

CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

AGENDA • MARCH 12, 2024

City Commission Chamber

Regular City Commission Meeting

6:00 PM

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

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



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

CITY COMMISSION MEMBERS

Mayor
Chris Via

District 1 - Commissioner
John Penny

District 3 - Commissioner
John C. Danio

District 2 - Commissioner
Penny Currie

District 4 - Commissioner
Roy Johnson

CITY MANAGER
Joseph Forte

CITY CLERK
Valerie Manning

1. CALL TO ORDER

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

2. PRESENTATIONS

- 1. Holly Hill K-8 School Presentation
(Requested by Valerie Manning, City Clerk)
- 2. FY2023 Annual Audit Presentation Presented by James Halleran, James Moore & Co., CPAs.
(Requested by Michele Moore, Finance)

3. PUBLIC COMMENTS**4. APPROVAL OF MINUTES**

- 1. Minutes - February 27, 2024 Regular City Commission Meeting
(Requested by Valerie Manning, City Clerk)

5. CONSENT AGENDA - ITEMS (1 - 3)

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

- 1. Resolution -2024-R-13 A Resolution of the City Commission of the City of Holly Hill, Florida, Awarding Utility Infrastructure Construction and Restoration Services to Black Sands Development Group as a Primary Contractor and to Cathcart Construction Company Fl, LLC as a Secondary Contractor, and Authorizing the City Manager to Enter into Agreements with the Selected Consultants; Providing for Severability; and Providing for an Effective Date.
(Requested by Antoine Khoury, Public Works)
- 2. Letter of Authorization for Mosquito Control Low Flying Treatments
(Requested by Joseph Forte, City Manager)
- 3. Interagency Agreement Between Volusia Sheriff's Office and Holly Hill Police Department for Criminal Justice Information Exchange and Use
(Requested by Jeff Miller, Police)

6. REGULAR AGENDA

1. Resolution -2024-R-14 A Resolution of the City Commission of the City of Holly Hill, Florida, Rejecting All Bids for Contractuion of Lift Station #4; Authorizing the City Manager to Execute Change Order #2 for Lift Station #4 Replacement Project Design Modifications in the Amount of \$6,430.00, Bringing the Total Cost of Professional Design Services to an Amount Not to Exceed \$61,970.00; Providing for Severability; and Providing for an Effective Date.

(Requested by Antoine Khoury, Public Works)

2. Request for Code Enforcement Lien Reduction - 144 Ridgewood Avenue

(Requested by Joseph Forte, City Manager)

7. 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 -2024-O-3072 SECOND READING - an Ordinance of the City of Holly Hill, Florida, Amending Chapter 30 (Finance), Article IV (Special Assessment) to a New Title of Special Assessment – Code Enforcement Costs; Create New Article V (Special Assessments) Authorizing the City to Levy Special Assessment and Outlining the Procedures for Special Assessment to be Levied; Providing for Severability; and Providing for an Effective Date.

(Requested by Joseph Forte, City Manager)

8. COMMUNICATIONS

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

9. ADJOURNMENT

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

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



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



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

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



City Commission

1065 Ridgewood Ave
Holly Hill, FL 32117

SCHEDULED

PRESENTATION (ID # 4403)

2.1

Meeting: 03/12/24 06:00 PM
Department: City Clerk
Category: Presentation
Prepared By: Valerie Manning
Initiator: Valerie Manning
Sponsors:
DOC ID: 4403

Holly Hill K-8 School Presentation



City Commission

1065 Ridgewood Ave
Holly Hill, FL 32117

SCHEDULED

PRESENTATION (ID # 4431)

Meeting: 03/12/24 06:00 PM

Department: Finance

Category: Presentation

Prepared By: Michele Moore

Initiator: Michele Moore

Sponsors:

DOC ID: 4431

2.2

**FY2023 Annual Audit Presentation Presented by James
Halleran, James Moore & Co., CPAs.**

Annual Audit 2023

Presentation to: City of Holly Hill, Florida

Presented by: James Halleran, CPA and Chris Noyes, CPA



888-387-6851

www.jmco.com

INDEPENDENT AUDITORS' REPORTS

Independent Auditors' Reports on

Financial Statements (p 8 – 10)

- » **Unmodified opinion**

Internal Control and Compliance (p 119 – 120)

- » **No material weaknesses in internal control over financial reporting were identified**
- » **No repeat comments – 2 prior year material weaknesses were corrected**
- » **No comments regarding compliance and other matters**

Management Letter Required by Chapter 10.550 (p 121-123)

- » **1 new recommendation related to Budgetary noncompliance**
- » **No repeat comments – 1 prior year comment corrected**

Independent Accountants' Examination Report (p 124)

- » **In compliance with specified Florida investment statutes**



JAMES MOORE

General Fund (Page 27)

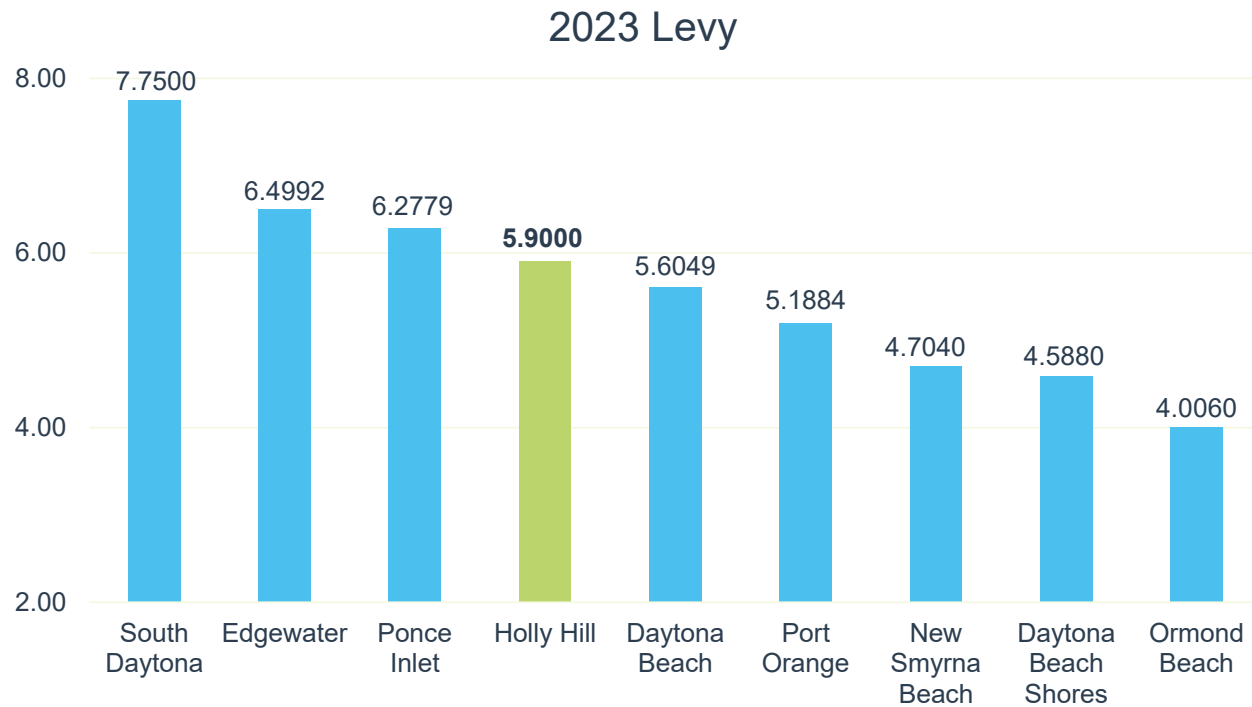
<u>Fund Balance</u>	<u>9/30/2023</u>	<u>9/30/2022</u>	<u>9/30/2021</u>
Nonspendable	\$ 109,630	\$ 223,864	\$ 225,872
Restricted	18,260	161,911	80,135
Committed	-0-	-0-	-0-
Assigned	945,709	1,422,551	1,316,184
Unassigned	<u>5,997,049</u>	<u>5,136,815</u>	<u>6,789,224</u>
Total	<u>\$ 7,070,648</u>	<u>\$ 6,945,141</u>	<u>\$ 8,411,415</u>

City's Fund Policies

Based on Budgeted Expenditures and Transfers Out

<u>Fund</u>	<u>Minimum %</u>	<u>Maximum %</u>	<u>Actual FY23</u>	<u>Actual FY22</u>
General	20%	25%	54%	47%
Water & Sewer	20%	25%	108%	96%
Solid Waste	20%	100%	102%	110%
Stormwater	20%	25%	188%	157%

Comparable Millage Rates



Other Governmental Funds



Community Redevelopment Agency (Major Fund)

- » \$6,366,290 restricted fund balance
- » \$264,582 increase from prior year
- » Separate audit issued - No comments

Capital Projects Fund (Major Fund)

- » \$4,759,425 committed fund balance
- » \$1,244,877 decrease from the prior year
(expenditures: \$1.5M and transfers in: \$65K)

Nonmajor Funds

- » Impact Fees Trust: \$346,948 restricted fund balance
 - \$57K net increase in fund balance
(expenditures: zero and transfers out: zero)
- » Law Enforcement Trust: \$39,132 restricted fund balance
 - \$2K net decrease in fund balance
(expenditures: zero and transfers out: \$15,900)

Proprietary-Type Funds (Page 31)

History of Unrestricted Net Position in Proprietary Funds:

<u>Fund</u>	<u>9/30/2023</u>	<u>9/30/2022</u>	<u>9/30/2021</u>
Water & Sewer	\$ 9,425,647	\$ 8,276,410	\$ 7,126,780
Stormwater	2,305,532	2,285,664	2,358,243
Solid Waste	3,181,918	3,154,963	4,892,107

Pension Funds

Net Pension Liability (Asset) history (pages 83-88)

<u>Year</u>	<u>General (FRS)</u>	<u>Police</u>	<u>Fire</u>	<u>Total</u>
2023	\$ 5,103,163	\$ 3,420,715	\$ 1,662,617	\$10,186,495
2022	\$ 4,358,385	\$ 74,719	\$ 433,282	\$ 4,866,386
2021	\$ 1,687,920	\$ 74,719	\$ 433,282	\$ 2,195,921

Funded % with Net Pension Liability measurement:

<u>Year</u>	<u>General (FRS)</u>	<u>Police</u>	<u>Fire</u>
2023	82.38%	77.54%	75.78%
2022	82.89%	99.50%	93.45%
2021	96.40%	99.50%	93.45%

- » General City Contribution Rates
13.3% CY & 2024 15.57%
- » Police City Contribution Rates:
23% CY & 2024 21.2%
- » Fire City Contribution Rates:
41.4% CY & 2024 34.5%

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Other Items

Note 8 – Long-Term Liabilities

- » **Governmental activities: \$2.6 million (CRA); no new debt – includes Subscription-Based IT Arrangement of \$129K**
- » **Business-type: \$5.8 million; no new debt – includes Subscription-Based IT Arrangement of \$1.0 million**

FEMA receivable \$1.9 million - \$1.7M for Ian

ARPA funds – Received \$6.2 million, 282K spent, which leaves 5.9M to be spent by 12/31/2026



 JAMESMOORE

Government Services

James Moore is a full-service firm that provides all the traditional accounting, auditing, and tax services.

- » **Audit & Assurance**
- » **ACFR & Audit Preparation**
- » **Peace of Mind Services**
- » **Revenue Enhancement Services**
- » **Technology Solutions**
- » **HR Solutions**
- » **Retirement Plan Advisory Services**
- » **Operational Excellence**
- » **Strategic Planning**
- » **Transition Planning & Leadership Development**
- » **Business Advisory**

QUESTIONS

Contact



**James Halleran, CPA,
Partner**
James.Halleran@jmco.com



888-387-6851

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**CITY OF HOLLY HILL
COMMUNITY REVELOPMENT AGENCY
FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2023**

**CITY OF HOLLY HILL COMMUNITY REDEVELOPMENT AGENCY
TABLE OF CONTENTS
SEPTEMBER 30, 2023**

	<u>Page Number(s)</u>
Independent Auditors' Report	1 – 3
Management's Discussion and Analysis	4 - 6
Basic Financial Statements	
Balance Sheet / Statement of Net Position	7
Statement of Revenues, Expenditures, and Changes in Fund Balance / Statement of Activities	8
Notes to Financial Statements	9 – 14
Required Supplementary Information	
Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual	16
Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	17 - 18
Independent Auditors' Management Letter Required by Chapter 10.550, Rules of the State of Florida Office of the Auditor General	19 - 21
Independent Accountants' Examination Report	22



INDEPENDENT AUDITORS' REPORT

To the Governing Board,
City of Holly Hill Community Redevelopment Agency:

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities and each major fund of the City of Holly Hill Community Redevelopment Agency (the CRA), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the CRA's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the CRA, as of September 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the CRA and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The CRA's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the CRA's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the CRA's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the CRA's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

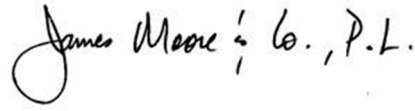
Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 5, 2024, on our consideration of the CRA's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the CRA's internal control over financial reporting and compliance.

Daytona Beach, Florida
March 5, 2024



MANAGEMENT'S DISCUSSION AND ANALYSIS

The City of Holly Hill Community Redevelopment Agency's (the CRA) management's discussion and analysis (MD&A) is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the CRA's financial activity, (c) identify changes in the CRA's financial position (its ability to address the next and subsequent year challenges), (d) identify any material deviations from the financial plan (the approved budget), and (e) identify individual fund issues or concerns.

Since the MD&A is designed to focus on current year activities, resulting changes, and currently known facts, it should be read in conjunction with the CRA's financial statements which follow this section.

Financial Highlights

- The assets of the CRA exceeded its liabilities at September 30, 2023, by \$3,890,050 (net position), of which \$331,598 was restricted for debt service.
- As of September 30, 2023, the CRA's reported ending fund balance was \$6,366,290. The CRA's Fund balance saw a change of \$264,582 when compared to the prior year.
- The CRA's long-term debt obligations decreased by \$780,000 due to regularly scheduled payments.

The MD&A is intended to serve as an introduction to the CRA's basic financial statements, which are comprised of three components: 1) government-wide financial statements, 2) fund financial statements and 3) notes to the financial statements.

Overview of the Financial Statements

This annual report consists of four components: 1) management's discussion and analysis (this section), 2) government-wide and fund financial statements, 3) notes to the financial statements, and 4) required supplementary information.

Government-wide Financial Statements

Government-wide financial statements provide readers with a broad overview of the CRA's finances in a manner similar to a private-sector business. The governmental activities of the CRA include reinvesting within the community redevelopment area.

The statement of net position presents information on all of the CRA's assets and liabilities, with the difference between the two reported as net position. This statement serves a purpose similar to that of the balance sheet of a private-sector business. Over time, increases or decreases in net position may serve as one indicator of whether the financial position of the CRA is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the fiscal year. All changes in net position are reported using the modified cash basis of accounting.

Notes to the Financial Statements

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Government-wide Financial Analysis

Statement of Net Position

The following is a summary of the CRA's governmental activities net position for each of the past two years:

	Governmental Activities	
	2023	2022
ASSETS		
Current and other assets	\$ 6,410,885	\$ 6,836,872
Total assets	<u>\$ 6,410,885</u>	<u>\$ 6,836,872</u>
LIABILITIES		
Current liabilities	\$ 70,835	\$ 770,049
Noncurrent liabilities	2,450,000	3,230,000
Total liabilities	<u>\$ 2,520,835</u>	<u>\$ 4,000,049</u>
NET POSITION		
Restricted	\$ 3,890,050	\$ 2,836,823
Total net position	<u>\$ 3,890,050</u>	<u>\$ 2,836,823</u>

Statement of Activities

The following is a summary of the changes in the CRA's governmental activities net position for each of the past two years:

	Governmental Activities	
	2023	2022
REVENUES		
Property taxes	\$ 1,461,831	\$ 1,289,675
Charges for services	28,043	-
Intergovernmental	1,760,850	3,671,956
Other revenues	184,338	406,130
Total revenues	<u>3,435,062</u>	<u>5,367,761</u>
EXPENSES		
General Government	1,218,619	108,546
Public safety	158,126	161,454
Economic environment	669,994	535,276
Culture and recreation	239,116	134,099
Capital improvements	23,190	3,692,081
Interest on long-term debt	64,210	86,207
Total expenses	<u>2,373,255</u>	<u>4,717,663</u>
Net income before transfers	1,061,807	650,098
Transfers to primary government	(8,580)	(8,580)
Change in net position	1,053,227	641,518
Net position, beginning of year	<u>2,836,823</u>	<u>2,195,305</u>
Net position, end of year	<u>\$ 3,890,050</u>	<u>\$ 2,836,823</u>

Financial Analysis

The focus of the CRA's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the CRA's financing requirements.

As of the end of the current fiscal year, the CRA's general fund reported a restricted ending fund balance of \$6,366,290, an increase (decrease) of \$264,582, in comparison with the prior year.

At the end of the current fiscal year, the entire fund balance was restricted for community redevelopment, of which \$331,598 was further restricted for debt service. As the CRA is focused on reinvestment revenues into the CRA district and does not have significant annual operational costs, the CRA does not maintain specific reserve levels for operations.

Budgetary Highlights

There were four significant amendments between the original and the final CRA budget. The amendments were made to carryover budget funds into the new fiscal year to fund ongoing projects that were incomplete at the beginning of the year and to adjust the budget to appropriate additional funds for the Overhead to Underground Phase II project.

Actual expenditures in the fund were \$4,434,095 less than final budget amounts. The main reason for this is due to the timing of capital projects (\$3,715,988), vacancies in personnel positions and savings in operating expenses (\$572,724), and the timing of the economic development incentive to the developer for bringing additional employment to the CRA and construction of buildings and infrastructure (\$142,221).

Budgetary comparisons between the final budget and actual results can be found on page 16 of this report.

Long-Term Debt

The CRA's long-term liabilities as of September 30, 2023, amount to \$2,450,000 and decreased by \$780,000 during the current fiscal year based on scheduled repayments. Additional information on the CRA's long-term liabilities can be found in Note (4) on page 13 of this report.

Economic Factors and Next Year's Budget

There are many challenges facing local governments today. Property values have continued to increase in recent years, contributing to related growth in the revenues of the CRA. While property values have increased, the future outlook of property values and any potential impact they will have on the CRA's finances are unknown.

Requests for Information

This report is designed to provide an overview of the CRA's finances for those with an interest in this area. Questions concerning any of the information found in this report, or requests for additional information, should be directed to the office of the Finance Director, City of Holly Hill, Florida, 1065 Ridgewood Avenue, Holly Hill, Florida 32117-2898.

**CITY OF HOLLY HILL COMMUNITY REDEVELOPMENT AGENCY
BALANCE SHEET / STATEMENT OF NET POSITION
SEPTEMBER 30, 2023**

	<u>Balance Sheet</u> <u>CRA</u> <u>Fund</u>	<u>Adjustments</u>	<u>Statement of</u> <u>Net Position</u> <u>Governmental</u> <u>Activities</u>
ASSETS			
Cash and cash equivalents	\$ 6,406,612	\$ -	\$ 6,406,612
Receivables, net	4,273	-	4,273
Total assets	<u>\$ 6,410,885</u>	<u>\$ -</u>	<u>\$ 6,410,885</u>
LIABILITIES			
Accounts payable and accrued liabilities	\$ 44,595	\$ -	\$ 44,595
Accrued interest	-	26,240	26,240
Noncurrent liabilities:			
Due within one year:			
Bonds and notes payable	-	800,000	800,000
Due in more than one year:			
Bonds and notes payable	-	1,650,000	1,650,000
Total liabilities	<u>44,595</u>	<u>2,476,240</u>	<u>2,520,835</u>
FUND BALANCE / NET POSITION			
Fund Balance:			
Restricted for:			
Community redevelopment	6,008,452	(6,008,452)	-
Debt service	357,838	(357,838)	-
Restricted for:			
Community redevelopment	-	3,558,452	3,558,452
Debt service	-	331,598	331,598
Total fund balance / net position	<u>6,366,290</u>	<u>(2,476,240)</u>	<u>3,890,050</u>
Total liabilities and fund balance / net position	<u>\$ 6,410,885</u>	<u>\$ -</u>	<u>\$ 6,410,885</u>

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF HOLLY HILL COMMUNITY REDEVELOPMENT AGENCY
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE /
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2023**

	Statement of Revenues, Expenditures, and Changes in Fund Balance		Statement of Activities
	CRA Fund	Adjustments	Governmental Activities
Revenues			
Taxes	\$ 1,461,831	\$ -	\$ 1,461,831
Intergovernmental	1,760,850	-	1,760,850
Charges for services	28,043	-	28,043
Investment income	166,444	-	166,444
Miscellaneous	17,894	-	17,894
Total revenues	<u>3,435,062</u>	<u>-</u>	<u>3,435,062</u>
Expenditures / expenses			
Current:			
General government	1,218,619	-	1,218,619
Public safety	158,126	-	158,126
Economic environment	669,994	-	669,994
Culture and recreation	239,116	-	239,116
Capital outlay	23,190	-	23,190
Debt service:			
Principal retirement	780,000	(780,000)	-
Interest and fiscal charges	72,855	(8,645)	64,210
Total expenditures / expenses	<u>3,161,900</u>	<u>(788,645)</u>	<u>2,373,255</u>
Excess (deficiency) of revenues over expenditures / operating income (loss)	<u>273,162</u>	<u>788,645</u>	<u>1,061,807</u>
Other financing sources (uses)			
Transfers out to primary government	(8,580)	-	(8,580)
Total other financing sources (uses)	<u>(8,580)</u>	<u>-</u>	<u>(8,580)</u>
Net change in fund balance / net position	<u>264,582</u>	<u>788,645</u>	<u>1,053,227</u>
Fund balance / net position, beginning of year	6,101,708	(3,264,885)	2,836,823
Fund balance / net position, end of year	<u><u>\$ 6,366,290</u></u>	<u><u>\$ (2,476,240)</u></u>	<u><u>\$ 3,890,050</u></u>

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF HOLLY HILL COMMUNITY REDEVELOPMENT AGENCY
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(1) Summary of Significant Accounting Policies:

The financial statements of the City of Holly Hill Community Redevelopment Agency (the CRA) have been prepared in conformance with accounting principles generally accepted in the United States of America as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted body for promulgating governmental accounting and financial reporting principles and the CRA has adopted the GASB Codification. The following is a summary of the CRA's significant accounting policies:

(a) **Reporting entity**—The City of Holly Hill Community Redevelopment Agency was created on May 28, 1996, by Ordinance No. 2426 of the City of Holly Hill, Florida (the City), pursuant to Florida Statute 163.387, to account for the receipt and expenditure of property tax revenues from the tax increment financing district to support redevelopment in the designated community redevelopment area. Since the City is financially accountable for the activities of the CRA, its governing board is the same, and its relationship to the CRA is significant, the CRA is considered to be a blended component unit in the City's financial statements, where it is also reported as a major special revenue fund.

The CRA has determined there are no component units that meet criteria for inclusion in the CRA's financial statements.

(b) **Government-wide and fund financial statements**—The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the CRA. The CRA only has governmental activities and does not engage in any business-type activity. Direct expenses are those that are clearly identifiable with a specific function or segment. General revenues include ad valorem taxes and interest income. Fund financial statements are presented for the CRA's General Fund. The General Fund, which accounts for all financial operations of the CRA, is considered to be a major fund and is the only fund of the CRA.

(c) **Measurement focus, basis of accounting, and financial statement presentation**—The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue when all eligibility requirements imposed by the grantor have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized when they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the CRA considers property revenues to be available if they are collected within 60 days of the end of the current period. Grants, other intergovernmental revenues, charges for services, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Expenditures generally are recorded when a liability is incurred. However, expenditures related to long-term agreements are recorded only when payment is due.

**CITY OF HOLLY HILL COMMUNITY REDEVELOPMENT AGENCY
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(1) Summary of Significant Accounting Policies: (Continued)

(d) **Budgets and budgetary accounting**—The Governing Board of the CRA adopts an annual operating budget, which is prepared on a modified accrual basis and can be amended by the Board throughout the year. At the fund level, actual expenditures cannot exceed the budgeted amounts. The accompanying budgeted financial statements for the General Fund reflect the final budget authorization amounts, including all amendments.

(e) **Deposits and investments**—The CRA's cash and cash equivalents include cash on hand, demand deposits and short-term investments that are readily convertible to known amounts of cash. Investments with original maturities of three months or less are considered to be cash equivalents.

(f) **Receivables and payables**—Activity between the CRA and the City has been classified as amounts due to/from the primary government on the balance sheet and statement of net position. All trade and property tax receivables are reported net of an allowance for uncollectible accounts, which is based upon management's analysis of outstanding balances and historical trends. At September 30, 2023, all of the CRA's receivables were considered fully collectible.

(g) **Inventories**—The cost of inventory, if any, is accounted for on the consumption basis wherein inventories are charged as expenditures when used, rather than when purchased. All inventories are valued at cost, which approximates market, by using the weighted average valuation method.

(h) **Prepaid items**—Certain payments to vendors, if any, reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

(i) **Capital assets**—The CRA does not own any capital assets. Any capital outlay expenditures made by the CRA are deemed to be on behalf of the City who takes ownership of the assets along with the perpetual maintenance obligation for those assets.

(j) **Long-term obligations**—In the government-wide financial statements, long-term debt and other long-term obligations, as applicable, are reported as liabilities in the CRA's governmental activities. Original issue bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. In the fund financial statements, governmental fund types recognize premiums and discounts, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuance are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

The CRA does not have any employees. Any employees who provide services to the CRA are employees of the primary government and do so at either no charge to the CRA, or any allocations made to the CRA represent reimbursements by the CRA to the primary government for services rendered (any items recorded to personnel expense accounts are only for ease of tracking the reimbursement amounts). As a result, there is no compensated absences, other post-employment benefits (OPEB), or pension liabilities recorded on the CRA's financial statements.

**CITY OF HOLLY HILL COMMUNITY REDEVELOPMENT AGENCY
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(1) Summary of Significant Accounting Policies: (Continued)

(k) **Fund balance**—In the fund financial statements, governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the CRA is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Those classifications are as follows:

Nonspendable – amounts not available to be spent or not in spendable form, such as inventory and prepaid items.

Restricted – amounts constrained to specific purposes by their providers (such as grantors and higher levels of government), through constitutional provisions or by enabling legislation.

Committed – amounts constrained to specific purposes based on actions taken by the CRA governing board through ordinance.

Assigned – amounts the CRA intends to use for a specific purpose. Intent can be expressed by the CRA governing board or by an official or body which the Board delegates authority.

Unassigned – amounts that are available for any purpose.

When an expenditure is incurred for purposes for which both restricted and unrestricted resources are available; the CRA considers restricted funds to have been spent first. When expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the CRA considers amounts to have been spent first out of committed funds, then assigned funds and finally, unassigned funds, as needed.

