final Completion: +30 days, July 7, 2018
Net changes from previous Change Orders: $ 0.00	Changes in contract time from previous Change Orders: 0 Days
Contract Price prior to this Change Order: $ 839,700.00	Contract Completion Date prior to this Change Order: Substantial Completion: 150 days, June 7, 2018 Final Completion: +30 days, July 7, 2018
Net Increase (decrease) of this Change Order: $ 114,500.00	Changes in contract time requested this Change Order 0 Days
Contract Price with all approved Change Orders: $ 954,200.00	Contract Times with all approved Change Orders: Substantial Completion: 150 days, June 7, 2018 Final Completion: +30 days, July 7, 2018

Attachment: Change Order #1 (1926 : Bold Landscaping Contract to RJ Landscaping Contractors, Inc. Change Order #1 - CRA)

Attachment: Change Order #1 (1926 : Bold Landscaping Contract to RJ Landscaping Contractors, Inc. Change Order #1 - CRA)

CHANGES ORDERED:

I. GENERAL – This change order is necessary to cover changes in the work to be performed under this Contract. The General Conditions, Supplementary Conditions, Specifications and all parts of the Project Manual listed in Article 1, Definitions, of the General Conditions apply to and govern all work under this change order.

The change in price and/or delivery date described, is considered to be fair and reasonable and has been mutually agreed upon in full agreement and final settlement of all claims arising out of the modification including all claims for delays and disruptions resulting from, caused by, or incident to such modifications and change orders.

II. REQUIRED CHANGES:

CONTRACT PRICE: The contract price is hereby increased by $114,500.00.

CONTRACT TIME: N/A

III. JUSTIFICATION:

CONTRACT PRICE:

Hurrican Irma damaged some existing trees that were originally designated to remain in the construction plans as bid. Upon review of the damaged trees and their impact the overall landscape design, redesign of many of the medians was required. The Landscape Architect of Record revised the design and has received FDOT approval of the revisions. The Contractor provided revised pricing for the medians as shown on the attached proposal. The Owner and Engineer have reviewed the revised pricing and has found it fair and reasonable. The revised pricing results in an increase of $114,500.00 for which $71,350 is eligible for FDOT funding and the remaining $43,150 is not eligible. The Owner has requested the addition FDOT funding as part of requesting concurrence from FDOT for this change order.

CONTRACT TIME: N/A

IV. PAYMENT: Payment to be made per the Contract provisions.

Acknowledgments:

The aforementioned change, and work affected thereby, is subject to all provisions of the original contract not specifically changed by this Change Order;

It is expressly understood and agreed that the approval of the Change Order shall have no effect on the original contract other than matters expressly provided herein;

The prices quoted are fair and reasonable and in proper ratio to the cost of the original work contracted for under competitive bidding; and,

The change in price and/or delivery date described is considered to be fair and reasonable and has been mutually agreed upon in full agreement and final settlement of all claims arising out of this modification including all claims for delays and disruptions resulting from, caused by, or incident to such modifications and change orders.

RECOMMENDED BY:

QLH, a Mead & Hunt Company
(Engineer)

By: _____ 1/29/18
(Authorized Signature) (Date)

David King, P.E.,
Name Typed

ACCEPTED BY:

RJ Landscape Contractors, Inc.
(Contractor)

_____ 01/26/18
(Authorized Signature) (Date)

Randy Squires
Name Typed

APPROVED BY:

City of Holly Hill
Owner

By: _____
(Authorized Signature) (Date)

Joe Forte, City Manager
Name Typed

END OF SECTION

Attachment: Change Order #1 (1926 : Bold Landscaping Contract to RJ Landscaping Contractors, Inc. Change Order #1 - CRA)

City of Holly Hill
US1 Median Landscaping Improvements
FDOT FM#439690-1-58-01
Bid # 16CRA1

		ORIGINAL BID/CONTRACT						CHANGE ORDER #1 PROPOSAL			
Item	Description	Qty	Unit	Unit Cost	Total	FDOT Funding Eligible	FDOT Funding Non-Eligible	Unit Cost	Total	FDOT Funding Eligible	FDOT Funding Non-Eligible
A.	LANDSCAPING										
1	Mobilization	1	LS	$ 17,900.00	$ 17,900.00	$ -	$ 17,900.00	$ 19,900.00	$ 19,900.00		$ 19,900.00
2	Maintenance of Traffic	1	LS	$ 45,000.00	$ 45,000.00	$ -	$ 45,000.00	$ 48,650.00	$ 48,650.00		$ 48,650.00
3	Clearing and Grubbing	1	LS	$ 19,000.00	$ 19,000.00	$ -	$ 19,000.00	$ 21,000.00	$ 21,000.00		$ 21,000.00
4	Median #1 Landscaping	1	LS	$ 47,000.00	$ 47,000.00	$ 41,000.00	$ 6,000.00	$ 75,050.00	$ 75,050.00	$ 66,650.00	$ 8,400.00
5	Median #2 Landscaping	1	LS	$ 46,000.00	$ 46,000.00	$ 37,700.00	$ 8,300.00	$ 71,450.00	$ 71,450.00	$ 60,750.00	$ 10,700.00
6	Median #3 Landscaping	1	LS	$ 97,000.00	$ 97,000.00	$ 89,075.00	$ 7,925.00	$ 105,350.00	$ 105,350.00	$ 95,025.00	$ 10,325.00
7	Median #4 Landscaping	1	LS	$ 26,000.00	$ 26,000.00	$ 20,450.00	$ 5,550.00	$ 27,100.00	$ 27,100.00	$ 19,150.00	$ 7,950.00
8	Median #5 Landscaping	1	LS	$ 61,000.00	$ 61,000.00	$ 55,925.00	$ 5,075.00	$ 62,100.00	$ 62,100.00	$ 54,625.00	$ 7,475.00
9	Median #6 Landscaping	1	LS	$ 38,000.00	$ 38,000.00	$ 33,050.00	$ 4,950.00	$ 34,500.00	$ 34,500.00	$ 27,150.00	$ 7,350.00
10	Median #7 Landscaping	1	LS	$ 36,000.00	$ 36,000.00	$ 29,950.00	$ 6,050.00	$ 33,800.00	$ 33,800.00	$ 25,350.00	$ 8,450.00
11	Median #8 Landscaping	1	LS	$ 14,000.00	$ 14,000.00	$ 6,200.00	$ 7,800.00	$ 15,100.00	$ 15,100.00	$ 4,900.00	$ 10,200.00
12	Median #9 Landscaping	1	LS	$ 12,000.00	$ 12,000.00	$ 3,875.00	$ 8,125.00	$ 12,500.00	$ 12,500.00	$ 3,875.00	$ 8,625.00
13	Median #10 Landscaping	1	LS	$ 13,000.00	$ 13,000.00	$ 5,425.00	$ 7,575.00	$ 38,450.00	$ 38,450.00	$ 28,475.00	$ 9,975.00
14	Median #11 Landscaping	1	LS	$ 47,000.00	$ 47,000.00	$ 42,550.00	$ 4,450.00	$ 50,750.00	$ 50,750.00	$ 43,900.00	$ 6,850.00
15	Median #12 Landscaping	1	LS	$ 46,000.00	$ 46,000.00	$ 41,000.00	$ 5,000.00	$ 47,100.00	$ 47,100.00	$ 39,700.00	$ 7,400.00
16	Median #13 Landscaping	1	LS	$ 54,000.00	$ 54,000.00	$ 48,075.00	$ 5,925.00	$ 59,050.00	$ 59,050.00	$ 50,725.00	$ 8,325.00
17	Median #14 Landscaping	1	LS	$ 11,000.00	$ 11,000.00	$ 5,525.00	$ 5,475.00	$ 13,400.00	$ 13,400.00	$ 5,525.00	$ 7,875.00
18	Median #15 Landscaping	1	LS	$ 84,000.00	$ 84,000.00	$ 75,600.00	$ 8,400.00	$ 88,550.00	$ 88,550.00	$ 78,250.00	$ 10,300.00
19	Median #16 Landscaping	1	LS	$ 62,000.00	$ 62,000.00	$ 51,175.00	$ 10,825.00	$ 65,900.00	$ 65,900.00	$ 53,175.00	$ 12,725.00
20	Median #17 Landscaping	1	LS	$ 24,000.00	$ 24,000.00	$ 9,300.00	$ 14,700.00	$ 24,700.00	$ 24,700.00	$ 10,000.00	$ 14,700.00
	Sub-Total (FDOT JPA Funded)				**$799,900.00**	**$595,875.00**	**$204,025.00**		**$914,400.00**	**$ 667,225.00**	**$ 247,175.00**
B.	CITY ENTRY SIGNS - Furnish and install entry sign per requirements in bid documents, including electrical,										
1	City Entry Sign, Complete	2	EA	$19,900.00	$39,800.00	$ -	$ 39,800.00	$19,900.00	$ 39,800.00		$ 39,800.00
	Sub-Total (City Funded)										
	TOTAL (A+B)				**$839,700.00**	**$595,875.00**	**$243,825.00**		**$954,200.00**	**$667,225.00**	**$286,975.00**
C.	ADDITIVE ALTERNATE - Unit pricing is requested and may be utilized to award additional work to replace existing tree originally designed to remain.										
1	Crepe Myrtle	1	EA	$ 650.00	$ 650.00	$ 650.00					
2	Medjool Palm	1	EA	$ 4,600.00	$ 4,600.00	$ 4,600.00					

Attachment: Change Order #1 (1926 : Bold Landscaping Contract to RJ Landscaping Contractors, Inc. Change Order #1 - CRA)

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

MEETING DATE: **February 27, 2018**
FROM: **Valerie Manning**
SUBJECT: **Minutes - February 13, 2018, Regular City Commission Meeting**
NUMBER: **(ID # 1922)**
APPLICANT:
PLANNER:

DISCUSSION:

Minutes from February 13, 2018 regular City Commission meeting.

FISCAL ANALYSIS:

N/A

STAFF RECOMMENDATION:

Approve minutes.

COMMISSION GOAL:

N/A

MOTION:

Approve minutes as submitted by staff.

- Minutes - February 13, 2018 - Regular City Commission meeting (PDF)

CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

MINUTES ● FEBRUARY 13, 2018

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 C. Danio	District 3 - Commissioner	Present	
Chris Via	District 4 - Commissioner	Present	
John Penny	Mayor	Present	

b. Invocation
The invocation was led by Commissioner Byrnes.

c. Pledge of Allegiance
The Pledge of Allegiance was led by Mayor Penny.

2. PUBLIC COMMENTS

The following individuals came forward to speak to the Mayor and City Commissioners: Kelly Remark, 1130 Woodside Drive, Daytona Beach, and Steve Smith, 1410 Riverside Drive, Holly Hill.

3. APPROVAL OF MINUTES

1.

Minutes - January 23, 2018 - Workshop - Hollyland Park Discussion and January 23, 2018 - Regular City Commission Meeting

(Requested by Valerie Manning, City Clerk)

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

Enacted and approved this 13th day of February, 2018, in Holly Hill

Attachment: Minutes - February 13, 2018 - Regular City Commission meeting (1922 : Minutes)

4. CONSENT AGENDA - ITEMS (1 - 4)

Mayor Penny asked if any member of the Commission would like to pull any item from the Consent Agenda for further discussion.

Commissioner Via asked to pull item #3, Police Laptop Purchase for further discussion. Commissioner Byrnes asked to pull item #4, Spectrum Enterprise - Phone Services for further discussion.

Mayor Penny asked if any member of the audience would like to discuss any item on the Consent Agenda, there was no one.

1.

Volusia County Sheriff's Office / Holly Hill Police Department Memorandum of Understanding for Criminal Justice Information Exchange and Use

(Requested by Steve Aldrich, Police)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Arthur J. Byrnes, District 1 - Commissioner
SECONDER:	Chris Via, District 4 - Commissioner
AYES:	Byrnes, Currie, Danio, Via, Penny

Enacted and approved this 13th day of February, 2018, in Holly Hill

2.

Urban Surf 4 Kids - Movies in the Park - Contract Renewal for 2018

(Requested by Valerie Manning, City Clerk)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Arthur J. Byrnes, District 1 - Commissioner
SECONDER:	Chris Via, District 4 - Commissioner
AYES:	Byrnes, Currie, Danio, Via, Penny

Enacted and approved this 13th day of February, 2018, in Holly Hill

3.

Police Laptop Purchase

(Requested by Scott Gutauckis, Information Technology)
Commissioners Via and Byrnes both would like to see if it's possible to see if the school and Commissioner Currie asked if they could see if UBIC would be interested in the laptops before disposing of them.

Attachment: Minutes - February 13, 2018 - Regular City Commission meeting (1922 : Minutes)

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

Enacted and approved this 13th day of February, 2018, in Holly Hill

4.

Spectrum Enterprise - Phone Services

(Requested by Valerie Manning, City Clerk)
Commissioner Byrnes shared his concerns about his experience with Spectrum services and mentioned that he would be voting "no" at this time.

RESULT:	**APPROVED [4 TO 1]**
MOVER:	Penny Currie, District 2 - Commissioner
SECONDER:	Chris Via, District 4 - Commissioner
AYES:	Currie, Danio, Via, Penny
NAYS:	Byrnes

Enacted and approved this 13th day of February, 2018, in Holly Hill

5. REGULAR AGENDA - NONE

6. PUBLIC HEARINGS - NONE

7. COMMUNICATIONS

A. City Manager & Staff Comments

a.

Volusia County Mosquito Control - Letter of Authority 2018 to Spray in City of Holly Hill

(Requested by Valerie Manning, City Clerk)
No vote needed; for informational purposes only.

b.

Copier Lease Renewal

(Requested by Valerie Manning, City Clerk)
No vote needed; for informational purposes only.

Attachment: Minutes - February 13, 2018 - Regular City Commission meeting (1922 : Minutes)

Mr. Forte explained that he wanted to make sure everyone understood that he never said there was a problem at the dog park, he was trying to get more people to come to the central park of the city which is Hollyland Park and get more people involved in attending that park. Mr. Forte informed the Mayor and Commissioners that he has found a good candidate for the next Public Works Director and he currently lives 51 miles out of the city limits. He would like consensus from the Mayor and Commissioners to allow the City Manager to bring forth a Resolution at the next meeting exempting that mileage for the new director and re-title it to be Civil Engineer/Public Works Director. There was ***consensus*** from the Mayor and City Commissioners to allow the Resolution to come forth at the next meeting and was okay about the miles.

B. City Attorney Comments
None.

C. City Commission Comments
Commissioner Byrnes thanked the lady for coming forward to speak about the dog park and the trees.
Commissioner Currie thanked the people for coming and speaking to the Commission.
Commissioner Via thanked everyone for their comments; likes the idea of a "sallyport" at the dog park.

D. Mayor's Comments
Mayor Penny asked about reaching a compromise for changing the times they meet for Commission meetings. There was consensus to leave the times as they are.

Mayor Penny asked for permission for travel expenses to the Volusia League of Cities Advocacy Team meeting coming up on February 20-21, 2018 in Tallahassee.

Commissioner Currie made a motion to ***APPROVE TRAVEL EXPENSES for February 20-21, 2018 for Mayor Penny****, seconded by Commissioner Danio.*

Mayor Penny opened public participation. No one spoke.

PASSED, 5-0.

Mayor Penny informed the Commissioners about Pat from the Boys and Girls Club, who's husband was killed in a car accident last week that himself and the City Clerk and her husband attended his funeral this past Saturday and asked that everyone keep Pat and her family in their prayers.

8. ADJOURNMENT

The meeting adjourned at approximately 7:40 PM.

Attachment: Minutes - February 13, 2018 - Regular City Commission meeting (1922 : Minutes)

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

MEETING DATE: **February 27, 2018**
FROM: **John McKinney**
SUBJECT: **Disposal of Fixed Assets**
NUMBER: **(ID # 1924)**
APPLICANT:
PLANNER:

DISCUSSION:

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

Some vehicles have several assets linked (graphics, remanufactured transmissions, etc.) which are requested to be approved for surplus as part of the vehicle surplus. Some of the linked assets may be reused, others are recommended for disposal.

Vehicles which are still operational are recommended to be sold utilizing a third party online auction site called GovDeals.com. Items that are no longer operational will be sold as scrap.

FISCAL ANALYSIS:

The proceeds from the sale of the surplus items will be placed in the fund that acquired the fixed assets being disposed.

STAFF RECOMMENDATION:

That the City Commission declare the equipment and vehicles identified in the attached documents as surplus and authorize the disposal of the surplus equipment through 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:

Authorize the City Manager to dispose of surplus equipment.

- FA Disposal List 022718 (PDF)

Inventory Disposal Request Form

2/27/2018

Item #	Asset Tag	Asset #	Asset Type Description / Model	Manufacturer	Model	Serial Number	Service #	Date of Purchase	Purchase Cost	Book Value	Location	Note
1		2006002469	Scott 2.2 Air Pak breathing Apparatus	Scott	2.2	N/A	N/A	12/05/90	$1,261.00	$0.00	WTR Dept Code WS	Dispose
2		2006002537	ISIS Vanguard 2216 AS1 Breathing Apparatus	Vanguard	2216	N/A	N/A	04/07/04	$2,536.00	$0.00	WTR Dept Code WS	Dispose
3	719		HP Compaq dc7900 Desktop	HP	NV557UT	MXL924032B		06/13/09		N/A	FD - Weremay	Recycling company for scrap or auctior
4	735		HP Compaq dc5800 Small Form Factor PC (Energy Star	HP	NV308UT	2UA93215FH		08/09/09		N/A	UB	Recycling company for scrap or auctior
5	880		HP Compaq dc5800 Small Form Factor PC (Energy Star	HP	NV308UT	MXL9040Z7Y		08/09/09		N/A	Chamber Rm	Recycling company for scrap or auctior
6		2010000004	Okidata Duplex Printer	Okidata	B6500	CB8C144550A0		01/25/10	$188.86	$0.00	CS Dept Code GG	Recycling company for scrap or auctior
7	876		HP Compaq 8000 Elite Ultra-Slim Desktop	HP		MXL0120ZY9		03/27/10		N/A	Spare	Recycling company for scrap or auctior
8	981	2013000042	HP Compaq Pro 6300	HP	6300	MXL2390PVS	C1E93UT	09/27/12	$715.75	$0.00	Chamber Rm Projector PC	Recycling company for scrap or auctior
9	946	2013000246	HP Compaq Elite 8300 Ultra-slim PC (Energy Star)	HP	D8C24UT	2UA320000K		05/14/13	$998.00	$0.00	CS Dept Code GG Cashier 1	Recycling company for scrap or auctior
10	947	2013000247	HP Compaq Elite 8300 Ultra-slim PC (Energy Star)	HP	D8C24UT	2UA320000L		05/14/13	$998.00	$0.00	CS Dept Code GG Cashier 2	Recycling company for scrap or auctior
11	948	2013000245	HP Compaq Elite 8300 Ultra-slim PC (Energy Star)	HP	8300	2UA320000J	D8C24UT	05/14/13	$998.00	$0.00	CS Dept Code GG Cashier 3	Recycling company for scrap or auctior
12		N/A	Panasonic CF-18 Toughbook	Panasonic	CF-18DDAZXMM	4LKSA84222		Donated	$0.00	$0.00	PD	Recycling company for scrap or auctior
13		2006000832	(10) Shade Structures from Hollyland Park	Unknown	Unknown	N/A	N/A	06/17/05	$32,001.39	$7,111.42	Hollyland Park	BV remaing 1 shade $711.14
14		2007000243	(2) Life Trail stations from Sunrise Park	Life Trail	Unknown	N/A	N/A	01/19/07	$23,475.00	$898.76	Sunrise Park	BV remaining 8 stations $3,600.62
15		2006001964	Former playground at Ross Point	N/A	N/A	N/A	N/A	09/30/86	$3,475.99	$0.00	Ross Point Park	Parts from former playground
16		2006001967	Former playground at Sunrise Park North	N/A	N/A	N/A	N/A	09/30/91	$9,293.24	$0.00	Sunrise Park	Replaced
17		2012000046	2008 Ford Crown Victoria Police Interceptor	Ford	Interceptor	2FAFP71V58X166395		06/20/12	$6,000.00	$800.00	PD	Remove useful parts/sell remainder as sc
18		2013000066	2008 Ford Crown Victoria Police Interceptor	Ford	Interceptor	2FAFP71V8X166392	N/A	12/12/12	$7,000.00	$1,633.33	PD	Damaged beyond use
19		2006002030	Excavator Bobcat	Bobcat	X331	512914289	866	08/18/97	$30,531.00	$0.00	PW	Selling - No longer in service
20		N/A	1987 Long Chih Trailer #28 for Bobcat #866	Long Chih	N/A	LCAAA85IT3HT021424	28	Unknown	Unknown	$0.00	PW	Sell with Bobcat
21		2006001710	2003 Ford Taurus	Ford	Taurus	1FAFP53U33A169516	309	12/03/02	$14,330.00	$0.00	PW	Auction with reserve of $1,500
22		2006001842	2001 Ford Taurus	Ford	Taurus	1FAFP52U11A192792	7	03/23/01	$14,972.00	$0.00	PW	Auction with reserve of $1,200
23		2006001792	2001 Ford Taurus	Ford	Taurus	1FAFP52431A192793	842	03/23/01	$14,972.00	$0.00	PW	Auction with reserve of $1,200
24		2006002498	1980 International Bucket Truck	International	Unknown	1HTAA16B5BHB15140	938	09/20/94	$2,000.00	$0.00	PW	Auction with reserve of $1,500
25		2006002062	2001 Ford Ranger Pickup Truck	Ford	Ranger	1FTYR1OU31PA73096	838	12/19/01	$11,400.00	$0.00	PW	Auction with reserve of $300
26		2006001902	2004 Ford Explorer	Ford	Explorer	1FMZU62K34UA91630	403	02/02/04	$19,420.00	$0.00	PW	Auction with reserve of $1,000

City Manager Signature/Date

Attachment: FA Disposal List 022718 (1924 : Disposal of Fixed Assets)

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

MEETING DATE: **February 27, 2018**
FROM: **Valerie Manning**
SUBJECT: **Pitney Bowes Renewal Contract - DM225 Digital Mailing System**
NUMBER: **(ID # 1907)**
APPLICANT:
PLANNER:

DISCUSSION:

The current agreement with Pitney Bowes has expired. Pitney Bowes is the city's mailing and postage machine that is used by all city departments. Staff has been in touch with its representative and has been able to reach an agreement to lower the rates that were originally sent to renew, along with replacing the current Pitney Bowes postage machine and returning the inserter machine.