(l) **Deferred outflows/inflows of resources**—In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The CRA has no items that meet this reporting criteria.

In addition to liabilities, the statement of financial position will sometimes report a separate section for *deferred inflows of resources*. This separate financial statement element represents an acquisition of net position that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time. The CRA has no items that meet this reporting criteria.

(m) **Net position flow assumption**—Sometimes the CRA will fund outlays for a particular purpose from both restricted and unrestricted resources. In order to determine amounts reported as restricted and unrestricted net position, it is the CRA's policy to consider restricted net position to have been used before unrestricted net position is applied.

(n) **Use of estimates**—Management uses estimates and assumptions in preparing financial statements in accordance with generally accepted accounting principles. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenses. Actual results could vary from the estimates assumed in preparing the financial statements.

**CITY OF HOLLY HILL COMMUNITY REDEVELOPMENT AGENCY
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(2) Reconciliation of Government-Wide and Fund Financial Statements:

(a) **Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position**—Following the governmental fund balance sheet is a reconciliation between fund balance – total governmental funds and net position – governmental activities as reported in the government-wide statement of net position. Long-term liabilities, including notes payable, are not due and payable in the current period and therefore are not reported in the funds, including \$2,450,000 of notes payable and \$24,504 of accrued interest at year-end.

(b) **Explanation of certain differences between the governmental fund statement of revenues, expenditures, and changes in fund balances and the government-wide statement of activities**—Following the governmental fund statement of revenues, expenditures, and changes in fund balances, there is a reconciliation between net changes in fund balances - total governmental funds and changes in net position of governmental activities as reported in the government-wide statement of activities. A detailed explanation of this difference is as follows: debt service principal retirement adjustment of \$780,000 and accrued interest of \$10,381.

(3) Deposits and Investments:

The CRA is subject to the investment policy of the primary government and maintains interest-bearing banking accounts for substantially all CRA funds. Additional accounts are held for various other purposes, or to segregate cash balances for amounts which are restricted or held on behalf of others. State statutes authorize the CRA to invest excess funds in time deposits, or obligations of the principal and interest of which are unconditionally guaranteed by, the United States Government, commercial paper, corporate bonds, repurchase agreements and/or the State Board of Administration (SBA) Local Government Surplus Trust Fund Investment Pool or other investment vehicles authorized by local ordinance.

As of September 30, 2023, all CRA deposits were covered by private bank acquired insurance, Securities Investor Protection Corporation (SIPC) insurance, private broker/dealer acquired insurance, Federal Depository Insurance Corporation (FDIC) insurance, and/or the State of Florida collateral pool established under the Florida Security for Public Deposits Act (the Act). The Act established guidelines for qualification and participation by banks and savings associations, procedures for administration of the collateral requirements and characteristics of eligible collateral. Under the Act, the qualified depository must pledge at least 50% of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance. Additional collateral, up to 125% may be required if deemed necessary.

All of the CRA's deposits are held with public depositories and as of September 30, 2023, the CRA's deposits and investments were not subject to any substantial interest rate, credit, or concentration risks.

**CITY OF HOLLY HILL COMMUNITY REDEVELOPMENT AGENCY
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(4) Long-Term Liabilities:

Long-term liability activity for the year ended September 30, 2023, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Governmental activities:					
Bonds and notes payable	\$ 3,230,000	\$ -	\$ (780,000)	\$ 2,450,000	\$ 800,000

Bonds and notes payable in the CRA's governmental activities at September 30, 2023, were comprised of the following obligations:

Redevelopment Revenue Note, Series 2012, dated April 25, 2012, for principal of \$4,835,000. The interest rate of 2.48%, with principal and interest payments due semi-annually through 2026, and secured by tax increment revenues. The outstanding balance at September 30, 2023, was \$1,155,000.

Redevelopment Revenue Note, Series 2013, dated April 24, 2013, for principal of \$5,000,000. The interest rate is a fixed rate of 2.33%, with principal and interest payments due semi-annually through 2026, and secured by tax increment revenues. The outstanding balance at September 30, 2023, was \$1,295,000.

Annual debt service requirements to maturity for the CRA's governmental activities bonds and notes payable are as follows:

<u>Year Ending September 30,</u>	<u>Governmental Activities</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 800,000	\$ 54,012	\$ 854,012
2025	815,000	34,750	849,750
2026	835,000	15,003	850,003
Total	<u>\$ 2,450,000</u>	<u>\$ 103,765</u>	<u>\$ 2,553,765</u>

(5) Commitments and Contingencies:

The CRA is engaged in various liability claims incidental to the conduct of its general government operations at September 30, 2023. The outcomes of established claims are included in these financial statements. In the opinion of the CRA and the primary government's legal counsel, no legal proceedings are pending or threatened against the CRA which are not covered by applicable insurance which would inhibit its ability to perform its operations or materially affect its financial condition.

The CRA is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters, all of which is satisfactorily insured by limited risk, high deductible commercial general liability insurance. Commercial insurance policies are also obtained for other risks of loss, including employee health and accident insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three years.

**CITY OF HOLLY HILL COMMUNITY REDEVELOPMENT AGENCY
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(6) Recent Accounting Pronouncements:

The Governmental Accounting Standards Board (GASB) has issued several pronouncements that have effective dates that may impact future financial statements. Listed below are pronouncements with required implementation dates, effective for subsequent fiscal years that have not yet been implemented. Management has not currently determined what, if any, impact implementation of the following will have on the CRA's financial statements:

- (a) GASB issued Statement No. 100, *Accounting Changes and Error Corrections—an amendment of GASB Statement No. 62* in June 2022. This Statement will improve the clarity of the accounting and financial reporting requirements for accounting changes and error corrections, which will result in greater consistency in application in practice. In turn, more understandable, reliable, relevant, consistent, and comparable information will be provided to financial statement users for making decisions or assessing accountability. In addition, the display and note disclosure requirements will result in more consistent, decision useful, understandable, and comprehensive information for users about accounting changes and error corrections. The requirements of this Statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all reporting periods thereafter.
- (b) GASB issued Statement No. 102, *Certain Risk Disclosures*, in December 2023. GASB 102 requires governments to disclose essential information about risks related to vulnerabilities due to certain concentrations or constraints. The provisions for GASB 102 are effective for fiscal years beginning after June 15, 2024.

REQUIRED SUPPLEMENTARY INFORMATION

**CITY OF HOLLY HILL COMMUNITY REDEVELOPMENT AGENCY
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE YEAR ENDED SEPTEMBER 30, 2023**

	Budgeted Amounts			Variance with Final Budget - Positive (Negative)
	Original	Final	Actual	
Revenues				
Taxes	\$ 1,463,810	\$ 1,463,810	\$ 1,461,831	\$ (1,979)
Intergovernmental	1,476,996	1,747,142	1,760,850	13,708
Charges for services	-	-	28,043	28,043
Investment income	17,400	17,400	166,444	149,044
Miscellaneous	-	-	17,894	17,894
Total revenues	<u>2,958,206</u>	<u>3,228,352</u>	<u>3,435,062</u>	<u>206,710</u>
Expenditures				
Current:				
General government	-	1,218,619	1,218,619	-
Culture and recreation	174,975	242,276	239,116	3,160
Economic environment	782,426	1,243,524	669,994	573,530
Public safety	300,348	300,347	158,126	142,221
Capital outlay	839,020	3,738,372	23,190	3,715,182
Debt service:				
Principal retirement	780,000	780,000	780,000	-
Interest and fiscal charges	72,857	72,857	72,855	2
Total expenditures	<u>2,949,626</u>	<u>7,595,995</u>	<u>3,161,900</u>	<u>4,434,095</u>
Excess (deficiency) of revenues over expenditures	<u>8,580</u>	<u>(4,367,643)</u>	<u>273,162</u>	<u>4,640,805</u>
Other financing sources (uses)				
Transfers out to primary government	(8,580)	(8,580)	(8,580)	-
Total other financing sources (uses)	<u>(8,580)</u>	<u>(8,580)</u>	<u>(8,580)</u>	<u>-</u>
Net change in fund balances	<u>-</u>	<u>(4,376,223)</u>	<u>264,582</u>	<u>4,640,805</u>
Fund balances, beginning of year	6,101,708	6,101,708	6,101,708	-
Fund balances, end of year	<u>\$ 6,101,708</u>	<u>\$ 1,725,485</u>	<u>\$ 6,366,290</u>	<u>\$ 4,640,805</u>

Attachment: CoHH CRA FS 9.30.23-FINAL (4431 : FY2023 Annual Audit Presentation)



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT
AUDITING STANDARDS***

To the Governing Board,
City of Holly Hill Community Redevelopment Agency:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the City of Holly Hill Community Redevelopment Agency (the CRA), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the CRA's basic financial statements and have issued our report thereon dated March 5, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

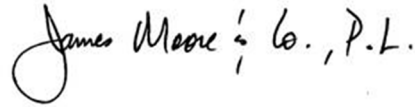
Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the CRA's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the

financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Daytona Beach, Florida
March 5, 2024



**INDEPENDENT AUDITORS' MANAGEMENT LETTER REQUIRED
BY CHAPTER 10.550, RULES OF THE STATE OF FLORIDA
OFFICE OF THE AUDITOR GENERAL**

To the Governing Board,
City of Holly Hill Community Redevelopment Agency:

Report on the Financial Statements

We have audited the financial statements of the City of Holly Hill Community Redevelopment Agency (the CRA), as of and for the fiscal year ended September 30, 2023, and have issued our report thereon dated March 5, 2024.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Florida Auditor General.

Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Accountants' Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated March 5, 2024, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. The following is a summary of all findings and recommendations reported in the preceding financial audit report; the findings were not included in the second preceding annual financial report.

- **2022-001 Accrual of Capital Expenditures:** Corrective action taken.
- **2022-002 Unauthorized User Access to Accounting System Functions:** Corrective action taken.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The legal authority for the CRA is disclosed in Note 1 of the basic financial statements.

Financial Condition and Management

Sections 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the CRA has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific conditions met. In connection with our audit, we determined that the CRA, did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the CRA. It is management's responsibility to monitor the CRA's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we had no such recommendations.

The following items have been provided to us to comply with state reporting requirements and have not been audited by us. We did not audit the following information within this section, nor were we required to perform any procedures to verify the accuracy or the completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on this data.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)6, Rules of the Auditor General, the City of Holly Hill Community Redevelopment Agency reported the following unaudited data:

- a) The total number of district employees compensated in the last pay period of the district's fiscal year: Allocated portions of 4 City of Holly Hill, Florida employees
- b) The total number of independent contractors to whom nonemployee compensation was paid in the last month of the district's fiscal year: 1.
- c) All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency: \$178,102 for the portions of 4 City of Holly Hill, Florida employees.
- d) All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency: \$35,300.
- e) Each construction project with a total cost of at least \$65,000 approved by the district that is scheduled to begin on or after October 1 of the fiscal year being reported, together with the total expenditures for such project as:

None.
- f) A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the district amends a final adopted budget under Section 189.016(6), Florida Statutes, as follows: the district's original budget totaled \$2,958,206 and was amended by the total amount of \$4,646,369, for final budgeted expenditures of \$7,604,575.

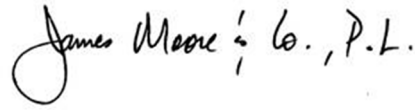
Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the CRA's governing board and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Daytona Beach, Florida
March 5, 2024

A handwritten signature in black ink that reads "James Moore & Co., P.L." The signature is written in a cursive, flowing style.



INDEPENDENT ACCOUNTANTS' EXAMINATION REPORT

To the Governing Board,
City of Holly Hill Community Redevelopment Agency:

We have examined the City of Holly Hill Community Redevelopment Agency's (the CRA) compliance with Section 218.415, Florida Statutes, *Local Government Investment Policies*, and Sections 163.387(6) and (7), Florida Statutes, *Redevelopment Trust Fund* (collectively, the "Statutes"), for the year ended September 30, 2023. Management is responsible for the CRA's compliance with those requirements. Our responsibility is to obtain reasonable assurance by evaluation the CRA's policies against the statutes, to determine the CRA's compliance and performing other procedures to obtain sufficient appropriate audit evidence to express an opinion that conveys the results of our evaluation based on our examination.

Our examination was conducted in accordance with attestation standards for a direct examination engagement established by the American Institute of Certified Public Accountants. Those standards require that we obtain reasonable assurance about whether the CRA complied with the Statutes, for the year ended September 30, 2023, in all material respects. An examination involves performing procedures to obtain evidence about the CRA's compliance with those requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of risks of material noncompliance with those requirements, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent of the CRA, and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our examination engagement.

In our opinion, the City of Holly Hill Community Redevelopment Agency complied with the Statutes for the year ended September 30, 2023, in all material respects.

Daytona Beach, Florida
March 5, 2024

James Moore & Co., P.L.

City of Holly Hill, Florida
Annual Comprehensive Financial Report
Fiscal Year Ended September 30, 2023



CITY OF HOLLY HILL, FLORIDA
ANNUAL COMPREHENSIVE FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2023

Attachment: CoHH FY 23 ACFR FINAL (4431 : FY2023 Annual Audit Presentation)

Prepared by:
The Holly Hill Finance Department



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**CITY OF HOLLY HILL, FLORIDA
TABLE OF CONTENTS
SEPTEMBER 30, 2023**

Introductory Section

City Commission Members and Officials.....	1
Letter of Transmittal	3 - 5
Organizational Chart.....	6
2022 Certificate of Achievement for Excellence in Financial Reporting	7

Financial Section

Independent Auditors' Report.....	8 - 10
Management's Discussion and Analysis.....	11 - 23
Basic Financial Statements	
Government-wide Financial Statements	
Statement of Net Position.....	25
Statement of Activities.....	26
Fund Financial Statements	
Balance Sheet – Governmental Funds	27
Reconciliation of the Balance Sheet – Governmental Funds to the Statement of Net Position.....	28
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds	29
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities.....	30
Statement of Net Position – Proprietary Funds.....	31
Statement of Revenues, Expenses and Changes in Net Position – Proprietary Funds.....	32
Statement of Cash Flows – Proprietary Funds	33
Statement of Fiduciary Net Position – Fiduciary Funds	34
Statement of Changes in Fiduciary Net Position – Fiduciary Funds	35
Notes to the Financial Statements	36 - 77
Required Supplementary Information	
Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual:	
General Fund.....	80
Community Redevelopment Fund	81
Schedule of Changes in Total OPEB Liability and Related Ratios.....	82
Schedule of Proportionate Share of Net Pension Liability – FRS and HIS	83
Schedule of Contributions – FRS and HIS.....	84
Schedule of Changes in Net Pension Liability and Related Ratios – Police Officers' Pension Plan.....	85
Schedule of Contributions – Police Officers' Pension Plan.....	86
Schedule of Changes in Net Pension Liability and Related Ratios – Firefighters' Pension Plan	87
Schedule of Contributions – Firefighters' Pension Plan	88
Supplementary Information	
Combining Balance Sheet – Nonmajor Governmental Funds	90
Combining Statement of Revenues, Expenditures and Changes in Fund Balances – Nonmajor Governmental Funds.....	91
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Impact Fees Trust Fund.....	92
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Law Enforcement Trust Fund.....	93
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Capital Projects Fund	94

Statistical Section

Table 1 Net Position by Component – Last Ten Fiscal Years	96
Table 2 Changes in Net Position – Last Ten Fiscal Years	97 - 98
Table 3 Fund Balances – Governmental Funds – Last Ten Fiscal Years.....	99
Table 4 Changes in Fund Balances – Governmental Funds – Last Ten Fiscal Years	100
Table 5 Assessed Value and Estimated Actual Value of Taxable Property – Last Ten Fiscal Years	101
Table 6 Property Tax Rates and Tax Levies – All Direct and Overlapping Governments - Last Ten Fiscal Years	102
Table 7 Principal Property Taxpayers – Current and Nine Years Ago.....	103
Table 8 Property Tax Levies and Collections – Last Ten Fiscal Years	104
Table 9 Water Produced and Consumed/Wastewater Treated – Last Ten Fiscal Years	105
Table 10 Water and Sewer Utility Rates – Last Ten Fiscal Years	106 - 107
Table 11 Ten Largest Water and Sewer Customers – Current and Nine Years Ago	108
Table 12 Ratios of Outstanding Debt by Type – Last Ten Fiscal Years	109
Table 13 Ratios of General Bonded Debt Outstanding – Last Ten Fiscal Years	110
Table 14 Direct and Overlapping Governmental Activities Debt	111
Table 15 Legal Debt Margin Information	112
Table 16 Pledged Revenue Coverage – Last Ten Fiscal Years	113
Table 17 Demographic and Economic Statistics – Last Ten Fiscal Years	114
Table 18 Principal Employers – Current and Nine Years Ago	115
Table 19 Full-Time Equivalent Government Employees by Function/Program – Last Ten Fiscal Years	116
Table 20 Operating Indicators by Function/Program – Last Ten Fiscal Years	117
Table 21 Capital Asset Statistics by Function/Program – Last Ten Fiscal Years...	118

Other Reports

Independent Auditors' Report on Internal Control over Financial Reporting and On Compliance and Other Matters Based on an Audit of Financial Statements in Accordance with <i>Government Auditing Standards</i>	119 - 120
Independent Auditors' Management Letter Required by Chapter 10.550, Rules of the State of Florida Office of the Auditor General	121 - 123
Independent Accountants' Examination Report	124
Management's Response to Findings	125

City of Holly Hill, Florida
Annual Comprehensive Financial Report
For the Fiscal Year Ended September 30, 2023



City Commission

Honorable Chris Via, Mayor

District 1 – John Penny, Vice Mayor

District 2 – Penny Currie, Commissioner

District 3 – John Danio, Commissioner

District 4 – Roy Johnson, Commissioner

City Manager

Joe Forte

City Attorney

Scott Simpson

Finance Director

Michele Moore



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March 12, 2024

To the Honorable Mayor and City Commissioners, and
City of Holly Hill, Florida

City Charter and State law requires that all general-purpose local governments publish a complete set of financial statements presented in conformity with the Generally Accepted Accounting Principles in the United States of America (GAAP) and that they be audited in accordance with Generally Accepted Auditing Standards in the United States of America by a firm of licensed certified public accountants. Pursuant to the requirement, it is with great pleasure that we present to the City of Holly Hill, the Annual Comprehensive Financial Report (ACFR) for the fiscal year ended September 30th, 2023.

This report consists of management's representations concerning the finances of the City of Holly Hill. Consequently, management assumes full responsibility for the completeness and reliability of all the information presented in this report. To provide a reasonable basis for making these representations, management of the City of Holly Hill has established a comprehensive internal control framework that is designed both to protect the government's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the City of Holly Hill's financial statements in conformity with GAAP. Because the cost of internal controls should not outweigh their benefits, the City of Holly Hill's comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatements. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

James Moore and Co., P.L., a firm of licensed certified public accountants, has issued an unmodified opinion on the City of Holly Hill's financial statements for the fiscal year ended September 30, 2023. The independent auditor's report is located at the front of the financial section of this report.

Management's Discussion and Analysis (MD&A) immediately follows the independent auditor's report. GAAP requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it.

Profile of Government

The City of Holly Hill, incorporated in 1901, is located in east central Florida on the west bank of the Halifax River. The City of Holly Hill operates under the commission-manager form of government. The City Manager is responsible for carrying out the policies and ordinances of the City Commission, for overseeing the day-to-day operations of the City and for appointing the heads of various departments. In addition to supervising the daily operations, the City Manager works with elected officials, committees and citizens to plan for the future of the community.

The City of Holly Hill currently occupies a land area of approximately 3.96 square miles. The City of Holly Hill is empowered to levy a property tax on both real and personal properties located within its boundaries.

It also is empowered by state statute to extend its corporate limits by annexation, which occurs periodically when deemed appropriate by the City Commission.

The City of Holly Hill provides a full range of services, including police, fire and rescue, street construction and maintenance, planning and zoning, parks and recreation, cultural events, and general administrative services. In addition, water and sewer service, storm water management services and solid waste collection are provided under an Enterprise Fund concept with user charges established by the City Commission to ensure adequate coverage of operating expenses and payments on outstanding debt. The City of Holly Hill provides water and sewer service outside the city limits, including to the City of Ormond Beach, City of Daytona Beach and certain unincorporated parts of Volusia County. The City of Holly Hill contracts with private enterprise for solid waste collection.

Local Economy

The local area unemployment rate decreased from 3.12 percent in FY 2022 to 3.10 percent in FY 2023, which is slightly higher than the state unemployment rate of 2.80 percent. As the local area continues to stabilize post pandemic, the opportunity for additional growth exists in an already dynamic business and industrial community. The City is actively encouraging new and expanded business development in core commercial areas by providing assistance whenever possible through its Community Redevelopment Area.

Financial Planning and Budgeting

The City continued to stress expenditure control in preparing the FY2023 General Fund budget. The City ad valorem millage rate for FY2023 was 6.25, which was 9.94% more than the rolled-back rate. Property values increased 12.30% from 2022 to 2023.

The City adopts a five-year Capital Improvement Plan (CIP) that identifies future funding needs to maintain, repair and upgrade capital assets and infrastructure including road resurfacing, water line upgrades and vehicle and technology replacement programs within the funding constraints. It should be noted; however, that the CIP is not a fixed document but a flexible, evolutionary document that may change to reflect changing priorities, opportunities, costs, or different financing approaches.

Relevant Financial Policies

The City Commission recognizes that maintaining a prudent level of unrestricted fund balance is necessary to protect the city against reducing service levels, emergencies or natural disasters, unanticipated economic downturns, or unpredicted one-time expenditures. They also provide flexibility to respond to unexpected opportunities. Credit rating agencies also monitor levels of fund balance to evaluate a government's continued credit worthiness. To address these issues, the City Commission adopted a revised Fund Balance Policy in 2018 to maintain an unreserved fund balance in all major operating funds (General Fund, Water and Sewer, Solid Waste and Stormwater) equivalent to a minimum of 20% of annual operating expenses.

The City Commission also recognized the importance an investment policy to set forth the investment objectives and parameters for the management of the funds of the City of Holly Hill. This Investment Policy was adopted in 2018 and is designed to ensure the prudent management of public funds, the availability of operating and capital funds, and a competitive investment return.

Budgeting Controls

The annual budget serves as the foundation for the City of Holly Hill's financial planning and control. All departments of the City of Holly Hill are required to submit requests for appropriation to the City Manager

by early April. Requests for personnel and Capital Improvements must be submitted in May. The City Manager uses these requests as the starting point for developing a proposed budget. Budget workshops are held in June and July. In late July, the city commission sets a proposed millage rate by resolution. The City Manager presents the proposed budget to the commission at the first public hearing in September. The commission is required to hold two public hearings on the proposed budget and to adopt a final budget no later than September 30, the close of the City of Holly Hill's fiscal year. The appropriated budget is prepared by fund, function and department. The City Manager may make transfers of appropriations within and between divisions and departments; however, any revisions that alter the total appropriations of any funds must be approved by City Commission. Original and final amended budget-to-actual comparisons are provided in this report for each individual governmental fund.

Certificate of Achievement Award

The Government Finance Officers' Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Holly Hill, for its ACFR for the fiscal year ended September 30, 2022. This was the forty-fifth consecutive year that the City of Holly Hill has achieved this prestigious award. The City has submitted the FY2023 ACFR to the award program. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized ACFR. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current annual comprehensive report continues to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate.

Acknowledgements

The preparation of the ACFR on a timely basis was made possible by the dedicated service of the entire staff of the Finance Department. Each member of the department has our sincere appreciation for the contribution they made in preparation of this report.

In closing, special thanks to the Mayor and City Commission for their support and commitment to maintaining the financial integrity and sustainability of the City.

Respectfully Submitted,

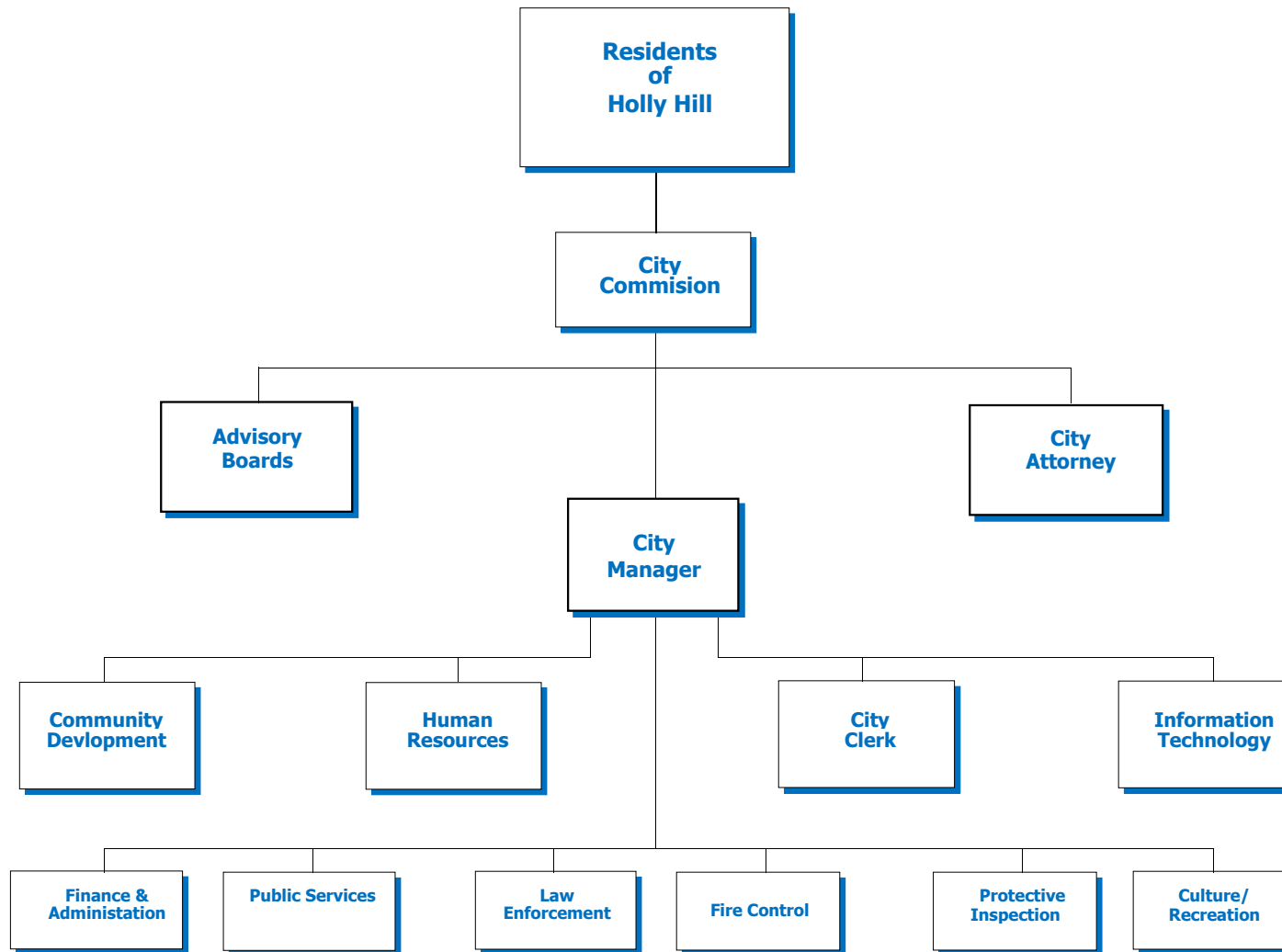


Joe Forte
City Manager



Michele Moore, CGFO, CMA
Finance Director

CITY OF HOLLY HILL ORGANIZATION CHART 2022 - 2023





Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**City of Holly Hill
Florida**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

September 30, 2022

Christopher P. Morrell

Executive Director/CEO

Attachment: CoHH FY 23 ACFR FINAL (4431 : FY2023 Annual Audit Presentation)



INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor, City Commission, and City Manager,
City of Holly Hill, Florida:

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Holly Hill, Florida (the City), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of September 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The City's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and

therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's financial statements as a whole. The combining and individual nonmajor fund financial statements and budgetary comparison schedules, as listed in the table contents as supplementary

information, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements and budgetary comparative schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information included in the Annual Comprehensive Financial Report

Management is responsible for the other information included in the annual comprehensive financial report. The other information comprises the introductory section and statistical sections but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 5, 2024, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

James Moore & Co., P.L.