The city will be provided with a new Pitney Bowes machine called DM225 Digital Mailing System.

The proposed renewal agreement offers the city lower rates, which staff is recommending for approval.

Previously, with the current mailing machine and inserting machine monthly and quarterly fees were as follows: monthly - $731.44 / billed quarterly - $2,194.32.

With the **new** DM225 Digital Mailing System the fee would be: monthly - $87.96 / billed quarterly - $263.88.

The term of the agreement is for 60 months (5 year agreement), expiring in February 2023.

FISCAL ANALYSIS:

With the new contract there will be an annual savings from this lease of approximately $7,722. Staff will utilize an existing contract with Municode Corp. to provide bulk mailing for Business Tax Receipt Renewals and other required mailings resulting in an estimated overall annual savings of $5,000.

STAFF RECOMMENDATION:

Authorize the City Manager to enter into an agreement with Pitney Bowes and to approve the

proposed agreement for a new DM225 Digital Mailing System for 60 months (5 year agreement), expiring in February 2023.

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 as submitted by staff.

- DM225 Model - Pitney Bowes Postage Machine - Contract (PDF)
- DM225 Series Digital Mailing System (PDF)

pitney bowes

State of Florida Contract #44102100-17-1 Order Form

Agreement Number

Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee			Tax ID # (FEIN/TIN)
CITY OF HOLLY HILL FLA			596000337

Sold-To: Address

1065 RIDGEWOOD AVE, HOLLY HILL, FL, 32117-2807, US

Sold-To: Contact Name	Sold-To: Contact Phone #	Sold-To: Account #
VALERIE MANNING	3864530444	0011583115

Bill-To: Address

1065 RIDGEWOOD AVE, HOLLY HILL, FL, 32117-2807, US

Bill-To: Contact Name	Bill-To: Contact Phone #	Bill-To: Account #	Bill-To: Email
VALERIE MANNING	3864530444	0011583115	vmanning@hollyhillfl.org

Ship-To: Address

1065 RIDGEWOOD AVE, HOLLY HILL, FL, 32117-2807, US

Ship-To: Contact Name	Ship-To: Contact Phone #	Ship-To: Account #
VALERIE MANNING	3864530444	0011583115

PO #

Your Business Needs

Qty	Item	Business Solution Description
1	DM225	DM225 Digital Mailing System
1	1FA1	Basic Accounting (25 Dept)
1	1FAB	Dept Accounting Enabler (5 Accts)
1	7PR0	DM125 US Meter Subscription
1	MPC1	MPC1 - Integrated Weighing Platform
1	PR00	PR00- Meter for DM125 / DM225
1	PRP2	PRP2 - 2 lb. Integrated Weighing
1	SJ20	SoftGuard
1	STDSLA	Standard SLA-Equipment Service Agreement (for DM225 Digital Mailing System)
1	SVDF	SVDF - DM225 Digital Mailing System
1	WIF4	DM Series WiFi Option - POINT OF SALE

Attachment: DM225 Model - Pitney Bowes Postage Machine - Contract (1907 : Pitney Bowes Renewal Contract - Postage Machine)

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See Pitney Bowes Terms for additional terms and conditions

Your Payment Plan

Initial Term: 60 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
60	$ 87.96	$ 263.88

*Does not include any applicable sales, use, or property taxes which will be billed separately.

( ) Tax Exempt Certificate Attached
( ) Tax Exempt Certificate Not Required

(X) Purchase Power® transaction fees included
( ) Purchase Power® transaction fees extra

Your Signature Below

By your signature below or Purchase Order, you are entering into a Lease Agreement pursuant to the terms and conditions of the Florida STC No. 44102100-17-1. If software is included in the Order, additional terms apply. Please refer to www.pitneybowes.com/us/state-and-local-government-solutions/states/florida.html for the applicable software terms.

44102100-17-1
State/Entity's Contract #

Lessee Signature

Print Name

Title

Date

Pitney Bowes Signature

Print Name

Title

Date

Email Address

Sales Information

Walter Harris — Account Rep Name

walter.harris@pb.com — Email Address

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Attachment: DM225 Model - Pitney Bowes Postage Machine - Contract (1907 : Pitney Bowes Renewal Contract - Postage Machine)

Retail Mailing and Shipping

DM225™ Series Digital Mailing System

The new DM225™ mailing system is the perfect solution for customers who mail and ship in a retail environment. It's compact, easy to use, and offers a choice of scales that are National Type Evaluation Program (NTEP) certified. NTEP is a Bureau of Weights and Measures requirement in most states for retail applications. This low-cost solution has an amazing amount of functionality, including a full range of accounting and reporting capabilities that provide your operation the accountability you need.

Digital technology

The DM225™ mailing system has the latest advancements that allow you to easily keep up with changes in postal rates and regulations. You get access to a whole range of services and can easily download rates, software updates, and refill your postage. Get the freshest technology in this low-cost, easy-to-use system.

Integrated weighing for retail

A key benefit of the DM225™ is a range of new, easy-to-use scale options, which also come in models that are Weights and Measures approved! Now there are several weighing options to choose from that will support all your business needs.

- Integrated 5 lb or 10 lb option
- Interfaced external platform in 30 lb or 70 lb option
- Optional differential weighing

The system is compact and a low-cost option for your enterprise or retail shop.

Consolidated information management

Using a Web-based dashboard, you'll have visibility of postage spends, class usage, and if you need it, optional departmental accounting data. For enterprise situations, you can review information by meter, department, region or the whole enterprise, giving you complete control of your mailing activities and spend.

Pitney Bowes

Attachment: DM225 Series Digital Mailing System (1907 : Pitney Bowes Renewal Contract - Postage Machine)

Speedy service and rate downloads

Constant Connection (LAN) allows for faster downloads of rates, software upgrades, and postage refills. Take full advantage of special services online without leaving your office.

- Delivery Confirmation ™ services
- Electronic access to Certified Mail ™ services

INVIEW ® MailStream Management Suite

INVIEW Total Postage Management provides insight into postage funding, financing and payment from your meters, permits, or mail house.

With INVIEW Accounting, you can now easily conduct accurate chargebacks and expense reconciliation:

- Manage 50, 100 or 300 accounts
- Up to 13 different reporting options
- Memory stick capability to store up to 4,000 transactions

With INVIEW Total Meter reporting, you'll add web-based visibility from your Pitney Bowes My Account to single and multi-site locations. Single and multi-site (enterprise) locations can:

- View total postage spent and pieces processed by postage class
- Optionally manage detailed accounting data in a visual, easy-to-read format

Custom text entry

Now you can create and print personalized messages or a return address on the mail piece with this new custom text entry feature.

- Great added value for your customers
- Lets you promote your business on all mail

Confirmation Services

Now – via IntelliLink ® technology – your business can have easy access to a full range of cost-saving USPS ® Confirmation Services, as well as superior tools for mail management. Through the IntelliLink ® Control Center, you can receive postal rate updates, software upgrades, postal inscriptions and graphics. Your system remains current and operates at maximum efficiency.

Specifications

Size:	9.7"H x 13.6"W x 15.8"D
w/Scale & Moist:	10.1"H x 18.5"W x 15.4"D
Weight:	16 lbs. approximate
Electrical:	100-240 V, 50/60 Hz, 1.0A
Max. Speed:	Up to 45 pieces per minute
Media Sizes:	Min.: 5" (127mm) x 3" (76mm)
	Max.: 15" (381mm) x 13" (330mm)
Media Thickness:	Min.: .007" Max.: .375"
Flap Depth:	Min.: .875" Max.: 3"
Job Presets:	10
Optional Integrated Weighing:	5 lb. or 10 lb. capacity *
Optional Interfaced Weighing:	30 lb. or 70 lb. capacity *
* Also offered in Weights & Measures compliant versions.	
Approvals:	UL approved, FCC compliant, ICES-003 compliant, TUV Rhineland, CE, CB Scheme, ENERGY STAR ® compliant
Connectivity Options:	– LAN Network with Internet access – Windows based PC with available USB port - Optional analog modem connectivity
Postal Compliance:	Digital IBIP

NTEP Certified

a Bureau of Weights and Measures requirement in most states for retail applications.

DM225™ Series Digital Mailing System with 30 lb. or 70 lb. interfaced weighing

DM225™ Series Digital Mailing System with 5 lb. or 10 lb. integrated weighing

(570)569-2071 Fax: (570)614-2222
www.firstchoicepb.com

Pitney Bowes, the Corporate design DM225, INVIEW and IntelliLink are trademarks of Pitney Bowes Inc. USPS, Delivery Confirmation and Certified Mail are trademarks of the United States Postal Service. All other trademarks are the property of the respective owners.

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Printed in U.S.A. AD12014 0710

Attachment: DM225 Series Digital Mailing System (1907 : Pitney Bowes Renewal Contract - Postage Machine)

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Ordinance

MEETING DATE: **February 27, 2018**
FROM: **Valerie Manning**
SUBJECT: **First Reading - Ordinance 3000 An Ordinance of the City of Holly Hill, Florida, Creating Chapter 30 (Miscellaneous Offenses), Article III (Foreclosure/Vacant Property Registry) of the City of Holly Hill Code of Ordinances; Providing for Purpose, Intent and Applicability of the Ordinance Requiring the Registration and Maintenance of Certain Real Property by Mortgagees and Vacant Property by Owners; Providing for Penalties and Enforcement, as Well As, the Regulation, Limitation and Reduction of Registrable Real Property Within Holly Hill; Providing for Conflicting Ordinances; Providing for Severability; Providing for Repealer; Providing for Codification; and Providing for an Effective Date.**
NUMBER: **(ID # 1912)**
APPLICANT:
PLANNER:

DISCUSSION:

The City desires to protect the public health, safety, and welfare of the citizens of Holly Hill and maintain a high quality of life for the citizens through the maintenance of structures and properties within the city. The City Commission has already adopted property maintenance codes to regulate building standards for the exterior of structures and the condition of the property as a whole.

The City recognizes properties with defaulted mortgages and subject to foreclosure action or foreclosed upon and vacant properties located throughout the City lead to a decline in community and property value; create nuisances; lead to a general decrease in neighborhood and community aesthetic; create conditions that invite criminal activity; and foster an unsafe and unhealthy environment.

The purpose of this Ordinance and intent by the City Commission is to establish a process to address the deterioration, crime, and decline in value of city neighborhoods caused by property with defaulted mortgages located within the city and to identify, regulate, limit and reduce the number of these properties located within the city. The City Commission's further intent is to establish a registration program as a mechanism to help protect neighborhoods from becoming blighted through the lack of adequate maintenance of properties that are in default. Code enforcement officers will be able to use this software program to identify property owners or property maintenance managers when a property is identified as being is disrepair and require improvements be made in a timely manner.

FISCAL ANALYSIS:

Property owners will be responsible for registering the property into the data base and paying a fee for the registration. There is no cost to the city for this program.

STAFF RECOMMENDATION:

Approve the Ordinance as submitted by staff to establish a registration program as a mechanism in protecting neighborhoods within the city and that it is in the best interest of the health, safety and welfare of its citizens and residents to impose registration requirements of the Registrable Property located within the city to discourage Registrable Property Owners and Mortgagees from allowing their properties to be abandoned, neglected or left unsupervised.

COMMISSION GOAL:

Goal #2: Enhance City aesthetics through beautification and maintenance of city property and public rights of way, consistent enforcement of zoning and property maintenance codes, and development of reasonable design standards and a corresponding process which is applicable to all new developments and business improvements in the city.

MOTION:

APPROVE FIRST READING OF ORDINANCE 3000, CREATING CHAPTER 30 (MISCELLANEOUS OFFENSES), ARTICLE III (FORECLOSURE/VACANT PROPERTY REGISTRY) OF THE CITY OF HOLLY HILL CODE OF ORDINANCES; PROVIDING FOR PURPOSE, INTENT AND APPLICABILITY OF THE ORDINANCE REQUIRING THE REGISTRATION AND MAINTENANCE OF CERTAIN REAL PROPERTY BY MORTGAGEES AND VACANT PROPERTY BY OWNERS; PROVIDING FOR PENALTIES AND ENFORCEMENT, AS WELL AS THE REGULATION, LIMITATION AND REDUCTION OF REGISTRABLE REAL PROPERTY WITHIN HOLLY HILL.

Ordinance No. (ID # 1912)

FIRST READING - ORDINANCE 3000 AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, CREATING CHAPTER 30 (MISCELLANEOUS OFFENSES), ARTICLE III (FORECLOSURE/VACANT PROPERTY REGISTRY) OF THE CITY OF HOLLY HILL CODE OF ORDINANCES; PROVIDING FOR PURPOSE, INTENT AND APPLICABILITY OF THE ORDINANCE REQUIRING THE REGISTRATION AND MAINTENANCE OF CERTAIN REAL PROPERTY BY MORTGAGEES AND VACANT PROPERTY BY OWNERS; PROVIDING FOR PENALTIES AND ENFORCEMENT, AS WELL AS, THE REGULATION, LIMITATION AND REDUCTION OF REGISTRABLE REAL PROPERTY WITHIN HOLLY HILL; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEALER; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 3000

AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, CREATING CHAPTER 30 (MISCELLANEOUS OFFENSES), ARTICLE III (FORECLOSURE/VACANT PROPERTY REGISTRY) OF THE CITY OF HOLLY HILL CODE OF ORDINANCES; PROVIDING FOR PURPOSE, INTENT AND APPLICABILITY OF THE ORDINANCE REQUIRING THE REGISTRATION AND MAINTENANCE OF CERTAIN REAL PROPERTY BY MORTGAGEES AND VACANT PROPERTY BY OWNERS; PROVIDING FOR PENALTIES AND ENFORCEMENT, AS WELL AS THE REGULATION, LIMITATION AND REDUCTION OF REGISTRABLE REAL PROPERTY WITHIN HOLLY HILL; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEALER; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City desires to protect the public health, safety, and welfare of the citizens of the City and maintain a high quality of life for the citizens of the City through the maintenance of structures and properties in the City; and

WHEREAS, the City recognizes properties with defaulted mortgages and subject to foreclosure action or foreclosed upon and vacant properties (hereinafter referred to as

"Registrable Properties") located throughout the City lead to a decline in community and property value; create nuisances; lead to a general decrease in neighborhood and community aesthetic; create conditions that invite criminal activity; and foster an unsafe and unhealthy environment; and

WHEREAS, the City Commission has already adopted property maintenance codes to regulate building standards for the exterior of structures and the condition of the property as a whole; and

WHEREAS, the City Commission recognizes in the best interest of the public health, safety, and welfare a more regulated method is needed to discourage Registrable Property Owners and Mortgagees from allowing their properties to be abandoned, neglected or left unsupervised; and

WHEREAS, the City Commission has a vested interest in protecting neighborhoods against decay caused by Registrable Property and concludes that it is in the best interests of the health, safety, and welfare of its citizens and residents to impose registration requirements of Registrable Property located within the City to discourage Registrable Property Owners and Mortgagees from allowing their properties to be abandoned, neglected or left unsupervised.

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

SECTION 1. The City Commission of the City of Holly Hill hereby creates Chapter 30 (Miscellaneous Offenses), Article III (Foreclosure/Vacant Property Registry) to read as follows:

ARTICLE III (FORECLOSURE/VACANT PROPERTY REGISTRY)

Sec. 38-30. PURPOSE AND INTENT.

It is the purpose and intent of the City Commission to establish a process to address the deterioration, crime, and decline in value of City neighborhoods caused by property with defaulted mortgages located within the City, and to identify, regulate, limit and reduce the number of these properties located within the City. It has been determined that Owner-occupied structures are generally better maintained when compared to vacant structures, even with a diligent off-site property Owner. Vacant structures or structures owned by individuals who are economically strained and unable to meet their mortgage obligations are often not properly or diligently maintained, which contribute to blight, declined property values, and have a negative impact on social perception of the residential areas where they are located. It is the City Commission's further intent to establish a registration program as a mechanism to help protect neighborhoods from becoming blighted through the lack of adequate maintenance of properties that are in Default, and to provide a mechanism to avert foreclosure actions through timely intervention, education, or counseling of property Owners.

Sec. 38-31. DEFINITIONS.

The following words, terms, and phrases, when used in this Article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Default shall mean that the mortgagor has not complied with the terms of the mortgage on the property, or the promissory note, or other evidence of the debt, referred to in the mortgage, as evidenced by the initiation of a Foreclosure Action.

Enforcement Officer shall mean any law enforcement officer, building official, zoning inspector, code enforcement officer, fire inspector, building inspector, or other person authorized by the City to enforce the applicable code(s).

Evidence of Vacancy shall mean any condition that on its own, or combined with other conditions present, would lead a reasonable person to believe that the property is vacant. Such conditions may include, but are not limited to: overgrown and/or dead vegetation; past due Utility notices and/or disconnected Utilities; no current Business Tax Receipt; the property/structure is offered For Lease/For Sale; accumulation of trash junk or debris; abandoned vehicles, auto parts and/or materials; the absence of furnishings and/or personal items consistent with habitation or occupancy; the presence of an unsanitary, stagnant swimming pool; the accumulation of newspapers, circulars, flyers and/or mail; statements by neighbors, passers-by, delivery agents or government agents; and/or the presence of boards over doors, windows or other openings in violation of applicable code.

Foreclosure or Foreclosure Action shall mean the legal process by which a Mortgagee, or other lien holder, terminates or attempts to terminate a property Owner's equitable right of redemption to obtain legal and equitable title to the Real Property pledged as security for a debt or the Real Property subject to the lien and is initiated with the filing of a lawsuit for foreclosure. The property remains classified as in Foreclosure until the property obtained by the Mortgagee, lien holder, or their designee, by certificate of title, or any other means, is sold to a non-related bona fide purchaser in an arm’s length transaction to satisfy the debt or lien or the dismissal of the foreclosure action. However said property will remain subject to registration if it qualifies as a Vacant land.

Foreclosure/Vacant Land Registry shall mean a web-based electronic database of

searchable Real Property records, used by the City to allow Mortgagees the opportunity to register Default properties and owners to register Vacant property and pay applicable fees as required in this Article.

Mortgagee shall mean the creditor, including but not limited to, trustees; mortgage servicing companies; lenders in a mortgage agreement; any agent, servant, or employee of the creditor; any successor in interest; or any assignee of the creditor's rights, interests or obligations under the mortgage agreement; or any other person or entity with the legal right to foreclose on the Real Property, excluding governmental entities.

Owner shall mean every person, entity, or Mortgagee, who alone or severally with others:

(a) Has legal or equitable title to any dwelling, dwelling unit, mobile dwelling unit, building, structure, parcel of land, Vacant or otherwise, including but not limited to, a mobile home park; or

(b) Has legal care, charge or control of any dwelling, dwelling unit, mobile dwelling unit, building, structure or parcel of land, Vacant or otherwise, including a mobile home park, in any capacity, including but not limited to, agent, executor, executrix, administrator, administratrix, trustee or guardian of the estate of the holder of legal title; or

(c) Is a Mortgagee in possession of any such property, or is a Mortgagee with actual control of access to the property by any means including, but not limited to, changing locks or putting on a lock box; or

(d) Is an agent, trustee, or other person appointed by the courts and vested with possession or control of any such property.

The Property Manager shall not be considered the Owner.

Property Manager means any party designated by the Owner or Mortgagee as

responsible for inspecting, maintaining and securing the property as required in this Article.

Real Property means any improved or unimproved residential, commercial, and industrial land, buildings, leasehold improvements and/or anything affixed to the land, or portion thereof identified by a property parcel identification number, located in the City limits.

Registrable Property means:

(a) Any Real Property located in the City, whether vacant or occupied, that is encumbered by a mortgage in Default, is subject to an ongoing Foreclosure Action. The designation of a "default/foreclosure" property as "registrable" shall remain in place until such time the Foreclosure Action has been completed with a foreclosure sale, a dismissal of the Foreclosure Action or other satisfactory evidence that the property is no longer subject to a Foreclosure; or

(b) Any property that is vacant for more than thirty (30) days or any cancellation of Utility or Service, whichever occurs first. The designation as "registrable" shall remain until the property has a legal occupant and utility service is restored to the property.

Annual Registration shall mean twelve (12) months from the date of the first action that requires registration, as determined by the City, or its designee, and every subsequent twelve (12) months. The date of the initial registration may be different than the date of the first action that required registration.