Daytona Beach, Florida
March 5, 2024

MANAGEMENT'S DISCUSSION AND ANALYSIS

As financial management of the City of Holly Hill, Florida, (hereinafter referred to as the “City”), we offer the readers of these basic financial statements this narrative overview and analysis of the City’s financial activities for the fiscal years ended September 30, 2023 and 2022. This discussion and analysis is designed to assist the reader in focusing on the significant financial issues and activities and to identify any significant changes in financial position. We encourage readers to consider the information presented here in conjunction with our letter of transmittal found in the preceding introductory section, and the City’s financial statements, which follow this information. The City presents prior year comparative financial information when applicable and meaningful.

Financial Highlights

- The City’s financial position has changed as a result of the current year’s operations. Overall combined assets and deferred outflows of resources of the City totaled \$100.9 million at the close of the 2023 fiscal year, compared to \$99.6 million at the close of 2022. The total assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by approximately \$69.5 million (*combined net position*) compared with \$65.7 million one year earlier. The unrestricted component of the City’s combined net position totaled \$22.1 million at year end. This represents the unrestricted amount available to be used to meet the City’s ongoing obligations to its citizens and creditors.
- The net position of the City’s governmental activities increased for the year and totaled \$34.2 million, an increase of \$1.6 million as compared to last year’s \$32.6 million. The net position of its business-type activities totaled \$35.3 million, an increase of \$2.2 million over last year’s \$33.1 million.
- During 2023, the City’s combined governmental activities operating expenses totaled \$12.72 million (\$9.02 million in 2022), which was \$1.58 million below the \$14.3 million generated in governmental program charges, grants, contributions, taxes, other revenues and transfers for providing its various governmental program activities and programs.
- The City’s business-type activities produced net income before contributions and transfers of \$683,610 in 2023 (compared to \$2.49 million for 2022) based on consumptive water/sewer/solid waste utility sales of \$12.37 million (\$11.9 million in 2022). The operating margins in these funds continue to be capable of providing financial support to the City’s governmental funds. Net operating transfers to governmental activities funds totaled \$442,952 in 2023 for direct services.
- Total operating costs incurred by the City in providing all of its various programs increased to \$25.2 million in 2023, compared to \$18.6 million in 2022. Operating expenses in 2023 totaled \$12.7 million and \$12.5 million for the City’s governmental activities and business-type activities, respectively.
- Unassigned fund equity in the General Fund decreased by \$860,234 and totaled \$6.0 million at the end of 2023, compared to \$5.14 million at the end of 2022. Resources earned and available for appropriation in the current year were \$11.98 million, which is 12% above the revised anticipated General Fund’s revenues operating budget. General Fund expenditures of \$10.6 million were 15%, or \$1.90 million, below the City’s revised appropriations for the year.
- The City’s net long-term liabilities decreased by \$3.05 million during the current fiscal year from a decrease in bonds and notes payable due to debt principal payments, and payments on Subscription-Based IT Arrangements.
- The City’s net pension liability totaled \$5.32 million, net of deferred outflows of \$5.16 million and deferred inflows of \$290,069 at the end of 2023, as compared to \$4.25 million, net of deferred outflows of \$3.25 million and deferred inflows of \$2.63 at the end of 2022.

Overview of the Financial Statements

The City's financial statements are comprised of three parts: 1) management's discussion and analysis, 2) the basic financial statements (including government-wide financial statements, fund financial statements, and notes to the financial statements), and 3) required supplementary information, including budgetary comparisons and other selected financial and fiduciary fund data.

Management's Discussion and Analysis (MD&A) is intended to serve as an introduction to the basic financial statements and required supplementary information. The MD&A represents management's examination and analysis of the City's financial condition and financial performance as a whole. Summary financial statement data, key financial and operational indicators used in the strategic plan, budget, and other management tools were used for this analysis.

The basic financial statements include two kinds of statements that present different views of the City. The first two statements consist of entity-wide financial statements that provide both the short- and long-term financial information about the City's overall financial status, including its governmental activities and its business-type activities. These statements report information about the City using full accrual accounting methods and economic resources focus as utilized by similar business activities in the private sector. Information concerning all of the City's assets and liabilities, both financial and capital, and short-term and long-term debt are included. Likewise, all revenues and expenses received during the year, regardless of when cash is received or paid are reported. However, rate-regulated accounting principles applicable to private sector utilities are not used by governmental utilities. The remaining statements are fund financial statements that focus on individual parts of the City government, reporting the City's operations in more detail than the government-wide financial statements. The governmental fund statements tell how general government services like public safety were financed in the short-term as well as what remains for future spending. Proprietary fund statements offer short-term and long-term financial information about the activities the government operates like businesses, such as the City's water and sewer utility and solid waste collection system. Fiduciary fund statements provide information about the financial relationships in which the City acts solely as a trustee or agent for the benefit of others (like the retirement plans for the City's employees), to whom the resources in question belong.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the City's finances in a manner similar to a private-sector business. The basic financial statements of the City include a statement of net position and a statement of activities, which are described as follows:

- A statement of net position presents information on all of the City's assets and liabilities at the end of its fiscal year, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the City's financial position is improving or deteriorating. Net position increases when revenues exceed expenses. Increases to assets without a corresponding increase to liabilities results in increased net position, which indicates an improved financial condition.
- The statement of activities presents the results of business operations over the course of the fiscal year and information as to how the City's net position changed during the year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., delinquent taxes and earned but unused personal leave).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type*

activities). The governmental activities of the City include general government services, public safety (police, fire and building inspection), highways and streets, economic development, and recreation and leisure services. The business-type activities of the City include its water and sewer utility, stormwater management, and solid waste utility operations.

Fund Financial Statements

The fund financial statements provide more detailed information about the City's most significant funds - not the City as a whole. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. These funds are reported using the modified accrual accounting method, which measures cash and all other financial assets that can be readily converted into cash. Such information is useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities. These reconciliations can be found on pages 28 and 30.

The City maintains five individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund and the Community Redevelopment Agency (special revenue) Fund, both of which are considered to be major funds. Data from the four other governmental funds are combined into a single, aggregated presentation and include the remainder of the City's special revenue and capital projects funds. Individual fund data for each of these nonmajor governmental funds is provided in the form of combining statements elsewhere in this report.

The City adopts an annual appropriations budget for each of its governmental funds in accordance with state statutes. Budgetary comparison statements have been provided for each fund to demonstrate compliance with these budgets.

The basic governmental fund financial statements can be found on pages 27 and 29 of this report.

Proprietary funds. The City maintains Enterprise funds used to report the same functions presented as business-type activities in the government-wide financial statements. Enterprise funds are used to account for the fiscal activities of the City's municipal water and sewer utility fund, the stormwater management utility, and solid waste utility fund operations.

Proprietary fund financial statements, like the government-wide statements, provide both long- and short-term financial information. The proprietary fund financial statements provide separate financial information for the water and sewer utility, stormwater management utility, and solid waste utility operations, all of which are considered to be major funds of the City. The basic proprietary fund financial statements can be found on pages 31 to 33 of this report.

Fiduciary funds. The City is the trustee, or fiduciary, for its employees' pension plans and police explorers' custodial account. Fiduciary funds are used to account for resources held for the benefit of parties outside the government and are separately reported in the statements of fiduciary net position and changes in fiduciary net position. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the City's own programs. Rather, the City is responsible for ensuring that the assets reported in these funds are used for their intended purposes. The basic fiduciary fund financial statements can be found on pages 34 and 35 of this report.

Notes to the financial statements. The financial statements also include notes which provide required disclosures and other information that are essential to a full understanding of material data provided in the statements. The notes present information about the City's significant accounting policies, account balances and activities, material risks, obligations, commitments, contingencies and subsequent events, if any. The notes to the financial statements can be found on pages 36 to 77 of this report.

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the City's progress in funding its obligation to provide certain pension benefits and information that further explains and supports the information in the financial statements. Required supplementary information can be found on pages 80 to 88 of this report.

Government-Wide Financial Analysis of the City as a Whole

Net Position. As noted previously, net position may serve over time as a useful indicator of a government's financial position. This year, the City's combined net position increased to \$69.5 million at the end of 2023 from \$65.7 million in 2022. Looking at the net position of the City's governmental and business-type activities separately, we can see that the City experienced increases in the net position of its government activities of \$1.6 million and an increase in its business-type activities of \$2.2 million.

The net position of the City's governmental activities totaled \$34.2 million and \$32.6 million at the end of the 2023 and 2022 fiscal years, respectively. At the end of 2023, all combined amounts represent net position that is primarily restricted as to the purposes they can be used for, or its net investment in capital assets (land, buildings, improvements and equipment which is reported net of related debt expended for such acquisitions). The City's reported unrestricted net position is \$22.1 million, compared to \$20.8 million at the end of 2022.

The net position of the City's business-type activities totaled \$35.3 million and \$33.1 million at the end of the 2023 and 2022 fiscal years, respectively. At the end of 2023, approximately 56% of its total net position (\$19.7 million) reflects its net investment in capital assets. The amounts restricted for the payment of long-term debt, and impact fee collections that are restricted for future utility plant expansion total \$696,021. The City has \$14.9 million in unrestricted net position for the City's business-type activities.

Capital assets maintained in the business-type activities are used to provide water and sewer utility services, stormwater management services, and solid waste utility services to the City's utility customers; consequently, these assets are not available for future spending. Although the City's investment in capital assets is reported net of related debt, it should be noted that under normal circumstances the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. Long-term debt obligations, including current maturities, associated with this capitalization totaled \$5.75 million at the end of 2023 (\$7.96 million at the end of 2022). At the end of the current and prior fiscal years, the City reports positive balances in all three categories of net position, both for the government as a whole, and for its separate governmental and business-type activities.

The following is a comparative summary of net position at year end:

Net Position September 30, 2023 and 2022						
	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>	
	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>
Assets:						
Current and other assets.....	\$ 21,038,487	\$ 21,082,047	\$ 26,272,546	\$ 26,799,623	47,311,033	47,881,670
Capital assets, net.....	<u>22,864,524</u>	<u>22,409,479</u>	<u>25,451,304</u>	<u>25,770,771</u>	<u>48,315,828</u>	<u>48,180,250</u>
Total assets	<u>43,903,011</u>	<u>43,491,526</u>	<u>51,723,850</u>	<u>52,570,394</u>	<u>95,626,861</u>	<u>96,061,920</u>
Deferred outflows of resources.....	<u>4,815,672</u>	<u>2,932,558</u>	<u>527,698</u>	<u>622,513</u>	<u>5,343,370</u>	<u>3,555,071</u>
Liabilities:						
Long-term debt outstanding.....	2,579,440	3,230,000	5,752,575	6,865,245	8,332,015	10,095,245
Net pension liabilities.....	8,238,618	3,202,790	1,947,877	1,663,596	10,186,495	4,866,386
Other liabilities.....	<u>2,562,689</u>	<u>4,399,518</u>	<u>8,797,919</u>	<u>10,506,541</u>	<u>11,360,608</u>	<u>14,906,059</u>
Total liabilities	<u>13,380,747</u>	<u>10,832,308</u>	<u>16,498,371</u>	<u>19,035,382</u>	<u>29,879,118</u>	<u>29,867,690</u>
Deferred inflows of resources.....	<u>1,117,960</u>	<u>2,947,952</u>	<u>445,330</u>	<u>1,058,475</u>	<u>1,563,290</u>	<u>4,006,427</u>
Net Position:						
Net investment in capital assets..	20,285,084	18,987,233	19,698,729	17,811,459	39,983,813	36,798,692
Restricted.....	6,744,390	6,559,586	696,021	1,570,554	7,440,411	8,130,140
Unrestricted	<u>7,190,502</u>	<u>7,097,005</u>	<u>14,913,097</u>	<u>13,717,037</u>	<u>22,103,599</u>	<u>20,814,042</u>
Total net position	<u>\$ 34,219,976</u>	<u>\$ 32,643,824</u>	<u>\$ 35,307,847</u>	<u>\$ 33,099,050</u>	<u>\$ 69,527,823</u>	<u>\$ 65,742,874</u>

Changes in Net Position. While the statement of net position shows a snapshot of the City's financial position at the end of the fiscal year, the statement of activities provides answers as to the nature and sources of those changes. During 2023, the City's overall total revenues increased by \$845,214 and the combined net position increased \$3.78 million. The City saw increases in property taxes, state revenue sharing, local government half cent tax, and significant increases in investment income. While revenues increased expenditures did as well. Changes in the economy post pandemic brought significant increases in materials and supplies, and repairs. The City increased all employee wages by \$2 per hour based on the union agreement. This wage rate increased related benefits as well. In addition, the City incurred significant expenses due to Hurricane Ian. During 2022, the City's combined net position increased \$9.6 million while the City's overall gross revenues increased \$2.7 million.

Overall, approximately 22.3% of the City's combined total revenues of \$29 million comes from property taxes, while almost 11.32% of all other dollars raised comes from some source of other taxes collected by the City. Unrestricted intergovernmental revenues (those received from other governments) amounts to approximately 3.01% of the City's revenues. Another 45.4% comes from fees charged for services, while the remaining 17.97% is a combination of state and federal financial assistance, operating and capital grants and donations, interest and other earnings.

The following is a comparative summary of changes in net position for 2023 and 2022:

Changes in Net Position						
Fiscal Year Ended September 30, 2023 and 2022						
	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>	
	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>
Revenues:						
Program revenues:						
Charges for services.....	\$ 806,669	\$ 727,915	\$ 12,375,399	\$ 11,929,798	\$ 13,182,068	\$ 12,657,713
Operating grants/other.....	2,162,225	377,741	-	-	2,162,225	377,741
Capital grants/other.....	290,378	4,088,095	328,677	166,283	619,055	4,254,378
General revenues:						
Property taxes.....	6,455,121	5,933,202	-	-	6,455,121	5,933,202
Other taxes.....	3,284,309	3,001,958	-	-	3,284,309	3,001,958
Intergovernmental.....	874,714	844,873	-	-	874,714	844,873
Other revenues.....	1,628,682	996,366	806,890	101,619	2,435,572	1,097,985
Total revenues.....	15,502,098	15,970,150	13,510,966	12,197,700	29,013,064	28,167,850
Expenses:						
General government.....	1,264,266	1,239,588	-	-	1,264,266	1,239,588
Public safety.....	5,211,735	3,750,653	-	-	5,211,735	3,750,653
Transportation.....	1,419,968	970,353	-	-	1,419,968	970,353
Economic environment.....	2,975,318	1,481,791	-	-	2,975,318	1,481,791
Culture/recreation.....	1,790,059	1,491,171	-	-	1,790,059	1,491,171
Interest on long-term debt.....	68,090	87,926	-	-	68,090	87,926
Water and sewer utilities.....	-	-	7,291,873	6,156,052	7,291,873	6,156,052
Stormwater management.....	-	-	1,007,759	934,405	1,007,759	934,405
Solid waste utilities.....	-	-	4,199,047	2,451,470	4,199,047	2,451,470
Total expenses.....	12,729,436	9,021,482	12,498,679	9,541,927	25,228,115	18,563,409
Excess before transfers.....	2,772,662	6,948,668	1,012,287	2,655,773	3,784,949	9,604,441
Transfers in (out).....	(1,196,510)	2,201,935	1,196,510	(2,201,935)	-	-
Change in net position.....	1,576,152	9,150,603	2,208,797	453,838	3,784,949	9,604,441
Net position-beginning.....	32,643,824	23,493,221	33,099,050	32,645,212	65,742,874	56,138,433
Net position-end of year.....	\$ 34,219,976	\$ 32,643,824	\$ 35,307,847	\$ 33,099,050	\$ 69,527,823	\$ 65,742,874

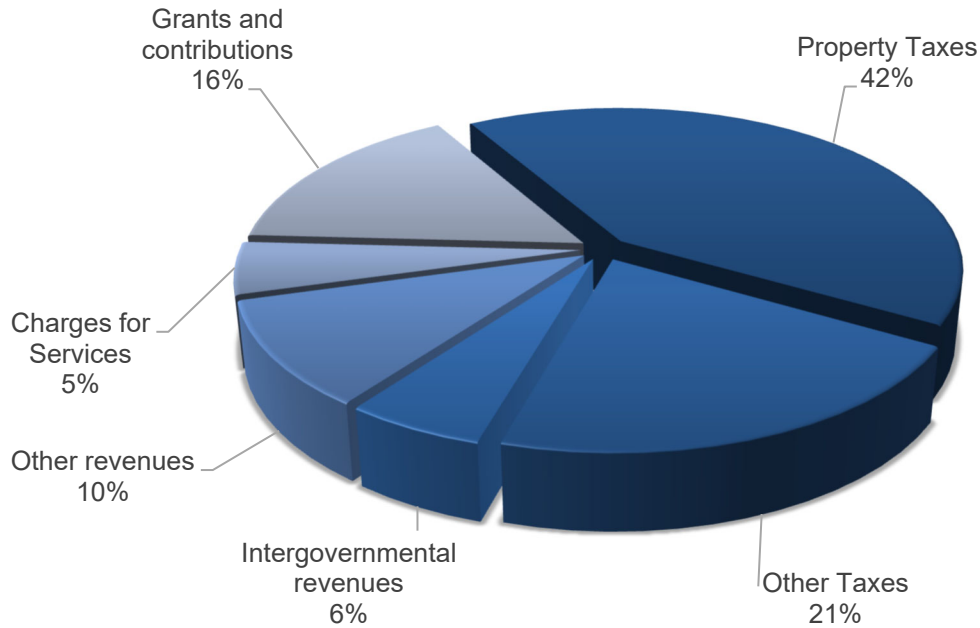
Governmental Activities

Total revenue for the City's governmental activities decreased slightly in 2023. Overall, the City's governmental revenue totaled \$15.5 million which represents a decrease of 468,052, or 3% from last year's reported governmental revenues of \$15.9 million. Although property taxes, other taxes, investment income and operating grants (Federal FEMA grants) increased, capital grants decreased by 45% from the previous year when ECHO funding was received to complete Pictona, offsetting the increases. Amounts received from charges for services increased by 10.8% due to increased fire inspection fees, building permits and permit inspections. Property taxes increased 8.9% over amounts recognized in the prior year. Amounts received from shared sales taxes, public service taxes, and other unrestricted intergovernmental sources increased from \$3.8 million to \$4.2 million in 2023. Overall expenditures increased by 41% in governmental activities. Across the board wage increase of \$2 per hour and additional related benefits, workers compensation, supply purchases and maintenance all increased. Public Safety employer pension contribution rates for Police and Fire increased based on plan valuation. Public Works transportation resurfaced 10,818 linear feet of roads at a cost of \$771,644 throughout the year.

The City's other revenues increased by \$632,316. Ad valorem taxes totaling \$6.5 million were earned in 2023, compared to \$5.9 million earned in the prior year. The ad valorem millage rate for operating purposes was 6.25 mills which remained flat when compared to the 2022 rate of 6.25 mills.

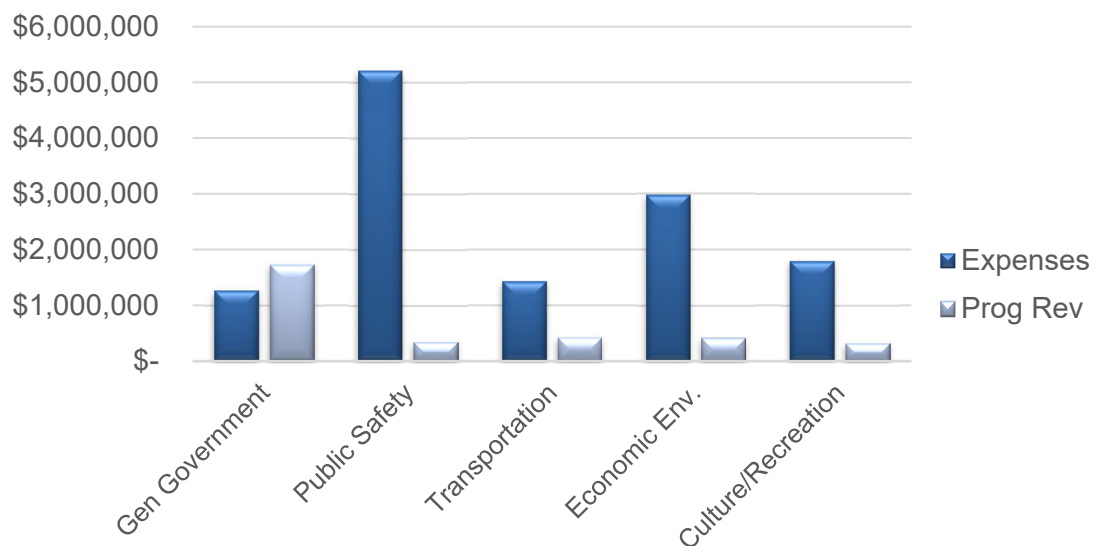
The following is a summary of the City's governmental revenues by source:

Revenues by Source – Governmental Activities



An individual comparison of the City's functional program revenues and costs of providing program services to its citizens is useful in identifying the programs, and the extent of which each are dependent on taxes and other non-exchange revenues to subsidize their program operations. They are listed in the following graph:

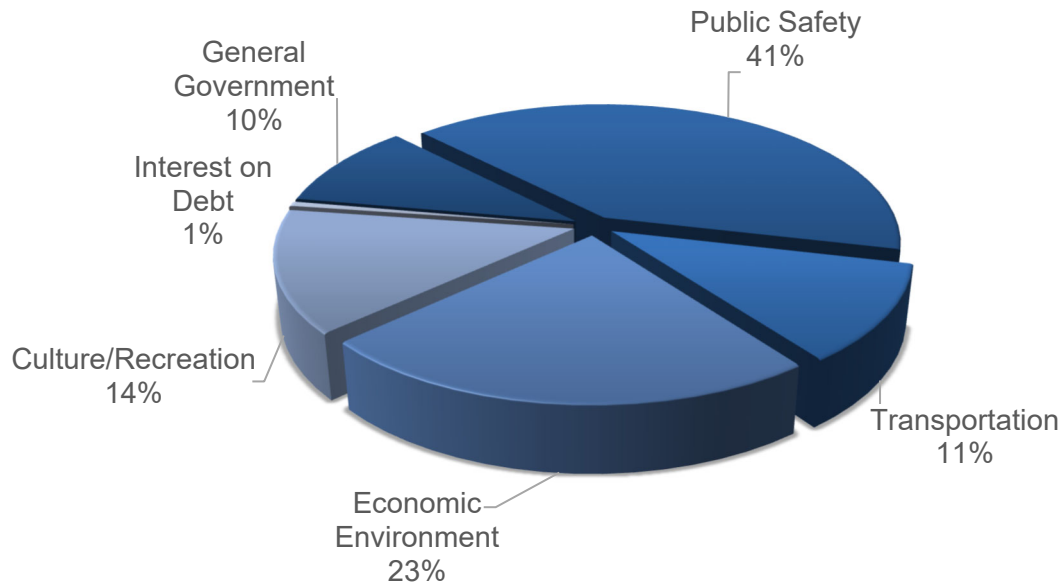
Expenses and Program Revenue – Governmental Activities



Combined governmental activities expenses totaled \$12.7 million, which represents an increase of \$3.7 million above last year's expenses of \$9.0 million.

The following is a summary of the City's governmental expenses by function:

Expenses by Function - Governmental Activities



Business-type Activities

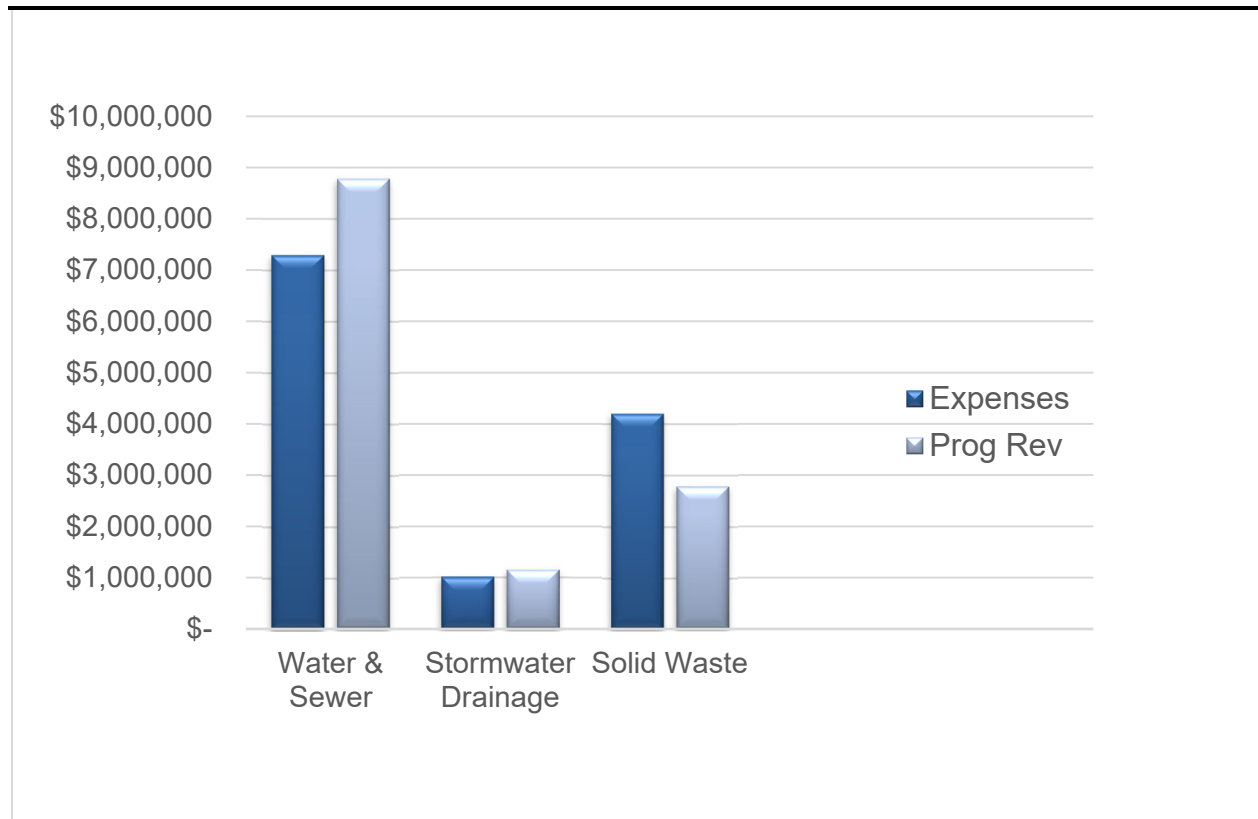
Business-type activities reported an increase in the City's net position of \$2.2 million in 2023, compared to an increase of \$453,838 in 2022. Overall, net position from the City's business-type activities (\$35.3 million) accounts for approximately 50.8% of the City's combined net position at September 30, 2023.

The major sources of operating revenue for the City's business-type activities include charges for services for water and sewer utilities of \$8.5 million, stormwater management fees of \$1.1 million and solid waste utilities of \$2.8 million. Combined operating revenues from these three activities increased in 2023 and totaled \$12.38 million, compared to \$11.93 million in the prior year. Investment earnings increased significantly in 2023 and totaled \$774,141 compared to \$45,014 one year earlier; this increase is in part due to the changes in the City's investment strategies and economic conditions. Other income decreased to \$32,749 compared to \$56,605 in 2022. Capital contributions increased in 2023 and totaled \$328,677 compared to \$166,283 in 2022. As a cost control measure, the City continues to contract its solid waste operations with an outside contractor and has done so since 1999.

Total expenses of the City's combined business-type activities were \$12.5 million in 2023, compared to \$9.5 million in 2022. The increases in 2023 were primarily due to Hurricane Ian, the solid waste fund incurred expenditures of \$1.1 million for debris hauling, additional Ian expenses incurred for repairs and payroll overtime totaled over \$400,000. The City is working with FEMA for reimbursements. Significant increases in supplies and other expenditures incurred due to changes in the CPI.

A comparison of the City's functional program revenues and costs of providing business-type services to its customers in fiscal year 2023 is useful in identifying the capabilities of producing revenues sufficient to operate their programs. They are presented in the following graph:

Expenses and Program Revenues – Business-type Activities



Financial Analysis of the City's Funds

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Information is helpful in assessing the City's financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As the City completed the current fiscal year, its governmental funds reported combined fund balances of \$18.6 million, which was \$799,560 less than the \$19.4 million reported at the end of 2022. Approximately 32% of the \$18.6 million, totaling \$5.997 million, constitutes unassigned fund balance, which is generally available for spending at the government's discretion. However, The City Commission has designated that the General Fund maintain an unrestricted fund balance of at least 20% of operating expense as an unassigned fund balance. This designated reserve of unassigned fund balance is \$2.1 million. The remainder of the fund balance is separately reported to indicate that it is not available for spending because it is 1)

Non-Spendable - fund balances totaling \$109,630 are invested in nonspendable assets such as inventories and prepaid expenses, 2) Restricted - fund balances totaling \$6.77 million are restricted from externally imposed sources or enabling legislation, 3) Committed - fund balances totaling \$4.76 million are set aside pursuant to formal constraints imposed by the City Commission, and 4) Assigned fund balances totaling \$945,709 are constrained by the City, as it intended to be used for next year's budgetary purposes.

The General Fund is the chief operating fund of the City. As of September 30, 2022, the unassigned fund balance in the General Fund totaled \$5.1 million, compared to \$6.8 million at the end of 2021. As a measure of the General Fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents approximately 53.8% of total General Fund expenditures of \$9.5 million, while total fund balance represents 72.7% of that same amount. The City Commission has established a minimum target threshold of 20% in unreserved funds compared to General Fund expenditures.

Fund balance in the General Fund increased \$125,507 during the current fiscal year. This fund balance increase was attributed to the increase in tax revenue and charges for services. The Capital Projects Fund is reported as a major fund in 2023 and showed a decrease in fund balance from \$6.0 million in 2022 to \$4.76 million in fiscal year 2023. The fund decreased by \$1.24 million due to a decrease in transfers to the Capital Projects fund from the General Fund. Fund balances for the Community Redevelopment Agency fund, the CRA Debt Service funds, and the CRA Capital Projects fund were merged in 2019 to streamline accounting functions of the City. Their combined fund balances increased by \$264,582 in 2023 due to a decrease in expenditures from \$5.5 million to \$3.2. This decrease is the result of the completion of Pictona Phase 2 in 2022. All non-major governmental funds remained stable for the year and increased by \$55,228.

Proprietary Funds. The City's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

Unrestricted net position in the Water and Sewer Fund at the end of the current fiscal year amounted to \$9.4 million, compared to \$8.3 million one year earlier. The combined net position of the fund totaled \$24.7 million at year end.

Unrestricted net position in the Stormwater Management Fund increased in 2023 and totaled \$2.3 million at the end of the year, compared to \$2.28 million at the beginning of the year. The combined net position totaled \$7.38 million at year end.

Unrestricted net position in the Solid Waste Fund totaled \$3.18 million at the end of 2023, compared to \$3.16 million at the beginning of the year. The combined net position totaled \$3.18 million at year end. The increase is due to additional equity in cash and investments.

Operating expenses for Water and Sewer personnel costs in fiscal year 2023 increased by \$1.2 million from the previous year. This change is due to a \$2.00/hour wage increase in October coupled with overtime due to vacancies and Hurricane Ian. Depreciation/Amortization increased by \$73,883. The materials and supplies expense for Sewer increased by \$106,382 as compared to the previous year 2022, this is primarily due to CPI increases. The contractual services expense for Solid Waste increased by \$1.7 million as compared to the previous year due to debris removal costs related to Hurricane Ian.

Capital Assets and Debt Administration

Capital Assets. At September 30, 2023 and 2022, the City's investment in capital assets for its governmental and business type activities totaled \$48.3 million and \$42.2 million, respectively. This increase is due to increases in construction work in process of capital projects. These amounts are stated net of accumulated

depreciation/amortization. This investment in capital assets, net of depreciation/amortization, for all activities is reflected in the following schedule:

Capital Assets
Fiscal Year Ended September 30, 2023 and 2022

	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>	
	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>
Land.....	\$ 2,523,931	\$ 2,523,931	\$ 763,171	\$ 763,171	\$ 3,287,102	\$ 3,287,102
Construction work in progress.....	314,747	365,745	875,161	509,315	1,189,908	875,060
Buildings.....	7,845,329	8,171,403	2,512,906	2,685,661	10,358,235	10,857,064
Improvements other Than buildings.....	6,093,326	5,464,764	17,275,680	17,355,954	23,369,006	22,820,718
Machinery and equipment.....	1,410,057	915,039	500,536	635,980	1,910,593	1,551,019
Infrastructure.....	4,538,634	4,770,741	2,501,150	2,735,055	7,039,784	7,505,796
Subscription-Based Information Technology Arrangements.....	138,500	197,856	1,022,700	1,085,635	1,161,200	1,283,491
Net Total.....	\$ 22,864,524	\$ 22,409,479	\$ 25,451,304	\$ 25,770,771	\$ 48,315,828	\$ 48,180,250

Additional information on the City's capital assets can be found in Note (7) to the financial statements.

Long-term Liabilities. At year end, the net carrying value of the City's bonds, notes and other long-term obligations outstanding totaled \$21.17 million, of which \$7.16 million is secured solely by a mix of specified revenue sources. The City's long-term debt for all activities is reflected in the following schedule:

Outstanding Long-Term Liabilities
Fiscal Year Ended September 30, 2023 and 2022

	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>	
	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>
Revenue notes.....	\$ 2,450,000	\$ 3,230,000	\$ 1,962,162	\$ 2,690,245	\$ 4,412,162	\$ 5,920,245
Revenue bonds.....	-	-	2,750,000	4,175,000	2,750,000	4,175,000
Total OPEB liability.....	1,127,295	1,837,669	449,341	732,498	1,576,636	2,570,167
Compensated Absences.....	781,436	783,451	296,473	235,609	1,077,909	1,019,060
Net pension liability.....	8,238,618	3,202,790	1,947,877	1,663,596	10,186,495	4,866,386
Subscription-Based Information Technology Arrangements.....	129,440	192,246	1,040,413	1,094,067	1,169,853	1,286,313
Total.....	\$ 12,726,789	\$ 9,246,156	\$ 8,446,266	\$ 10,591,015	\$ 21,173,055	\$ 19,837,171

The City has two outstanding revenue notes payable (Series 2012 and Series 2013) from its governmental activities in the aggregate amount of \$2.45 million at year end. The proceeds of the Series 2012 obligation were used to refinance an existing (Series 2005) revenue note. The proceeds of the Series 2013 obligation will be used exclusively to fund capital improvement projects in the City's Community Redevelopment Agency. These notes are payable in semi-annual installments through 2026, both of which are secured by revenues generated exclusively from the CRA tax increment financing district.

The City has three outstanding water and sewer system improvement revenue bond obligations (Series 2005, 2011, and 2013) in the aggregate amount of \$2.75 million at year end. The proceeds of these parity bonds were used to finance improvements to the City's water and sewer utility system and to refund previously issued bonds outstanding for this same purpose. These bonds are payable from revenues

generated from the water and sewer system and are payable serially through 2023 (Series 2013), 2025 (Series 2005), and 2030 (Series 2011). The Series 2012 revenue bond was fully paid in the current fiscal year.

The City also has two low-interest rate revenue note obligations payable to the State of Florida, Department of Environmental Protection State Revolving Fund Loan Program totaling \$1.835 million in aggregate, at year end. The proceeds of the FDEP loan issued in 2005 (\$136,830 currently outstanding), and the FDEP loan issued in 2007 (\$1.698 million currently outstanding) were used to finance the construction of wastewater infiltration and inflow correction facilities. These notes, which are subordinate to the bonds described above, are secured by the City's water and sewer utility and stormwater utility revenues, respectively, and are payable in varying amounts through 2029. The FDEP loan issued in 2001 for the construction of stormwater drainage improvements was fully paid in the current fiscal year.

Other components of the City's outstanding long-term liabilities include: Total OPEB liability, compensated absences and net pension liability (NPL). The City's measurement date is one year in arrears of the City's year-end. The city experienced a decrease in its net postemployment obligation for 2023 (\$1.576 million) compared to 2022 (\$2.57 million). Compensated absences increased to \$1.077 million from \$1.019 million in 2022. The City's Net Pension liability increased by \$5.3 million in 2023 and totaled \$10.186 million as compared to \$4.866 million in 2022. With the implementation of GASB 96, Subscription-Based Information Technology Arrangements, the City reported \$1.17 million of long-term debt.

Additional information on the City's long-term debt can be found in Note (8) to the financial statements.

Significant Budget Differences – General Fund

The original budgeted expenditures and transfers out at the beginning of fiscal year 2023 was \$11.1 million. The final budget for these items at the end of fiscal year 2023 was \$12.6 million. This is primarily due to an increase in Transportation expenditures with a budget amendment of funds carried forward from 2022 of \$1 million for paving repairs.

General Fund revenues were only slightly greater than originally budgeted by \$69,228 in intergovernmental revenues with the receipt of Police Department grants.

Economic Conditions, Upcoming Budgets and Rates

The key drivers for sustained economic growth are new jobs, continuous wage growth, reduction in unemployment, increases in discretionary and non-discretionary consumer spending in Florida, and longstanding growth in population and tourism complemented by increases in building permits. In fiscal year 2024, revenues are forecast to be more than sufficient to meet obligations for debt service, operating and maintenance costs, and the capital projects already underway in the City. In addition, the City's reserves are able to absorb the costs related to Hurricanes Ian until we are reimbursed by FEMA.

The City Commission adopted a responsive budget for fiscal year 2024. The proposed budget took the current inflationary increases into consideration and adjusted supply and fuel costs which are sensitive to the price fluctuations in the current economic climate. The budget kept the many work plan objectives that are intended to address the highest priorities in the community and the goals of the City Commission. This budget also has significant capital projects forecasted. The proposed budget for fiscal year 2024 includes the following assumptions:

- Year three of a three-year agreement with City's Unions to increase personnel salaries.

- Specific increases in operating expenditures which are sensitive to economic conditions corresponding with the revenue forecasts.
- Maintenance of service levels and programs to the extent possible and minimal reductions in service levels where appropriate.
- Investments in Wastewater Treatment Plant infrastructure to utilize ARPA funds.
- Continuing with Phase 3 of the undergrounding utilities of the US 1 corridor.
- Fifth year of the new utility fees based on the Utilities rate study developed by Stantec.

The City increased utility fees by approximately 5.5% to maintain a revenue sufficiency level adequate to fund upcoming operating and capital requirements, as recommended by the utility rate study. Many factors are considered each year by the City Commission in its efforts to establish an operating budget, to evaluate its personnel needs, and to develop uniform user fees that are reasonable, and more importantly, capable of cost recovery. Some of the major factors considered in this process are the local economy, changes in property value, civilian labor force, unemployment rates, and inflation rates. In considering all of these factors, the City Commission approved lowering the millage rate to 5.90 mills for fiscal year 2024.

Requests for Information

This financial report is designed to provide a general overview of the City of Holly Hill's finances for those with an interest in your government. Questions concerning any of the information provided in this report should be addressed to the office of the Finance Director, City of Holly Hill, Florida, 1065 Ridgewood Avenue, Holly Hill, Florida 32117-2898.

BASIC FINANCIAL STATEMENTS

CITY OF HOLLY HILL, FLORIDA
STATEMENT OF NET POSITION
SEPTEMBER 30, 2023

	Governmental Activities	Business-type Activities	Total
ASSETS			
Equity in pooled cash and investments	\$ 18,384,062	\$ 23,426,433	\$ 41,810,495
Receivables, net	444,184	1,648,427	2,092,611
Internal balances	(91,000)	91,000	-
Due from other governments	2,191,611	6,391	2,198,002
Inventories	37,023	327,578	364,601
Prepays	72,607	-	72,607
Restricted assets:			
Equity in pooled cash and investments	-	772,717	772,717
Capital assets:			
Capital assets, not being depreciated/amortized	2,838,678	1,638,332	4,477,010
Other capital assets, net of depreciation/amortization	20,025,846	23,812,972	43,838,818
Total assets	<u>43,903,011</u>	<u>51,723,850</u>	<u>95,626,861</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows related to pensions	4,682,413	474,579	5,156,992
Deferred outflows related to OPEB	133,259	53,119	186,378
Total deferred outflows	<u>4,815,672</u>	<u>527,698</u>	<u>5,343,370</u>
LIABILITIES			
Accounts payable and accrued liabilities	482,353	526,864	1,009,217
Customer deposits	5,438	1,330,491	1,335,929
Accrued interest payable	26,240	76,696	102,936
Unearned revenue	139,927	6,118,054	6,257,981
Noncurrent liabilities:			
Due within one year:			
Bonds and notes payable	800,000	904,508	1,704,508
SBITA payables	64,073	54,737	118,810
Compensated absences	178,471	69,455	247,926
Due in more than one year:			
Bonds and notes payable	1,650,000	3,807,654	5,457,654
SBITA payables	65,367	985,676	1,051,043
Compensated absences	602,965	227,018	829,983
Total OPEB liability	1,127,295	449,341	1,576,636
Net pension liability	8,238,618	1,947,877	10,186,495
Total liabilities	<u>13,380,747</u>	<u>16,498,371</u>	<u>29,879,118</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows related to pensions	207,608	82,461	290,069
Deferred inflows related to OPEB	910,352	362,869	1,273,221
Total deferred inflows of resources	<u>1,117,960</u>	<u>445,330</u>	<u>1,563,290</u>
NET POSITION			
Net investment in capital assets	20,285,084	19,698,729	39,983,813
Restricted for:			
Public safety	174,357	-	174,357
Community redevelopment projects	6,008,452	-	6,008,452
Transportation	187,410	-	187,410
Recreation projects	42,573	-	42,573
Utility plan expansion	-	117,747	117,747
Debt service	331,598	578,274	909,872
Unrestricted	7,190,502	14,913,097	22,103,599
Total net position	<u>\$ 34,219,976</u>	<u>\$ 35,307,847</u>	<u>\$ 69,527,823</u>

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF HOLLY HILL, FLORIDA
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2023**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
Governmental activities:							
General government	\$ 1,264,266	\$ 12,428	\$ 1,712,207	\$ -	\$ 460,369	\$ -	\$ 460,369
Public safety	5,211,735	211,887	131,344	6,197	(4,862,307)	-	(4,862,307)
Transportation	1,419,968	109,495	317,219	5,494	(987,760)	-	(987,760)
Economic environment	2,975,318	424,385	869	-	(2,550,064)	-	(2,550,064)
Culture and recreation	1,790,059	48,474	586	278,687	(1,462,312)	-	(1,462,312)
Interest on long-term debt	68,090	-	-	-	(68,090)	-	(68,090)
Total governmental activities	12,729,436	806,669	2,162,225	290,378	(9,470,164)	-	(9,470,164)
Business-type activities:							
Water and Sewer	7,291,873	8,458,603	-	322,392	-	1,489,122	1,489,122
Stormwater	1,007,759	1,135,688	-	6,285	-	134,214	134,214
Solid Waste	4,199,047	2,781,108	-	-	-	(1,417,939)	(1,417,939)
Total business-type activities	12,498,679	12,375,399	-	328,677	-	205,397	205,397
Total primary government	<u>\$ 25,228,115</u>	<u>\$ 13,182,068</u>	<u>\$ 2,162,225</u>	<u>\$ 619,055</u>	<u>(9,470,164)</u>	<u>205,397</u>	<u>(9,264,767)</u>
General revenues:							
Property taxes					6,455,121	-	6,455,121
Sales taxes					904,020	-	904,020
Casualty and fire insurance premium taxes					280,484	-	280,484
Public service taxes					2,099,805	-	2,099,805
Franchise fees					1,021,780	-	1,021,780
Unrestricted intergovernmental					874,714	-	874,714
Investment earnings					558,361	774,141	1,332,502
Miscellaneous revenues					48,541	32,749	81,290
Transfers					(1,196,510)	1,196,510	-
Total general revenues and transfers					11,046,316	2,003,400	13,049,716
Change in net position					1,576,152	2,208,797	3,784,949
Net position - beginning of year					32,643,824	33,099,050	65,742,874
Net position - ending of year					<u>\$ 34,219,976</u>	<u>\$ 35,307,847</u>	<u>\$ 69,527,823</u>

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF HOLLY HILL, FLORIDA
BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2023**

	General	Capital Projects	Community Redevelopment	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS					
Equity in pooled cash and investments	\$ 6,769,061	\$ 4,822,448	\$ 6,406,612	\$ 385,941	\$ 18,384,062
Receivables, net	439,772	-	4,273	139	444,184
Due from other governments	2,191,611	-	-	-	2,191,611
Inventories	37,023	-	-	-	37,023
Prepaid items	72,607	-	-	-	72,607
Total assets	<u>\$ 9,510,074</u>	<u>\$ 4,822,448</u>	<u>\$ 6,410,885</u>	<u>\$ 386,080</u>	<u>\$ 21,129,487</u>
LIABILITIES					
Accounts payable and accrued liabilities	\$ 374,735	\$ 63,023	\$ 44,595	\$ -	\$ 482,353
Customer deposits	5,438	-	-	-	5,438
Unearned revenue	139,927	-	-	-	139,927
Due to other funds	91,000	-	-	-	91,000
Total liabilities	<u>611,100</u>	<u>63,023</u>	<u>44,595</u>	<u>-</u>	<u>718,718</u>
DEFERRED INFLOWS OF RESOURCES					
Unavailable revenue - grants	<u>1,828,326</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,828,326</u>
FUND BALANCES					
Nonspendable:					
Inventories	37,023	-	-	-	37,023
Prepaid items	72,607	-	-	-	72,607
Restricted for:					
Law enforcement	8,130	-	-	86,401	94,531
Fire protection	-	-	-	69,696	69,696
Building inspection	10,130	-	-	-	10,130
Transportation	-	-	-	187,410	187,410
Community redevelopment	-	-	6,008,452	-	6,008,452
Debt service	-	-	357,838	-	357,838
Recreation	-	-	-	42,573	42,573
Committed to:					
Capital projects	-	4,759,425	-	-	4,759,425
Assigned to:					
Subsequent year's budget appropriations	945,709	-	-	-	945,709
Unassigned	<u>5,997,049</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,997,049</u>
Total fund balances	<u>7,070,648</u>	<u>4,759,425</u>	<u>6,366,290</u>	<u>386,080</u>	<u>18,582,443</u>
Total liabilities and fund balances	<u>\$ 9,510,074</u>	<u>\$ 4,822,448</u>	<u>\$ 6,410,885</u>	<u>\$ 386,080</u>	<u>\$ 21,129,487</u>

The accompanying notes to financial statements are an integral part of this statement.

CITY OF HOLLY HILL, FLORIDA
RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
SEPTEMBER 30, 2023

Fund balances - total governmental funds \$ 18,582,443

Amounts reported for governmental activities in the statement of activities are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds

Total governmental capital assets	40,312,440	
Less: accumulated depreciation/amortization	<u>(17,447,916)</u>	22,864,524

Because some property taxes and grants revenues will not be collected for several months after the close of the City's fiscal year end, they are not considered as "available" revenues in the governmental funds, and therefore, reported as deferred inflows of unavailable revenues. In the statement of net position, which is presented on an accrual basis, no deferral is reported since the revenue is fully recognized in the statement of activities.

Unavailable revenue - grants		1,828,326
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On the governmental fund statements, a net pension and total OPEB liability is not recorded until an amount is due and payable and the pension plan's fiduciary net position is not sufficient for payment of those benefits (no such liability exists at the end of the current fiscal year). On the statement of net position, the City's net pension and OPEB liability of the defined benefit pension plans is reported as a noncurrent liability. Additionally, deferred outflows and deferred inflows related to pensions and OPEB are also reported.

Net pension liability	(8,238,618)	
Deferred outflows related to pensions	4,682,413	
Deferred inflows related to pensions	<u>(207,608)</u>	(3,763,813)
 Total OPEB liability	 (1,127,295)	
Deferred outflows related to OPEB	133,259	
Deferred inflows related to OPEB	<u>(910,352)</u>	(1,904,388)

Long-term liabilities, including bonds, notes, and leases payable, are not due and payable in the current period and, therefore, are not reported in the funds. These liabilities, deferred outflows, and other debt-related deferred charges consist of the following:

Long-term debt	(2,579,440)	
Accrued interest payable	(26,240)	
Compensated absences	<u>(781,436)</u>	(3,387,116)

Net position of governmental activities		<u>\$ 34,219,976</u>
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The accompanying notes to financial statements are an integral part of this statement.

CITY OF HOLLY HILL, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2023

	<u>General</u>	<u>Capital Projects</u>	<u>Community Redevelopment</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
Revenues					
Taxes	\$ 6,370,365	\$ -	\$ 1,461,831	\$ -	\$ 7,832,196
Permits and fees	1,412,983	-	-	20,590	1,433,573
Intergovernmental	1,760,365	-	1,760,850	-	3,521,215
Charges for services	1,944,548	-	28,043	27,567	2,000,158
Fines and forfeitures	180,260	-	-	12,738	192,998
Investment income	232,727	149,185	166,444	10,005	558,361
Miscellaneous	80,069	-	17,894	228	98,191
Total revenues	<u>11,981,317</u>	<u>149,185</u>	<u>3,435,062</u>	<u>71,128</u>	<u>15,636,692</u>
Expenditures					
Current:					
General government	2,753,244	-	1,218,619	-	3,971,863
Public safety	4,433,806	-	158,126	-	4,591,932
Transportation	1,198,045	-	-	-	1,198,045
Culture and recreation	1,173,856	-	239,116	-	1,412,972
Economic environment	660,176	-	669,994	-	1,330,170
Capital outlay	395,773	1,459,062	23,190	-	1,878,025
Debt service:					
Principal retirement	-	-	780,000	-	780,000
Interest and fiscal charges	3,880	-	72,855	-	76,735
Total expenditures	<u>10,618,780</u>	<u>1,459,062</u>	<u>3,161,900</u>	<u>-</u>	<u>15,239,742</u>
Excess (deficiency) of revenues over expenditures	<u>1,362,537</u>	<u>(1,309,877)</u>	<u>273,162</u>	<u>71,128</u>	<u>396,950</u>
Other financing sources (uses)					
Transfers in	467,432	65,000	-	-	532,432
Transfers out	<u>(1,704,462)</u>	<u>-</u>	<u>(8,580)</u>	<u>(15,900)</u>	<u>(1,728,942)</u>
Total other financing sources (uses)	<u>(1,237,030)</u>	<u>65,000</u>	<u>(8,580)</u>	<u>(15,900)</u>	<u>(1,196,510)</u>
Net change in fund balances	<u>125,507</u>	<u>(1,244,877)</u>	<u>264,582</u>	<u>55,228</u>	<u>(799,560)</u>
Fund balances, beginning of year	6,945,141	6,004,302	6,101,708	330,852	19,382,003
Fund balances, end of year	<u>\$ 7,070,648</u>	<u>\$ 4,759,425</u>	<u>\$ 6,366,290</u>	<u>\$ 386,080</u>	<u>\$ 18,582,443</u>

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF HOLLY HILL, FLORIDA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2023**

Net change in fund balances - total governmental funds \$ (799,560)

Differences in amounts reported for governmental activities in the statement of activities are:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is depreciated over their estimated useful lives.

Capital outlay expenditures	1,878,025
Depreciation/amortization expense	(1,397,879)

The net effect of various miscellaneous transactions involving capital assets (i.e. sales, trade-ins, donations, CIP project abandoned) is to decrease net position.	(25,101)
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The issuance of long-term debt (i.e. bonds, notes, leases, and subscriptions) provides current financial resources to governmental funds, while the repayment of the principal long-term debt consumes the current financial resources of governmental funds. Neither transaction has any effect on net position. Also, governmental funds report the effect of premiums, discounts and deferred amounts on refunding when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities.

Principal repayment of general long-term debt	780,000
Subscription payments	62,806

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in governmental funds (grants and delinquent taxes).	1,679,549
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Governmental funds report contributions to defined benefit pension and OPEB plans as expenditures. However, in the statement of activities, the amount contributed to defined benefit pension plans reduces future net pension liability. Also included in pension expense in the statement of activities are amounts required to be amortized.