Utilities and Services shall mean any utility and/or service that is essential for a building to be habitable and/or perform a service necessary to comply with all City codes. This includes, but is not limited to, electrical, gas, water, sewer, lawn maintenance and pool maintenance.

Vacant means any parcel of land in the City that contains any building or structure that is not

lawfully occupied.

Sec. 38-32. APPLICABILITY AND JURISDICTION.

This Article applies to Default and Vacant property within the City.

Sec. 38-33. ESTABLISHMENT OF A REGISTRY.

Pursuant to the provisions of this Article the City, or its designee, shall establish a registry cataloging each Registrable Property within the City, containing the information required by this Article.

Sec. 38-34. INSPECTION AND REGISTRATION OF REGISTRABLE PROPERTY.

(a) The owner of Vacant property or any Mortgagee who holds a mortgage on Real Property located within City shall perform an inspection of the property upon it being in Default by the mortgagor. Only the Mortgagee that proceeds with a Foreclosure Action is required to inspect the property.

(b) Property inspected pursuant to subsection (a) above that remains Vacant or in Default, shall be inspected every thirty (30) days by the Owner or Mortgagee or designee. If an inspection shows a change in the property's occupancy status the Mortgagee shall, within ten (10) days of that inspection, update the occupancy status of the property registration.

(c) Within ten (10) days of the date any Mortgagee declares its mortgage to be in Default or Defaulted, the Mortgagee shall register the Real Property with the City Foreclosure Registry, and, at the time of registration, indicate whether the property is Vacant, and if so shall designate in writing a Property Manager to inspect, maintain and secure the Real Property subject to the mortgage in Default. Vacant property shall be registered within ten (10) days of the property being vacated. A separate registration is required for each

Registrable Property.

(d) Initial registration pursuant to this section shall contain at a minimum the name of the Mortgagee, the mailing address of the Mortgagee, e-mail address, telephone number and name of the Property Manager and said person's address, e-mail address, and telephone number.

(e) At the time of initial registration each registrant shall pay a non-refundable Annual Registration fee of $300 for each Registrable Property. Subsequent Annual Registrations of Registrable Properties and fees in the amount of $300 are due within ten (10) days of the expiration of the previous registration. Said fees shall be used to offset the costs of: (1) registration and registration enforcement, (2) code enforcement and mitigation related to Default properties, and (3) for any related purposes as may be adopted in the policy set forth in this Article. Said fees shall be deposited to a special account in the City's Department dedicated to the cost of implementation and enforcement of this Ordinance, and fulfilling the purpose and intent of this Article. None of the funds provided for in this section shall be utilized for the legal defense of Foreclosure Actions.

(f) Each Registrable Property on the Foreclosure Registry that has been registered for twelve (12) months shall have thirty (30) days to renew the registration and pay the $300 Annual Registration fee.

(g) If the Registrable Property is sold or transferred, the new Mortgagee is subject to all the terms of this Article as long as the property still qualifies as a Registrable Property. Within ten (10) days of the transfer, the new Mortgagee or owner shall register the Registrable Property or update the existing registration. Any and all previous unpaid fees, fines, and penalties shall be the responsibility of the Mortgagee or Owner at the time initial registration and/or Annual Registrations were required and are subject to

enforcement per this Article. If the mortgage on a Registrable Property is sold or transferred, the new Mortgagee is subject to all the terms of this Article, and within ten (10) days of the transfer or sale shall update the existing registration. The previous Mortgagee will not be released from the responsibility of paying all previous unpaid fees, fines, and penalties accrued during that Mortgagee's involvement with the Default property. The provisions of this section are cumulative with and in addition to other available remedies. Moreover, the City is authorized and empowered to collect on the previous Mortgagee's non-payment of previous fees, fines, and penalties in any lawful manner.

(h) If the Registrable Property is not registered, or either the registration fee or the Annual Registration fee is not paid within thirty (30) days of when the registration or Annual Registration is required pursuant to this section, a late fee shall be equivalent to ten percent (10%) of the Annual Registration fee shall be charged for every thirty-day-period (30), or portion thereof, the property is not registered and shall be due and payable with the registration. This section shall apply to the initial registration and registrations required by subsequent Owners of the Default mortgage and/or Registrable Property. Registrations delinquent greater than thirty (30) days are also subject to additional fines as described herein.

(I) Registrable Property subject to this section shall remain subject to the Annual Registration requirement, and the inspection, security, and maintenance standards of this section as long as the property qualifies as Registrable Property.

(j) Failure of the Mortgagee and/or property Owner of record to properly register or to modify the registration to reflect a change of circumstances as required by this ordinance is a violation of this Article and shall be subject to enforcement by any of the

enforcement means available to the City.

(k) If any property is in violation of this Article the City may take the necessary action to ensure compliance with and place a lien on the property for the cost of the outstanding obligation and any additional cost incurred to the property into compliance.

Sec. 30-35. MAINTENANCE REQUIREMENTS.

(a) Registrable Properties shall be kept free of weeds, overgrown brush, dead vegetation, trash, junk, debris, building materials, any accumulation of newspaper circulars, flyers, notices, except those required by federal, state or local law, discarded personal items including, but not limited to, furniture, clothing, large and small appliances, printed material, or any other items that give the appearance that the property is abandoned.

(b) Registrable Property shall be maintained free of graffiti or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior structure.

(c) Front, side, and rear yards, including landscaping, of Registrable Property shall be maintained in accordance with the applicable code(s) at the time registration is required.

(d) Registrable Property yard maintenance shall include, but not be limited to, grass, ground covers, bushes, shrubs, hedges or similar plantings, decorative rock or bark or artificial turf/sod. Acceptable maintenance of yards and/or landscape shall not include weeds, gravel, broken concrete, asphalt or similar material.

(e) Maintenance shall include, but not be limited to, watering, irrigation, cutting and mowing of required ground cover or landscape and removal of all trimmings.

(f) Pools and spas of Registrable Properties shall be maintained so the water remains free and clear of pollutants and debris and shall comply with the regulations set forth in the applicable code(s).

(g) Failure of the Mortgagee and/or Owner to properly maintain the property may result in a violation of the applicable code(s) and issuance of a citation or notice of violation in accordance with the applicable code of the City. Pursuant to a finding and determination by the Special Magistrate or City Commission, the City may take the necessary action to ensure compliance with this section.

(h) In addition to the above, the property is required to be maintained in accordance with the applicable code(s) of the City.

Sec. 38-36. SECURITY REQUIREMENTS.

(a) Registrable Property shall be maintained in a secure manner so as not to be accessible to unauthorized persons.

(b) A "secure manner" shall include, but not be limited to, the closure and locking of windows, doors, gates and other openings of such size that may allow a child to access the interior of the property or structure. Broken windows, doors, gates, and other openings of such size that may allow a child to access the interior of the property or structure must be repaired. Broken windows shall be secured by re-glazing of the window.

(c) Registrable Property shall have a Property Manager designated by the Mortgagee or Owner to perform the work necessary to bring the property into compliance with the applicable code(s), and the Property Manager must perform regular inspections to verify compliance with the requirements of this Article, and any other applicable laws.

(d) In addition to the above, the Registrable Property is required to be secured in accordance with the applicable code(s) of the City.

(e) When Registrable Property is Vacant, it shall be posted with the name and twenty-four (24) hour contact telephone number of the Property Manager. The Property Manager

shall be available to be contacted by the City Monday through Friday between 9:00 a.m. and 5:00 p.m., legal holidays excepted. The sign shall be placed in a window facing the street and shall be visible from the street. The posting shall be no less than eighteen (18) inches by twenty-four (24) inches and shall be of a font that is legible from a distance of forty-five (45) feet. The posting shall contain the following language with supporting information:

THIS PROPERTY IS MANAGED BY _____.

AND IS INSPECTED ON A REGULAR BASIS. _____.

THE PROPERTY MANAGER CAN BE CONTACTED _____.

BY TELEPHONE AT _____.

OR BY EMAIL AT _____.

(f) The posting required in subsection (e) above shall be placed on the interior of a window facing the street to the front of the property so that it is visible from the street, or secured to the exterior of the building/structure facing the street to the front of the property so that it is visible from the street or if no such area exists, on a stake of sufficient size to support the posting in a location that is at all times visible from the street to the front of the property but not readily accessible to vandals. Exterior posting shall be constructed of and printed with weather-resistant materials.

(g) Failure of the Mortgagee and/or property Owner of record to properly inspect and secure Registrable Property, and post and maintain the signage noted in this section, is a violation and shall be subject to enforcement by any of the enforcement means available to the City. The City may take the necessary action to ensure compliance with this

section, and recover costs and expenses in support thereof.

Sec. 38-37. PROVISIONS SUPPLEMENTAL.

Nothing contained in this Article shall prohibit the City from enforcing its codes by any other means, including, but not limited to, injunction, abatement, or as otherwise provided by law or ordinance.

Sec. 38-38. PUBLIC NUISANCE.

All Registrable Property is at risk of being a public nuisance and if vacant or blighted can constitute a public nuisance, the abatement of which pursuant to the police power is hereby declared to be necessary for the health, welfare, and safety of the residents of the City.

Sec. 38-39. ADDITIONAL AUTHORITY.

(a) If the Enforcement Officer has reason to believe that a property subject to the provisions of this Article is posing a serious threat to the public health, safety, and welfare, the Code Enforcement Officer may bring the violations before the Special Magistrate or City Commission to address the conditions of the property.

(b) The City Commission or special magistrate shall have the authority to require the Mortgagee or Owner affected by this Article, to implement additional maintenance and/or security measures including, but not limited to, securing any and all doors, windows or other openings, employment of an on-site security guard or other measures as may be reasonably required to help prevent further decline of the property.

(c) If there is a finding that the condition of the property is posing a serious threat to the public health, safety, and welfare, then the City Commission or special magistrate may authorize the City to abate the violations and charge the Mortgagee or Owner with the

cost of the abatement.

(d) If the Mortgagee or Owner does not reimburse the City for the cost of temporarily securing the property, or of any abatement authorized by the City Commission or special magistrate, within thirty (30) days of the City sending the Mortgagee or Owner the invoice, then the City may lien the property with such cost, along with an administrative fee. In addition to filing a lien the City may pursue financial penalties against the Mortgagee or Owner.

Sec. 38-40. OPPOSING, OBSTRUCTING ENFORCEMENT OFFICER; PENALTY.

Whoever opposes obstructs or resists any Enforcement Officer or any person authorized by the enforcement office in the discharge of duties as provided in this Article shall be punishable as provided in the applicable code(s) or a court of competent jurisdiction.

Sec. 38-41. IMMUNITY OF ENFORCEMENT OFFICER.

Any Enforcement Officer or any person authorized by the City to enforce the sections here within shall be immune from prosecution, civil or criminal, for reasonable, good faith entry upon Real Property while in the discharge of duties imposed by this Article.

Sec. 38-42. PENALTIES.

Unless otherwise provided for in this Article, a violation of this Article is declared unlawful.

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.

APPROVED AND AUTHENTICATED on this 27th day of FEBRUARY, 2018, on first reading.

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Ordinance

MEETING DATE: **February 27, 2018**
FROM: **Joseph Forte**
SUBJECT: **First Reading - Ordinance 3001 An Ordinance of the City of Holly Hill, Florida, Amending Section 14-126 (Unified Construction Code Adopted) to Adopt the Current Versions of the Florida Building Code, Florida Fire Prevention Code and the Florida National Electric Code (NEC), Including Any Future Amendments; Providing for Conflicting Ordinances; Providing for Severability; and Providing for an Effective Date.**
NUMBER: **(ID # 1932)**
APPLICANT:
PLANNER:

DISCUSSION:

The Chief Building Official has requested that Section 14-126, Unified Building Code, be amended to remove the itemized listing of each of the codes and years of adoption and simply state that the City of Holly Hill adopts the most current versions of the Florida Building Code, Florida Fire Prevention Code and the National Electric Code, including any amendments.

This will eliminate any confusion over which year of the respective codes the city is reviewing and inspecting projects under.

FISCAL ANALYSIS:

N/A

STAFF RECOMMENDATION:

Approve the first reading of Ordinance 3001 amending the Building Code.

COMMISSION GOAL:

Goal #2: Enhance City aesthetics through beautification and maintenance of city property and public rights of way, consistent enforcement of zoning and property maintenance codes, and development of reasonable design standards and a corresponding process which is applicable to all new developments and business improvements in the city.

MOTION:

APPROVE FIRST READING OF ORDINANCE 3001, AMENDING SECTION 14-126 (UNIFIED CONSTRUCTION CODE ADOPTED) TO ADOPT THE CURRENT VERSIONS OF THE FLORIDA BUILDING CODE, FLORIDA FIRE PREVENTION CODE AND THE FLORIDA NATIONAL ELECTRIC CODE (NEC), INCLUDING ANY FUTURE AMENDMENTS.

Ordinance No. (ID # 1932)

FIRST READING - ORDINANCE 3001 AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING SECTION 14-126 (UNIFIED CONSTRUCTION CODE ADOPTED) TO ADOPT THE CURRENT VERSIONS OF THE FLORIDA BUILDING CODE, FLORIDA FIRE PREVENTION CODE AND THE FLORIDA NATIONAL ELECTRIC CODE (NEC), INCLUDING ANY FUTURE AMENDMENTS; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 3001

AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING SECTION 14-126 (UNIFIED CONSTRUCTION CODE ADOPTED) TO ADOPT THE CURRENT VERSIONS OF THE FLORIDA BUILDING CODE, FLORIDA FIRE PREVENTION CODE AND THE FLORIDA NATIONAL ELECTRIC CODE (NEC), INCLUDING ANY FUTURE AMENDMENTS; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission wants to amend the City Code of Ordinances to adopt the current version of the applicable construction codes and to provide that the City also adopts all future amendments to said codes.

WHEREAS, words which are underlined (<u>underlined</u>) are additions to the text and words with strike through (~~strike through~~) the characters are deletions from the text.

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

<u>SECTION 1.</u> The City Commission of the City of Holly Hill hereby amends Section 14-126 (Unified Construction Code adopted.) to read as follows:

<u>Sec. 14-126. - Unified Construction Code adopted.</u>

(a)The city commission hereby adopts the Florida Building Code, Florida Fire Prevention Code and the Florida National Electric Code (NEC), including all future amendments. ~~Unified Construction Code as developed by the Unified Code Committee of Volusia County, excluding fire regulations, which consists of the following model codes and local amendments:~~

~~(1)Standard Building Code, 2010 Edition, including appendices A, D, and H with local amendments.~~

~~(2)Standard Plumbing Code, 2010 Edition, including appendices A, B, C, D, E, F, G, I, and J.~~

~~(3)Standard Mechanical Code, 2010 Edition, including appendices A and C.~~

~~(4)Standard Gas Code, 2010 Edition, including appendices A, D and E.~~

~~(5)Standard Swimming Pool Code, 2010 Edition, with local amendments.~~

~~(6)Standard Unsafe Building Abatement Code, 1985 Edition.~~

~~(7)NFPA 70 (NEC) National Electrical Code, 2008 Edition.~~

(b)It shall be unlawful for any person to violate the codes adopted in subsection (a) of this section.

~~(c)Upon a conflict between the publication adopted by reference in subsection (a) of this section and any of the other provisions of this chapter, such provision of this chapter shall be controlling.~~

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.

APPROVED AND AUTHENTICATED on this 27th day of FEBRUARY 2018 for first reading.

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **February 27, 2018**
FROM: **Mark Juliano**
SUBJECT: **Resolution 2018-R-09 A Resolution of the City Commission of the City of Holly Hill, Florida, Awarding Change Order #1 in the Amount of $114,500 to RJ Landscaping, Inc., and Authorizing the City Manager to Execute the Appropriate Contract Documents for Same; Providing for Severability; and Providing for an Effective Date.**
NUMBER: **(ID # 1925)**
APPLICANT:
PLANNER:

DISCUSSION:

On October 24, 2017, the City Commission awarded a Bold Landscaping contract to RJ Landscaping Contractors, Inc., in the amount of $839,700.00 for US1 Medians. Since that time, the City of Holly Hill was significantly impacted by Hurricane Irma. Hurricane Irma damaged some existing trees that were originally designated to remain in the construction plans as bid.

Upon review of the damaged trees and their impact on the overall landscape design, redesign of many of the medians was required. The Landscape Architect of Record revised the design and we have received approval from FDOT for the revisions. The Contractor revised pricing for the medians as shown on the attached proposal.

City staff, the Project Engineer and FDOT believe the pricing to be fair and reasonable. The revised pricing has resulted in Change Order #1 increasing the original contract by $114,500.00 for which $71,350.00 is eligible for FDOT funding, and the remaining $43,150.00 is the responsibility of the City.

FISCAL ANALYSIS:

Change Order #1 is still within the grant appropriation of $839,700.00 awarded to the City by FDOT. Sufficient funding for the City's share of the non-reimbursable items has been included in the project budget. No budget amendments or additional funding are required at this time.

STAFF RECOMMENDATION:

Staff recommends approval of Change Order #1 in the amount of $114,500.00.

COMMISSION GOAL:

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

Goal #2: Enhance City aesthetics through beautification and maintenance of city property and public rights of way, consistent enforcement of zoning and property maintenance codes, and development of reasonable design standards and a corresponding process which is applicable to all new developments and business improvements in the city.

Goal #3: Implement the CRA master plan with a focus on the best utilization of vacant properties and blighted properties in the city. Attention should also focus on infrastructure improvements within the district and strategies to encourage private investment and business retention.

MOTION:

APPROVE RESOLUTION 2018-R-09, AWARDING CHANGE ORDER #1 IN THE AMOUNT OF $114,500.00 TO RJ LANDSCAPING, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE APPROPRIATE CONTRACT DOCUMENTS FOR SAME.

ATTACHMENTS:

- Change Order #1 (PDF)

Resolution No. (ID # 1925)

RESOLUTION 2018-R-09 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AWARDING CHANGE ORDER #1 IN THE AMOUNT OF $114,500 TO RJ LANDSCAPING, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE APPROPRIATE CONTRACT DOCUMENTS FOR SAME; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

RESOLUTION 2018-R-09

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AWARDING CHANGE ORDER #1 IN THE AMOUNT OF $114,500.00 TO RJ LANDSCAPING, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE APPROPRIATE CONTRACT DOCUMENTS FOR SAME; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of holly Hill received a Bold Landscaping Grant from FDOT for an amount not to exceed $860,233.00 in 2016 to re-landscape the medians on US1; and

WHEREAS, The City of Holly Hill awarded a contract to RJ Landscaping, Inc., in the amount of $839,000.00 on October 16, 2017 to perform contracted landscape improvements to the medians on US1; and

WHEREAS, on September 10, 2017 the City of Holly Hill was significantly impacted by Hurricane Irma resulting in the loss of several trees on US1 that were slated to remain as part of the original project scope resulting in a redesign and Change Order #1.

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 desire to replace the trees damaged by Hurricane Irma having receiving concurrence from FDOT to modify existing project plans identified in Change Order #1.

SECTION 2. That the City Commission does hereby award Change Order #1 in the amount of $114,500.00 to RJ Landscaping, Inc., and authorizes the City Manager to execute the appropriate contract documents.

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

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

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

APPROVED AND AUTHENTICATED on this 27th day of FEBRUARY, 2018.

John Penny, Mayor 2/27/2018

Valerie Manning, City Clerk, CMC 2/27/2018

RJ LANDSCAPE CONTRACTORS

January 29, 2018

RE: US 1 Median Landscaping Improvement
FDOT FM#439690-1-58-01

David,

We submit the attached pricing adjustments to reflect the design changes requested due to additional storm damaged trees to be removed.

Sincerely,

Randy Squires
President

1766 Taylor Road, Port Orange, FL 32128
PH: 386.767.3008 Fax: 386.767.1041
Office@RJLandscapeContractors.com

Attachment: Change Order #1 (1925 : Bold Landscaping Contract to RJ Landscaping Contractors, Inc. Change Order #1)

CHANGE ORDER FORM

PROJECT: ***US-1 Median Landscaping Improvements Between Mason Ave. to Calle Grande St.***
BID: ***16CRA1***
FPN: ***439690-1-58-1***

CHANGE ORDER NO. 1

CONTRACTOR: RJ Landscape Contractors, Inc.

The following changes are hereby made to the Contract Documents:

CHANGE IN CONTRACT PRICE: Original Contract Price: $ 839,700.00	CHANGE IN CONTRACT TIMES: Original Contract Times: Substantial Completion: 150 days, June 7, 2018 Final Completion: +30 days, July 7, 2018
Net changes from previous Change Orders: $ 0.00	Changes in contract time from previous Change Orders: 0 Days
Contract Price prior to this Change Order: $ 839,700.00	Contract Completion Date prior to this Change Order: Substantial Completion: 150 days, June 7, 2018 Final Completion: +30 days, July 7, 2018
Net Increase (decrease) of this Change Order: $ 114,500.00	Changes in contract time requested this Change Order 0 Days
Contract Price with all approved Change Orders: $ 954,200.00	Contract Times with all approved Change Orders: Substantial Completion: 150 days, June 7, 2018 Final Completion: +30 days, July 7, 2018

Attachment: Change Order #1 (1925 : Bold Landscaping Contract to RJ Landscaping Contractors, Inc. Change Order #1)

Attachment: Change Order #1 (1925 : Bold Landscaping Contract to RJ Landscaping Contractors, Inc. Change Order #1)

CHANGES ORDERED:

I. GENERAL – This change order is necessary to cover changes in the work to be performed under this Contract. The General Conditions, Supplementary Conditions, Specifications and all parts of the Project Manual listed in Article 1, Definitions, of the General Conditions apply to and govern all work under this change order.