Change in net pension liability and deferred inflows/outflows related to pensions	(718,548)
Change in total OPEB liability and deferred inflows/outflows related to pensions	106,200

Under the modified accrual basis of accounting used in the governmental funds, expenditures are not recognized for transactions that are not normally paid with expendable available financial resources. In the statement of activities, however, which is presented on the accrual basis, expenses and liabilities are reported regardless of when financial resources are available. In addition, interest on long-term debt is not recognized under the modified accrual basis of accounting until due, rather than as it accrues. These adjustments are as follows:

Change in accrued interest on long-term debt	8,645
Change in compensated absences liability	2,015

Change in net position of governmental activities	\$ 1,576,152
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Attachment: CoHH FY 23 ACFR FINAL (4431 : FY2023 Annual Audit Presentation)

The accompanying notes to financial statements are an integral part of this statement.

CITY OF HOLLY HILL, FLORIDA
STATEMENT OF NET POSITION
PROPRIETARY FUNDS
SEPTEMBER 30, 2023

	Business-type Activities - Enterprise Funds			
	Water and Sewer	Stormwater Drainage	Solid Waste	Total
ASSETS				
Equity in pooled cash and investments	\$ 17,717,483	\$ 2,777,083	\$ 2,931,867	\$ 23,426,433
Accounts receivable, net	1,277,091	1,440	369,896	1,648,427
Due from other governments	-	6,391	-	6,391
Inventories	312,229	15,349	-	327,578
Due from other funds	-	-	91,000	91,000
Restricted equity in pooled cash and investments	772,717	-	-	772,717
Total current assets	20,079,520	2,800,263	3,392,763	26,272,546
Capital assets:				
Land	154,739	608,432	-	763,171
Buildings and improvements	48,323,261	10,329,564	54,651	58,707,476
Machinery and equipment	1,693,399	389,542	5,309	2,088,250
Construction in progress	676,947	198,214	-	875,161
Subscription-Based IT Arrangements (SBITA)	1,148,570	-	-	1,148,570
Accumulated depreciation	(31,622,931)	(6,451,200)	(57,193)	(38,131,324)
Total capital assets, net	20,373,985	5,074,552	2,767	25,451,304
Total noncurrent assets	20,373,985	5,074,552	2,767	25,451,304
Total assets	40,453,505	7,874,815	3,395,530	51,723,850
DEFERRED OUTFLOWS OF RESOURCES				
Deferred outflows related to pensions	432,057	42,522	-	474,579
Deferred outflows related to OPEB	46,595	6,524	-	53,119
Total deferred outflows of resources	478,652	49,046	-	527,698
LIABILITIES				
Current liabilities:				
Accounts payable and accrued liabilities	290,365	25,654	210,845	526,864
Compensated absences	65,424	4,031	-	69,455
Customer deposits	1,330,491	-	-	1,330,491
Unearned revenue	5,906,616	211,438	-	6,118,054
Current maturities on long-term debt	904,508	-	-	904,508
Current maturities on SBITA payable	54,737	-	-	54,737
Payable from restricted assets:				
Accrued interest payable	76,696	-	-	76,696
Total current liabilities	8,628,837	241,123	210,845	9,080,805
Noncurrent liabilities:				
Bonds and notes payable, net	3,807,654	-	-	3,807,654
SBITA payable	985,676	-	-	985,676
Total OPEB liability	394,159	55,182	-	449,341
Compensated absences	206,025	20,993	-	227,018
Net pension liability	1,773,349	174,528	-	1,947,877
Total noncurrent liabilities	7,166,863	250,703	-	7,417,566
Total liabilities	15,795,700	491,826	210,845	16,498,371
DEFERRED INFLOWS OF RESOURCES				
Deferred inflows related to pensions	75,073	7,388	-	82,461
Deferred inflows related to OPEB	318,306	44,563	-	362,869
Deferred inflows related to leases	-	-	-	-
Total deferred inflows of resources	393,379	51,951	-	445,330
NET POSITION				
Net investment in capital assets	14,621,410	5,074,552	2,767	19,698,729
Restricted for debt service	578,274	-	-	578,274
Restricted for utility plant expansion	117,747	-	-	117,747
Unrestricted	9,425,647	2,305,532	3,181,918	14,913,097
Total net position	\$ 24,743,078	\$ 7,380,084	\$ 3,184,685	\$ 35,307,847

The accompanying notes to financial statements are an integral part of this statement.

CITY OF HOLLY HILL, FLORIDA
STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2023

	Business-type Activities - Enterprise Funds			
	Water and Sewer	Stormwater Drainage	Solid Waste	Total
Operating revenues				
Charges for services:				
Water	\$ 3,928,791	\$ -	\$ -	\$ 3,928,791
Sewer treatment	4,173,157	-	-	4,173,157
Waste disposal	-	-	2,781,108	2,781,108
Stormwater management	-	1,135,688	-	1,135,688
Other	356,655	-	-	356,655
Total operating revenues	<u>8,458,603</u>	<u>1,135,688</u>	<u>2,781,108</u>	<u>12,375,399</u>
Operating expenses				
Personnel services	2,360,261	249,154	-	2,609,415
Depreciation/amortization	1,735,644	281,620	553	2,017,817
Utilities	356,972	26,219	-	383,191
Materials and supplies	672,689	17,622	-	690,311
Contractual services	284,539	101,492	3,851,153	4,237,184
Maintenance and repairs	478,415	86,392	-	564,807
Other charges	1,210,660	240,923	347,341	1,798,924
Total operating expenses	<u>7,099,180</u>	<u>1,003,422</u>	<u>4,199,047</u>	<u>12,301,649</u>
Operating income (loss)	<u>1,359,423</u>	<u>132,266</u>	<u>(1,417,939)</u>	<u>73,750</u>
Nonoperating revenues (expenses)				
Investment earnings	588,173	77,457	108,511	774,141
Lease and other income	32,749	-	-	32,749
Interest and debt expense	(192,693)	(4,337)	-	(197,030)
Total nonoperating revenues (expenses)	<u>428,229</u>	<u>73,120</u>	<u>108,511</u>	<u>609,860</u>
Income (loss) before capital grants, capital contributions, and transfers	<u>1,787,652</u>	<u>205,386</u>	<u>(1,309,428)</u>	<u>683,610</u>
Capital grants	282,432	6,285	-	288,717
Capital contributions	39,960	-	-	39,960
Transfers in	122,876	110,540	1,536,460	1,769,876
Transfers out	(318,922)	(53,814)	(200,630)	(573,366)
Change in net position	<u>1,913,998</u>	<u>268,397</u>	<u>26,402</u>	<u>2,208,797</u>
Net position, beginning of year	<u>22,829,080</u>	<u>7,111,687</u>	<u>3,158,283</u>	<u>33,099,050</u>
Net position, end of year	<u>\$ 24,743,078</u>	<u>\$ 7,380,084</u>	<u>\$ 3,184,685</u>	<u>\$ 35,307,847</u>

The accompanying notes to financial statements are an integral part of this statement.

CITY OF HOLLY HILL, FLORIDA
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2023

	Business-type Activities - Enterprise Funds			
	Water and Sewer	Stormwater Drainage	Solid Waste	Total
Cash flows from operating activities				
Cash received from customers	\$ 8,453,828	\$ 1,134,767	\$ 2,863,372	\$ 12,451,967
Cash paid to employees	(2,023,478)	(220,946)	-	(2,244,424)
Cash paid to suppliers	(3,210,300)	(473,021)	(4,159,727)	(7,843,048)
Net cash provided by (used in) operating activities	3,220,050	440,800	(1,296,355)	2,364,495
Cash flows from noncapital financing activities				
Transfers from other funds	122,876	110,540	1,536,460	1,769,876
Transfers to other funds	(318,922)	(53,814)	(200,630)	(573,366)
Lease and other income	32,749	-	-	32,749
Net cash provided by (used in) noncapital financing activities	(163,297)	56,726	1,335,830	1,229,259
Cash flows from capital and related financing activities				
Impact fees	39,960	-	-	39,960
Acquisition and construction of capital assets	(1,442,672)	(254,595)	-	(1,697,267)
Capital grants	50,001	-	-	50,001
Principal payments of long-term debt	(1,805,543)	(347,540)	-	(2,153,083)
Subscription payments	(54,737)	-	-	(54,737)
Interest paid	(203,836)	(6,021)	-	(209,857)
Net cash provided by (used in) capital and related financing activities	(3,416,827)	(608,156)	-	(4,024,983)
Cash flows from investing activities				
Interest received	589,576	77,457	108,511	775,544
Net cash provided by (used in) investing activities	589,576	77,457	108,511	775,544
Net change in cash and cash equivalents	229,502	(33,173)	147,986	344,315
Cash and cash equivalents, beginning of year	18,260,698	2,810,256	2,783,881	23,854,835
Cash and cash equivalents, end of year	<u>\$ 18,490,200</u>	<u>\$ 2,777,083</u>	<u>\$ 2,931,867</u>	<u>\$ 24,199,150</u>
Cash and cash equivalents classified as:				
Unrestricted	\$ 17,717,483	\$ 2,777,083	\$ 2,931,867	\$ 23,426,433
Restricted	772,717	-	-	772,717
Total cash and cash equivalents	<u>\$ 18,490,200</u>	<u>\$ 2,777,083</u>	<u>\$ 2,931,867</u>	<u>\$ 24,199,150</u>
Reconciliation of operating income to net cash provided by (used in) operating activities:				
Operating income (loss)	\$ 1,359,423	\$ 132,266	\$ (1,417,939)	\$ 73,750
Adjustments to reconcile net operating income (loss) to net cash provided by (used in) operating activities:				
Depreciation/amortization	1,735,644	281,620	553	2,017,817
Changes in assets and liabilities:				
Accounts receivable	(6,197)	(921)	82,264	75,146
Lease receivable	842,096	-	-	842,096
Inventories	(84,520)	(6,589)	-	(91,109)
Prepaid items	140	-	-	140
Accounts payable and accrued liabilities	(124,639)	6,216	38,767	(79,656)
Deposits	(17,347)	-	-	(17,347)
Compensated absences	58,678	2,186	-	60,864
Net pension liability	317,232	31,222	-	348,454
Total OPEB liability	(37,133)	(5,200)	-	(42,333)
Deferred inflows related to leases	(823,327)	-	-	(823,327)
Net cash provided by (used in) operating activities	<u>\$ 3,220,050</u>	<u>\$ 440,800</u>	<u>\$ (1,296,355)</u>	<u>\$ 2,364,495</u>

The accompanying notes to financial statements are an integral part of this statement.

CITY OF HOLLY HILL, FLORIDA
STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
SEPTEMBER 30, 2023

	Pension Trust Funds	Custodial Fund Holly Hill Police Explorers
ASSETS		
Cash and cash equivalents	\$ 219,767	\$ 9,518
Total cash and cash equivalents	<u>219,767</u>	<u>9,518</u>
Prepaid Items	<u>2,958</u>	<u>-</u>
Receivables		
Due from state	37,267	-
Interest and dividends receivable	35,739	-
Total receivables	<u>73,006</u>	<u>-</u>
Investments, at fair value		
U.S. Treasury obligations	1,529,881	-
Government agency obligations	507,287	-
Corporate and municipal debt obligations	2,040,854	-
Mutual funds	12,154,494	-
Real estate investment trust	1,329,657	-
Pooled funds - real estate	437,124	-
Total investments	<u>17,999,297</u>	<u>-</u>
Total assets	<u>18,295,028</u>	<u>9,518</u>
LIABILITIES		
Accounts payable	16,252	-
Total liabilities	<u>16,252</u>	<u>-</u>
NET POSITION		
Restricted for:		
Pensions	18,278,776	-
Organization	-	9,518
	<u>\$ 18,278,776</u>	<u>\$ 9,518</u>

The accompanying notes to financial statements are an integral part of this statement.

CITY OF HOLLY HILL, FLORIDA
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2023

	Pension Trust Funds	Custodial Fund Holly Hill Police Explorers
Additions		
Contributions:		
Employer	\$ 694,609	\$ -
Plan members	154,983	-
State - insurance premium taxes	273,656	-
Private contributions	-	4,135
Total contributions	<u>1,123,248</u>	<u>4,135</u>
Investment earnings (loss):		
Net appreciation (depreciation) in fair value of investments	769,651	-
Interest and dividends	922,560	-
Total investment earnings (loss)	<u>1,692,211</u>	<u>-</u>
Less: investment expense	<u>(121,419)</u>	<u>-</u>
Net investment earnings (loss)	<u>1,570,792</u>	<u>-</u>
Total additions	<u>2,694,040</u>	<u>4,135</u>
Deductions		
Benefit payments and refunds	1,367,938	-
Administrative expenses	58,718	-
Program expenses	-	3,393
Total deductions	<u>1,426,656</u>	<u>3,393</u>
Change in net position	<u>1,267,384</u>	<u>742</u>
Net position, beginning of year	17,011,392	8,776
Net position, end of year	<u><u>\$ 18,278,776</u></u>	<u><u>\$ 9,518</u></u>

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(1) Summary of Significant Accounting Policies:

The financial statements of the City of Holly Hill, Florida (the City), have been prepared in conformance with accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted body for promulgating governmental accounting and financial reporting principles and the City has adopted the GASB Codification. The following is a summary of the City's significant accounting policies:

(a) **Reporting entity**—The City is a municipal corporation created by the Laws of Florida, Chapter 67-1274, located in Volusia County. The City was originally incorporated under the general laws of Florida on July 1, 1901 (Records of Incorporation, Volusia County, Vol. I, p. 101). This incorporation was validated in 1903 by Laws of Florida, Chapter 5346 (1903).

The legislative branch of the City is composed of an elected five-member City Commission consisting of the Mayor and four commissioners. The City Commission is governed by the City Charter and by state and local laws and regulations. The City Commission is responsible for the establishment and adoption of policy. The execution of such policy is the responsibility of the Commission appointed City Manager.

In evaluating the City as a reporting entity, management has addressed all potential component units (traditionally separate reporting entities) for which the City may be financially accountable and, as such, should be included within the City's financial statements. The City (the primary government) is financially accountable if it appoints a voting majority of the organization's governing board and (1) it is able to impose its will on the organization or (2) there is a potential for the organization to provide specific financial burden on the City. Additionally, the primary government is required to consider other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

A primary government has the ability to impose its will on an organization if it can significantly influence the programs, projects or activities of, or the level of services performed or provided by, the organization. A financial benefit or burden relationship exists if the primary government (a) is entitled to the organizations' resources; (b) is legally obligated or has otherwise assumed the obligation to finance the deficits of, or provide financial support to, the organization; or (c) is obligated in some manner for the debt of the organization. In applying the above criteria, management has determined there is one component unit to be included within the reporting entity.

(b) **Blended component unit**—The City of Holly Hill Community Redevelopment Fund was created by Ordinance No. 2426 to account for the receipt and expenditure of property tax revenues from the tax increment financing district created to support City redevelopment. Although legally separate, the same elected City Commission members serve as the governing board of the Community Redevelopment Fund. Since the City is financially accountable for the activities of the Fund, its governing board is the same, and its relationship to the City is significant, its financial activities are reported on a blended basis as if it were part of the primary government as a special revenue fund. Separate financial statements for the Community Redevelopment Fund are published.

**CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(1) **Summary of Significant Accounting Policies:** (Continued)

(c) **Government-wide and fund financial statements**—The government-wide financial statements (i.e., the statement of net position and the statement of changes in net position) report aggregated information for the overall government for all of the activities of the primary government. These statements do not report fiduciary funds or fiduciary component units such as retirement trust funds. Those activities are reported only in fund financial statements. The effect of interfund activity has been removed from these statements.

Governmental activities, which normally are supported by taxes, intergovernmental revenues, and other nonexchange revenues, are reported separately from business-type activities, which are financed wholly or partially by fees charged to external parties for goods or services and are reported in enterprise funds.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Indirect costs are included in the program expense reported for individual functions and activities. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

(d) **Measurement focus, basis of accounting, and financial statement presentation**—The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, and expenditures. Government resources are allocated to, and accounted for in, individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

The accounting and financial reporting treatment is determined by the applicable measurement focus and the basis of accounting. The basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. The basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. Measurement focus indicates the type of resources being measured such as current financial resources (current assets less current liabilities) or economic resources (all assets and liabilities).

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary funds and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

**CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(1) **Summary of Significant Accounting Policies:** (Continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period, except for grants not from FEMA which are considered earned when expenditures are incurred and all eligibility requirements met. Property taxes, franchise fees, grants, intergovernmental revenues, charges for services, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the City.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, certain expenditures relating to future periods, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The City reports the following major governmental funds:

General Fund—The General Fund is the principal fund of the City which accounts for all financial transactions not accounted for in other funds. The majority of current operating expenditures of the City other than proprietary fund activities are financed through revenues received by the General Fund.

Capital Projects Fund—Capital projects funds are used to account for the financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary and trust funds). These funds are considered major funds regardless of size for consistency.

Community Redevelopment Trust Fund—The Community Redevelopment Trust Fund is a special revenue fund established by the City for the economic development of designated areas of the City that receives special incremental ad-valorem tax levies to pay for rehabilitation and redevelopment of the specified area in need of improvement to sustain the tax base, pay for capital projects and the payment of, general long-term debt principal, interest, and related costs associated with the CRA Redevelopment Refunding Revenue Note, Series 2012 and the CRA Redevelopment Revenue Note, Series 2013.

The City reports the following major proprietary funds:

Water and Sewer System Fund—The Water and Sewer System Fund accounts for the costs and recovery of costs in the form of user charges related to the production, treatment and distribution of potable water, along with the collection, treatment and disposal of sewage waste with the City. The maintenance and improvement of utility plant required to provide these goods and services are financed primarily from user charges. Physical plant expansion is financed primarily from revenue bond obligations and other long-term debt borrowings.

CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

(1) **Summary of Significant Accounting Policies:** (Continued)

Stormwater Drainage Fund—The Stormwater Drainage Fund accounts for user charges assessed to citizens for the operation, maintenance and improvement of the City's stormwater drainage systems. Federal awards and state financial assistance are also a major source of revenue to assist with the financing of capital improvements to these facilities.

Solid Waste Fund—The Solid Waste Fund provides the community with refuse and recycling services provided by third-party contracted vendors, the costs of which are primarily recovered by user charges.

Additionally, the City reports the following fund types:

Special Revenue Fund—These funds are used to account for the proceeds of specific revenue sources (other than special assessments, or capital projects) which are legally restricted to finance particular functions or activities of the City. These funds include the Impact Fees Trust Fund and Law Enforcement Trust Fund.

Fiduciary Funds—These funds include the following:

Pension trust funds (Municipal Police Officers' Retirement Fund and the Municipal Firefighters' Pension Trust Fund) are accounted for by the City to provide data on the accumulation of financial resources to pay pension benefits to qualified participants in the City's Police and Fire pension trust funds.

The Holly Hill Police Explorers Custodial Fund accounts for monies held for the Police Explorers for which the City provides accounting and investing services.

As a general rule, the effect of the City's interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the City's water and sewer function and various other functions. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include 1) charges to customers for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments (when applicable). Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's enterprise funds are charges to customers for sales and services. The City recognizes as operating revenue the portion of impact fees intended to recover the cost of connecting new customers to the system. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

**CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(1) **Summary of Significant Accounting Policies:** (Continued)

(e) **Budgetary information**—The annual operating budgets are adopted by the City Commission using the following procedures:

Annual budgets are adopted for all funds of the City except for the Pension Trust funds that are effectively controlled through governing agreements and related City ordinances. The annual operating budgets are prepared on a basis consistent with accounting principles generally accepted in the United States of America. Annual budget appropriations lapse at the end of each fiscal year, except for unexpended appropriations on open grant programs and capital projects, which are carried forward in subsequent annual budgets.

Encumbrance accounting is employed in governmental funds. Encumbrances represent open purchase orders and other commitments for goods/services that are not yet received and are recorded to reserve that portion of the applicable appropriation. Encumbrances are recognized as expenditures in the period in which the actual goods/services are received and a liability is incurred. Encumbrances outstanding at year-end are canceled and re-appropriated in the succeeding year's budget; such amounts, if material, are disclosed in the notes as commitments.

Prior to the first day of August of each year, the City Manager prepares a recommended budget for the next succeeding fiscal year and submits it to the City Commission. The recommended budget includes proposed expenditures and the source of receipts to finance them.

City Commission holds a series of budget workshops in addition to a minimum of two public hearings on the proposed budget and adopts the official annual budget of the City, by ordinance, prior to September 30.

The budget, as adopted, may only be amended through formal approval by City Commission. Budgetary integration is established in the accounting records for control purposes at the object of expenditure level; however, the City Charter establishes the level at which expenditures may not legally exceed budget at the fund level. Therefore, the City Manager may transfer budgeted amounts within and between departments of the City without formal approval by City Commission.

During the year ended September 30, 2023, the general fund's actual expenditures/transfers out exceeded budgetary appropriations for the year by \$34,789.

(f) **Deposits and investments**—The City's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

The City's investment policies are governed by state statutes and local resolution. These policies authorize the City to invest in bonds, notes, certificates of indebtedness, treasury bills, or other securities which are guaranteed by the full faith and credit of the United States of America, interest bearing savings accounts, interest bearing certificates of deposit and interest-bearing time deposits. All of the City's investments are reported at fair value. All fiduciary (police and fire pension) fund investments are stated at fair values.

**CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(1) **Summary of Significant Accounting Policies:** (Continued)

(g) **Receivables and payables**—Activity between funds that is representative of lending/borrowing arrangements outstanding at the end of the fiscal year is referred to as either “due to/from other funds” (i.e., the current portion of interfund loans) or “advances to/from other funds” (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as “due to/from other funds.” Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances,” when applicable.

All trade and property tax receivables are reported net of an allowance for uncollectible accounts, which is based upon management's analysis of historical trends. Utility operating sales are generally recognized on the basis of cycle billings rendered monthly. Unbilled accounts receivable are accrued by the City at September 30th, to recognize the sales revenues earned between the last meter reading dates made in mid-September through the end of the fiscal year

All unpaid property taxes receivable at year-end are at least 180 days past due, at which time the applicable property is subject to lien, and penalties and interest are assessed.

(h) **Inventories and prepaid items**—The cost of inventories are accounted for on the consumption basis wherein inventories are charged as expenditures when used rather than when purchased. All inventories are valued at cost, which approximates net realizable value, by using the first-in, first-out valuation method. The effect of this method is to flow the costs of the materials and supplies in the order in which they are purchased and to assign a balance sheet inventory valuation more nearly at current replacement value. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. The cost of prepaid items is recorded as expenditures / expenses when consumed rather than when purchased.

(i) **Restricted assets**—Certain proceeds of the City’s revenue note obligations, as well as certain resources set aside for their repayment, are classified as restricted assets in the government-wide financial statements because their use is limited by applicable legal indentures imposed by applicable bond covenants and other legal indentures. The restricted assets are used to report resources set aside to 1) provide a reserve for debt service, 2) provide a reserve for maintenance and replacement costs, and 3) acquire capital assets.

(j) **Capital assets**—Capital assets include property, plant, equipment and infrastructure assets. The terms general capital assets and general infrastructure assets relate only to the assets associated with governmental activities, whereas the terms capital assets and infrastructure assets relate to all such assets belonging to the City. The City has elected to report all known infrastructure assets and related depreciation expense on all infrastructure assets in the entity-wide statement of net position and statement of activities.

Capital assets are defined by the City as equipment with an initial individual cost of \$5,000 or more and an estimated useful life of more than one year. The capitalization policy for building and improvements other than buildings require assets with an initial cost to be \$5,000 or more before it is capitalized. For all infrastructure assets, costs must exceed \$5,000 before the assets are capitalized. Such assets are recorded at historical cost or estimated historical cost, if purchased or constructed. Contributed assets are recorded at acquisition value on the date received.

CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

(1) **Summary of Significant Accounting Policies:** (Continued)

Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized if they meet the dollar threshold.

Maintenance and repairs of property, and replacements and renewals of items determined to be less than units of property, are charged to operating expenses as incurred.

Depreciation is reported for the primary government using the straight-line method calculated on a service-life basis to amortize the cost of the asset over their estimated economic useful lives, which are as follows:

Assets	Years
Buildings	20 – 50 years
Improvements	10 – 50 years
Machinery and equipment	3 – 30 years
Subscription-based information technology arrangements	5 – 20 years
Infrastructure	20 – 50 years

(k) **Compensated absences**—The portion of payroll costs paid subsequent to year-end attributable to services performed prior to year-end, including accumulated unpaid vacation and sick-leave, is recorded and recognized as a current liability. The portion of the liability for compensated absences attributable to periods beyond the current year is recognized as a long-term liability. Two of the City's major governmental funds (General and Community Redevelopment Agency Special Revenue Funds) employ personnel and are responsible for liquidating governmental fund compensated absence obligations. The liability for compensated absences in the Proprietary Fund Types is liquidated in the Proprietary Fund in which the liability originally incurred.

(l) **Unearned revenue**—Unearned revenues are reported when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Unearned revenues also arise when resources are received by the City before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the City has a legal claim to the resources, the liability for unearned revenue is removed and revenue is recognized.

(m) **Long-term obligations**—In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable premium or discount.

(n) **Deferred outflows/inflows of resources**—In addition to assets, the statement of net position reports a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net assets that applies to future periods and so will not be recognized as an outflow of resources expense until then. The City has deferred outflows related to the Police Plan, Fire Plan, FRS and HIS pensions and the OPEB plan, which qualify for reporting in this category.

**CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(1) Summary of Significant Accounting Policies: (Continued)

In addition to liabilities, the statement of financial position reports a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to future periods and so will not be recognized as an inflow of resources (revenue) until that time. The City has multiple items, deferred inflows related to the Police Plan, Fire Plan, FRS and HIS pensions, OPEB Plan, leases, and unavailable FEMA grant revenue, which qualify for reporting in this category.

(o) **Subscription-Based Information Technology Agreements (SBITAs)**—The City has entered into SBITAs involving a Supervisory Control and Data Acquisition (SCADA) monitoring service suite for its utility systems and an enterprise resource planning (ERP) software system. The City recognizes intangible right-to-use (RTU) assets and corresponding liabilities for all SBITAs that are not considered short-term. RTU assets represent the City's right to use an underlying intangible asset for the agreement term and liabilities represent the City's obligation to make payments arising from the SBITA. RTU assets and liabilities are recognized at the agreement commencement date based on the present value of payments over the SBITA term.

Basis of classification – SBITAs where the maximum possible agreement term(s) is non-cancelable by both parties, and more than 12 months are not considered short term.

Discount Rate – Unless explicitly stated in the agreement, known by the City, or the City is able to determine the rate implicit within the agreement, the discount rate used to calculate SBITA right-to-use assets will be the City's incremental borrowing rate (IBR), which will be the rate utilized for the subsequent fiscal year.