The change in price and/or delivery date described, is considered to be fair and reasonable and has been mutually agreed upon in full agreement and final settlement of all claims arising out of the modification including all claims for delays and disruptions resulting from, caused by, or incident to such modifications and change orders.

II. REQUIRED CHANGES:

CONTRACT PRICE: The contract price is hereby increased by $114,500.00.

CONTRACT TIME: N/A

III. JUSTIFICATION:

CONTRACT PRICE:

Hurrican Irma damaged some existing trees that were originally designated to remain in the construction plans as bid. Upon review of the damaged trees and their impact the overall landscape design, redesign of many of the medians was required. The Landscape Architect of Record revised the design and has received FDOT approval of the revisions. The Contractor provided revised pricing for the medians as shown on the attached proposal. The Owner and Engineer have reviewed the revised pricing and has found it fair and reasonable. The revised pricing results in an increase of $114,500.00 for which $71,350 is eligible for FDOT funding and the remaining $43,150 is not eligible. The Owner has requested the addition FDOT funding as part of requesting concurrence from FDOT for this change order.

CONTRACT TIME: N/A

IV. PAYMENT: Payment to be made per the Contract provisions.

Acknowledgments:

The aforementioned change, and work affected thereby, is subject to all provisions of the original contract not specifically changed by this Change Order;

It is expressly understood and agreed that the approval of the Change Order shall have no effect on the original contract other than matters expressly provided herein;

The prices quoted are fair and reasonable and in proper ratio to the cost of the original work contracted for under competitive bidding; and,

The change in price and/or delivery date described is considered to be fair and reasonable and has been mutually agreed upon in full agreement and final settlement of all claims arising out of this modification including all claims for delays and disruptions resulting from, caused by, or incident to such modifications and change orders.

RECOMMENDED BY:

QLH, a Mead & Hunt Company
(Engineer)

By: _____ 1/29/18
(Authorized Signature) (Date)

David King, P.E.,
Name Typed

ACCEPTED BY:

RJ Landscape Contractors, Inc.
(Contractor)

_____ 01/26/18
(Authorized Signature) (Date)

Randy Squires
Name Typed

APPROVED BY:

City of Holly Hill
Owner

By: _____
(Authorized Signature) (Date)

Joe Forte, City Manager
Name Typed

END OF SECTION

Attachment: Change Order #1 (1925 : Bold Landscaping Contract to RJ Landscaping Contractors, Inc. Change Order #1)

City of Holly Hill
US1 Median Landscaping Improvements
FDOT FM#439690-1-58-01
Bid # 16CRA1

		ORIGINAL BID/CONTRACT						CHANGE ORDER #1 PROPOSAL			
Item	Description	Qty	Unit	Unit Cost	Total	FDOT Funding Eligible	FDOT Funding Non-Eligible	Unit Cost	Total	FDOT Funding Eligible	FDOT Funding Non-Eligible
A.	LANDSCAPING										
1	Mobilization	1	LS	$ 17,900.00	$ 17,900.00	$ -	$ 17,900.00	$ 19,900.00	$ 19,900.00		$ 19,900.00
2	Maintenance of Traffic	1	LS	$ 45,000.00	$ 45,000.00	$ -	$ 45,000.00	$ 48,650.00	$ 48,650.00		$ 48,650.00
3	Clearing and Grubbing	1	LS	$ 19,000.00	$ 19,000.00	$ -	$ 19,000.00	$ 21,000.00	$ 21,000.00		$ 21,000.00
4	Median #1 Landscaping	1	LS	$ 47,000.00	$ 47,000.00	$ 41,000.00	$ 6,000.00	$ 75,050.00	$ 75,050.00	$ 66,650.00	$ 8,400.00
5	Median #2 Landscaping	1	LS	$ 46,000.00	$ 46,000.00	$ 37,700.00	$ 8,300.00	$ 71,450.00	$ 71,450.00	$ 60,750.00	$ 10,700.00
6	Median #3 Landscaping	1	LS	$ 97,000.00	$ 97,000.00	$ 89,075.00	$ 7,925.00	$ 105,350.00	$ 105,350.00	$ 95,025.00	$ 10,325.00
7	Median #4 Landscaping	1	LS	$ 26,000.00	$ 26,000.00	$ 20,450.00	$ 5,550.00	$ 27,100.00	$ 27,100.00	$ 19,150.00	$ 7,950.00
8	Median #5 Landscaping	1	LS	$ 61,000.00	$ 61,000.00	$ 55,925.00	$ 5,075.00	$ 62,100.00	$ 62,100.00	$ 54,625.00	$ 7,475.00
9	Median #6 Landscaping	1	LS	$ 38,000.00	$ 38,000.00	$ 33,050.00	$ 4,950.00	$ 34,500.00	$ 34,500.00	$ 27,150.00	$ 7,350.00
10	Median #7 Landscaping	1	LS	$ 36,000.00	$ 36,000.00	$ 29,950.00	$ 6,050.00	$ 33,800.00	$ 33,800.00	$ 25,350.00	$ 8,450.00
11	Median #8 Landscaping	1	LS	$ 14,000.00	$ 14,000.00	$ 6,200.00	$ 7,800.00	$ 15,100.00	$ 15,100.00	$ 4,900.00	$ 10,200.00
12	Median #9 Landscaping	1	LS	$ 12,000.00	$ 12,000.00	$ 3,875.00	$ 8,125.00	$ 12,500.00	$ 12,500.00	$ 3,875.00	$ 8,625.00
13	Median #10 Landscaping	1	LS	$ 13,000.00	$ 13,000.00	$ 5,425.00	$ 7,575.00	$ 38,450.00	$ 38,450.00	$ 28,475.00	$ 9,975.00
14	Median #11 Landscaping	1	LS	$ 47,000.00	$ 47,000.00	$ 42,550.00	$ 4,450.00	$ 50,750.00	$ 50,750.00	$ 43,900.00	$ 6,850.00
15	Median #12 Landscaping	1	LS	$ 46,000.00	$ 46,000.00	$ 41,000.00	$ 5,000.00	$ 47,100.00	$ 47,100.00	$ 39,700.00	$ 7,400.00
16	Median #13 Landscaping	1	LS	$ 54,000.00	$ 54,000.00	$ 48,075.00	$ 5,925.00	$ 59,050.00	$ 59,050.00	$ 50,725.00	$ 8,325.00
17	Median #14 Landscaping	1	LS	$ 11,000.00	$ 11,000.00	$ 5,525.00	$ 5,475.00	$ 13,400.00	$ 13,400.00	$ 5,525.00	$ 7,875.00
18	Median #15 Landscaping	1	LS	$ 84,000.00	$ 84,000.00	$ 75,600.00	$ 8,400.00	$ 88,550.00	$ 88,550.00	$ 78,250.00	$ 10,300.00
19	Median #16 Landscaping	1	LS	$ 62,000.00	$ 62,000.00	$ 51,175.00	$ 10,825.00	$ 65,900.00	$ 65,900.00	$ 53,175.00	$ 12,725.00
20	Median #17 Landscaping	1	LS	$ 24,000.00	$ 24,000.00	$ 9,300.00	$ 14,700.00	$ 24,700.00	$ 24,700.00	$ 10,000.00	$ 14,700.00
	Sub-Total (FDOT JPA Funded)				**$799,900.00**	**$595,875.00**	**$204,025.00**		**$914,400.00**	**$ 667,225.00**	**$ 247,175.00**
B.	CITY ENTRY SIGNS - Furnish and install entry sign per requirements in bid documents, including electrical,										
1	City Entry Sign, Complete	2	EA	$19,900.00	$39,800.00	$ -	$ 39,800.00	$19,900.00	$ 39,800.00		$ 39,800.00
	Sub-Total (City Funded)										
	TOTAL (A+B)				$839,700.00	$595,875.00	$243,825.00		$954,200.00	$667,225.00	$286,975.00
C.	ADDITIVE ALTERNATE - Unit pricing is requested and may be utilized to award additional work to replace existing tree originally designed to remain.										
1	Crepe Myrtle	1	EA	$ 650.00	$ 650.00	$ 650.00					
2	Medjool Palm	1	EA	$ 4,600.00	$ 4,600.00	$ 4,600.00					

Attachment: Change Order #1 (1925 : Bold Landscaping Contract to RJ Landscaping Contractors, Inc. Change Order #1)

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **February 27, 2018**
FROM: **Joseph Forte**
SUBJECT: **Resolution 2018-R-10 A Resolution of the City Commission of the City of Holly Hill, Florida, Declaring the City Engineer an Exempt Position Under the Civil Service Act; and Providing for Severability; and Providing for an Effective Date.**
NUMBER: **(ID # 1923)**
APPLICANT:
PLANNER:

DISCUSSION:

The City Staff is recommending the City hire a Professional Engineer.

The civil service system shall provide for the employment of qualified personnel and shall include all necessary provisions to insure protection of both employees and the city as employer. Said system shall have three (3) basic divisions; and

A. The exempt service which shall comprise the following offices and positions: (1) elected officials and those appointed to fill vacancies in elected offices; (2) the city manager; (3) the city attorney and assistants to the city attorney; (4) the city auditor; (5) the city engineer; (6) persons employed in temporary employment for brief periods, but not in excess of ninety (90) days, because of a temporary increase in volume of work or emergency conditions, unless the civil service board shall grant additional extensions in ninety-day increments; (7) persons under contract to conduct special studies or perform special services.
B. Noncompetitive service shall include the heads of administrative departments appointed by the city manager; and
C. The competitive service shall comprise all positions not specifically enumerated as exempt or noncompetitive; and
D. The city council shall determine whether new offices or positions are under the competitive, noncompetitive or exempt service.

FISCAL ANALYSIS:

A budget amendment will need to be completed to fulfill the complete compensation package for the position. This position will be classified as a Pay Grade 28 which is equivalent to the Finance Director and Police Chief with a range of $66,625 - $106,510.

STAFF RECOMMENDATION:

Staff recommends the City Commission approve the Resolution determining the position of City Engineer to be exempt under the Civil Service Act.

COMMISSION GOAL:

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

MOTION:

APPROVE RESOLUTION 2018-R-10, APPROVING THE POSITION OF CITY ENGINEER AND THE JOB DESCRIPTION FOR SAID POSITION TO BE EXEMPT UNDER THE CIVIL SERVICE ACT.

ATTACHMENTS:

- City Engineer - Job Description (DOCX)

Resolution No. (ID # 1923)

RESOLUTION 2018-R-10 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, DECLARING THE CITY ENGINEER AN EXEMPT POSITION UNDER THE CIVIL SERVICE ACT; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

RESOLUTION 2018-R-10

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE POSITION OF CITY ENGINEER AND THE JOB DESCRIPTION FOR SAID POSITION; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City's Civil Service Act provides that the position of City Engineer is an exempt position; and

WHEREAS, the City is proposing creating the position of City Engineer along with the job description; and

WHEREAS, the City staff is submitting the position of City Engineer and the job description to the City Commission for approval.

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

SECTION 1. The City Commission does hereby approve the job position of City Engineer along with the job description attached hereto marked as Exhibit "A".

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

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

APPROVED AND AUTHENTICATED on this 27th day of FEBRUARY, 2018.

John Penny, Mayor 2/27/2018

Valerie Manning, City Clerk CMC 2/27/2018

CITY OF HOLLY HILL
JOB DESCRIPTION

JOB TITLE: **CITY ENGINEER** **EXEMPT STATUS**

DEPARTMENT: **PUBLIC WORKS**

GENERAL DESCRIPTION

Highly responsible, professional, administrative managerial position directly reporting to the City Manager involving planning, organizing and directing the activities of the Public Works Department. Plans, directs, organizes and controls all aspects of the Public Works Department which is comprised of administration, building and grounds, fleet, streets and drainage, water treatment and distribution and wastewater treatment and collection. Prepares and supervises the department's annual budget and is responsible for developing, promoting, and implementing the department's capital improvement plan. Responsible for coordination with the City's consulting engineers, planning consultants. Requires considerable independent judgment and discretion in directing the daily operations of the department. This position is essential in performing Emergency Management functions as directed by the City Manager.

ESSENTIAL FUNCTIONS

1. Responsible for planning, directing, and supervising the Public Works Department including hiring, overseeing training, employee evaluations, discipline, and other supervisory duties as needed.

2. Assists as needed in the consideration and development of proposals for bargaining unit negotiations; reviews, researches and evaluates proposals submitted by the bargaining unit and formulates a recommendation.

3. Responsible for assuring maintenance of all city owned property including buildings, grounds, utility infrastructure, preventative maintenance necessary for city-owned vehicles and mechanical equipment, including replacement schedules; develops Capital Improvement Plan for new or rehabilitation projects related to City property.

4. Assists in the management of the Community Redevelopment Master Plan through capital projects, ongoing maintenance programs, redevelopment grant programs, and completing studies and reports as needed.

5. Directs the development, administration and review of the departmental budget and exercises control over expenditures; prepares the budget and evaluates the need for and recommends the addition of new personnel, material, facilities, and equipment; oversees grant applications and programs related to the department. Budgetary responsibilities include assigned divisions in the General Fund, Water, Wastewater and Stormwater Utility Funds.

6. Develops specifications and bid documents for a variety of public works related design, construction, and maintenance projects; evaluates bid submissions, recommends contract awards and reviews and approves contractor performance; assists with contract preparation and other negotiations with contractors, consultants, and other governmental organizations that provide services to Holly Hill; coordinates with the City's consulting engineers relative to department activities; issues and reviews requests for proposal and requests for qualifications.

Attachment: City Engineer - Job Description (1923 : Resolution Determining the City Engineer as an Exempt Position Under the Civil Service

7. Attends City Commission meetings, city board meetings and intergovernmental meetings as required and staff meetings and conferences as necessary.

8. Reviews citizen complaints and further investigates such complaints, including on-site visits as necessary to ensure proper action is taken regarding public facilities.

9. Responds to inquiries from City officials, County and State personnel, and concerned citizens whether in person, by telephone, or by correspondence; coordinates activities with other departments as required; makes periodic on-site inspection of work in progress or work completed.

10. Essential in emergency management during crisis, natural disasters, storm events and other emergencies as needed; responsibilities as an essential personnel staff member during emergency operations, including pre and post event activities; reviews, maintains and implements the departmental emergency plan.

11. Performs other related duties as directed and required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required).

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of budgetary development, administration and control.
- Ability to prepare written reports and keep records.
- Ability to organize, direct and coordinate a variety of public services.
- Knowledge of principles, practices, techniques and equipment used in modern public works administration.
- Ability to read and interpret manuals, blueprints, maps, legal documents and engineering plans.
- Knowledge of methods, practices and techniques of engineering drafting and design.
- Knowledge of managing capital improvement projects and ability to plan and organize large complex projects.
- Knowledge of municipal rights of way and application of knowledge for street maintenance and repair.
- Knowledge of hydrology and application of knowledge to adequately convey and treat stormwater.
- Knowledge of practices, policies, and procedures for supervision of water treatment plant and distribution systems.
- Knowledge of practices, policies, and procedures for supervision of waste water treatment facility, lift stations, and collection systems.
- Ability to communication effectively both verbally and in writing.
- Ability to plan, organize, direct, and evaluate the work of others.
- Ability to train and instruct others.
- Ability to establish and maintain effective working relationships with subordinates, city staff, county and state personnel, contractors, consultants, public officials and the general public
- Knowledge of laws, regulations and ordinances relating to departmental activities for Community Redevelopment areas.
- Computer experience using various software programs to include HTE, Microsoft ACCESS, EXCEL and WORD.

Attachment: City Engineer - Job Description (1923 : Resolution Determining the City Engineer as an Exempt Position Under the Civil Service

EDUCATION AND EXPERIENCE

Bachelor's degree in Public Administration, Business Administration, Engineering, Engineering Technology, or related field. Considerable managerial and supervisory experience in administration for a municipal or county public works department or division. Experience in grants administration is desired.

- Working knowledge of ArcGIS system is desired.
- Drafting skills utilizing AutoCad software desired.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Florida Driver's License required
- Licensed as a Professional Engineer required
- Emergency Management Certificates desired

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Walking
- Standing
- Kneeling
- Bending
- Stooping

ENVIRONMENTAL CONDITIONS:

- Work is performed in an inside office environment, but also includes work outdoors and may be exposed to loud noises and adverse weather.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability).

February 15, 2018

Attachment: City Engineer - Job Description (1923 : Resolution Determining the City Engineer as an Exempt Position Under the Civil Service

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **February 27, 2018**
FROM: **Valerie Manning**
SUBJECT: **Resolution 2018-R-11 A Resolution of the City of Holly Hill, Florida, Requesting and Supporting the County Council of Volusia County Placing a Ballot Question on the 2018 Election Ballot for a One-Half Cent Infrastructure Sales Tax to be Levied for Twenty Years; Providing for Severability; Providing for Conflicting Resolutions; and Providing for an Effective Date.**
NUMBER: **(ID # 1908)**
APPLICANT:
PLANNER:

DISCUSSION:

This is a Resolution from the City of Holly Hill requesting and supporting the County Council of Volusia County placing a ballot question on the upcoming 2018 Election Ballot for a one-half cent infrastructure sales tax to be levied for twenty years. The half-cent infrastructure sales tax will be used to fund the needed improvements to roads and sidewalks, water quality, storm water and flood control within the city of Holly Hill.

Over the past year, the Elected Officials Round Table has been discussing a sales tax alternative to help fund these improvement throughout all of Volusia County. As a result, a partnership has been created between the local municipalities and Volusia County with the purpose of placing a proposed half-cent sales tax referendum on the ballot in November 2018.

Because effective and efficient infrastructure is essential to the economic health and vitality of a community, the CEO Business Alliance commissioned a poll by Clearview Research (available in the City Clerks office) to determine if there was sufficient support for an infrastructure sales tax.
The Poll demonstrated that there is initial support (54%) for a half-cent infrastructure sales tax. The report further identified several topic areas that polled well and may increase overall support of the initiative, some of these issues include:

*Improve the environment by reducing toxins in our local waterways
*Build sidewalks near schools
*Improve local roads and bridges
*Resurface local roads
*Improve water quality

*Improve stormwater control and reduce flooding

*Stormwater improvements

*Reduce traffic congestion

The infrastructure sales tax, if successful, would be distributed based upon the default statutory formula for the distribution of sales tax. A telephone survey that polled 600 residents in Volusia County last summer indicated that the proposed half-cent tax would pass by a 54-39 margin.

A half-cent tax would generate an estimated $45 million dollars County wide per year. Estimates have placed Holly Hill portion of the sales tax to be 1.50% or $680,000 per year. The tax, in its current form, is being proposed with a 20 year sunset. It has been estimated that about 40% of the proposed tax revenue would be generated from tourists visiting the area.

The proposed half-cent sales tax would be an excellent way for the City to get caught up on those enhancements and maintenance projects the City has been forced to delay over time, in part, due to costs associates with hurricanes.

In order to give the citizens of Volusia County an opportunity to vote on this issue in the November 2018 General Election, the County Council would need to approve an ordinance authorizing a ballot initiative. Volusia County is asking that all 16 cities support placing this question on the ballot in the 2018 general election.

The Elected Officials Roundtable, in cooperation with the Volusia Managers' Association, along with the CEO Business Alliance and Clearview Research vetted the attached resolution.

FISCAL ANALYSIS:

If approved by the voters, it is estimated that the City of Holly Hill would receive approximately $680,000.00 per year for 20 years to fund critical infrastructure

STAFF RECOMMENDATION:

Staff recommends approval of the Resolution which would allow the residents of Volusia County an opportunity to vote on a 2018 General Election ballot initiative for a half-cent infrastructure sales tax for twenty years.

COMMISSION 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 2018-R-11, REQUESTING AND SUPPORTING THE COUNTY COUNCIL OF VOLUSIA COUNTY PLACING A BALLOT QUESTION ON THE 2018 ELECTION BALLOT FOR A ONE-HALF CENT INFRASTRUCTURE SALES TAX TO BE LEVIED FOR TWENTY YEARS.

ATTACHMENTS:

- Infrastructure Sales Tax list of projects (DOCX)

Resolution No. (ID # 1908)

RESOLUTION 2018-R-11 A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, REQUESTING AND SUPPORTING THE COUNTY COUNCIL OF VOLUSIA COUNTY PLACING A BALLOT QUESTION ON THE 2018 ELECTION BALLOT FOR A ONE-HALF CENT INFRASTRUCTURE SALES TAX TO BE LEVIED FOR TWENTY YEARS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING RESOLUTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

RESOLUTION 2018-R-11

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, REQUESTING AND SUPPORTING THE COUNTY COUNCIL OF VOLUSIA COUNTY PLACING A BALLOT QUESTION ON THE 2018 ELECTION BALLOT FOR A ONE-HALF CENT INFRASTRUCTURE SALES TAX TO BE LEVIED FOR TWENTY YEARS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 212.055(2), Florida Statutes (2017), authorizes Volusia County to impose a one-half percent of one percent local government infrastructure surtax upon transactions occurring within Volusia County which are taxable under Chapter 212, Florida Statutes (2017); and

WHEREAS, a one-half percent surtax, under current State sales tax laws, would result in a one-half cent surtax on each one dollar sale as specifically provided in the Florida Statutes; and

WHEREAS, funds generated by the local government infrastructure surtax authorized by Section 212.055(2), Florida Statutes (2017), shall be utilized by Volusia County, the City of Holly Hill and the other municipalities of Volusia County to finance, construct, reconstruct, maintain, repair and improve public infrastructure including long term capital maintenance and useful life extension of public infrastructure projects such as new and improved sidewalks near schools, roadway improvements including expansion and major resurfacing, reducing traffic congestion, local flood control and improving water quality and such other similar uses authorized under Florida law for the use and benefit of the citizens of Volusia County and the general public; and

WHEREAS, a sales tax levied on all taxable sales to non-residents and residents alike within Volusia County and, a significant portion of the infrastructure sales tax will be paid by non-permanent residents such as short term and seasonal visitors ("Non-Permanent Residents"); historically, 40% of all sales tax revenue in Volusia County is paid by Non-

Permanent Residents according to Mid-Florida Marketing & Research, Inc.,; and

WHEREAS, this is fair and equitable as Non-Permanent Residents contribute-significantly to road congestion and wear and tear on roadways and other public infrastructure; and

WHEREAS, since such infrastructure projects have a long useful life and funding would be costly to the current citizens of Volusia County, it is fair and equitable that the current and future Non-Permanent Residents and future permanent residents who will also benefit from such infrastructure improvements share in the cost of these projects; and

WHEREAS, the infrastructure sales tax will allow Volusia County, the City of Holly Hill and other municipalities within Volusia County to use current fiscal and monetary resources for other existing and needed municipal services; absent the sales tax the costly infrastructure projects identified for this infrastructure sales tax would either be further delayed or would require the use of significant portions of existing fiscal and monetary resources to fund their respective infrastructure needs; and

WHEREAS, the sales tax revenue generated by the infrastructure sales tax will be allocated pursuant to State law guaranteeing the City of Holly Hill our sister cities and Volusia County with a specified share of the revenue generated by this tax; and

WHEREAS, the revenue generated by the infrastructure sales tax may be used for matching state and federal funds to generate significantly more funding for infrastructure projects in the City of Holly Hill and in Volusia County; and

WHEREAS, adequate public infrastructure facilities of the types hereinabove described promote the safe, efficient, and uninterrupted provision of numerous general and essential public services provided by Volusia County, the City of Holly Hill and the other municipalities within the County and other related uses as allowed under Florida law; and

WHEREAS, the proceeds of such tax shall be distributed to the county and to municipalities within the county according to distribution formula provided by Section 218.62, Florida Statutes; and

WHEREAS, the default formula allows a city to enter into Interlocal Agreement(s) with Volusia County and/or a neighboring city to address infrastructure projects of mutual concern; and

WHEREAS, the City of Holly Hill recommends that a citizens' oversight committee representing each city and the county should be established to annually review projects funded by the infrastructure sales tax that will issue reports to the Volusia County Council and each municipality to insure transparency and to provide the citizens of Volusia County with the assurance that funds are being spent in the manner approved by the voters; and

WHEREAS, Section 212.055(2), Florida Statutes (2017) requires voter approval in a county-wide precinct referendum election prior to imposition of the local government

infrastructure surtax.

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

SECTION 1. The above provisions are hereby incorporated by reference herein.

SECTION 2. The City of Holly Hill hereby requests that the Volusia County Council submit to the citizens of Volusia County at the 2018 General Election whether there should be levied a one-half cent infrastructure sales tax for twenty years.

SECTION 3. The City of Holly Hill hereby suggests for consideration ballot summary language substantially similar to the following:

LOCAL GOVERNMENT INFRASTRUCTURE HALF-CENT SALES SURTAX

TO FUND PROJECTS FOR COUNTY AND MUNICIPAL PUBLIC FACILITIES RESTRICTED TO ROADS AND SIDEWALKS, BRIDGES, WATER QUALITY, STORMWATER AND FLOOD CONTROL, AND AMENITIES ANCILLARY TO THOSE FACILITIES, SHALL VOLUSIA COUNTY ORDINANCE _____BE APPROVED TO LEVY A ONE-HALF CENT SALES TAX FOR TWENTY YEARS; AND TO REQUIRE THAT THE COUNTY COUNCIL ESTABLISH A CITIZENS' ADVISORY OVERSIGHT COMMITTEE TO REVIEW THE USE OF PROCEEDS?

_____ FOR the half-cent sales tax

_____ AGAINST the half-cent sales tax

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

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

APPROVED AND AUTHENTICATED on this 27th day of FEBRUARY, 2018.

John Penny, Mayor 2/27/2018

Valerie Manning, City Clerk CMC 2/27/2018

Infrastructure Sales Tax
Staff Suggested Items that Quality for Funding

This is a request to the City Commission to review a draft list of proposed projects improvements to be funded by the city's portion of the half-cent sales tax to include roads, sidewalks, and flood control if the half-cent infrastructure sales tax be placed on the general election ballot in November 2018 and be successful.
A more detailed list of projects would be discussed at a work session with the staff and the city commission to determine a more definitive project list.

1. Roadway Repair, Preservation and Resurfacing, Curb and Gutter Replacement- $400,000 per year (in addition to gas tax)
a. Conventional mill and resurfacing
b. Pavement preservation (microsurfacing and preservative application)
c. Roadway full depth reconstruction (replace concrete roads or road base and reconstruct).

2. Sidewalk Replacement and Construction $75,000 per year.

3. Flood control measures 200,000.00

This list is not meant to be all inclusive but reflects current priorities and needs as they exist today. It is likely the Commission will seek some form of public input into the prioritization of these issues and staff would come back to the Commission at the end of April with a report on these projects in an effort to finalize the list.

Attachment: Infrastructure Sales Tax list of projects (1908 : Requesting and Supporting Volusia County - One-Half Cent Infrastructure 2018

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **February 27, 2018**
FROM: **John McKinney**
SUBJECT: **Resolution 2018-R-12 A Resolution of the City Commission of the City of Holly Hill, Florida, Amending the Fiscal Year 2017-2018 Annual Budget; and Providing for Severability; and Providing for an Effective Date.**
NUMBER: **(ID # 1927)**
APPLICANT:
PLANNER:

DISCUSSION:

This is a request to amend the General Fund and General Construction Funds. This is necessary to purchase a new Watchguard Firewall for IT and (3) Truspeed S Laser Radars for PD due to the current equipment reaching their useful lives. The monies to fund these capital outlays will come from existing department budgets line items being reallocated to capital expenditures.

FISCAL ANALYSIS:

The attached budget amendments will be funded through the reduction of line item expenditures with the departments of Information Technology and Police.

STAFF RECOMMENDATION:

Amend the Budget as per the attached Budget Amendment Request Forms.

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 2018-R-12, AMENDING THE FY 2017-2018 ANNUAL BUDGET.

ATTACHMENTS:

- Budget Amendments (PDF)

Resolution No. (ID # 1927)

RESOLUTION 2018-R-12 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE FISCAL YEAR 2017-2018 ANNUAL BUDGET; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

RESOLUTION 2018-R-12

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE FISCAL YEAR 2017-2018 ANNUAL BUDGET; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the information technology and police departments have experienced a need to purchased additional equipment that was in the adopted Fiscal Year 2017 - 2018 budget for the year; and

WHEREAS, the budget adjustment maintains the overall revenue and expenditures budget of the General Fund as adopted; and

WHEREAS, the budget adjustment increases revenues and expenditures by $7,700 in the Capital Project Fund 301; and

WHEREAS, in order to maintain public health and safety, staff is requesting additional funding for the remainder of the fiscal year; and

WHEREAS, the City requires all expenditures to be fully budgeted and requires a budget amendment to address these capital outlay related costs.

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

SECTION 1. The City hereby amends the budget by $7,700 as per the attached budget amendment forms and attachments.

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

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

APPROVED AND AUTHENTICATED on this 27th day of FEBRUARY, 2018.

John Penny, Mayor 2/27/2018

Valerie Manning, City Clerk CMC 2/27/2018

Revision Date: 3/11/15

CITY OF HOLLY HILL
Budget Amendment Request
Fiscal Year 2017-2018

Requesting Department	Date
Police	12/21/201

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT (Round to $100's)
001-2110-521-49-01	Law Enforcement / Other Misc. Expense	40,000.00
301-0000-381-60-00	Capital Projects / Transfer from Gen Fund	4,200.00
	Total	44,200.00
		(Rounded to $100's)

ADD FUNDS TO ACCOUNT NUMBER:		
301-2110-521-64-00	Capital Projects / Furniture & Equipment	4,200.00
001-8110-581-91-60	GF / Transfer to Capital Project Fund	4,200.00
001-2110-521-14-00	Law Enforcement / Overtime	35,800.00
	Total	44,200.00
		(Rounded to $100's)

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

Transfer a portion of the expense budget for the $40,000 FDOT Grant for Highway Traffic Safety Funds from General Fund Misc. Expense to Capital Projects Furniture and Equipment for (3) Truspeed S Laser Radar devices and the remainder of the expense budget to General Fund Law Enforcement Overtime expense.

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: 01/03/18

City Manager Signature — Date: 1-4-2018

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

Step 1: Finance Review

Finance Director Signature — Date: 1/3/18

Step 2: Budget Adjustment Entry

Funds are available for this request? ☒ Yes ☐ No

Employee Signature — Date: 1/5/18

HTE Group # 718

Attachment: Budget Amendments (1927 : Budget Amendment - Misc)

GROUP NUMBER . : 00718 2110 Rcls FDOT Grant Exp
GROUP USER . . : DGUTIERREZ Debbie Gutierrez-Accounta

TRANS NO	TRANS DATE	DOCUMENT TYPE	ACCOUNT NUMBER	DESCRIPTION 1	PROJECT	BUDGET AMOUNT	ORIG(Y/N)
	DESCRIPTION 2						
0000100	12/21/2017	718	001-2110-521.49-01	Rcls FDOT Grant Exp		40,000.00-	
0000200	12/21/2017	718	301-0000-381.60-00	Rcls FDOT Grant Exp		4,200.00	
0000300	12/21/2017	718	301-2110-521.64-00	Rcls FDOT Grant Exp		4,200.00	
0000400	12/21/2017	718	001-8110-581.91-60	Rcls FDOT Grant Exp		4,200.00	
0000500	12/21/2017	718	001-2110-521.14-00	Rcls FDOT Grant Exp		35,800.00	

TOTALS:

	AMOUNT CALCULATED
COUNT:	5
AMOUNT:	8,400.00

Attachment: Budget Amendments (1927 : Budget Amendment - Misc)

Revision Date: 3/11/15

CITY OF HOLLY HILL
Budget Amendment Request
Fiscal Year ~~2014-2015~~ 17-18

Requesting Department		Date
IT		1/24/20

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-1306-516-3400	OTHER SERVICES	3,500.0
301-0000-381-6000	Transfer from Gen Fund	3,500.
	Total	3,500.0

ADD FUNDS TO ACCOUNT NUMBER:		
~~001-1306-516-6400~~ 301-1301-513-6400	CAPITAL LIKE EXPENDITURES	3,500.0
001-8110-581-9160	Transfer to Capital Proj Fund	3,500.0
	Total	3,500.0

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

Purchase new Watchguard Firewall, with funds that were to be used to renew a firewall service (OpenDNS).

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: 1/24/18

City Manager Signature — Date: 1-24-2018

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

Step 1: Finance Review

Finance Director Signature — Date: 1/24/18

Step 2: Budget Adjustment Entry

Funds are available for this request? ☑ Yes ☐ No

Employee Signature — Date: 1/26/18

HTE Group # 589

Attachment: Budget Amendments (1927 : Budget Amendment - Misc)

GROUP NUMBER . : 00589 1306 Watchguard Firewall
GROUP USER . . : DGUTIERREZ Debbie Gutierrez-Accounta

TRANS NO	TRANS DATE	DOCUMENT TYPE	ACCOUNT NUMBER	DESCRIPTION 1	PROJECT	BUDGET AMOUNT	ORIG(Y/N)
	DESCRIPTION 2						
0000100	01/24/2018	589	001-1306-516.34-00	TSF Bud From SVC to Purch		3,500.00-	
	Watchguard Firewall						
0000200	01/24/2018	589	301-0000-381.60-00	TSF Bud From SVC to Purch		3,500.00	
	Watchguard Firewall						
0000300	01/24/2018	589	301-1306-516.64-00	TSF Bud From SVC to Purch		3,500.00	
	Watchguard Firewall						
0000400	01/24/2018	589	001-8110-581.91-60	TSF Bud From SVC to Purch		3,500.00	
	Watchguard Firewall						

TOTALS:

AMOUNT CALCULATED

COUNT:	4
AMOUNT:	7,000.00

Attachment: Budget Amendments (1927 : Budget Amendment - Misc)

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **February 27, 2018**
FROM: **Valerie Manning**
SUBJECT: **Resolution 2018-R-13 A Resolution of the City of Holly Hill, Florida, Adopted Pursuant to Florida Statute Section 197.3632(3)(A) Authorizing and Electing to Utilize the Uniform Method of Collecting Non-Ad Valorem Assessments for the Collection of Code Enforcement Costs Incurred by the City for the Abatement or Remedying of Code Violations or the Removal of Nuisance Structures Which Are Not Reimbursed by the Property Owner Within the Entire City Limits of the City of Holly Hill Commencing with the 2017-2018 Fiscal Year and Each Fiscal Year Thereafter; Providing for Severability; Providing for Conflicting Resolutions; and Providing for an Effective Date.**
NUMBER: **(ID # 1935)**
APPLICANT:
PLANNER:

DISCUSSION:

The City of Holly Hill has a problem of properties not being maintained during the recent recession as many properties were abandoned or occupants were ignoring the condition of their property waiting for the property to be foreclosed by the mortgage holder. These foreclosures take time to finalize and the properties would stay in a state of disrepair, which rightfully generate complaints from neighbors. The City would pursue code enforcement and levy fines, but this would result in no action by the property owners. The first mortgage holders would also be contacted to ask them to do some exterior maintenance but that was usually to no avail. The City has the ability to clean the property and include the costs incurred as part of the code enforcement lien. The problem is that the code enforcement fines would ultimately be eliminated when the property is actually foreclosed. Therefore, the City would never recover the money expended to clean the property. This was an issue facing many local governments.

Many cities in Central Florida created a special assessment area for the entire city and would use the non-ad valorem assessment collection procedure outlined in Florida Statute Section 192.3632 to collect the public funds expended to repair and maintain these properties. The fines levied are not collected through this process, only the public funds actually expended to remedy the code violations. The City went through the process of creating this special assessment district but when the City contacted Morgan Gilreath's office as required under State law as part of the process outlined in the above statute, he refused to cooperate with the City claiming that in his opinion the assessment was not a lawful special assessment. However, as long as the City

follows the procedure outlined in the law for using the non-ad valorem assessment collection process, the property appraiser should put the assessment on the tax bill. The fact that the property appraiser questioned the legality of the assessment was not a basis for refusing to place the assessment on the tax bill.

When Mr. Bartlett was elected as the Property Appraiser, the City staff meet with Mr. Bartlett to discuss this matter with him. Mr. Bartlett expressed interest in this as a good tool to clean up specific properties. Mr. Simpson and I met with Mr. Bartlett to discuss the details and Mr. Bartlett agreed to proceed. Since then, other cities are no considering implementing this Resolution this year but due to time constraints, several cities are not able to meet the deadline but will pursue implementation next year.

FISCAL ANALYSIS:

There is no direct cost to the city to implement this Resolution. In fact, the city will be able to recover direct costs associated with expenses the city uses to bring certain code violations into compliance.

STAFF RECOMMENDATION:

Approve Resolution 2018-R-13 as submitted by staff.

COMMISSION GOAL:

Goal #2: Enhance City aesthetics through beautification and maintenance of city property and public rights of way, consistent enforcement of zoning and property maintenance codes, and development of reasonable design standards and a corresponding process, which is applicable to all new developments and business improvements in the city.

MOTION:

APPROVE RESOLUTION 2018-R-13.

ATTACHMENTS:

- Proof of Legal Ads in News-Journal (PDF)

Resolution No. (ID # 1935)

RESOLUTION 2018-R-13 A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, ADOPTED PURSUANT TO FLORIDA STATUTE SECTION 197.3632(3)(A) AUTHORIZING AND ELECTING TO UTILIZE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM ASSESSMENTS FOR THE COLLECTION OF CODE ENFORCEMENT COSTS INCURRED BY THE CITY FOR THE ABATEMENT OR REMEDYING OF CODE VIOLATIONS OR THE REMOVAL OF NUISANCE STRUCTURES WHICH ARE NOT REIMBURSED BY THE PROPERTY OWNER WITHIN THE ENTIRE CITY LIMITS OF THE CITY OF HOLLY HILL COMMENCING WITH THE 2017-2018 FISCAL YEAR AND EACH FISCAL YEAR THEREAFTER; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING RESOLUTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

RESOLUTION 2018-R-13

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, ADOPTED PURSUANT TO FLORIDA STATUTE SECTION 197.3632(3)(a) AUTHORIZING AND ELECTING TO UTILIZE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM ASSESSMENTS FOR THE COLLECTION OF CODE ENFORCEMENT COSTS INCURRED BY THE CITY FOR THE ABATEMENT OR REMEDYING OF CODE VIOLATIONS OR THE REMOVAL OF NUISANCE STRUCTURES WHICH ARE NOT REIMBURSED BY THE PROPERTY OWNER WITHIN THE ENTIRE CITY LIMITS OF THE CITY OF HOLLY HILL COMMENCING WITH THE 2017-2018 FISCAL YEAR AND EACH FISCAL YEAR THEREAFTER; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Holly Hill is contemplating the imposition of special assessments for the provision of non-ad valorem assessments for the reimbursement of costs associated with correcting code enforcement violations; and

WHEREAS, Section 2-117 of the Code of Ordinances states that the intent of code enforcement is to promote, protect and improve the health, safety, welfare and to safeguard property values of the citizens of the city by providing an equitable, expeditious, effective and inexpensive method of enforcing the various codes of the city; and

WHEREAS, Section 2-118(b)(6) of the Code of Ordinances provides that the

Special Master may issue orders having the effect of law to authorize corrective action to remedy code violations; and

WHEREAS, Section 3-2 of the Code of Ordinances authorizes the City to demolish nuisance properties; and

WHEREAS, a property owner whose property is benefitted by the expenditure of public funds to either repair code violations or remove nuisance structures has received a benefit unique and different from other property owners in the City and should be responsible to repay the City for the public funds expended; and

WHEREAS, in order to collect costs and expenses not paid in a timely manner by property owners, the City Commission finds that it is fair and equitable to levy a non-ad valorem assessment to reimburse the City for costs and expenses incurred when the City either corrects code violations on the property or demolishes a nuisance structure in accordance with the Code of Ordinances; and

WHEREAS, the City intends to use the uniform method for collecting non-ad valorem special assessments for reimbursement for the costs the City has incurred by correcting code enforcement violations to property or removing nuisance structures within the incorporated area of the City as authorized by Section 197.3632, Florida Statutes, as amended; and

WHEREAS, this method allows said special assessments on properties with code violations that have been repaired or nuisance structures removed with public funds to be collected annually commencing in November 2018, in the same manner as provided for ad valorem taxes; and

WHEREAS, the City held a duly advertised public hearing prior to the adoption of this Resolution, proof of publication of such hearing is attached to and incorporated herein as Exhibit "A".

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

SECTION 1. Commencing with the Fiscal Year beginning on October 1, 2018, and with the tax statement mailed for such Fiscal Year, and continuing thereafter until discontinued, the City of Holly Hill, intends to use the uniform method of collecting non-ad valorem assessments authorized pursuant to Section 197.3632, Florida Statutes, as amended for reimbursement for the cost that the City has incurred to correct code violations or remove nuisance structures on property within the incorporated area of the City. Such non-ad valorem assessments shall be levied within the incorporated area of the City. A legal description of such area subject to the assessment is attached hereto and incorporated herein as Exhibit "B", as amended in the future by annexations and contractions.

SECTION 2. The City hereby determines that a non-ad valorem special

assessment for situations where the city has corrected code violations or demolished nuisance structures with public funds is necessary in order to obtain reimbursement owed to the City to financially permit and enable the City to continue the mitigation of code violations and nuisance structures on properties within the City.

SECTION 3. The City Commission intends to use and will continue, year-to-year, to use this uniform method of collecting non-ad valorem assessments for the reimbursement of expenses incurred by the City for the correction of code violations or the removal of nuisance structures until otherwise determined or discontinued by the City Commission.

SECTION 4. Upon adoption, the City Clerk is hereby directed to send a certified copy of this Resolution by United States mail to the Florida Department of Revenue, the Volusia county Tax Collector and the Volusia County Property Appraiser by March 10, 2018.

SECTION 5. All resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed.

SECTION 6. This Resolution shall take effect upon adoption.

APPROVED AND AUTHENTICATED on this 27th day of FEBRUARY, 2018 for first reading.

EXHIBIT "A"

CITY OF HOLLY HILL
LEGAL DESCRIPTION

Sec. 7. - Territorial boundaries of city.