The City's SBITAs do not contain any material residual value guarantees or material restrictive covenants.

(p) **Pensions / Net pension liabilities**—For purposes of measuring the net pension liability, total OPEB liability, deferred outflows of resources and deferred inflows of resources related to pensions/OPEB, and pension/OPEB expense, information about the fiduciary net position of the Police defined benefit plan, Fire defined benefit plan, FRS defined benefit plan and the HIS defined benefit plan, OPEB plan and additions to/deductions from the Police, Fire, FRS and the HIS fiduciary and OPEB plan net position have been determined on the same basis as they are reported by the Police, Fire, FRS, and HIS and OPEB plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

(q) **Fund balance policies**—In the fund financial statements, governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Those classifications are as follows:

**CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(1) Summary of Significant Accounting Policies: (Continued)

- (i) *Nonspendable* – This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash such as inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable, as well as property acquired for resale unless the use of the proceeds from the collection of those receivables or from the sale of those properties is restricted, committed, or assigned.
- (ii) *Restricted* – This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation (i.e. when the government assesses, levies, charges, or otherwise mandates payment of resources from external resource providers and includes a legally enforceable requirement that those resources be used only for the specific purposes stipulated in the legislation). The City has classified Forfeitures as being restricted because their use is restricted by State Statute for police investigative expenditures. Debt service resources are to be used for future servicing of the revenue note and are restricted through debt covenants. Infrastructure Projects are restricted by State Statute and County laws and are legally segregated for funding of infrastructure improvements.
- (iii) *Committed* – This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the City Commission. The City Commission is the highest level of decision-making authority for the City that can, by adoption of an ordinance prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.
- (iv) *Assigned* – This classification includes amounts that are constrained by the City's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the City Commission or through the City Commission delegating this responsibility to the City Manager through the budgetary process, as is authorized under Article I, Section 30-27 of the City's Code of Ordinances.
- (v) *Unassigned* – This classification includes the residual fund balance for the General Fund and fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund.

The City would typically use restricted fund balances first, followed by committed resources, and then assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first to defer the use of these other classified funds.

**CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(1) **Summary of Significant Accounting Policies:** (Continued)

The City has a policy establishing the following targeted minimum and maximum reserve levels of unassigned fund balances:

<u>Fund</u>	<u>Minimum</u>	<u>Maximum</u>
General	20%	25%
Water and Sewer	20%	25%
Solid Waste	20%	100%
Stormwater	20%	25%

The above targets are based on current fiscal year operating expenditures and transfers out less non-recurring capital budgeted for the funds.

(r) **Net position**—The government-wide and business-type activities fund financial statements utilize a net position presentation. Net position is categorized as net investment in capital assets, restricted and unrestricted. Net investment in capital assets groups all capital assets into one component of net position. Accumulated depreciation and the outstanding balances of debt as well as interest accrued on that debt attributed to the acquisition, construction or improvement of these assets reduce the balance in this category. Restricted net position includes all net position with external restrictions imposed by creditors, grantors, or laws and regulations of other governments. Unrestricted net position is the residual amount of net position of the City that is not restricted for any particular purpose. The unrestricted Water and Sewer Fund net position includes revenues designated by the City Commission for use in future capital repair and replacement projects.

(s) **Use of estimates**—Management uses estimates and assumptions in preparing financial statements in accordance with generally accepted accounting principles. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenses. Actual results could vary from the estimates assumed in preparing the financial statements.

(2) **Reconciliation of Government-Wide and Fund Financial Statements:**

(a) **Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position**—Following the governmental fund balance sheet is a reconciliation between fund balance - total governmental funds and net position - governmental activities as reported in the government-wide statement of net position. A detailed explanation of these differences is provided in this reconciliation.

(b) **Explanation of certain differences between the governmental fund statement of revenues, expenditures, and changes in fund balances and the government-wide statement of activities**—Following the governmental fund statement of revenues, expenditures, and changes in fund balances, there is a reconciliation between net changes in fund balances - total governmental funds and changes in net position of governmental activities as reported in the government-wide statement of activities. A detailed explanation of these differences is provided in this reconciliation.

**CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(3) Property Tax Calendar:

Under Florida law, the assessment of all properties and the collection of all county, municipal and school district property taxes are consolidated in the offices of the County Property Appraiser and County Finance Director. The laws of the state regulating tax assessment are also designed to assure a consistent property valuation method statewide. State Statutes permit municipalities to levy property taxes at a rate of up to 10 mills. The millage rate assessed by the City was 6.25 mills for the (2022 tax year) fiscal year ended September 30, 2023.

(4) Deposits and Investments:

The City's investment policies are governed by Chapter 280 and 218, Florida Statutes. For all investments authorized by statute the City applies the "Prudent Person" standard when developing investment strategies. The basic allowable investment instruments are as follows:

The Local Government Surplus Trust Funds or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act of 1969, as provided in s. 163.01

Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency

Interest bearing time deposits or savings accounts in qualified public depositories as defined in Chapter 280, Florida Statutes.

Direct obligations of the United States Treasury

Deposits include cash on hand and amounts held in the City's demand accounts. At September 30, 2023, the carrying amount of the City's deposits was \$14,929,250 with bank balances totaling \$15,160,084. Each demand account is insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. Any balance in excess of FDIC insurance is covered by collateral held by the City's custodial bank, which is pledged to a state trust fund that provides security in accordance with Florida Security for Public Deposits Act, Chapter 280, Florida Statutes.

The Florida Security for Public Deposits Act (the Act) established guidelines for qualification and participation by banks and savings associations, procedures for the administration of the collateral requirements and characteristics of eligible collateral. Under the Act, the qualified public depository must pledge at least 50 percent of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance. Additional collateral, up to a maximum of 125 percent, may be required, if deemed necessary under the conditions set forth in the Act.

Obligations pledged to secure deposits must be delivered to the State Treasurer or, with the approval of the State Treasurer, to a bank, savings association, or trust company provided a power of attorney is delivered to the Treasurer. Under the Act, the pool may assess participating financial institutions on a pro rata basis to fund any shortfall in the event of the failure of a member institution.

Investments of the defined benefit pension plans consist principally of debt and equity mutual funds, all of which are authorized by the plans.

CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

(4) Deposits and Investments: (Continued)

The City invests temporarily idle resources in Certificates of Deposit, the Florida Prime Investment Pool (Florida PRIME), Florida Local Government Investment Trust (FLGIT) and the Local Government Investment Pool (FLCLASS). Florida PRIME is administered by the Florida State Board of Administration (SBA), who provides regulatory oversight. Florida PRIME, FLGIT, and FLCLASS are similar to money market funds in which units are owned in the fund rather than the underlying investments. These investments are reported at amortized cost and meet the requirements of GASB Statement No. 31, as amended by GASB Statement No. 79, Certain External Investment Pools and Pool Participants, which establishes criteria for an external investment pool to qualify for making the election to measure all of its investments at amortized cost for financial reporting purposes. There is no limitation or restrictions on withdrawals from Florida PRIME; FLGIT, and FLCLASS although in the occurrence of an event that has a material impact on liquidity or operations of the trust fund, the funds' executive director may limit contributions to or withdrawals from the trust fund for a period of 48 hours.

The City measures and records its investments, assets whose use is limited, and restricted assets using fair value measurement guidelines established by GASB. The City has not changed valuation techniques since the prior year. These guidelines recognize a three-tiered fair value hierarchy, as follows:

- *Level 1:* Quoted prices for identical investments in active markets;
- *Level 2:* Observable inputs other than quoted market prices; and,
- *Level 3:* Unobservable inputs.

The asset's or liability's level within the hierarchy is based on the lowest level of input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The determination of what constitutes observable inputs requires judgment by City's management. City management considers observable data to be that market data which is readily available, regularly distributed or updated, reliable, and verifiable, not proprietary, and provided by multiple independent sources that are actively involved in the relevant market.

The categorization of an investment or liability within the hierarchy is based upon the relative observability of the inputs to its fair value measurement and does not necessarily correspond to City management's perceived risk of that investment or liability.

The City applies fair market value updates to its securities on a daily basis. Security pricing is provided by a third party, and is reported daily to the City by its custodian bank. Assets are categorized by asset type, which is a key component of determining hierarchy levels.

Asset types allowable per the City's investment policy generally fall within hierarchy level 1 and 2. The City recorded its investments at fair value, and primarily uses the Market Approach to valuing each security.

CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

(4) Deposits and Investments: (Continued)

The following is a description of the valuation techniques used for assets measured at fair value:

U.S. Treasuries—Valued at fair value based on quoted market prices at year end.

U.S. Agencies, GNMA, and Municipal Obligations—Valued based on a matrix pricing model.

Corporate Bonds—Valued based on a matrix pricing model.

Corporate Equities and Mutual Funds—Valued at fair value based on quoted market prices at year end.

Money Market Funds—Valued at the underlying fund balance.

As of September 30, 2023, the City's Governmental, Business, and Custodial type funds had the following investments, effective duration, and fair value hierarchy level:

Investment Type	Fair Value	Investment Maturities (in Years)					Credit Rating	Fair Value Hierarchy Level
		Less Than 1	1-5	6-10	More Than 10			
Governmental and Business-Type:								
U.S. Agencies	\$ 5,615,058	\$ 5,615,058	\$ -	\$ -	\$ -	AA+	2	
Florida Prime	12,117,929	12,117,929	-	-	-	AAAm	N/A	
Florida Local Investment Trust	3,787,902	3,787,902	-	-	-	AAAm	N/A	
FLCLASS	5,390,893	5,390,893	-	-	-	AAAm	N/A	
Certificate of Deposit	750,000	500,000	250,000	-	-	N/A	N/A	
Total Government and Business-type investments	\$ 27,661,782	\$ 27,411,782	\$ 250,000	\$ -	\$ -			

The following chart shows the Police Plan's cash and investment accounts by investment portfolios and their respective maturities as of September 30, 2023:

Investment Type	Fair Value	Investment Maturities (in Years)				Credit Rating	Fair Value Hierarchy Level
		Less Than 1	1-5	6-10	More Than 10		
Money market fund	\$ 139,983	\$ 139,983	\$ -	\$ -	\$ -	AA+	N/A
U.S. Treasuries	1,227,343	-	908,583	318,760	-	AA+	1
Bonds and debt obligations	1,342,785	111,898	800,246	189,960	240,681	BBB to AAA	2
Real estate investment fund	1,329,657	1,329,657	-	-	-	N/A	N/A-N/A
Mutual funds/Equity financials	8,521,771	8,521,771	-	-	-	N/A	1
Total Portfolio	<u>\$ 12,561,539</u>	<u>\$ 10,103,309</u>	<u>\$ 1,708,829</u>	<u>\$ 508,720</u>	<u>\$ 240,681</u>		

CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

(4) Deposits and Investments: (Continued)

The following chart shows the Fire Plan's cash and investment accounts by investment portfolios and their respective maturities as of September 30, 2023:

Investment Type	Fair Value	Investment Maturities (in Years)				Credit Rating	Fair Value Hierarchy Level
		Less Than 1	1-5	6-10	More Than 10		
Money market fund	\$ 79,784	\$ 79,784	\$ -	\$ -	\$ -	AA+	N/A
U.S. Treasuries	302,538	3,894	149,554	95,575	53,515	AA+	1
Bonds and debt obligations	758,053	137,978	307,130	103,730	209,215	BBB- to AAA	2
U.S. Government agencies	447,303	-	194,740	91,130	161,433	N/A	2
Multi-employer property fund	437,124	437,124	-	-	-	N/A	2
Mutual funds/Equity financials	3,632,723	3,632,723	-	-	-	N/A	1
Total Portfolio	<u>\$ 5,657,525</u>	<u>\$ 4,291,503</u>	<u>\$ 651,424</u>	<u>\$ 290,435</u>	<u>\$ 424,163</u>		

The Police Plan's ownership interest in the U.S. Real Estate Investment Fund, LLC (the Real Estate Fund) is offered and sold by means of a private placement offering conducted in compliance with Rule 506 of Regulation D under the Securities Act of 1933, as amended. The Real Estate Fund is an open-end diversified core commingled real estate fund that invests in private real estate and is structured as a Delaware limited liability company. As of September 30, 2023, the Police Plan held 997.45 interests with a net asset value (NAV) of \$1,627,648. Interests are purchased and redeemed through periodic transactions and the value of the interests purchased or sold in such transactions is based on the interest value applicable to the valuation date at which each individual transaction occurred.

The estimated value of the Real Estate Fund is based on the NAV of the interests held and per GASB 72 no level is assigned in the fair value hierarchy.

Requests for redemptions of interests in the Real Estate Fund may be made at any time after the later of (i) the first anniversary of the Initial Closing and (ii) the date upon which the NAV first exceeds \$200 million (the period then ending, the "Redemption Lockout Period") (Total ending NAV at September 30, 2023 was approximately \$9.4 billion), and subject to Article 7, a Member may elect to have the Company redeem some or all of its Interests by providing the Manager with written notice to such effect (a "Redemption Notice") in a form acceptable to the Manager at least 90 days prior to a calendar quarter end; provided, in any case, that there is not an Unfunded Capital Commitment with respect to such Member. Unless such notice period is waived by the Manager, redemption requests will be effective as of the first calendar quarter end upon or after the expiration of the 90-day notice period (the "Redemption Effective Date") (Interests subject to a valid Redemption Notice shall, upon the Redemption Effective Date, become "Redemption Interests").

Interest Rate Risk: Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of investments. Generally, the longer the time to maturity, the greater the exposure to interest rate risk. The City does not have a policy regarding interest rate risk. The City manages its exposure to declines in fair values by investing primarily in pooled investments that have a weighted average maturity of one year or less, with a special provision allowing up to 20% of the investment portfolio to have a maturity of not more than five years.

**CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(4) Deposits and Investments: (Continued)

Credit Risk: Credit risk is the risk that a debt issuer or other counter-party to an investment will not fulfill its obligations. The City's investment policy limits credit risk by restricting authorized investments to those described above. Also, the policy requires that investments held are to be diversified to the extent practicable to control the risk of loss resulting from over concentration of assets in a specific maturity, issue, instrument, dealer or bank through which financial instruments are bought and sold.

Custodial Credit Risk—Deposits: In the case of deposits, this is the risk that in the event of a bank failure, the City's deposits may not be returned to it. Pursuant to the applicable provisions of Chapter 280, Florida Statutes, *The Florida Security for Public Deposits Act*, the State of Florida, Department of Financial Services, Division of Treasury, Bureau of Collateral Management have established specific requirements relative to the security and collateralization for public deposits. Accordingly, banks qualifying as a public depository in the State of Florida must adopt the necessary procedures outlined in these statutes and meet all of the requirements of this chapter to be designated by the State Chief Financial Officer (CFO) as eligible to receive deposits from municipal depositors. Collateral having a market value equal to 50% of the average daily balance for each month of all public deposits in excess of any applicable depository insurance is required to be pledged or deposited with the State CFO to secure such deposits. Additional collateral, up to a maximum of 125% may be required if deemed necessary under the conditions set forth in the Act. Securities eligible to be pledged as collateral are generally limited to obligations of the United States government and any state thereof and are held in the name of the State CFO's office. Compliance with the provisions of Chapter 280, Florida Statutes, is monitored by a Qualified Public Depository Oversight Board with members appointed by the State CFO.

The City's investment policy pursuant to Section 218.415(18), Florida Statutes requires securities, with the exception of certificates of deposits, shall be held with a third-party custodian; and all securities purchased by, and all collateral obtained by the City should be properly designated as an asset of the City. The securities must be held in an account separate and apart from the assets of the financial institution. A third-party custodian is defined as any bank depository chartered by the Federal Government, the State of Florida, or any other state or territory of the United States which has a branch or principal place of business in the State of Florida, or by a national association organized and existing under the laws of the United States which is authorized to accept and execute trusts and which is doing business in the State of Florida. Certificates of deposits will be placed in the provider's safekeeping department for the term of the deposit.

The City's investment policy requires that time deposit investments be made only with banking institutions that are members of the State of Florida collateral pool. Florida Statutes authorize, and the state administers, a collateral pool that ensures no loss of public funds

Concentration of Credit Risk: Concentration of credit risk is the risk of loss attributed to the magnitude of an investment in a single issuer. The City's investment policy requires diversification, but does not specify limits on types of investments. Both the Police and Fire Pension trust funds investments are in accordance with City Ordinance and in compliance with Florida Statutes F.S. 175 and F.S. 185.

CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

(4) Deposits and Investments: (Continued)

Investments held in the City's Police and Firefighters' pension trust funds (the "Police Plan" and "Fire Plan", respectively) are generally held to maturity to provide a stable investment interest rate platform which is vital to the projection of actuarial pension costs in the future. Both the Police and Fire Pension trust funds are invested per City Ordinance and in compliance with Florida Statutes F.S. 175 and F.S. 185.

Foreign Currency Risk: Foreign currency risk is the risk that changes in exchange rates will adversely affect the fair value of an investment. Investments in the City's Police and Fire Plans include international equity stocks and other investments.

The Police Plan's exposure to foreign currency risk is as follows at September 30, 2023:

<u>Country</u>	<u>Percentage</u>	<u>Currency</u>	<u>Fair Value</u>
France	1.1%	Euro	\$ 133,150
Japan	1.0%	Japanese Yen	127,824
India	0.8%	Indian Rupee	96,460
Canada	0.8%	Canadian Dollar	94,803
United Kingdom	0.7%	Pound Sterling	92,673
Various	5.1%	Various	638,648
Total Portfolio	<u>9.5%</u>		<u>\$ 1,183,558</u>

The Fire Plan's exposure to foreign currency risk is as follows at September 30, 2023:

<u>Country</u>	<u>Percentage</u>	<u>Currency</u>	<u>Fair Value</u>
Euro Zone	5.2%	Euro	\$ 296,069
Japan	1.9%	Japanese Yen	108,339
United Kingdom	1.3%	Pound Sterling	76,067
India	0.8%	Indian Rupee	48,085
China	0.5%	Chinese Yuan	30,149
Various	4.0%	Various	227,118
Total Portfolio	<u>13.7%</u>		<u>\$ 785,827</u>

CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

(5) Accounts Receivable:

The City's receivables consisted of the following at September 30, 2023:

	Gross Receivable	Allowance for Doubtful Accounts	Net Receivable
Governmental Activities:			
General Fund	\$ 447,485	\$ (7,713)	\$ 439,772
Impact Fees Trust	126	-	126
Law Enforcement Trust	13	-	13
Community Redevelopment Fund	4,273	-	4,273
Total – Governmental Activities	<u>451,897</u>	<u>(7,713)</u>	<u>444,184</u>
Business-Type Activities:			
Water and Sewer Fund	1,354,197	(77,106)	1,277,091
Solid Waste Fund	384,954	(15,058)	369,896
Stormwater Fund	47,386	(45,946)	1,440
Totals – Business-Type Activities	<u>1,786,537</u>	<u>(138,110)</u>	<u>1,648,427</u>
Totals	<u>\$ 2,238,434</u>	<u>\$ (145,823)</u>	<u>\$ 2,092,611</u>

In addition to accounts receivable, the City also recorded \$2,198,002 in due from other governments at September 30, 2023.

(6) Transfers and Interfund Loans:

Transfers are used to (1) move revenues from the fund with collection authorization to the debt service fund as debt service principal and interest payments become due, (2) move restricted amounts from borrowings to the debt service funds to establish and maintain mandatory reserve and sinking fund accounts, (3) move revenues from proprietary fund operations to the general fund for payments in lieu of taxes, and (4) move unrestricted revenues to finance various programs that the City must account for in other funds in accordance with budgetary authorizations, including amounts provided as matching funds for various grant programs.

For the year ended September 30, 2023, individual fund transfers to and from other funds for the primary government were comprised of the following:

Description	Total Transfers Out	Total Transfers In				
		Governmental Funds		Enterprise Funds		
		General Fund	Capital Projects	Water and Sewer	Stormwater Drainage	Solid Waste
Governmental Funds						
General Fund	\$ 1,704,462	\$ -	\$ 65,000	\$ 92,462	\$ 10,540	\$ 1,536,460
Law Enforcement Trust	15,900	15,900	-	-	-	-
Community Redevelopment	8,580	8,580	-	-	-	-
Total – Governmental Funds	<u>1,728,942</u>	<u>24,480</u>	<u>65,000</u>	<u>92,462</u>	<u>10,540</u>	<u>1,536,460</u>
Enterprise Funds						
Water and Sewer	318,922	218,922	-	-	100,000	-
Stormwater Drainage	53,814	23,400	-	30,414	-	-
Solid Waste	200,630	200,630	-	-	-	-
Total – Enterprise Funds	<u>573,366</u>	<u>442,952</u>	<u>-</u>	<u>30,414</u>	<u>100,000</u>	<u>-</u>
Total	<u>\$ 2,302,308</u>	<u>\$ 467,432</u>	<u>\$ 65,000</u>	<u>\$ 122,876</u>	<u>\$ 110,540</u>	<u>\$ 1,536,460</u>

CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

(6) Transfers and Interfund Loans: (Continued)

The outstanding balances between funds result mainly from the time lag between the dates reimbursable expenditures occur, when transactions are recorded in the accounting system, and when payments between funds are made. At September 30, 2023, individual fund interfund receivables and payables for the primary government were comprised of the following:

	Due from Other Funds	Due to Other Funds
General Fund	\$ -	\$ 91,000
Solid Waste Fund	91,000	-
Total – All Funds	<u>\$ 91,000</u>	<u>\$ 91,000</u>

(7) Capital Assets:

Capital asset activity for the fiscal year ended September 30, 2023, is as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 2,523,931	\$ -	\$ -	\$ 2,523,931
Construction in progress	365,745	1,421,670	(1,472,668)	314,747
Total assets not being depreciated	<u>2,889,676</u>	<u>1,421,670</u>	<u>(1,472,668)</u>	<u>2,838,678</u>
Capital assets being depreciated:				
Buildings	11,717,119	-	-	11,717,119
Improvements other than buildings	9,652,631	1,024,275	-	10,676,906
Machinery and equipment	3,495,855	904,748	(309,867)	4,090,736
Infrastructure	10,731,788	-	-	10,731,788
Subscription-Based Information Technology Arrangement (SBITA) assets	257,213	-	-	257,213
Total capital assets being depreciated	<u>35,854,606</u>	<u>1,929,023</u>	<u>(309,867)</u>	<u>37,473,762</u>
Less accumulated depreciation				
Buildings	(3,545,717)	(326,073)	-	(3,871,790)
Improvements other than buildings	(4,187,866)	(395,714)	-	(4,583,580)
Machinery and equipment	(2,580,816)	(384,629)	284,766	(2,680,679)
Infrastructure	(5,961,047)	(232,107)	-	(6,193,154)
SBITA Assets	(59,357)	(59,356)	-	(118,713)
Total accumulated depreciation	<u>(16,334,803)</u>	<u>(1,397,879)</u>	<u>284,766</u>	<u>(17,447,916)</u>
Total capital assets being depreciated, net	<u>19,519,803</u>	<u>531,144</u>	<u>(25,101)</u>	<u>20,025,846</u>
Governmental activities capital assets, net	<u>\$ 22,409,479</u>	<u>\$ 1,952,814</u>	<u>\$ (1,497,769)</u>	<u>\$ 22,864,524</u>

CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

(7) Capital Assets: (Continued)

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Business-type activities:				
Capital assets not being depreciated:				
Land	\$ 763,171	\$ -	\$ -	\$ 763,171
Construction in progress	509,315	1,451,764	(1,085,918)	875,161
Total capital assets not being depreciated	<u>1,272,486</u>	<u>1,451,764</u>	<u>(1,085,918)</u>	<u>1,638,332</u>
Capital assets being depreciated:				
Buildings	11,104,063	-	-	11,104,063
Improvements other than buildings	37,879,997	1,316,481	-	39,196,478
Machinery and equipment	5,465,719	101,144	(3,478,613)	2,088,250
Infrastructure	8,406,935	-	-	8,406,935
Subscription-Based Information Technology Arrangement (SBITA) Assets	1,148,570	-	-	1,148,570
Total capital assets being depreciated	<u>64,005,284</u>	<u>1,417,625</u>	<u>(3,478,613)</u>	<u>61,944,296</u>
Less accumulated depreciation for:				
Buildings	(8,418,402)	(172,755)	-	(8,591,157)
Improvements other than buildings	(20,524,043)	(1,396,755)	-	(21,920,798)
Machinery and equipment	(4,829,739)	(151,467)	3,393,492	(1,587,714)
Infrastructure	(5,671,880)	(233,905)	-	(5,905,785)
SBITA assets	(62,935)	(62,935)	-	(125,870)
Total accumulated depreciation	<u>(39,506,999)</u>	<u>(2,017,817)</u>	<u>3,393,492</u>	<u>(38,131,324)</u>
Total capital assets being depreciated, net	<u>24,498,285</u>	<u>(600,192)</u>	<u>(85,121)</u>	<u>23,812,972</u>
Business-type activities capital assets, net	<u>\$ 25,770,771</u>	<u>\$ 851,572</u>	<u>\$ (1,171,039)</u>	<u>\$ 25,451,304</u>

Depreciation/amortization expense was charged to functions/programs as follows:

Governmental activities:

General government	\$ 231,372
Public safety	223,731
Public works	179,957
Economic environment	366,320
Physical environment	28,882
Culture and recreation	367,617
Total depreciation/amortization - governmental activities	<u>\$ 1,397,879</u>

Business-type activities:

Water & Sewer	\$ 1,735,644
Solid Waste	553
Stormwater	281,620
Total depreciation/amortization - business-type activities	<u>\$ 2,017,817</u>

CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

(8) SBITAs and Long-Term Liabilities:

SBITAs—The City entered into subscription agreements for a SCADA monitoring service suite for its utility systems in the Water Sewer Fund and for an ERP software system in the General Fund. Lease liabilities and RTU assets were recorded for these SBITAs.

In December 2019, the City entered into a ten-year SBITA with two, five year options to renew at the sole discretion of the City for the use of a SCADA system valued at \$1,148,570. An RTU asset and initial lease liability was recorded in the Water Sewer Fund as of October 1, 2021. As of September 30, 2023, the lease liability totaled \$1,040,413. The City is required to make monthly principal and interest payments of \$6,254. The discount rate applied to the SBITA was 2%. The SCADA system is amortized over the estimated life of the associated contract. The net value of the RTU asset at September 30, 2023 was \$1,022,700 with accumulated amortization of \$125,870.

In January 2021, the City entered into a five-year SBITA for the use of an ERP software system valued at \$257,213. An RTU asset and initial lease liability was recorded as governmental activities as of October 1, 2021. As of September 30, 2023, the lease liability totaled \$129,440. The City is required to make annual principal and interest payments of \$66,686. The discount rate applied to the SBITA was 2%. The ERP system is amortized over the estimated life of the associated contract. The net value of the RTU asset at September 30, 2023 was \$138,500 with accumulated amortization of \$118,713.