The territorial boundaries of the City of Holly Hill, Florida, are as follows:

Beginning in the center of the channel of Halifax river in Volusia County, Florida, where the same is intersected by the north line of J.M. Hernandez Grant, to the same being the north line of Section 43, Township 14 South, Range 32 East produced easterly to the center of said channel; thence westerly along the north line of J.M. Hernandez grant to the intersection of the east right of way line of U.S. 1; thence southerly along the east right of way line of U.S. 1 to an intersection with the westerly extension of the southerly line of Lot 12, Block 14, Rio Vista. Section "B", Map Book 6, Page 150 of the public records of Volusia County, Florida; thence easterly along said southerly line of Lot 12, Block 14, to the southeast corner of said Lot 12, Block 14; thence northerly along the easterly line of Lots 12, 13 and 14, Block 14, to a point of intersection in the easterly line of said Lot 14, Block 14; thence continue along said easterly line of said Lot 14, Block 14, to an intersection with the south right of way of Arragon Street and the northeast corner of said Lot 14, Block 14; thence continue northerly crossing said Arragon Street to a point in the northerly right of way thereof; thence easterly along the northerly line of said Arragon Street to the intersection with the westerly line of South Ridgewood Avenue, a 100 foot right of way; thence northerly along the westerly line of said South Ridgewood Avenue to an intersection with the northerly line of Castilla Street, a 50 foot right of way, as shown on said plat of Rio Vista Section "B"; thence westerly along the northerly line of said Castilla Street to the easterly line of U.S. #1 (S.R. 5); thence northerly along said easterly line of U.S. #1 to an intersection with the

easterly extension of the northerly line of Lot 22, Block 26, Rio Vista Section "A", Map Book 6 Page 125; thence westerly along said Lot 22, Block 26 and the easterly extension thereof to the northwest corner said Lot 22; thence southerly along the westerly said Lot 22 to the northeast corner of Lot 3, Block 26, aforesaid; thence westerly along said northerly line Lot 3, Block 26 and the westerly extension thereof to an intersection with the westerly right of way of Espanola Avenue; thence southerly along the westerly right of way said Espanola Avenue to an intersection with the northeast corner of Lot 6, Block 28, aforesaid Rio Vista Section "A"; thence westerly along the north line of said Lot 6, Block 28, to the northwest corner of said Lot 6, Block 28; thence northerly along the easterly line of Lot 4, Block 28, to the northeast corner of Lot 4, said Block 28; thence westerly along the northerly line of said Lot 4, Block 28 to the easterly right of way of Parque Drive; thence northerly along said easterly right of way to the southwesterly corner of Lot 2, Talley Subdivision as per map recorded in Map Book 8, Page 293, of the public records of Volusia County, Florida; thence easterly along the southerly line of said Lot 2 to the southeasterly corner of said Lot 2; thence northerly along the easterly line of Lots 2, 3, and 4, Talley Subdivision aforesaid, to the northeasterly corner of said Lot 4, Talley Subdivision; thence westerly along the northerly line of said Lot 4, to the northwesterly corner of Lot 4 aforesaid and the easterly right of way of Parque Drive, aforesaid; thence northerly along said easterly right of way and the northerly extension thereof to an intersection with the northerly right of way of Arroyo Parkway; thence westerly along the said northerly right of way and the extension thereof to an intersection with the westerly right of way of the Florida East Coast Railway; thence southerly along said easterly right of way to an intersection with the northerly right of way of Calle Grande; thence easterly along said northerly right of way to an intersection with the westerly right of way of U.S. Highway No. 1; thence southerly along said westerly right of way to an intersection with the centerline of Colorado Street an unopened road; thence westerly along said centerline to an intersection with the northerly extension of the westerly line Lot 17, Block 27, said Rio Vista Section "B"; thence southerly along the west line of said Lot 17, Block 27, to the centerline of a vacated 25 foot alley; thence easterly along said centerline to an intersection with the westerly right of way of U.S. No. 1; thence southerly to an intersection with the southerly right of way of Arragon Street, a 50 foot right of way; thence westerly along said southerly right of way and the westerly extension thereof, to an intersection with the westerly right of way of Parque Drive, a 50 foot street; thence northerly along the westerly right of way of Parque Drive to an intersection with the northerly right of way of Calle Grande, a 100 foot right of way reducing to an 80 foot right of way; thence westerly along said northerly right of way of Calle Grande, to an intersection with a line that lies 45 feet westerly of and parallel with the easterly line of Lot 20, Block 22, Mary C. Fleming Subdivision, as per map recorded in Map Book 1, Page 1, of the public records of Volusia County, Florida; thence departing said northerly right of way run northerly and parallel with the easterly line of the aforesaid Lot 20, Block 22, to the centerline of vacated Golf Avenue, a 50 foot right of way; thence run easterly along said centerline to an intersection with the southerly prolongation of the easterly line of Lot 24, Rio Vista Gardens, No. 3, Map Book 9, Page 211 of the public records of Volusia County, Florida; thence departing said centerline run northerly along the easterly line of Lots 24 and 23 and the southerly prolongation thereof to the northerly line of said Lot 23; thence run westerly along said northerly line to an intersection with the easterly line of Lot 27, Rio Vista Gardens, No. 3; thence run northerly along the easterly line of Lot 27 to the northerly line of said Lot 27; thence run westerly along the northerly line and the westerly prolongation thereof to the westerly right of way of Orchard Avenue, a 50 foot right of way; thence run southerly along said westerly right of way of Orchard Avenue to an intersection with the northeasterly corner of Lot 1, Golf Manor Subdivision, as per map recorded in Map Book 23, Page 8, of the public records of Volusia County, Florida; thence westerly along the northerly line of Lot 1, aforesaid, to the northwest corner thereof; thence southwesterly along the westerly line of Lot 1, aforesaid, to the southwest corner of Lot 1, aforesaid and the northerly right of way of Calle Grande; thence run westerly along the northerly right of way of Calle Grande to the southeast corner of Lot 51, Golf Manor Subdivision, Map Book 23, Page 8, of the public records of Volusia County, Florida; thence departing said northerly right of way of Calle Grande run northerly along said easterly line, to the northeasterly corner of said Lot 51; thence departing said easterly line run easterly to the southeasterly corner of Lot 50, Golf Manor Subdivision, Map Book 23, Page 8; thence northerly along the easterly line of Lots 50, 49, 48, 47, 46 and 45, of said Golf Manor Subdivision, to the northerly line of the southerly 20 feet of Lot 45, said Golf Manor Subdivision; thence departing said easterly line run westerly along said northerly line of the southerly 20 feet of said Golf Manor Subdivision to the easterly right of way of center street, a 66 foot right of way; thence continue westerly to the westerly right of way of said center street; thence run southerly along said westerly right of way to the northeast corner of Lot 60, Rio Vista Gardens #3, Map Book 9, Page 211, of the public records of Volusia County, Florida; thence departing said right of way run westerly along the northerly line of said Lot 60, Rio Vista Gardens #3, to the northwest corner of said Lot 60; thence run southerly along the westerly line of said Lot 60, 60 feet; thence run easterly parallel with said northerly line of Lot 60, to the westerly right of way of the aforesaid center street; thence run southerly along said westerly right of way and the southerly extension thereof to an intersection with the curved northerly right of way of Calle Grande, an 80 foot street, said curve having a radius of 930 feet;

thence westerly along said curve, concave southeasterly through a central angle of 22 degrees 19 minutes 40 seconds to a point of reverse curvature; said curve concave northerly having a radius of 520 feet; thence westerly along said curve through a central angle of 18 degrees 54 minutes 20 seconds to a point of reverse curvature; said curve concave southerly having a radius of 520 feet; thence continue westerly along said curve through a central angle of 18 degrees 54 minutes 20 seconds to a point of tangency; thence westerly along the northerly right of way of Calle Grande, an 80 foot right of way, to an intersection with the east line of Riviera Oaks, a subdivision recorded at Map Book 35, Page 58, public records of Volusia County, Florida; thence departing said northerly right of way of Calle Grande run south 25 east (S25°08′13″E, plat) along the east line of said Riviera Oaks, to the southeast corner of said Riviera Oaks and the north line of a 50 foot avenue; thence south 65 degrees west (S65°22′36″W, plat) along the southerly boundary of said Riviera Oaks, for a distance of 129.93 feet; thence departing said southerly boundary run south 25 degrees east (S25°08′13″E, plat), 50 feet more or less along the easterly boundary and the southerly extension thereof, aforesaid Riviera Oaks to an intersection with the northerly line of Lot 7, Block 21, of aforesaid Mary Fleming's Subdivision in the Thomas Fitch Grant and the southerly right of way of Golf Avenue a 50 foot right of way; thence westerly along the southerly right of way line of Golf Avenue, also the northerly line of Lot 7, 8 and 9, of Block 21 to the northwest corner of Lot 9, Block 21; thence southerly along the west line of said Lot 9, Block 21 to the southwest corner of said Lot 9, Block 21; thence easterly along the southerly line of Lot 9 and the west ½ of Lot 8, Block 21 to a point that is exactly equal distance from the southwest and the southeast corners of Lot 8. Block 21; thence southerly along a line which is the westerly line of the east ½ of Lot 27, Block 21 to the aforesaid northerly right of way line of Alabama Avenue; thence westerly along said northerly line of Alabama Avenue to an intersection with a line 310 feet, more or less, easterly of the easterly line of Lot 22, Block 21, aforesaid Mary C. Fleming's Subdivision of the Thomas Fitch Grant, also known as the east line of the west 100 feet of the east 120 feet of Lot 23, Block 21, Mary C. Fleming's Subdivision in the Thomas Fitch Grant; thence northerly along easterly line aforesaid 130 feet more or less to the northerly line of the south 130 feet of the west 100 feet 0f the east 120 feet of Lot 23, Block 21, Mary C. Fleming's Subdivision in the Thomas Fitch Grant, aforesaid; thence westerly to 100 feet more or less, along the northerly line aforesaid, to an intersection with the easterly right of way of Palm Road (50' right of way, record); thence northerly along said easterly right of way to an intersection with the easterly extension of the northerly line of the north 120 feet of the south 190 feet of the west 160 feet of Lot 23, Block 21, Mary C. Fleming's Subdivision in the Thomas Fitch Grant; thence westerly along said northerly line and the easterly extension thereof, 210 feet more or less, to an intersection with the easterly line of Lot 22, Block 21, Mary C. Fleming's Subdivision in the Thomas Fitch Grant; thence run northwesterly, 770 feet more or less along the easterly line of Lot 22, Block 21 and the easterly line of Lot 13, Block 21, Mary C. Fleming's Subdivision in the Thomas Fitch Grant, to the southeasterly corner of that certain parcel described at official records Book 2260, Page 1091, public records, Volusia County, Florida; thence run southwesterly 128 feet more or less to the easterly line of the north ½ of Lot 13, except the northerly 305 feet of the easterly 128 feet, Block 21, Mary C. Fleming's Subdivision, aforesaid; thence northerly along the easterly line of the north ½ of Lot 13 and the northerly extension thereof to an intersection with the northerly right of way of Golf Avenue; thence run southwesterly along said northerly right of way to an intersection with the easterly line of Lot 22, Block 20, Mary C. Fleming's Subdivision in the Thomas Fitch Grant, aforesaid, thence departing said northerly right of way, run northwesterly along the easterly line of Lot 22, Block 20, aforesaid, 280 feet, more or less to the northerly line of the southerly 280 feet of Lot 22, Block 20 aforesaid; thence southwesterly along said northerly line 110 feet to the westerly line of the easterly 110 feet of Lot 22, Block 20, aforesaid; thence southeasterly along said westerly line 140 feet to the southerly line of the northerly 140 feet of the southerly 280 feet of Lot 22, Block 20 aforesaid; thence southwesterly along said southerly line to the westerly line of the easterly 142 feet of Lot 22, Block 20 aforesaid; thence southeasterly 70 feet to the northerly line of the southerly 70 feet of Lot 22, Block 20 aforesaid; thence southwesterly along said northerly line of the southerly 70 feet of Lot 22, Block 20 aforesaid to an intersection with the easterly right of way of State Road 415, also known as Nova Road and also known as State Road 5A; thence northerly along said easterly right of way to an intersection with the easterly extension of the northerly line of the southerly 350 feet of the northerly 385 feet of Lot 21, Block 20, Mary C. Fleming's Subdivision in the Thomas Fitch Grant, aforesaid; thence westerly along said northerly line and the easterly extension thereof, to the westerly line of Lot 21, Block 20, Mary C. Fleming's Subdivision in the Thomas Fitch Grant, aforesaid; thence southerly to the southerly right of way of Golf Avenue, a 50 foot right of way of record: thence easterly along the southerly right of way of Golf Avenue aforesaid, to an intersection with the westerly right of way of Nova Road aforesaid; thence southerly along the westerly line of Nova Road to an intersection with a line that is 220 feet more or less, northerly of the northerly right of way of Alabama Avenue, a 55 foot right of way, also known as the northerly line of that parcel recorded in official records Book 4877, Pages 3244 and 3245, public records, Volusia County, Florida; thence westerly along said northerly line 193 and 1/3 feet more or less to the westerly line of the aforesaid parcel; thence southerly along said westerly line to an intersection with the northerly right of way of Alabama Avenue, a 55 foot right of way; thence westerly along said

northerly right of way to an intersection with the northerly extension of the westerly right of way of Granada Avenue, a 50 foot right of way; thence southerly along said westerly right of way to an intersection with the westerly extension of the southerly line of Lot 12, Block 21, Highland Park Subdivision as per map recorded in Map Book 10, Page 64 of the public records of Volusia County, Florida; thence easterly along said southerly line and the extension thereof to the southeasterly corner aforesaid Lot 12, Block 1; thence southerly along the westerly line of Lot 18, Block 1, Highland Park aforesaid to the southwesterly corner of said Lot 18, Block 1; thence easterly along the southerly line of said Lot 18, Block 1, to an intersection with the westerly right of way of Nova Road; thence southerly along the westerly right of way of Nova Road to an intersection with the northerly line of Lot 22, Block 1, Highland Park Subdivision, as per map recorded in Map Book 10, Page 64 of the public records of Volusia County, Florida; thence southwesterly, departing said westerly right of way, along the northerly line of Lots 22 and 7, Block 1, and the westerly extension thereof to the westerly right of way of Granada Avenue, Highland Park Subdivision, aforesaid; thence southeasterly along said westerly right of way to an intersection with the southerly right of way of Alcazar Street as shown on plat of Highland Park Subdivision aforesaid; thence northeasterly along said southerly right of way to an intersection with the westerly right of way of State Road 415, also known as Nova Road and also known as State Road 5A. thence southerly along the westerly line of Nova Road to an intersection with the northerly line of Lot 14, Block 1, Larsen Subdivision, Map Book 11, Page 252, public records Volusia County, Florida; thence run along said northerly line to the northwest corner of said Lot 14, Block 1; thence run northwesterly to the northeast corner of Lot 23, Block 1, aforesaid Larsen Subdivision; thence run southwesterly along the northerly line of said Lot 23 to the westerly line of the easterly 100 feet of said Lot 23, Block 1, Larsen Subdivision; thence run southeasterly along said westerly line to the southeast corner of said easterly 100 feet of Lot 23, Block 1; thence run northeasterly along the northerly line of Lot 22, Block 1, aforesaid; thence run southeasterly along the westerly line and the southerly extension thereof of Lots 15, 16, 17, and 18, Block 1, aforesaid to an intersection with the southerly right of way of 15th street, a 50 foot right of way; thence northeasterly along the southerly line of 15th Street to the northwest corner of the easterly 30 feet of Lot 7, Block 1, Lawreg Subdivision, Map Book 26, Page 23, public records Volusia County, Florida; thence run southeasterly along said westerly line of the east 30 feet of said Lot 7, Block 1, Lawreg Subdivision to the southerly line of said Lot 7, Block 1, aforesaid; thence run northeasterly along the southerly line of Lots 7, 8, 9 and 10, Block 1, to the southeast corner of said Lot 10, Block 1; thence run southeasterly along the westerly line of Lot 12, Block 1, aforesaid, to the southwest corner of the north ½ of said Lot 12, Block 1; thence run southeasterly along said southerly line to the westerly line of Block C, Flemming Park, Map Book 19, Page 140, public records Volusia County, Florida; thence run southeasterly along said westerly line to the northeast corner of Lot 23, Block 34, aforesaid Mary C. Fleming Subdivision; thence run southwesterly along the northerly line of said Lot 23, Block 34, and a portion of Lot 22, Block 34, to the northwest corner of the easterly 140 feet of said Lot 22, Block 34; thence run southeasterly along the westerly line of the easterly 140 feet of said Lot 22, Block 34, to the southeast corner of the northerly 70 feet of the westerly 160 feet of said Lot 22, Block 34; thence run southwesterly along the southerly line of the said northerly 70 feet of the easterly 160 feet of said Lot 22, Block 34, to the easterly right of way of Old Kings Road, a 60 foot right of way; thence run southeasterly along said easterly right of way of Old Kings Road to the southerly line of the northerly 190 feet of said Lot 22, Block 34; thence run northeasterly along said southerly line to the westerly line of the easterly 140 feet of said Lot 22, Block 34; thence run southeasterly along the westerly line of said easterly 140 feet of Lot 22, Block 34, to the southerly line of said Lot 22, Block 34, and the northerly line of amended plat of Flemming Park, Map Book 26, Page 110, public records Volusia County, Florida; thence run southwesterly along said northerly line to the northwest corner of Lot 3, Block B, aforesaid amended plat of Flemming Park; thence run southeasterly to an intersection with the northerly line of the southerly 20 feet of Lot 1, Block B, aforesaid; thence run southwesterly to the easterly right of way of aforesaid Old Kings Road; thence run southeasterly along said easterly right of way to the northwest corner of Lot 1, Block A, and the southerly line of 13th Street; thence run northeasterly along the northerly line and the easterly line of said Block A, to an intersection with the northerly line of 13th Street, also known as Walker Street; thence northeasterly along said Walker Street to an intersection with the southerly line of Lots 22 and 23, Block C, amended plat of Flemming Park, aforesaid; thence run northwesterly along said westerly line and southerly extension thereof of said Lots 22 and 23, Block C, aforesaid, to the northwest corner of said Lot 23, Block C; thence run northeasterly along the northerly line of said Lot 23, Block C, aforesaid, to the northwest corner of the easterly 60 feet of Lot 23, Block C, aforesaid; thence run southeasterly along the easterly line of said easterly 60 feet of Lot 23, Block C and the easterly line of the easterly 60 feet of Lot 22, Block C, aforesaid, to the southerly right of way of Walker Street, aforesaid; thence run northeasterly along said southerly right of way of Walker Street to an intersection with the westerly right of way of Mistletoe Drive, a 50 foot right of way; thence south 57 degrees 34 minutes east along the westerly line of said Mistletoe Drive a distance of 213.58 feet more or less to a point of intersection; thence south 25 degrees east along the said westerly line of Mistletoe Drive a distance of 475 feet more or less to an intersection with the southwesterly extension of the southerly line of that certain property described at

official records Book 3875, Page 2370, public records, Volusia County, Florida; thence departing said westerly line, north 65 degrees east and parallel to said L.P.G.A. Boulevard (formerly 11th Street), a distance of 381.10 feet more or less to a point in the westerly line of said Nova Road aforesaid; thence run southeasterly along the westerly right of way line of Nova Road, State Road 5A, as shown on Florida Department of Transportation Right of way Map, Section 79190-2509, W.P.I. 2000319, to an intersection with a line that lies 200 feet northerly of and parallel with L.P.G.A. Boulevard; thence run southwesterly along said line to an intersection with the westerly right of way of Mistletoe Drive, a 50 foot right of way; thence run southeasterly along said westerly right of way to an intersection with the southerly right of way of L.P.G.A. Boulevard; thence run northeasterly along said southerly right of way to an intersection with the westerly right of way of Hickory Avenue, a 50 foot right of way as shown on the plat of Wilkerson Replat, Map Book 23, Page 112, public records, Volusia County, Florida; thence run southeasterly along said westerly right of way to an intersection with the westerly extension of the southerly line of the northerly 25 feet of Lot 44, aforesaid Wilkerson Replat; thence northeasterly along said southerly line and the westerly extension thereof to an intersection with the westerly line of Lot 47, said Wilkerson Replat; thence continue northeasterly along the southerly line of the north 200 feet of Lot 47, Wilkerson Replat, aforesaid to an intersection with the westerly right of way of Nova Road, State Road 5A; thence S 25 degrees E along said westerly right of way to an intersection with the northerly line of the southerly 109 feet of Lot 47, Wilkerson's Replat, aforesaid; thence southwesterly along said northerly line of the southerly 109 feet of said Lot 47 to an intersection with the easterly right of way of Hickory Avenue, a 50 foot right of way and the westerly line of Lot 40, Wilkerson Replat, aforesaid; thence southeasterly along said easterly right of way of Hickory Avenue to the southwesterly corner of Lot 39, Wilkerson Replat, aforesaid; thence southwesterly along the westerly extension of Lot 39, aforesaid, to an intersection with the westerly line of the easterly 390.5 feet of Lot 9, Block 4, Mason and Carswell's Subdivision, Map Book 2, Page 90 of the public records of Volusia County, Florida; thence southeasterly along said westerly line 68.5 feet; thence departing said westerly line northeasterly 179.5 feet; thence northwesterly 6.5 feet; thence northeasterly to an intersection with the westerly right of way of Nova Road; thence southeasterly 64 feet, more or less, along said Nova Road to an intersection with the northerly line of that certain parcel identified as parcel number 4244-01-04-0093; thence southwesterly along the northerly line of said parcel, 73.29 feet more or less; thence departing said northerly line run northwesterly 17 feet, more or less, to the northerly line of said parcel; thence southwesterly along said northerly line to the westerly line of Lot 9, Block 4, Mason and Carswell's Subdivision as per map recorded in Map Book 2, Page 90, public records, Volusia County, Florida; thence southeasterly 206 feet, more or less, to an intersection with the southerly line of that certain parcel identified as 4244-01-04-0093; thence northeasterly to an intersection with the westerly right of way of Nova Road; thence southeasterly along said westerly right of way of Nova Road to an intersection with the northerly line of the northerly ½ of Lot 5, Block 7, except the north 101 feet, Mason and Carswell's Subdivision as recorded in Map Book 2, Page 90, of the public records of Volusia County, Florida; thence departing aforesaid right of way, S 65 degrees W parallel with the southerly line of aforesaid Lot 5, Block 7 to an intersection with the westerly line of aforesaid Lot 5, Block 7, west of Nova Road, except the easterly 570.75 feet; thence N 25 degrees W along the westerly line of the easterly 570.75 feet of the northerly 101 feet of aforesaid Lot 5, Block 7, to an intersection with the southerly right of way of 10th street, a 50 foot right of way of record; thence S 65 degrees W along said right of way to the westerly line of Lot 5, Block 7 aforesaid; thence s 25 degrees e parallel with aforesaid Nova Road (S.R. 5A), along said westerly line of Lot 5, Block 7 aforesaid and the westerly line of Lot 8, Block 7, Mason and Carswell's subdivision aforesaid to the southerly line of the northerly ½, aforesaid Lot 8, Block 7; thence N 64°19′47″E along the southerly line of the northerly ½ of said Lot 8, Block 7, a distance of 330 feet more or less to an intersection with the westerly line of the easterly ½ of the southerly ½, aforesaid Lot 8, Block 7; thence s 25 degrees w along said westerly line and the southerly extension thereof of the southerly ½ of Lot 8, Block 7, 365 feet more or less to the southerly right of way of 8th Street, a 50 foot right of way of record; thence N 65 degrees E, along said southerly right of way of 8th Street, 265 feet more or less to the westerly right of way of Nova Road, State Road 5A, aforesaid; thence run southeasterly along said Nova Road, State Road 5A to an intersection with the northerly line of the southerly 40 feet of Lot 5, Block 1, replat of unit one home acres, as per map recorded in Map Book 11, Page 64 of the public records of Volusia County, Florida; thence departing said westerly right of way of Nova Road, State Road 5A, westerly along the said northerly line of the southerly 40 feet of Lot 5, Block 1, to an intersection with the easterly right of way of Holly Street, a 40 foot right of way of record; thence northerly along said easterly right of way to an intersection with the southerly right of way of 8th Street, a 50 foot right of way of record; thence westerly along said southerly right of way, to an intersection with the northerly extension of the centerline of Ivy Street, a vacated 40 foot right of way; thence southerly along said centerline to an intersection with the westerly extension of the southerly line of the northerly 208.75 feet of Lot 6, Block 17, Mason and Carswell's subdivision of Holly Hill, Map Book 2, Page 90, of the public records of Volusia County, Florida; thence westerly along said southerly line to an intersection with the westerly line of the easterly 104.39 feet of Lot 6, Block 17,