SBITA expenses for the RTU assets are as follows:

Year Ending September 30,	Governmental Activities	Business-Type Activities
SBITA amortization expense	\$ 59,357	\$ 62,935
Interest on SBITA liabilities	3,038	21,302
Total	<u>\$ 62,395</u>	<u>\$ 84,237</u>

The principal and interest requirements to maturity for the SBITA liability as of September 30, 2023, are as follows:

Governmental Activities Year Ending September 30,	Principal	Interest	Total
2024	\$ 64,073	\$ 2,613	\$ 66,686
2025	65,367	1,319	66,686
Total future minimum payments	<u>\$ 129,440</u>	<u>\$ 3,932</u>	<u>\$ 133,372</u>

CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

(8) SBITAs and Long-Term Liabilities: (Continued)

Business-Type Activities			
Year Ending			
September 30,	Principal	Interest	Total
2024	\$ 54,737	\$ 20,308	\$ 75,045
2025	55,841	19,204	75,045
2026	56,969	18,076	75,045
2027	58,118	16,927	75,045
2028	59,292	15,753	75,045
2029 - 2033	314,900	60,325	375,225
2034 - 2038	347,989	27,236	375,225
2039 - 2040	92,567	1,239	93,806
Total future minimum payments	<u>\$ 1,040,413</u>	<u>\$ 179,068</u>	<u>\$ 1,219,481</u>

Long-term liability activity for the City for the fiscal year ended September 30, 2023, was as follows:

	Beginning Balance	Additions	Deletions	Ending Balance	Due Within One Year
Governmental activities:					
Notes payable	\$ 3,230,000	\$ -	\$ (780,000)	\$ 2,450,000	\$ 800,000
SBITA payable	192,246	-	(62,806)	129,440	64,073
Compensated absences	783,451	178,471	(180,486)	781,436	178,471
Total long-term liabilities	<u>\$ 4,205,697</u>	<u>\$ 178,471</u>	<u>\$ (1,023,292)</u>	<u>\$ 3,360,876</u>	<u>\$ 1,042,544</u>
	Beginning Balance	Additions	Deletions	Ending Balance	Due Within One Year
Business-type activities:					
Bonds payable	\$ 4,175,000	\$ -	\$ (1,425,000)	\$ 2,750,000	\$ 515,000
Notes payable	2,690,245	-	(728,083)	1,962,162	389,508
SBITA payable	1,094,067	-	(53,654)	1,040,413	54,737
Compensated absences	235,609	69,455	(8,591)	296,473	69,455
Total long-term liabilities	<u>\$ 8,194,921</u>	<u>\$ 69,455</u>	<u>\$ (2,215,328)</u>	<u>\$ 6,049,048</u>	<u>\$ 1,028,700</u>

Notes payable in the City's governmental activities at September 30, 2023, were comprised of the following obligations:

Community Redevelopment Agency (CRA) Redevelopment Revenue Refunding Note, Series 2012, was issued on April 25, 2012, in the amount of \$4,835,000. The proceeds were used to refinance an existing (Series 2005) revenue note. It is secured by revenues generated exclusively from the CRA tax increment financing district. Semi-annual principal and interest payments are due on May 1st and November 1st. The stated interest rate is 2.04% and the note matures on May 1, 2026. The outstanding balance was \$1,155,000 at September 30, 2023.

CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

(8) SBITAs and Long-Term Liabilities: (Continued)

Community Redevelopment Agency (CRA) Redevelopment Revenue Refunding Note, Series 2013, was issued on April 24, 2013, in the amount of \$5,000,000 for the purpose of funding capital improvement projects in the City's Community Redevelopment Agency. It is secured by revenues generated exclusively from the CRA tax increment financing district. Semi-annual principal and interest payments are due on May 1st and November 1st. The stated interest rate is 2.33% and the note matures on May 1, 2026. The outstanding balance was \$1,295,000 at September 30, 2023.

Annual debt service requirements to maturity for the City's governmental activities notes payable are as follows:

Year Ending September 30,	Governmental Activities		
	Principal	Interest	Total
2024	\$ 800,000	\$ 54,012	\$ 854,012
2025	815,000	34,750	849,750
2026	835,000	15,003	850,003
Total	<u>\$ 2,450,000</u>	<u>\$ 103,765</u>	<u>\$ 2,553,765</u>

Bonds payable in the City's business-type activities at September 30, 2023, were comprised of the following obligations:

Water and Sewer System Improvement Revenue Bond, Series 2005, was issued on October 12, 2005, in the amount of \$1,500,000 to finance improvements to the City's water and sewer utility system. It is payable from revenues generated from the water and sewer system. Annual principal and interest payments due on October 1st. The stated interest rate is 3.82% and the bond matures on October 1, 2025. The outstanding balance was \$300,000 at September 30, 2023.

Water and Sewer System Improvement Revenue Bond, Series 2011, was issued on April 26, 2011, in the amount of \$4,550,000 to finance improvements to the City's water and sewer utility system. It is payable from revenues generated from the water and sewer system. Semi-annual principal and interest payments are due on April 1st and October 1st. The stated interest rate is 3.46% and the bond matures on October 1, 2030. The outstanding balance was \$2,280,000 at September 30, 2023.

Water and Sewer System Improvement Refunding Revenue Bond, Series 2012, was issued on July 11, 2012, in the amount of \$8,440,000 to finance improvements to the City's water and sewer utility system and to refund previously issued bond outstanding for the same purpose. It is payable from revenues generated from the water and sewer system. Semi-annual principal and interest payments are due on April 1st and October 1st. The stated interest rate is 1.95% and the bond matured on October 1, 2022. The outstanding balance was \$0 at September 30, 2023.

Water and Sewer System Improvement Revenue Bond, Series 2013, was issued on June 26, 2013, in the amount of \$1,540,000 to finance improvements to the City's water and sewer utility system. It is payable from revenues generated from the water and sewer system. Annual principal and interest payments due on October 1st. The stated interest rate is 1.94% and the bond matures on October 1, 2023. The outstanding balance was \$170,000 at September 30, 2023.

CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

(8) SBITAs and Long-Term Liabilities: (Continued)

Notes payable in the City's business-type activities at September 30, 2023, were comprised of the following obligations:

State of Florida, Department of Environmental Protection-Clean Water State Revolving Fund Loan Agreement was issued on November 21, 2005, in the amount of \$659,388 for the purpose to finance the construction of wastewater infiltration and inflow correction facilities. It is secured with water and sewer service charges. Semi-annual principal and interest payments are due on April 15th and October 15th. The stated interest rate is 2.12% and the note matures on October 15, 2026. The outstanding balance was \$136,830 at September 30, 2023.

State of Florida, Department of Environmental Protection-Clean Water State Revolving Fund Loan Agreement was issued on October 17, 2007, in the amount of \$5,261,318 for the purpose to finance the construction of wastewater infiltration and inflow correction facilities. It is secured with water and sewer service charges. Semi-annual principal and interest payments are due on March 15th and September 15th. The stated interest rate is 2.17% and the note matures on March 15, 2029. The outstanding balance was \$1,698,385 at September 30, 2023.

State of Florida, Department of Environmental Protection-Clean Water State Revolving Fund Loan Agreement dated June 24, 2003 in the aggregate amount of \$5,298,810 for local stormwater pollution control and drainage improvements. It is secured with stormwater service charges. Semi-annual principal and interest payments are due on January 15th and July 15th. The stated interest rate varies from 1.99% to 3.27% and the note matured on July 15, 2023. The outstanding balance was \$0 at September 30, 2023.

SunTrust Equipment Finance & Leasing Corp dated November 30, 2018, in the amount of \$379,555. Financed purchase is collateralized by specific equipment. Principal and interest payments are due in monthly installments. The stated interest rate is 3.36% and term of agreement ends on November 30, 2025. The outstanding balance was \$126,947 at September 30, 2023.

Annual debt service requirements to maturity for the City's business-type activities bonds and notes payable, are as follows:

Year Ending September 30,	Business-type Activities		
	Principal	Interest	Total
2024	\$ 904,508	\$ 145,245	\$ 1,049,753
2025	758,690	120,030	878,720
2026	731,773	96,224	827,997
2027	613,829	73,008	686,837
2028	610,502	53,966	664,468
2029-2033	1,092,860	115,237	1,208,097
Total	<u>\$ 4,712,162</u>	<u>\$ 603,710</u>	<u>\$ 5,315,872</u>

**CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(9) Commitments and Contingencies:

The City is engaged in various liability claims incidental to the conduct of its general government operations at September 30, 2023. The outcomes of established claims are included in these financial statements. In the opinion of the City's legal counsel, no legal proceedings are pending or threatened against the City which are not covered by applicable insurance which would inhibit its ability to perform its operations or materially affect its financial condition.

(10) Risk Management:

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters, all of which is satisfactorily insured by limited risk, high deductible commercial general liability insurance. Commercial insurance policies are also obtained for other risks of loss, including employee health and accident insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three years.

(11) Other Postemployment Benefits (OPEB):

Plan Description—The City of Holly Hill, Florida, Post-Retirement Benefits Plan (the Plan) is a single-employer healthcare plan administered by the City. Pursuant to Section 112.0801, Florida Statutes, the City is required to permit participation in the Plan to retirees and their eligible dependents at a cost to the retiree that is no greater than the cost at which coverage is available for active employees. Eligible individuals include all regular employees of the City who retire from active service under one of the pension plans sponsored by the City. Under certain conditions, eligible individuals also include spouses and dependent children. The Plan does not issue a publicly available financial report.

Funding Policy—The contribution requirements of plan members and the City are established by state statutes and may be amended by the state legislature. The required contribution is based on projected pay-as-you-go financing requirements and is subject to constant revision. The City has opted to not fund the total OPEB obligation or the resulting unfunded actuarial accrued liability on an annual basis. The City utilizes the General Fund to liquidate the liability for the OPEB obligation from previous years.

Benefits Provided—The Other Post Employment Benefit Plan is a single-employer benefit plan administered by the City. Retirees are charged whatever the insurance company charges for the type of coverage elected, however, the premiums charged by the insurance company are based on a blending of the experience among younger active employees and older retired employees. The older retirees actually have a higher cost which means the City is actually subsidizing the cost of the retiree coverage because it pays all or a significant portion of the premium on behalf of the active employee, known as the "implicit rate subsidy."

Plan Membership—At October 1, 2022, the date of the latest actuarial valuation, plan participation consisted of the following:

Active Employees	118
Inactive Plan Members or Beneficiaries	<u>36</u>
	<u>154</u>

Total OPEB Liability—The City's total OPEB liability of \$1,576,636 was measured as of September 30, 2022, and was determined by an actuarial valuation as of October 1, 2022.

CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

(11) Other Postemployment Benefits (OPEB): (Continued)

Actuarial Assumptions and Other Inputs—The total OPEB liability at the September 30, 2022, measurement date was determined using the following actuarial assumptions and other inputs, applied to all periods in the measurement, unless otherwise specified:

Inflation rate	2.50%
Salary increase rates	Varies by service
Discount rate	4.77%
Initial trend rate	7.25%
Ultimate trend rate (in 2075)	4.00%

The City does not have a dedicated Trust to pay retiree healthcare benefits. The discount rate was based on the S&P 20-year municipal bond rate in the week closest to the measurement date.

Mortality rates were based on the Pub-2010 Mortality Tables. All mortality rates are those outlined in Milliman's July 1, 2023, Florida Retirement System (FRS) valuation report.

For the fiscal year ended September 30, 2023, changes in the total OPEB liability were as follows:

Balance at September 30, 2022	\$ 2,570,167
Changes for a year:	
Service cost	162,461
Interest	65,197
Differences between expected and actual experience	(554,440)
Changes of assumptions	(566,890)
Benefit payments – implicit rate subsidy	(99,859)
Net changes	(993,531)
Balance at September 30, 2023	\$ 1,576,636

Sensitivity of the total OPEB liability to changes in the discount rate:

The following presents the total OPEB liability of the City calculated using the discount rate of 4.77%, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1% lower (3.77%) or 1% higher (5.77%) than the current rate:

	<u>1% Decrease</u>	<u>Current Discount Rate</u>	<u>1% Increase</u>
Total OPEB Liability	\$ 1,766,032	\$ 1,576,636	\$ 1,418,961

CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

(11) **Other Postemployment Benefits (OPEB):** (Continued)

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rate:

The following presents the total OPEB liability of the City as well as what the City's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1% lower (3.00%-6.25%) or 1% higher (5.00%-8.25%) than the current healthcare cost trend rates (4.00%-7.25%):

	<u>1% Decrease</u>	<u>Current Trend Rates</u>	<u>1% Increase</u>
Total OPEB Liability	\$ 1,490,863	\$ 1,576,636	\$ 1,677,556

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources

For the year ended September 30, 2023, the City recognized OPEB expense/(revenue) of \$(65,316). At September 30, 2023, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences Between Expected and Actual Experience	\$ -	\$ (665,290)
Changes of assumptions	103,162	(607,931)
Employer contributions	83,216	-
Total	<u>\$ 186,378</u>	<u>\$ (1,273,221)</u>

Deferred outflows for contributions subsequent to the measurement date will be recognized in the year ended September 30, 2024. Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year ended September 30:</u>	<u>Amortization</u>
2024	\$ (253,116)
2025	(356,280)
2026	(186,889)
2027	(186,889)
2028	(186,885)
Thereafter	-

**CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(12) Employee Retirement Systems and Pension Funds:

A. Florida Retirement System

Plan Description and Administration

The entity participates in the Florida Retirement System (FRS), a multiple-employer, cost sharing defined public employee retirement system which covers all of the entity's eligible employees. The System is administered by the State of Florida, Department of Administration, Division of Retirement to provide retirement and survivor benefits to participating public employees. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. The FRS is a single retirement system administered by the Department of Management Services, Division of Retirement, and consists of two cost-sharing, multiple-employer retirement plans and other nonintegrated programs. These include a defined-benefit pension plan (Plan), with a Deferred Retirement Option Program (DROP), and a defined-contribution plan, referred to as the FRS Investment Plan (Investment Plan).

In addition, all regular employees of the entity are eligible to enroll as members of the Retiree Health Insurance Subsidy (HIS) Program. The HIS is a cost-sharing, multiple-employer defined benefit pension plan established and administered in accordance with section 112.363, Florida Statutes. The benefit is a monthly payment to assist retirees of the state-administered retirement systems in paying their health insurance costs. Eligible retirees and beneficiaries receive a monthly HIS payment equal to the number of years of service credited at retirement multiplied by \$7.50. The minimum payment is \$45 and the maximum payment is \$225 per month, pursuant to section 112.363, Florida Statutes. To be eligible to receive a HIS benefit, a retiree under one of the state-administered retirement systems must provide proof of eligible health insurance coverage, which can include Medicare.

Benefits Provided and Employees Covered

Employees enrolled in the Plan prior to July 1, 2011, vest at six years of creditable service and employees enrolled in the Plan on or after July 1, 2011, vest at eight years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of service. All members enrolled in the Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service. Members of both Plans may include up to four years of credit for military service toward creditable service. The Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The Plan provides retirement, disability, death benefits, and annual cost-of-living adjustments. Benefits under the Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the five highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the eight highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on the retirement plan and/or class to which the member belonged when the service credit was earned.

CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

(12) Employee Retirement Systems and Pension Funds: (Continued)

DROP, subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the Plan to defer receipt of monthly benefit payments while continuing employment with an FRS employer. An employee may participate in DROP for a period not to exceed 60 months after electing to participate, except that certain instructional personnel may participate for up to 96 months. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest.

Employees may elect to participate in the Investment Plan in lieu of the FRS defined-benefit plan. Employer and employee contributions are defined by law, but the ultimate benefit depends in part on the performance of investment funds. The Investment Plan is funded by employer and employee contributions that are based on salary and membership class (Regular, DROP, etc.). Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices. Employees in the Investment Plan vest at one year of service.

Financial Statements

Financial statements and other supplementary information of the FRS are included in the State's Annual Comprehensive Financial Report, which is available from the Florida Department of Financial Services, Bureau of Financial Reporting Statewide Financial Reporting Section by mail at 200 E. Gaines Street, Tallahassee, Florida 32399-0364; by telephone at (850) 413-5511; or at the Department's Web site (www.myfloridacfo.com). An annual report on the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from:

Florida Department of Management Services
 Division of Retirement, Research and Education Services
 P.O. Box 9000
 Tallahassee, FL 32315-9000
 850-488-5706 or toll free at 877-377-1737

Contributions

The entity participates in certain classes of FRS membership. Each class has descriptions and contribution rates in effect at September 30, 2023, as follows (contribution rates are in agreement with the actuarially determined rates):

FRS Membership Plan & Class	Through June 30, 2023	After June 30, 2023
Regular Class	11.91%	13.57%
Senior Management	31.57%	34.52%
Special Risk	27.83%	32.67%

Current-year employer HIS contributions were made at a rate of 1.66% of covered payroll through June 30, 2023, and 2.00% thereafter, which are included in the above rates.

CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

(12) Employee Retirement Systems and Pension Funds: (Continued)

For the plan year ended June 30, 2023, actual contributions made for employees participating in FRS and HIS were as follows:

Entity Contributions – FRS	\$ 429,641
Entity Contributions – HIS	63,971
Employee Contributions – FRS	115,611

Net Pension Liability, Pension Expense, and Deferred Outflows and Inflows of Resources Related to Pensions

At September 30, 2023, the entity reported a liability related to FRS and HIS as follows:

<u>Plan</u>	<u>Net Pension Liability</u>
FRS	\$ 3,558,737
HIS	1,544,426
Total	<u>\$ 5,103,163</u>

The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2023. The entity's proportion of the net pension liability was based on a projection of the long-term share of contributions to the pension plan relative to the projected contributions of all participating governmental entities, as actuarially determined. At June 30, 2023 and June 30, 2022, the entity's proportionate share of the FRS and HIS net pension liabilities were as follows:

<u>Plan</u>	<u>2023</u>	<u>2022</u>
FRS	0.008931042%	0.009105821%
HIS	0.009724785%	0.009160923%

For the plan year ended June 30, 2023, pension expense was recognized related to the FRS and HIS plans as follows:

<u>Plan</u>	<u>Pension Expense</u>
FRS	\$ 820,703
HIS	595,746
Total	<u>\$ 1,416,449</u>

CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

(12) Employee Retirement Systems and Pension Funds: (Continued)

Deferred outflows/inflows related to pensions:

At September 30, 2023, the entity reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	FRS		HIS	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 334,135	\$ -	\$ 22,609	\$ (3,625)
Changes of assumptions	231,988	-	40,602	(133,830)
Net difference between projected and actual investment earnings	148,623	-	798	-
Change in proportionate share	214,053	(40,274)	112,517	(38,306)
Contributions subsequent to measurement date	118,167	-	19,836	-
	<u>\$ 1,046,966</u>	<u>\$ (40,274)</u>	<u>\$ 196,362</u>	<u>\$ (175,761)</u>

The above amounts for deferred outflows of resources for contributions related to pensions resulting from entity contributions subsequent to the measurement date and will be recognized as a reduction of the net pension liability in the year ended September 30, 2024. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions being amortized for a period of greater than one year will be recognized in pension expense (benefit) in succeeding years as follows:

	FRS	HIS	Total
2024	\$ 178,589	\$ 1,232	\$ 179,821
2025	28,135	4,737	32,872
2026	608,769	(2,314)	606,455
2027	59,946	(6,333)	53,613
2028	13,085	1,446	14,531
Thereafter	<u>1</u>	<u>1,997</u>	<u>1,998</u>
Total	<u>\$ 888,525</u>	<u>\$ 765</u>	<u>\$ 889,290</u>

Actuarial assumptions:

The actuarial assumptions for both defined benefit plans are reviewed annually by the Florida Retirement System Actuarial Assumptions Conference. The FRS has a valuation performed annually. The HIS Program has a valuation performed biennially that is updated for GASB reporting in the year a valuation is not performed. The most recent experience study for the FRS was completed in 2019 for the period July 1, 2013, through June 30, 2018. Because HIS is funded on a pay-as-you-go basis, no experience study has been completed.

The total pension liability for each of the defined benefit plans was determined by an actuarial valuation, using the entry age normal actuarial cost method. Inflation increases for both plans is assumed at 2.40%. Payroll growth, including inflation, for both plans is assumed at 3.25%. Both the discount rate and the long-term expected rate of return used for FRS investments is 6.70%. This rate did not change from the prior year rate. The plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees.

CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

(12) Employee Retirement Systems and Pension Funds: (Continued)

Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return. Because HIS Program uses a pay-as-you-go funding structure, a municipal bond rate of 3.65% was used to determine the total pension for the program. This rate increased from the prior year rate, which was 3.54%. Mortality assumptions for both plans were based on the PUB2010 base table varies by member category and sex, projected generationally with Scale MP-2018 details.

Long-term expected rate of return:

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in October 2023, the FRS Actuarial Assumption Conference reviewed long-term assumptions developed by both Milliman's capital market assumptions team and by a capital market assumptions team from Aon Hewitt Investment Consulting, which consults to the Florida State Board of Administration. The table below shows Milliman's assumptions for each of the asset classes in which the plan was invested at that time based on the long-term target asset allocation. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Annual Arithmetic Expected Rate of Return</u>
Cash	1.0%	2.9%
Fixed income	19.8%	4.5%
Global equities	54.0%	8.7%
Real estate	10.3%	7.6%
Private equity	11.1%	11.9%
Strategic investments	3.8%	6.3%
Total	<u>100.0%</u>	

Sensitivity of the net pension liability to changes in the discount rate:

The following presents the proportionate shares of the FRS and HIS net pension liability of the entity calculated using the current discount rates, as well as what the entity's net pension liability (asset) would be if it were calculated using a discount rate that is 1% lower or 1% higher than the current rate:

<u>Plan</u>	<u>Current Discount Rate</u>	<u>NPL with 1% Decrease</u>	<u>NPL at Current Discount Rate</u>	<u>NPL with 1% Increase</u>
FRS	6.70%	\$ 6,079,048	\$ 3,558,737	\$ 1,450,196
HIS	3.65%	1,761,948	1,544,426	1,364,114

**CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(12) Employee Retirement Systems and Pension Funds: (Continued)

B. Municipal Police Officers' and Firefighters' Defined Benefit Pension Plans

The City maintains and administers separate single-employer pension plans for all eligible police officers and firefighters, which assets are included in the Municipal Police Officers' Retirement Trust Fund (the "Police Plan") and the Municipal Firefighters' Pension Trust Fund (the "Fire Plan"). The plans do not issue stand-alone financial reports and are not included in any other retirement systems or entities financial report.

Plan Description and Administration

All certified police officers and firefighters are eligible to participate in the respective plans after a six-month probationary period. Benefits vest with eligible employees after six years of participation. The funding methods and the determination of benefits payable are provided in the various acts of the Florida Legislature, which created the funds, including subsequent amendments thereto. These statutes provide, in general, that funds are to be accumulated from employee contributions, City contributions, State appropriations and income from investments from accumulated funds. The statutes also provide that should the accumulated funds at any time be insufficient to meet and pay the benefits due, the City shall supplement the funds by an appropriation from current funds or from any revenues which may be lawfully used for said purposes in an amount sufficient to make up the deficiency. The investments of the two funds are administered, managed, and operated by their respective boards of trustees using the services of the City staff and local financial institutions.

The Plans are administered by a Board of Trustees comprised of the following:

Police Plan—Two legal residents of the City, appointed by the City Commission; two members of the Plan elected by a majority of the police officers who are members of the Plan; and a fifth trustee who is chosen by a majority of the first four trustees.

Fire Plan—Two legal residents of the City, appointed by the City Commission; two members of the Plan elected by a majority of the firefighters who are members of the Plan; and a fifth trustee who is chosen by a majority of the first four trustees.

Benefits Provided and Employees Covered

Each Plan provides retirement, termination, disability, and death benefits to plan participants and beneficiaries. Current membership in the employee retirement plans was composed of the following at October 1, 2022:

	<u>Police Plan</u>	<u>Fire Plan</u>
Inactive plan members or beneficiaries currently receiving benefits	22	12
Inactive plan members entitled to but not yet receiving benefits	6	2
Active plan members	21	13
Total plan membership	<u>49</u>	<u>27</u>

**CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(12) Employee Retirement Systems and Pension Funds: (Continued)

Financial Statements

The financial statements of the plans are prepared using the accrual basis of accounting. Plan member contributions are recognized in the period in which the contributions are due. The City's contributions are recognized when due and a formal commitment to provide the contributions has been made. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan. All plan investments are reported at fair value and are managed by an independent third-party money manager.

Investments that do not have an established market are reported at estimated fair value. Performance reporting, administrative expenses, and the City's asset valuation are based on the custodians' determination of value. Administrative costs of the Plan are financed through investment earnings or, at the exclusive option of the City, from expense reimbursements made by the City.

Contributions

The State of Florida has established guidelines for state and local pension plan funding and requires submission to and approval of the local government's actuarial reports by a State Bureau at least every third year. Authority to establish and amend benefits rests with the City Commission. The employer contribution requirements are actuarially determined.

The City participates under Chapters 175 and 185, Florida Statutes, in establishing its own Municipal Police Officers' and Firefighters' Retirement Trust Funds. As a participating city, the City receives annual distributions of fire insurance premium tax and casualty insurance premium tax on property and casualty insurance policies written within the City's legal limits. The tax monies are collected by the Florida Department of Revenue and disbursed by the Florida Division of Retirement to each participating city or district. Amounts received by the City are legally restricted to be deposited directly into the respective retirement trust funds. These contributions are recorded and recognized in the General Fund as intergovernmental revenue with a corresponding expenditure reported in Public Safety personal service costs.

The City uses the Entry Age Normal Actuarial Cost Method for both Plans to determine required contribution under its retirement systems because it provides for the systematic funding of the normal cost and any unfunded actuarial accrued liabilities. These are acceptable methods to the State of Florida.

For the year ended September 30, 2023, contributions to the City's pension plans were as follows:

	Police Plan	Fire Plan	Total
Plan member contributions	\$ 95,821	\$ 59,162	\$ 154,983
City contributions	344,710	349,899	694,609
State contributions	166,619	107,037	273,656
Total contributions	<u>\$ 607,150</u>	<u>\$ 516,098</u>	<u>\$ 1,123,248</u>

**CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(12) Employee Retirement Systems and Pension Funds: (Continued)

Police Officers' Pension Plan

Normal retirement: Normal retirement occurs at the earlier of: 1) age 55 and the completion of 6 years of credited service, or 2) the completion of 20 years of credited service, regardless of age. For members hired on or after July 1, 2011, eligibility for normal retirement benefits is the earlier of age 55 with 10 years of credited service, or completion of 20 years of credited service, regardless of age. Pension benefits are paid at 3.0% of Average Final Compensation (AFC) times credited service.

Early retirement: A member is eligible for early retirement upon attaining age 50 and 6 years of credited service, or at age 55 with 10 years of credit service if employed on or after July 1, 2011. Pension benefits under early retirement are determined as for normal retirement and reduced 3.0% for each year that early retirement precedes normal retirement.