Mason and Carswell's subdivision, aforesaid; thence northerly along said westerly line to an intersection with the southerly right of way of 8th Street, aforesaid; thence westerly along said southerly right of way of 8th Street, aforesaid, to an intersection with the westerly line of Lot 6, Block 17, Mason and Carswell's Subdivision, aforesaid; thence southerly along said westerly line to an intersection with the southerly line of Lot 7, Block 17, except the southerly 626.26 feet, Mason and Carswell's Subdivision, aforesaid; thence easterly along said southerly line to an intersection with the centerline of Ivy Street, a vacated 40 foot right of way of record, thence northerly to an intersection with the centerline of Jersey Street, a vacated 40 foot right of way of record; thence easterly along the centerline of Jersey Street, aforesaid, to an intersection with the westerly right of way of Holly Street, a 40 foot right of way of record; thence southerly along the westerly right of way of Holly Street, aforesaid, to an intersection with the westerly extension of the southerly line of Lot 1, Block 4, replat of Unit Number One Home Acres, Map Book 11, Page 64, public records of Volusia County, Florida; thence easterly along said southerly line and westerly extension thereof to an intersection with the westerly right of way of Nova Road, State Road 5A; thence southerly along said westerly right of way to an intersection with the centerline of 6th Street; thence easterly along the center line of said 6th street to a point that is 70 feet easterly from the westerly line of Lot 6 Block 20, Mason and Carswell Subdivision as recorded in Map Book 2, Page 90 public records of Volusia County Florida thence southerly and parallel to the westerly line of said Lot 6 to a point in the northerly line of said Lot 6, being also the southerly right of way line of 6th Street; thence easterly along the southerly right of way line of said 6th Street, being also the northerly line of Lots 6, 5 and 4 of said Block 20, Mason and Carswell's Subdivision to a point that is 180 feet westerly of the northeast corner of said Lot 4, Block 20; thence southerly and parallel to the easterly line of said Lot 5, Block 20, to the southerly line of the northerly 464 feet thereof; thence easterly and parallel to the northerly line of said Lot 4, Block 20, a distance of 10 feet; thence southerly and parallel to the easterly line of said Lot 4, Block 20, to a point that is 20 feet northerly from the southerly line of said Lot 4 Block 20; thence westerly along a line that is 20 feet northerly of and parallel to the southerly line of Lots 4, 5 and 6, Block 20 to a point that is 320 feet easterly of the westerly line of said Lot 6 Block 2; thence northerly and parallel to the westerly line of said Lot 6, Block 20, to the northerly line of the southerly 450 feet thereof; thence westerly and parallel to the southerly line of said Lot 6, Block 20 a distance of 250 feet to the easterly right of way line of Main Canal and Nova Road; thence southerly along the easterly right of way line of Main Canal and Nova Road to a point that is midway between 2nd and 3rd Street; thence easterly along a line that is midway between 2nd and 3rd Streets to the westerly right of way of F.E.C. Railway; thence southerly along the westerly right of way line of F.E.C. Railway to a point in the center line of Mason Avenue as mapped out in Mason and Carswell's Subdivision of the southerly portion in the Thomas Fitch Grant; thence northeasterly along the center line of said Mason Avenue to a point in the westerly side of Beach Street, commonly known as Dixie Highway or Ormond-Daytona Road; thence northerly along the westerly side of Beach Street commonly known as the Dixie Highway, or Ormond-Daytona Road, to a point in the south side of 2nd Street, formerly Forest Avenue, in said Mason and Carswell's Subdivision; thence easterly on a line that is the south line of said 2nd Street, formerly Forest Avenue, produced easterly to the center of the channel of the Halifax River; thence northerly along the center of the channel of the Halifax River to the place of beginning.

John Penny, Mayor 2/27/2018

Valerie Manning, City Clerk, CMC 2/27/2018

PUBLIC NOTICE
CITY OF HOLLY HILL
NOTICE OF INTENT TO USE UNIFORM METHOD OF COLLECTING NON-AD VALOREM ASSESSMENTS

Holly Hill, Florida (the "City") hereby provides notice, pursuant to section 197.3632(3)(a), Florida Statutes, of its intent to use the uniform method of collecting non-ad valorem special assessments to be levied within the incorporated area of the City, for non-ad valorem assessments for nuisance abatement; and commencing for the Fiscal Year beginning on October 1, 2018 and continuing until discontinued by the City. The City will consider the adoption of a resolution electing to use the uniform method of collecting such assessments authorized by section 197.3632, Florida Statutes, at a public hearing to be held at 7:00 p.m. on February 27, 2018 at the City Commission Chambers, 1065 Ridgewood Avenue, Holly Hill, Florida. The resolution will state the need for the levy and will contain a legal description of the boundaries of the real property boundary subject to the levy. Copies of the proposed form of resolution, which contains the legal description of the real property subject to the levy, are on file at the City Hall, 1065 Ridgewood Avenue, Holly Hill, Florida. All interested persons are invited to attend.

In the event any person decides to appeal any decision by the City with respect to any matter relating to the consideration of the resolution at the above-referenced public hearing, a record of the proceeding may be needed and in such an event, such person may need to ensure that a verbatim record of the public hearing is made, which record includes the testimony and evidence on which the appeal is to be based. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the City Clerk at (386) 248-9441, two (2) days prior to the date of the hearing.

Valerie Manning, City Clerk, CMC
City of Holly Hill
Volusia County, Florida

DF-0002277156-01

First ad - Jan. 31st - 2018

Wednesday, 01/31/2018 Pag.C08

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Attachment: Proof of Legal Ads in News-Journal (1935 : Code Assessment - Collecting Non-Ad Valorem Assessments)

PUBLIC NOTICE
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NOTICE OF INTENT TO USE UNIFORM METHOD OF COLLECTING NON-AD VALOREM ASSESSMENTS

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Valerie Manning, City Clerk, CMC
City of Holly Hill
Volusia County, Florida

DF-0002277158-01

Second Ad - Feb. 7, 2018

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Attachment: Proof of Legal Ads in News-Journal (1935 : Code Assessment - Collecting Non-Ad Valorem Assessments)

PUBLIC NOTICE
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NOTICE OF INTENT TO USE UNIFORM METHOD OF COLLECTING NON-AD VALOREM ASSESSMENTS

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In the event any person decides to appeal any decision by the City with respect to any matter relating to the consideration of the resolution at the above-referenced public hearing, a record of the proceeding may be needed and in such an event, such person may need to ensure that a verbatim record of the public hearing is made, which record includes the testimony and evidence on which the appeal is to be based. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the City Clerk at (386) 248-9441, two (2) days prior to the date of the hearing.

Valerie Manning, City Clerk, CMC
City of Holly Hill
Volusia County, Florida

DF-0002277158-01

Third ad- Feb. 14, 2018

Wednesday, 02/14/2018 Pag.C04

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Attachment: Proof of Legal Ads in News-Journal (1935 : Code Assessment - Collecting Non-Ad Valorem Assessments)

PUBLIC NOTICE
CITY OF HOLLY HILL
NOTICE OF INTENT TO USE UNIFORM METHOD OF COLLECTING NON-AD VALOREM ASSESSMENTS

Holly Hill, Florida (the "City") hereby provides notice, pursuant to section 197.3632(3)(a), Florida Statutes, of its intent to use the uniform method of collecting non-ad valorem special assessments to be levied within the incorporated area of the City, for non-ad valorem assessments for nuisance abatement; and commencing for the Fiscal Year beginning on October 1, 2018 and continuing until discontinued by the City. The City will consider the adoption of a resolution electing to use the uniform method of collecting such assessments authorized by section 197.3632, Florida Statutes, at a public hearing to be held at 7:00 p.m. on February 27, 2018 at the City Commission Chambers, 1065 Ridgewood Avenue, Holly Hill, Florida. The resolution will state the need for the levy and will contain a legal description of the boundaries of the real property boundary subject to the levy. Copies of the proposed form of resolution, which contains the legal description of the real property subject to the levy, are on file at the City Hall, 1065 Ridgewood Avenue, Holly Hill, Florida. All interested persons are invited to attend.

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Valerie Manning, City Clerk, CMC
City of Holly Hill
Volusia County, Florida

DF-0002277158-01

Fourth ad - Feb. 21, 2018

Wednesday, 02/21/2018 Pag.C02

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Attachment: Proof of Legal Ads in News-Journal (1935 : Code Assessment - Collecting Non-Ad Valorem Assessments)

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Ordinance

MEETING DATE: **February 27, 2018**
FROM: **Brian Walker**
SUBJECT: **First Reading - Ordinance 2999 An Ordinance of the City of Holly Hill, Florida, Amending the Land Development Regulations by Amending Section 114-634 to Add Tattoo Parlors, Mini Warehouses, Laboratories, Warehousing and Distribution Uses as Uses Permitted by Special Exception in the Redevelopment District Overlay; Amending Section 114-635 to Remove Tattoo Parlors, Mini Warehouses, Laboratories, Warehousing and Distribution as Prohibited Uses; Creating Sections 114-708 and 114-709 to Add Special Exception Conditions; Amending Sections 114-444, 114-594 and 114-696 to Add Language; Amending Section 78-14 to Add Definitions; Providing for Severability; Providing for Codification; and Providing for an Effective Date.**
NUMBER: **(ID # 1909)**
APPLICANT: **Brian Walker**
PLANNER:

INTRODUCTION:

Consider adoption of an Ordinance amending Division 15 Redevelopment District Overlay Sections 114-634 Special Exceptions, and 114-635 Prohibited Uses, creating sections 114-708 and 114-709, and amending Sections 78-14, 114-444, 114-594, and 114-696 of the Land Development Regulations, removing tattoo parlors, laboratories, mini-warehouses and warehousing and distribution facilities as prohibited uses in the Redevelopment District Overlay and establishing them as uses permitted by Special Exception and to create associated terms and conditions.

DISCUSSION:

The Redevelopment District Overlay, hereinafter called the Overlay, was established by Ordinance 2721, and adopted by the City Commission on April 26, 2005. The purpose of the Overlay is to promote redevelopment of property, provide for parking and storm-water standards, and a compatibility of land uses within the district to enhance the US 1 (Ridgewood Avenue) and LPGA Boulevard corridor.

Currently, the Overlay creates restrictions that prevent certain types of businesses from being established along US1 (Ridgewood Avenue) and LPGA Boulevard. Tattoo parlors, laboratories, mini-warehouses and warehousing and distribution facilities are listed among those uses which are prohibited.

The Overlay has been in place for over 12 years, and based on community feedback, the needs of the business community within the Overlay have changed. In response to the area's changing business environment and feedback from the community, the City Commission held a work session on September 18, 2017. The purpose of the work session was to discuss facilitating redevelopment and economic opportunity by enhancing business flexibility within the Overlay. The Commission discussed allowing certain prohibited uses as special exception uses along US1 (Ridgewood Avenue) and LPGA Boulevard.

The proposed Ordinance amends Division 15 Redevelopment District Overlay Sections 114-634 Special Exceptions, and 114-635 Prohibited Uses, by removing tattoo parlors, laboratories, mini-warehouses and warehousing and distribution facilities from the list of prohibited uses and allowing them as uses permitted if approved by Special Exception. The Ordinance also creates sections 114-708 and 114-709 creating Special Exception conditions, amends sections 78-14, 114-444, 114-594, and 114-696 of the Land Development Regulations to add language and create terms and definitions.

FISCAL ANALYSIS:

Allowing certain prohibited uses to be permitted by special exception will create more business opportunities within the Overlay. The result will be more tax and related fee revenue.

Recommendation of the Board of Planning and Appeals:

At its meeting on February 5, 2018, the Board of Planning and Appeals voted unanimously to recommend the Ordinance except with the following change:

That tattoo parlors continue to be a prohibited use within the Redevelopment District Overlay.

STAFF RECOMMENDATION:

Adopt the Ordinance amending Division 15 Redevelopment District Overlay Sections 114-634 Special Exceptions, and 114-635 Prohibited Uses, creating sections 114-708 and 114-709, and amending Sections 78-14, 114-444, 114-594, and 114-696 of the Land Development Regulations.

COMMISSION GOAL:

Goal #3: Implement the CRA Master Plan with a focus on the best utilization of vacant properties and blighted properties in the city. Attention should also focus on infrastructure improvements within the district and strategies to encourage private investment and business retention.

MOTION:

Adopt the Ordinance amending Division 15 Redevelopment District Overlay Sections 114-634 Special Exceptions, and 114-635 Prohibited Uses, creating sections 114-708 and 114-709, and amending Sections 78-14, 114-444, 114-594, and 114-696 of the Land Development Regulations.

ATTACHMENTS:

- CRA RENDERING (PDF)
- Ordinance Text Amendments (PDF)
- BOPA Minutes (PDF)

Ordinance No. (ID # 1909)

FIRST READING - ORDINANCE 2999 AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE LAND DEVELOPMENT REGULATIONS BY AMENDING SECTION 114-634 TO ADD TATTOO PARLORS, MINI WAREHOUSES, LABORATORIES, WAREHOUSING AND DISTRIBUTION USES AS USES PERMITTED BY SPECIAL EXCEPTION IN THE REDEVELOPMENT DISTRICT OVERLAY; AMENDING SECTION 114-635 TO REMOVE TATTOO PARLORS, MINI WAREHOUSES, LABORATORIES, WAREHOUSING AND DISTRIBUTION AS PROHIBITED USES; CREATING SECTIONS 114-708 AND 114-709 TO ADD SPECIAL EXCEPTION CONDITIONS; AMENDING SECTIONS 114-444, 114-594 AND 114-696 TO ADD LANGUAGE; AMENDING SECTION 78-14 TO ADD DEFINITIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2999

AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE LAND DEVELOPMENT REGULATIONS BY AMENDING SECTION 114-634 TO ADD TATTOO PARLORS, MINI WAREHOUSES, LABORATORIES, WAREHOUSING AND DISTRIBUTION USES AS USES PERMITTED BY SPECIAL EXCEPTION IN THE REDEVELOPMENT DISTRICT OVERLAY; AMENDING SECTION 114-635 TO REMOVE TATTOO PARLORS, MINI WAREHOUSES, LABORATORIES, WAREHOUSING AND DISTRIBUTION AS PROHIBITED USES; CREATING SECTIONS 114-708 AND 114-709 TO ADD SPECIAL EXCEPTION CONDITIONS; AMENDING SECTIONS 114-444, 114-594 AND 114-696 TO ADD LANGUAGE; AMENDING SECTION 78-14 TO ADD DEFINITIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission finds that due to the increase in on-line

retailers, retail and commercial office activity and growth are diminishing within the Redevelopment District Overlay; and

WHEREAS, it is the intent of the City Commission to encourage business flexibility and facilitate redevelopment and economic opportunity within the Redevelopment District Overlay; and

WHEREAS, certain specific uses currently prohibited within the Redevelopment District Overlay are to be permitted as Special Exception uses with conditions; and

WHEREAS, it is the intent of the City Commission that this Ordinance be enacted to protect and promote the health, welfare, and safety of the citizens of and visitors to the City of Holly Hill by taking steps to prevent economic deterioration and blight.

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

SECTION 1. Incorporation of Recitals. The above recitals are incorporated herein by reference and form an integral part of the Ordinance.

SECTION 2. That Sec. 114-444. - Prohibited uses is amended to add the following language to item number two (2) underlined as follows:

Prohibited uses in the B-4 district are as follows:
(1) Blood banks.
(2) Tattoo parlors **except that tattoo parlors shall be permitted on B-4 zoned property only within the Redevelopment District Overlay if approved by special exception.**

That Sec. 114-594. - Prohibited uses is amended to add the following language to item number seven (7) underlined as follows:

The following uses are prohibited in the CC-1 district:

(1) Asphalt batching plants.
(2) Blood plasma centers.
(3) Bulk storage of petroleum products and other flammable substances.
(4) Concrete plants.
(5) Truck and automobile salvage yards.
(6) Temporary labor halls and similar uses, but not including employment services.
(7) Tattoo parlors, **except that tattoo parlors shall be permitted on CC-1 zoned property only within the Redevelopment District Overlay if approved by special exception.**

That Sec. 114-634. - Special exceptions is amended to add the following four (4) uses underlined as follows:

Automobile and boat sales, except when entirely enclosed, meeting the requirements of section 114-705.

Hotels and motels meeting the requirements of section 114-706.

Outdoor display of merchandise meeting the requirements of section 114-707.

Tattoo Parlors meeting the requirements of section 114-696

Mini-warehouses meeting the requirements of section 114-686

Laboratories meeting the requirements of section 114-708

Warehousing and distribution meeting the requirements of section 114-709

As provided by the underlying zoning district unless prohibited by sections 114-635 and 114-646 below.

That Sec. 114-635. - Prohibited uses is amended to remove four (4) uses with strikethrough from the prohibited list as follows:

The following uses shall be prohibited for any properties adjacent to Ridgewood Avenue or LPGA Boulevard.

Accessory structure sales, except when entirely enclosed.
Blood Plasma Center.
Check cashing services.
Truck and automobile salvage yards.
~~**Tattoo parlors.**~~
~~**Laboratories.**~~
~~**Mini-warehouses.**~~
Self-service Laundromats.
~~**Warehousing and distribution.**~~
Motor vehicle and marine/boat services and repair.

(For properties fronting on LPGA Boulevard, "adjacent" means the full depth of the property fronting on LPGA or a depth of 250 feet from the center line of LPGA Boulevard, whichever is less.)

SECTION 3. That Section 78-14. - Definitions is hereby amended to add terms and definitions for the following:

Fully enclosed structure means a permanently located structure having a roof, four full walls, doors and windows that close, all of which conform to the latest edition of the Florida Building Code.

Laboratory means a facility for conducting medical or scientific research, investigation, testing, or experimentation; but not facilities solely for the purpose of drawing blood, or for the manufacture or sale of products, except as incidental to the main purpose of the laboratory. This definition also includes labs for the manufacture of dentures and prosthesis.

Warehousing & Distribution means a warehouse which stores merchandise, commodities or other products and goods be redistributed to retailers, to wholesalers, or directly to

consumers. In the Redevelopment District Warehousing and Distribution are permitted only as stated in the Special Exception terms and conditions.

SECTION 4. That Section 114-696 - tattoo parlors, is amended to add language underlined as follows:

Tattoo parlors are permitted as a special exception, provided:

(1) No tattoo parlor may be permitted within 1,000 feet of any existing school, church, or public park.

(2) No tattoo parlor may be permitted except in a planned, unified shopping center development with a minimum of 10,000 square feet of gross leasable area.

(3) Only one tattoo parlor may be permitted in any single shopping center.

(4) The following requirements shall apply in addition to the requirements for signage set out in chapter 110:

a. Graphic illustrations of tattoos shall not be permitted as part of any permitted sign display.

b. Outside display of tattoos by persons, as a form of outdoor advertising, shall not be permitted.

(5) No tattoo parlor may be permitted to operate on a temporary basis. All tattoo parlors shall be operated on a permanent basis on a property that meets all applicable city requirements.

(6) All tattooing shall be performed in a fully enclosed building, and shall not be visible from outside the building.

The following conditions apply specifically and solely to tattoo parlors permitted by Special Exception within in the Redevelopment District Overlay:

(7) All conditions stated above for tattoo parlors shall apply to tattoo parlors within the Redevelopment District Overlay except that conditions one (1) and two (2) above shall not apply.

(8) Tattoo parlors shall not open before 9 am and shall close for business and remain open no later than 11 pm.

(9) All exterior lighting shall be directed away from any abutting R-1 through R-9 zoned property.

SECTION 5. That Sections 114-708 and 114-709 are created providing Special Exception conditions for Laboratory and Warehousing and distribution uses as follows:

Sec. 114-708. - Laboratories are permitted as a special exception, provided:

1. **The use does not utilize, store, or produce any hazardous material.**
2. **The purpose is not solely to collect blood or perform drug testing.**

3. **The purpose is not solely to manufacture or sell products, except as incidental to the main purpose of the laboratory.**

Sec. 114-709. - Warehousing and distribution facilities are permitted as a special exception, provided:

1. **The facility does not produce, store, or utilize items that;**
   (1) Are of a flammable or explosive nature.
   (2) Emit odorous gases.
   (3) Emit fumes, vapors and gases of a noxious, toxic or corrosive nature which can cause damage or irritation to person or property.
   (4) Would create excessive dust in storage or transfer, such as bulk feed or grain storage.
   (5) Are radioactive.

2. **All parts and supplies such as, but not limited to, automotive parts, pool supplies, electrical, plumbing, building and paint supplies, are kept within a fully enclosed structure. Except that large parts and supplies, as determined by the City Manager or Code Administrator, may be kept outdoors in a neat and orderly fashion if completely screened from view within an enclosed storage area or open structure such as one containing three (3) walls and a roof.**

3. **Warehouses are used as an integral part of a retail commercial operation wherein products and supplies in the warehouse are stored temporarily before being sold to the public. Examples include but are not limited to the following types of businesses: flooring and carpet supply stores, shoe stores and furniture stores where supplies are stored in a warehouse area before being sold to the public. The warehouse and retail establishment must be on the same site with the warehouse component located in the rear.**

4. **Warehouses shall not be used solely for storage.**

SECTION 6. SEVERABILITY. If any section, sentence, phrase, word, or portion of this Ordinance is determined to be invalid, unlawful, or unconstitutional, said determination shall not be held to invalidate or impair the validity, force, or effect of any other section, sentence, phrase, word, or portion of this Ordinance not otherwise determined to be invalid, unlawful, or unconstitutional.

SECTION 7. CONFLICTS. All ordinances or part of ordinances in conflict with this Ordinance are hereby repealed consistent, however, with the provisions of this Ordinance relative to the transitional application of the land development regulations.

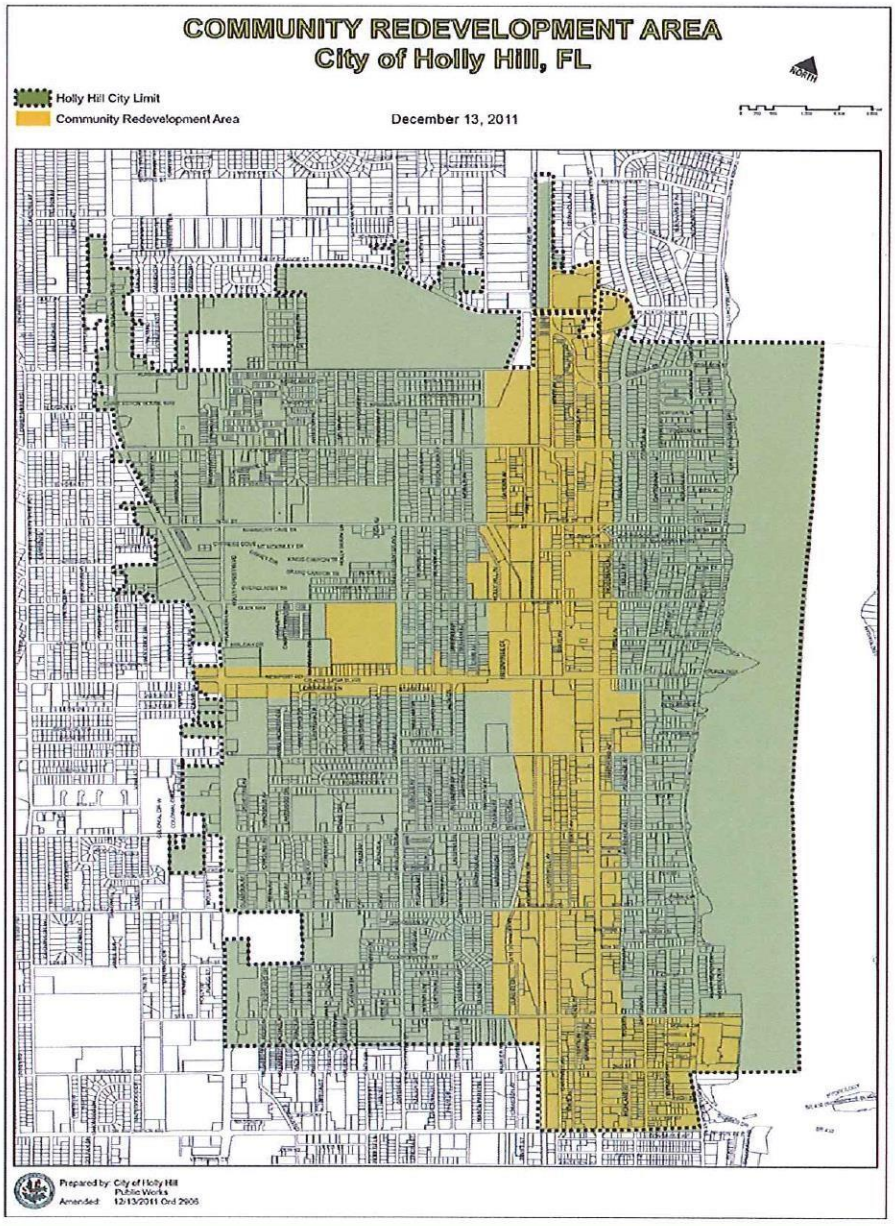
SECTION 8. CODIFICATION. It is the intent of the City Commissioners that the Substantive provision of this Ordinance will become and be made part of the Land

Development Regulations of Holly Hill and that the word "ordinance" may be changed to "section", "part", or other appropriate word or phrase, and the sections of this Ordinance may be renumbered or re-lettered to accomplish such intention; providing, however, that sections 6, 7, 8 and 9 of this Ordinance shall not be codified.

SECTION 9. EFFECTIVE DATE. That this Ordinance shall become effective immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 27th day of FEBRUARY, 2018 for first reading.

Exhibit A – Community Redevelopment Area Map



Attachment: CRA RENDERING (1909 : Redevelopment District LDR Text Amendments)

_____initials

ORDINANCE # _____

AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE LAND DEVELOPMENT REGULATIONS BY AMENDING SECTION 114-634 TO ADD TATTOO PARLORS, MINIWAREHOUSES, LABORATORIES, WAREHOUSING AND DISTRIBUTION USES AS USES PERMITTED BY SPECIAL EXCEPTION IN THE REDEVELOPMENT DISTRICT OVERLAY; AMENDING SECTION 114-635 TO REMOVE TATTOO PARLORS, MINIWAREHOUSES, LABORATORIES, WAREHOUSING AND DISTRIBUTION AS PROHIBITED USES; CREATING SECTIONS 114-708 AND 114-709 TO ADD SPECIAL EXCEPTION CONDITIONS; AMENDING SECTIONS 114-444, 114-594 AND 114-696 TO ADD LANGUAGE; AMENDING SECTION 78-14 TO ADD DEFINITIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission finds that due to the increase in on-line retailers, retail and commercial office activity and growth are diminishing within the Redevelopment District Overlay; and

WHEREAS, it is the intent of the City Commission to encourage business flexibility and facilitate redevelopment and economic opportunity within the Redevelopment District Overlay; and

WHEREAS, certain specific uses currently prohibited within the Redevelopment District Overlay are to be permitted as Special Exception uses with conditions; and

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(2) Tattoo parlors **except that tattoo parlors shall be permitted on B-4 zoned property only within the Redevelopment District Overlay if approved by special exception.**

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(7) Tattoo parlors, **except that tattoo parlors shall be permitted on CC-1 zoned property only within the Redevelopment District Overlay if approved by special exception.**

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SECTION 4. That Section 114-696 – tattoo parlors, is amended to add language underlined as follows:

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(4) The following requirements shall apply in addition to the requirements for signage set out in chapter 110:

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(6) All tattooing shall be performed in a fully enclosed building, and shall not be visible from outside the building.

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(7) All conditions stated above for tattoo parlors shall apply to tattoo parlors within the Redevelopment District Overlay except that conditions one (1) and two (2) above shall not apply.
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Sec. 114-709. – Warehousing and distribution facilities are permitted as a special exception, provided:

1. **The facility does not produce, store, or utilize items that;**
   (1) Are of a flammable or explosive nature.
   (2) Emit odorous gases.
   (3) Emit fumes, vapors and gases of a noxious, toxic or corrosive nature which can cause damage or irritation to person or property.
   (4) Would create excessive dust in storage or transfer, such as bulk feed or grain storage.
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2. **All parts and supplies such as, but not limited to, automotive parts, pool supplies, electrical, plumbing, building and paint supplies, are kept within a fully enclosed structure. Except that large parts and supplies, as determined by the City Manager or Code Administrator, may be kept outdoors in a neat and orderly fashion if**

Attachment: Ordinance Text Amendments (1909 : Redevelopment District LDR Text Amendments)

completely screened from view within an enclosed storage area or open structure such as one containing three (3) walls and a roof.

3. **Warehouses are used as an integral part of a retail commercial operation wherein products and supplies in the warehouse are stored temporarily before being sold to the public. Examples include but are not limited to the following types of businesses: flooring and carpet supply stores, shoe stores and furniture stores where supplies are stored in a warehouse area before being sold to the public. The warehouse and retail establishment must be on the same site with the warehouse component located in the rear.**

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SECTION 6. SEVERABILITY.
If any section, sentence, phrase, word, or portion of this Ordinance is determined to be invalid, unlawful, or unconstitutional, said determination shall not be held to invalidate or impair the validity, force, or effect of any other section, sentence, phrase, word, or portion of this Ordinance not otherwise determined to be invalid, unlawful, or unconstitutional.

SECTION 7. CONFLICTS.
All ordinances or part of ordinances in conflict with this Ordinance are hereby repealed consistent, however, with the provisions of this Ordinance relative to the transitional application of the land development regulations.

SECTION 8. CODIFICATION. It is the intent of the City Commissioners that the Substantive provision of this Ordinance will become and be made part of the Land Development Regulations of Holly Hill and that the word "ordinance" may be changed to "section", "part", or other appropriate word or phrase, and the sections of this Ordinance may be renumbered or re-lettered to accomplish such intention; providing, however, that sections 6, 7, 8 and 9 of this Ordinance shall not be codified.

SECTION 9. EFFECTIVE DATE

That this Ordinance shall become effective immediately upon its adoption.

Attachment: Ordinance Text Amendments (1909 : Redevelopment District LDR Text Amendments)

CITY OF HOLLY HILL, FLORIDA

BOARD OF PLANNING AND APPEALS

MINUTES ● FEBRUARY 5, 2018

City Commission Chamber **BOPA Regular Meeting** **6:30 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

Attendee Name	Title	Status	Arrived
Mike Myer	Chairman	Excused	
Jim Legary	Board Member	Present	
Robin D. Hanger	Board Member	Present	
Arthur Cappuccio	Board Member	Excused	
Arthur W. Morris	Board Member	Present	

2. INNVOCATION

Innvocation given by Robin Hanger.

3. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Robin Hanger.

4. BOPA MINUTES APPROVAL

1.

Minutes of August

(Requested by Elizabeth Nelson, Board of Planning and Appeals)
The minutes of the August 7, 2017 BOPA Meeting where approved.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Arthur W. Morris, Board Member
SECONDER:	Robin D. Hanger, Board Member
AYES:	Legary, Hanger, Morris
EXCUSED:	Myer, Cappuccio

Enacted and approved this 5th day of February, 2018, in Holly Hill

5. AGENDA ITEM(S)

1.

Attachment: BOPA Minutes (1909 : Redevelopment District LDR Text Amendments)

Land Development Regulations Text Amendment Consider Adoption of an Ordinance Amending Division 15 Redevelopment District Overlay Sections 114-634 Special Exceptions, and 114-635 Prohibited Uses, Creating Sections 114-708 and 114-709, and Amending Sections 114-444, 114-594, 114-696 and 78-14 of the Land Development Regulations

(Requested by Brian Walker, Board of Planning and Appeals)
Brian Walker, City Planner summarized his staff report. Stating that the Redevelopment District Overlay was adopted by the City Commission in April of 2005. The purpose of the Overlay was to promote redevelopment of property, provide parking and a compatibility of land uses within the district to enhance Ridgewood Avenue and LPGA Boulevard. The needs of the business community with the Overlay have changed and in response to that, the City Commission would like to enhance business flexibility with the District. The current overlay district restricts certain types of businesses and due to the feedback from the community, the City Commission would like to open up these restrictions, by allowing tattoo parlors, laboratories, mini-warehouses and warehousing and distribution facilities to be permitted uses through the Special Exception process. Staff recommends adoption of the Ordinance.

The Board members discussed the different types of businesses. Questioning if laboratories included plasma centers. They were informed that blood plasma centers would still be prohibited in the overlay district. A discussion ensued as to mini-warehouses and warehouses. Mr. Walker informed the Board that under the Special Exception conditions, warehouses are to be used as a part of a retail commercial operation wherein products and supplies in the warehouse are stored.

Arthur Morris expressed concern over allowing these types of businesses along Ridgewood Avenue, stating that he doesn't see these enhancing the corridor.

Robin Hanger stated that businesses bring business and that he is in favor of these changes.

Robin Hanger made a motion to recommend approval. The motion died for a lack of a second.

Arthur Morris made a motion to recommend approval, with the elimination of tattoo parlors, seconded by Robin Hanger. Motion carried.

RESULT:	**RECOMMEND APPROVAL TO CITY COMMISSION [UNANIMOUS]**
MOVER:	Arthur W. Morris, Board Member
SECONDER:	Robin D. Hanger, Board Member
AYES:	Legary, Hanger, Morris
EXCUSED:	Myer, Cappuccio

Enacted and approved this 5th day of February, 2018, in Holly Hill

6. OLD BUSINESS

Attachment: BOPA Minutes (1909 : Redevelopment District LDR Text Amendments)

None

7. BOARD/STAFF COMMUNICATIONS

None

8. ADJOURNMENT

This meeting adjourned at 7:15 PM

Attachment: BOPA Minutes (1909 : Redevelopment District LDR Text Amendments)

City Commission
1065 Ridgewood Ave
Holly Hill, FL 32117

SCHEDULED

Meeting: 02/27/18 07:00 PM
Department: City Clerk
Category: City Manager Comments
Prepared By: Valerie Manning
Initiator: Valerie Manning
Sponsors:
DOC ID: 1939

CITY MANAGER COMMENTS (ID # 1939)

Planning Solutions Corp - On-Call Professional Planning Services Contract with Beth Lemke for Sunrise Park South Improvements - Access Channel and Boat Ramp Improvements

This contract allows for Beth Lemke to provide Professional planning services to the City to submit a grant request to the Florida Inland Navigation District (FIND) for construction of Sunrise Park South improvements.

Planning Solutions Corp™

We inspire people to imagine and implement the impossib

February 25, 2018

Joe Forte
City Manager
City of Holly Hill
1065 Ridgewood Avenue
Holly Hill, FL 32117

RE: On-call Professional Planning Services Contract – Task Work Order
Sunrise Park South - Access Channel and Boat Ramp Improvements
FIND Grant for Construction – Cost Estimate Increase
PSC #02-11

Dear Joe:

I appreciate the opportunity to provide professional planning services to the City of Holly Hill to submit a grant request to the Florida Inland Navigation District (FIND) for construction of Sunrise Park South improvements. For purposes of this agreement Planning Solutions Corp will be known as the "Consultant". The "City of Holly Hill" will be known as the "Client". The "Sunrise Park South Improvements - FIND Grant for Construction Cost Estimate Increase" will be known as the "project".

PROJECT DESCRIPTION

The City desires to improve the access channel through dredging, channel markers and access lighting, as well as add a boat ramp, parking spaces and associated amenities at Sunrise Park in Holly Hill. Dredging of the existing access channel and improving the boat ramp is required to provide adequate boating access to Sunrise Park. An ECHO grant and a FIND grant was previously obtained for construction of these improvements, based on the cost estimate provided by the design engineer – Dredging and Marine Consultants. However, the bids came in much higher than the engineer's cost estimates. The scope of services is to submit a grant request to FIND in 2018 for the additional construction costs of the access channel and boat ramp improvements. If awarded, they would pay 50% of the costs.

SCOPE OF SERVICES

Task 1 Concept Development and Review with FIND Commissioner

This task includes meetings with the Client, FIND Staff, and FIND Commissioners to develop and discuss project concept prior to submittal. Review project with FIND Commissioner and obtain sign-off.

Attachment: Planning Solutions Corporation - On-Call Professional Services Contract with Beth Lemke - CM's Comments (1939 : Planning

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Attachment: Planning Solutions Corporation - On-Call Professional Services Contract with Beth Lemke - CM's Comments (1939 : Planning

Task 2 **Prepare and Submit FIND Grant Application for Increased Construction Costs**

Upon sign-off of the FIND Commissioner, the Consultant will proceed with preparing a grant application for design & permitting of dredging an access channel from the Intracoastal Waterway to Sunrise Park and boat ramp, lengthen the existing boat ramp and boarding dock, add a second boat ramp and boarding dock, add parking and associated improvements. This task includes coordination with the City Attorney for appropriate certifications, coordination with City Staff regarding development of an agenda item (Resolution) to be adopted by the City Commission, attendance at the City Commission meeting to present the project or answer any questions, as desired by the City, and preparation of the grant application.

Once completed, the application will be submitted to FIND prior to the deadline for the 2018 funding cycle.

Task 3 **Respond to Request for Additional Information & Present Project to FIND Commission**

The Consultant will coordinate with the Florida Inland Navigation District during the grant review process and will respond in writing to comments and requests for additional information from FIND.

The Consultant will prepare a PowerPoint presentation for July FIND Commission meeting. The Consultant will attend the FIND Commission meeting in Cocoa Beach in July and present the project to the FIND Commission and Staff.

Fee

This scope of services will be completed on a performance fee basis of 10% of the actual grant amount awarded. The costs will cover submittal of the application, management and administration of the grant. These costs will be included in the grant request, and are eligible expenses, provided they are completed by an independent contractor (not City Staff). If no grant award is obtained, no fee will be due the Consultant. The additional estimated cost is $451,074, based on the average low bid. If the grant award is successful, the City will receive 50% reimbursement, up to $237,407, including PSC's fee of $23,740.

	Construction Costs	Grant / PM Fee	Total Costs	Grant Request
2016	$665,580	$16,640	$682,220	$341,110
Bid	$960,550			
2018	$451,074	$23,740	$474,814	$237,407

Additional and optional services may be completed based on written authorization from the Client.

Schedule

The application will be submitted to FIND by the grant deadline of March 30 at 4:30 pm. Planning Solutions Corp will begin work immediately upon receipt of a signed, authorized agreement for services, which shall also constitute the notice to proceed.

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Key dates for the 2018 Waterways Assistance Program application process follows:

- Prior to March 2, 2018 - Applicants schedule review of proposed projects with local FIND Commissioner, required before submission to the District office.
- March 30, 2018 - Application due in the District office by 4:30 PM (No Exceptions)
- May 25, 2018 - Application requirements must be completed or application will be eliminated from further consideration.
- June 15 & 16 - Applicants make a 10-minute presentation of application to FIND 2018 Board. Meeting held in Brevard County.
- July 20, 2018 - FIND Board reviews additional requested information and the Commissioners will complete the Application's Rating & Evaluation Form. Board makes final funding decisions on remaining eligible applications (subject to budget process).
- Sept. 19, 2018 - All remaining permits due.
- October 2018 - Grant awards are announced. Funded applicants execute project agreement. Project funds become available, project initiates, timeline begins.

Thank you again for this opportunity to provide professional planning services to the City!

Sincerely,
PLANNING SOLUTIONS CORP

Beth G. Lemke, AICP
President/Leader
Dreamer/Doer

	Planning Solutions Corp		**City of Holly Hill**
BY:	Beth G. Lemke	BY:	_____
NAME:	Beth G. Lemke, AICP	NAME:	Joseph Forte
TITLE:	President	TITLE:	City Manager
ADDRESS:	206 N. Beach Street, Suite 200 Daytona Beach, FL 32114	ADDRESS:	1065 Ridgewood Avenue Holly Hill, Florida 32117
PHONE:	(407) 491-9477	PHONE:	(386) 248-9425

Attachment: Planning Solutions Corporation - On-Call Professional Services Contract with Beth Lemke - CM's Comments (1939 : Planning