Disability: Eligibility for a service incurred disability is covered from date of employment. Eligibility for a non-service incurred disability vests after 10 years of credited service. Benefits are accrued to date of disability. The minimum benefit for service incurred is 42% of AFC.

Pre-retirement death benefits: For vested or eligible-to- retire members, pre-retirement death benefits are equal to the monthly accrued benefit payable at the member's normal retirement date to a designated beneficiary for 10 years, with payment options available. For non-vested members, the Plan provides a refund of the required contribution account.

Termination of employment: If a member terminates employment with the City in less than 10 years, the member receives a refund of accumulated contributions without interest. If a member terminates employment with the City after 10 years or more of credited service, the member receives a refund of contributions with an actuarially discounted benefit payable upon reaching retirement age or the accrued benefit payable at retirement age.

Cost-of-Living Adjustment: An annual cost-of-living adjustment (COLA) of 2% is provided to officers retiring on or after September 30, 2006, with the first adjustment occurring on the first-year anniversary of the employee's retirement. For all officers retiring on or after October 6, 2009, the two percent COLA is provided with the first adjustment occurring on the fifth anniversary of the employee's retirement date.

Contributions: Police Plan members are required to contribute 7% of their annual covered salary (or 5% of annual covered salary if hired before July 1, 2011). Additionally, pursuant to Chapter 185, Florida Statutes, the state collects a locally authorized insurance premium surcharge for the Police Fund on certain real and personal property insurance policies underwritten in the corporate limits of the City which can only be distributed after the State has ascertained that the local government has met is actuarial funding requirement for the most recently completed fiscal year. In accordance with Florida Statutes, a portion of the premium tax revenues received by the Police Fund are reserved to provide future minimum or extra benefits and may not be used to reduce or offset the contribution requirements of the employers.

Concentrations: The Plan did not hold investments in any one organization that represents 5 percent or more of the Pension Plan's fiduciary net position.

**CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(12) Employee Retirement Systems and Pension Funds: (Continued)

Firefighters' Pension Plan

Normal retirement: Normal retirement occurs at the earlier of: 1) age 50 and the completion of 6 years of credited service, or 2) the completion of 25 years of credited service, regardless of age. Pension benefits are paid at 3.0% of the member's average monthly earnings for the best 5 years during the 10 years immediately preceding the termination times credited service.

Early retirement: A member is eligible for early retirement upon attaining age 48 and 6 years of credited service. Pension benefits under early retirement are actuarially reduced for each year that early retirement precedes normal retirement.

Disability: Eligibility for a service incurred disability is covered from date of employment. Eligibility for a non-service incurred disability vests after 10 years of credited service. Benefits are accrued to date of disability. The minimum benefit for service incurred is 42% of AME (average monthly earnings).

Pre-retirement death benefits: For pre-retirement death in the line of duty, 50% of salary at the time of death is payable for the life of the spouse. Non-vested members' designated beneficiaries are entitled to a refund of the member's contributions.

Contributions: Effective October 1, 2014, all members will contribute 7% of their base compensation. City and State contributions make up the remaining amount required in order to pay current costs and amortize unfunded past service costs, if any, as provided in Part VII, Chapter 112, Florida Statutes.

Concentrations: The Plan did not hold investments in any one organization that represents 5 percent or more of the Pension Plan's fiduciary net position.

Investment Policy

See Note (4) for additional discussion of the investment policies for each of the Plans. The following was the asset allocation policy for each of the plans at September 30, 2023:

Asset Class	Target Asset Allocation Police	Target Asset Allocation Fire
Domestic equity	57.0%	35.0%
International equity	10.0%	15.0%
Bonds	20.0%	30.0%
Convertibles	n/a	10.0%
Private real estate	10.0%	5.0%
REITs	n/a	5.0%
Cash	3.0%	n/a

Rate of return: The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested. For the year ended September 30, 2023, the annual money-weighted rate of return on the Police and Fire Pension Plan investments, net of pension plan investment expense, was (16.57)%, and (15.60)%, respectively.

**CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(12) Employee Retirement Systems and Pension Funds: (Continued)

Deferred Retirement Option Program (DROP): The provisions for DROP for both Plans are as follows:

	<u>Police Officers' Pension Plan</u>	<u>Firefighters' Pension Plan</u>
Eligibility	Eligibility for Normal Retirement Members	Eligibility for Normal Retirement Members
Participation	Not to exceed 60 months.	Not to exceed 60 months.
Rate of Return	Annual rate of return equivalent to the actual net rate of investment return (total return net of broker commissions, management fees and transaction costs)	Annual rate of 6.5%, credited quarterly.
DROP Balance as of September 30, 2023	\$ -	\$ -

Net Pension Liability

The components of the net pension liability of the pension plans at September 30, 2023, were as follows:

	<u>Police Plan</u>	<u>Fire Plan</u>	<u>Total</u>
Total pension liability	\$ 15,229,414	\$ 6,863,538	\$ 22,092,952
Plan fiduciary net position	(11,808,699)	(5,200,921)	(17,009,620)
Net pension liability	<u>\$ (3,420,715)</u>	<u>\$ (1,662,617)</u>	<u>\$ (5,083,332)</u>
Plan fiduciary net position as percentage of total pension liability	77.54%	75.78%	76.99%

The total pension liability was determined by an actuarial valuation as of October 1, 2021, updated to September 30, 2022 and measurement date of September 30, 2022, using the following actuarial assumptions for all measurement periods. The most recent actuarial experience study used to review the other significant assumptions was dated October 14, 2021. Also, the City changed the measurement date from the same as reporting year-end date to one year prior to the reporting year-end date.

	<u>Police Plan</u>	<u>Fire Plan</u>
Inflation	2.70%	2.70%
Salary increases	Service based	Service based
Discount rate	6.90%	6.90%
Investment rate of return	6.90%	6.90%

**CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(12) Employee Retirement Systems and Pension Funds: (Continued)

Mortality rate:

Healthy Active Lives:

Female: PubS.H-2010 (Below Median) for Employees, set forward one year.

Male: PubS.H-2010 (Below Median) for Employees, set forward one year.

Mortality Rate Disabled Lives:

80% PubG.H-2010 for Disabled Retirees / 20% PubS.H-2010 for Disabled Retirees.

Mortality Rate Healthy Retiree Lives:

Female: PubS.H-2010 for Healthy Retirees, set forward one year.

Male: PubS.H-2010 (Below Median) for Healthy Retirees, set forward one year.

Mortality Rate Beneficiary Lives:

Female: PubG.H-2010 (Below Median) for Healthy Retirees.

Male: PubG.H-2010 (Below Median) for Healthy Retirees, set back one year.

All rates are projected generationally with Mortality Improvement Scale MP-2018

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long term expected rate of return by weighting the expected future real rates. Best estimates of arithmetic real rates of return for each major class included in the pension plan's target asset allocation as of September 30, 2023, are summarized in the following table:

Asset Class	Long-Term Expected Real Rate of Return	
	Police Plan	Fire Plan
Domestic Equity	7.1%	7.1%
International Equity	3.1%	3.1%
Bonds	2.0%	2.0%
Convertibles	n/a	6.4%
Private Real estate	6.4%	6.4%
REITs	n/a	6.9%
Cash	-0.1%	n/a

Discount rate:

The discount rate used to measure the total pension liability for the Police and Fire Plan investments was 6.90%. The projection of cash flows used to determine the discount rate assumed the plan member contributions will be made at the current contribution rate and that City contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the pension plans' fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

(12) **Employee Retirement Systems and Pension Funds:** (Continued)

Changes in net pension liability:

Changes in each plan's net pension liability were as follows:

	Police Officers' Pension Plan		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a-b)
Beginning Balance	\$ 14,964,056	\$ 14,889,337	\$ 74,719
Changes for year:			-
Service cost	184,869	-	184,869
Interest	1,003,915	-	1,003,915
Differences between expected/actual experience	275,437	-	275,437
Contributions - employer	-	307,177	(307,177)
Contributions - employee	-	86,653	(86,653)
Contributions - state	-	146,676	(146,676)
Net investment income	-	(2,389,989)	2,389,989
Benefit payments, including refunds	(1,198,863)	(1,198,863)	-
Administrative expenses	-	(32,292)	32,292
Net changes	265,358	(3,080,638)	3,345,996
Ending Balance	\$ 15,229,414	\$ 11,808,699	\$ 3,420,715

	Firefighters' Pension Plan		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a-b)
Beginning Balance	\$ 6,612,653	\$ 6,179,371	\$ 433,282
Changes for year:			
Service cost	168,690	-	168,690
Interest	453,612	-	453,612
Differences between expected/actual experience	43,094	-	43,094
Contributions - employer	-	321,298	(321,298)
Contributions - employee	-	53,906	(53,906)
Contributions - state	-	49,209	(49,209)
Net investment income	-	(958,422)	958,422
Benefit payments, including refunds	(414,511)	(414,511)	-
Administrative expenses	-	(29,930)	29,930
Net changes	250,885	(978,450)	1,229,335
Ending Balance	\$ 6,863,538	\$ 5,200,921	\$ 1,662,617

CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

(12) **Employee Retirement Systems and Pension Funds:** (Continued)

Sensitivity of the net pension liability to changes in the discount rate:

The following presents the net pension liability of the City calculated using the selected discount rates, as well as what the City's net pension liability (asset) (NPL) would be if it were calculated using a discount rate that is 1% lower or 1% higher than the current rate:

<u>Plan</u>	<u>Current Discount Rate</u>	<u>NPL with 1% Decrease</u>	<u>NPL at Current Discount Rate</u>	<u>NPL with 1% Increase</u>
Police	6.90%	\$ 5,214,421	\$ 3,420,715	\$ 1,929,086
Fire	6.90%	2,477,213	1,662,617	982,504
Total		<u>\$ 7,691,634</u>	<u>\$ 5,083,332</u>	<u>\$ 2,911,590</u>

Pension Expense and Deferred Outflows and Inflows of Resources Related to Pensions

For the year ended September 30, 2023, the City recognized pension expense of \$752,435 and \$359,123 in the Police and Fire pension plans, respectively, for a total of \$1,111,558.

At September 30, 2023, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Police Plan</u>		<u>Fire Plan</u>	
	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 315,299	\$ -	\$ 55,418	\$ 21,864
Changes of assumptions	235,675	-	137,182	52,170
Net difference between projected and actual investment earnings	1,545,866	-	655,959	-
Employer and State contributions subsequent to the measurement date	511,329	-	456,936	-
	<u>\$ 2,608,169</u>	<u>\$ -</u>	<u>\$ 1,305,495</u>	<u>\$ 74,034</u>

The above amounts for deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date and will be recognized as a reduction of the net pension liability in the year ended September 30, 2024. Amounts reported as deferred outflows (except for contributions made subsequent to the measurement date, which will be recognized in the succeeding fiscal year) and deferred inflows of resources related to pensions being amortized for a period of greater than one year will be recognized in pension expense in succeeding years as follows:

	<u>Police Plan</u>	<u>Fire Plan</u>
2024	\$ 766,419	\$ 188,094
2025	322,727	156,697
2026	328,989	152,912
2027	678,705	276,822
2028	-	-
Thereafter	-	-

CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

(12) **Employee Retirement Systems and Pension Funds:** (Continued)

C. Pension Fund Financial Statements

The City does not issue separate financial statements for the Police or Fire Plans. The basic financial statements of the City include a Statement of Fiduciary Net Position and a Statement of Changes in Fiduciary Net Position that presents a single column presented by fund type for all pension trust funds.

For the year ended September 30, 2023, pension expense was recognized as follows:

Plan	Pension Expense
FRS	\$ 820,703
HIS	595,746
Police	752,435
Fire	359,123
Total	<u>\$ 2,528,007</u>

Presented below are the financial statements for each pension trust fund as of and for the year ended September 30, 2023.

COMBINING SCHEDULE OF NET POSITION – PENSION FIDUCIARY FUNDS

	Police Officers' Pension Plan	Firefighters' Pension Plan	Total
ASSETS			
Cash and cash equivalents	\$ 139,983	\$ 79,784	\$ 219,767
Total cash and cash equivalents	<u>139,983</u>	<u>79,784</u>	<u>219,767</u>
Prepaid items	-	2,958	2,958
Receivables			
Due from state	-	37,267	37,267
Interest and dividends receivable	24,853	10,886	35,739
Total receivables	<u>24,853</u>	<u>48,153</u>	<u>73,006</u>
Investments, at fair value			
U.S. Treasury obligations	1,227,343	302,538	1,529,881
U.S. Government agencies	-	507,287	507,287
Corporate and municipal debt obligations	1,342,785	698,069	2,040,854
Mutual funds	8,521,771	3,632,723	12,154,494
Real estate investment trust	1,329,657	-	1,329,657
Pooled funds - real estate	-	437,124	437,124
Total investments	<u>12,421,556</u>	<u>5,577,741</u>	<u>17,999,297</u>
Total assets	<u>12,586,392</u>	<u>5,708,636</u>	<u>18,295,028</u>
LIABILITIES			
Accounts payable	11,796	4,456	16,252
Total liabilities	<u>11,796</u>	<u>4,456</u>	<u>16,252</u>
NET POSITION			
Restricted for:			
Pensions	12,574,596	5,704,180	18,278,776
Total net position	<u>\$ 12,574,596</u>	<u>\$ 5,704,180</u>	<u>\$ 18,278,776</u>

CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023

(12) **Employee Retirement Systems and Pension Funds:** (Continued)

COMBINING SCHEDULE OF CHANGES IN NET POSITION – PENSION FIDUCIARY FUNDS

	Police Officers'	Firefighters'	Total
	Pension Plan	Pension Plan	
Additions			
Contributions:			
Employer	\$ 344,710	\$ 349,899	\$ 694,609
Plan members	95,821	59,162	154,983
State - insurance premium taxes	166,619	107,037	273,656
Total contributions	<u>607,150</u>	<u>516,098</u>	<u>1,123,248</u>
Investment earnings (loss):			
Change in fair value of investments	434,837	334,814	769,651
Interest and dividends	791,123	131,437	922,560
Total investment earnings (loss)	<u>1,225,960</u>	<u>466,251</u>	<u>1,692,211</u>
Less: investment expense	<u>(93,259)</u>	<u>(28,160)</u>	<u>(121,419)</u>
Net investment income (loss)	<u>1,132,701</u>	<u>438,091</u>	<u>1,570,792</u>
Total additions	<u>1,739,851</u>	<u>954,189</u>	<u>2,694,040</u>
Deductions			
Benefit payments and refunds	947,726	420,212	1,367,938
Administrative expenses	28,935	29,783	58,718
Total deductions	<u>976,661</u>	<u>449,995</u>	<u>1,426,656</u>
Change in net position	<u>763,190</u>	<u>504,194</u>	<u>1,267,384</u>
Net position restricted for pensions, beginning of year	<u>11,811,406</u>	<u>5,199,986</u>	<u>17,011,392</u>
Net position restricted for pensions, end of year	<u>\$ 12,574,596</u>	<u>\$ 5,704,180</u>	<u>\$ 18,278,776</u>

(13) **Recent Accounting Pronouncements:**

The Governmental Accounting Standards Board (GASB) has issued several pronouncements that have effective dates that may impact future financial statements. Listed below are pronouncements with required implementation dates effective for subsequent fiscal years that have not yet been implemented. Management has not currently determined what, if any, impact implementation of the following will have on the City's financial statements:

- (a) GASB issued Statement No. 100, *Accounting changes and Error Corrections—An Amendment of GASB Statement No. 62* in June 2022. This Statement will improve the clarity of the accounting and financial reporting requirements for accounting changes and error corrections, which will result in greater consistency in application in practice. In turn, more understandable, reliable, relevant, consistent, and comparable information will be provided to financial statement users for making decisions or assessing accountability. In addition, the display and note disclosure requirements will result in more consistent, decision useful, understandable, and comprehensive information for users about accounting changes and error corrections. The requirements of this Statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all reporting periods thereafter.

**CITY OF HOLLY HILL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

(13) **Recent Accounting Pronouncements:** (Continued)

- (b) GASB issued Statement No. 101, *Compensated Absences* in June 2022. The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. The requirements of this Statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter.
- (c) GASB issued Statement No. 102, *Certain Risk Disclosures*, in December 2023. GASB Statement No. 102 amends GASB Statement No. 62 regarding the disclosure of a government's vulnerability to risks related to certain concentrations and constraints that limit its ability to acquire resources or control spending. The provisions for GASB 102 are effective for fiscal years beginning after June 15, 2024.



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REQUIRED SUPPLEMENTARY INFORMATION

CITY OF HOLLY HILL, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2023

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
Revenues				
Taxes	\$ 5,966,518	\$ 5,966,518	\$ 6,370,365	\$ 403,847
Permits and fees	1,045,945	1,045,945	1,412,983	367,038
Intergovernmental	1,542,674	1,609,933	1,760,365	150,432
Charges for services	1,963,860	1,963,329	1,944,548	(18,781)
Fines and forfeitures	58,100	58,100	180,260	122,160
Investment income	24,725	24,725	232,727	208,002
Miscellaneous	27,420	29,920	80,069	50,149
Total revenues	10,629,242	10,698,470	11,981,317	1,282,847
Expenditures				
Current:				
General government	3,291,844	3,347,088	2,753,244	593,844
Public safety	4,727,428	4,791,509	4,433,806	357,703
Transportation	896,553	1,976,033	1,198,045	777,988
Culture and recreation	1,211,028	1,285,017	1,173,856	111,161
Economic environment	717,321	719,346	660,176	59,170
Capital outlay	187,500	404,460	395,773	8,687
Debt service:				
Interest and fiscal charges	-	-	3,880	(3,880)
Total expenditures	11,031,674	12,523,453	10,618,780	1,904,673
Excess (deficiency) of revenues over expenditures	(402,432)	(1,824,983)	1,362,537	3,187,520
Other financing sources (uses)				
Transfers in	467,432	467,432	767,432	300,000
Transfers out	(65,000)	(65,000)	(2,004,462)	(1,939,462)
Total other financing sources (uses)	402,432	402,432	(1,237,030)	(1,639,462)
Net change in fund balances	-	(1,422,551)	125,507	1,548,058
Fund balances, beginning of year	6,945,141	6,945,141	6,945,141	-
Fund balances, end of year	\$ 6,945,141	\$ 5,522,590	\$ 7,070,648	\$ 1,548,058

Attachment: CoHH FY 23 ACFR FINAL (4431 : FY2023 Annual Audit Presentation)

CITY OF HOLLY HILL, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - COMMUNITY REDEVELOPMENT FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2023

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
Revenues				
Taxes	\$ 1,463,810	\$ 1,463,810	\$ 1,461,831	\$ (1,979)
Intergovernmental	1,476,996	1,747,142	1,760,850	13,708
Charges for services	-	-	28,043	28,043
Investment income	17,400	17,400	166,444	149,044
Miscellaneous	-	-	17,894	17,894
Total revenues	<u>2,958,206</u>	<u>3,228,352</u>	<u>3,435,062</u>	<u>206,710</u>
Expenditures				
Current:				
General government	-	1,218,619	1,218,619	-
Public safety	300,348	300,347	158,126	142,221
Culture and recreation	174,975	242,276	239,116	3,160
Economic environment	782,426	1,243,524	669,994	573,530
Capital outlay	839,020	3,738,372	23,190	3,715,182
Debt service:				
Principal retirement	780,000	780,000	780,000	-
Interest and fiscal charges	72,857	72,857	72,855	2
Total expenditures	<u>2,949,626</u>	<u>7,595,995</u>	<u>3,161,900</u>	<u>4,434,095</u>
Excess (deficiency) of revenues over expenditures	<u>8,580</u>	<u>(4,367,643)</u>	<u>273,162</u>	<u>4,640,805</u>
Other financing sources (uses)				
Transfers out	(8,580)	(8,580)	(8,580)	-
Total other financing sources (uses)	<u>(8,580)</u>	<u>(8,580)</u>	<u>(8,580)</u>	<u>-</u>
Net change in fund balances	<u>-</u>	<u>(4,376,223)</u>	<u>264,582</u>	<u>4,640,805</u>
Fund balances, beginning of year	6,101,708	6,101,708	6,101,708	-
Fund balances, end of year	<u>\$ 6,101,708</u>	<u>\$ 1,725,485</u>	<u>\$ 6,366,290</u>	<u>\$ 4,640,805</u>

Attachment: CoHH FY 23 ACFR FINAL (4431 : FY2023 Annual Audit Presentation)

CITY OF HOLLY HILL, FLORIDA
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS
LAST 10 FISCAL YEARS
(UNAUDITED)

Reporting Period Ending September 30, Measurement Date Ending September 30,	2023 2022	2022 2021	2021 2021	2020 2020	2019 2019	2018 2018
Total OPEB Liability						
Service cost	\$ 162,462	\$ -	\$ 207,135	\$ 175,335	\$ 183,957	\$ 192,912
Interest	65,197	-	61,996	96,129	113,136	96,811
Difference between expected and actual experience	(554,440)	-	(508,141)	-	1,961	-
Changes of assumptions	(566,890)	-	(338,806)	515,802	(212,008)	(161,745)
Benefit payments - implicit rate subsidy	(99,859)	-	(99,566)	(98,235)	(97,449)	(51,107)
Net change in total OPEB liability	(993,530)	-	(677,382)	689,031	(10,403)	76,871
Total OPEB liability - beginning of year	2,570,166	2,570,166	3,247,548	2,558,517	2,568,920	2,492,049
Total OPEB liability - end of year	\$ 1,576,636	\$ 2,570,166	\$ 2,570,166	\$ 3,247,548	\$ 2,558,517	\$ 2,568,920
 Covered-employee payroll	 \$ 4,890,744	 \$ 4,850,224	 \$ 4,850,224	 \$ 5,471,441	 \$ 5,167,831	 \$ 4,897,970
 Total OPEB liability as a percentage of covered- employee payroll	 32.24%	 52.99%	 52.99%	 59.35%	 49.51%	 52.45%

Notes to Schedule:

Valuation date: 10/1/2022 10/1/2020 10/1/2020 10/1/2018 10/1/2018 10/1/2016

The measurement date is the same as the reporting date for fiscal years 2023 and prior. It is one year behind the reporting date for fiscal years 2022 and forward.

There are no assets accumulated in a trust that meets the criteria to pay related benefits for the OPEB plan.

Covered-Employee Payroll was projected one year forward from the valuation date for the reporting period ending September 30, 2023.

Difference between expected and actual experience . Reflects the impacts of changes to the census data from the prior valuation

Changes of assumptions. Changes of assumptions and other changes reflect the effects of changes in the discount rate each period. The following are the discount rates used in each period:

Discount rate	4.77%	2.43%	2.43%	2.14%	3.58%	4.18%
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Also reflected as assumption changes are updated health care costs and premiums, updated health care cost trend rates, updated disability rates for police and fire, updated retirement and termination rates for general, and updated mortality rates.

Benefit Payments : The City did not provide actual net benefits paid by the Plan for the fiscal years shown. Expected benefit payments produced by the valuation model for each period are shown in the table above.

*10 years of data will be presented as it becomes available.

CITY OF HOLLY HILL, FLORIDA
SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY - FRS AND HIS
LAST 10 FISCAL YEARS
(UNAUDITED)

	As of the Plan Year Ended June 30.									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Florida Retirement System (FRS)										
Proportion of the net pension liability	0.008931042%	0.009105821%	0.008553143%	0.008395575%	0.007518387%	0.007058775%	0.006881069%	0.006933778%	0.006481624%	0.005933893%
Proportionate share of the net pension liability	\$ 3,558,737	\$ 3,388,097	\$ 646,093	\$ 3,638,766	\$ 2,589,157	\$ 2,126,140	\$ 2,035,374	\$ 1,750,784	\$ 837,189	\$ 362,055
Covered payroll	3,853,696	3,339,235	3,007,439	3,009,486	2,995,927	2,972,676	2,867,432	2,899,517	2,613,798	2,316,138
Proportionate share of the net pension liability as a percentage of covered payroll	92.35%	101.46%	21.48%	120.91%	86.42%	71.52%	70.98%	60.38%	32.03%	15.63%
Plan fiduciary net position as a percentage of the total pension	82.38%	82.89%	96.40%	78.85%	82.61%	84.26%	83.89%	84.88%	92.00%	96.09%
Health Insurance Subsidy Program (HIS)										
Proportion of the net pension liability	0.009724785%	0.009160923%	0.008493266%	0.008669360%	0.009257548%	0.009123826%	0.009001025%	0.008940840%	0.008454191%	0.008313805%
Proportionate share of the net pension liability	\$ 1,544,426	\$ 970,288	\$ 1,041,827	\$ 1,058,515	\$ 1,035,827	\$ 965,676	\$ 962,431	\$ 1,042,018	\$ 862,194	\$ 777,361
Covered payroll	3,853,696	3,339,235	3,007,439	3,009,486	2,995,927	2,972,676	2,867,432	2,899,517	2,613,798	2,316,138
Proportionate share of the net pension liability as a percentage of covered payroll	40.08%	29.06%	34.64%	35.17%	34.57%	32.49%	33.56%	35.94%	32.99%	33.56%
Plan fiduciary net position as a percentage of the total pension	4.12%	4.81%	3.56%	3.00%	2.63%	2.15%	1.64%	0.97%	0.50%	0.99%

CITY OF HOLLY HILL, FLORIDA
SCHEDULE OF CONTRIBUTIONS - FRS AND HIS
LAST 10 FISCAL YEARS
(UNAUDITED)

	For the Year Ended September 30,									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Florida Retirement System (FRS)										
Contractually required contribution	\$ 435,956	\$ 399,787	\$ 325,838	\$ 278,948	\$ 260,211	\$ 219,302	\$ 195,246	\$ 192,301	\$ 179,377	\$ 155,573
Contributions in relation to the contractually required contribution	435,956	399,787	325,838	278,948	260,211	219,302	195,246	192,301	179,377	155,573
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 3,868,892	\$ 3,471,589	\$ 3,007,439	\$ 3,009,486	\$ 2,995,927	\$ 2,972,676	\$ 2,867,432	\$ 2,899,517	\$ 2,613,798	\$ 2,316,138
Contributions as a percentage of covered payroll	11.27%	11.52%	10.83%	9.27%	8.69%	7.38%	6.81%	6.63%	6.86%	6.72%
Health Insurance Subsidy Program (HIS)										
Contractually required contribution	\$ 67,596	\$ 57,628	\$ 49,923	\$ 49,957	\$ 49,732	\$ 49,678	\$ 47,599	\$ 48,132	\$ 35,450	\$ 30,323
Contributions in relation to the contractually required contribution	67,596	57,628	49,923	49,957	49,732	49,678	47,599	48,132	35,450	30,323
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 3,868,892	\$ 3,471,589	\$ 3,007,439	\$ 3,009,486	\$ 2,995,927	\$ 2,972,676	\$ 2,867,432	\$ 2,899,517	\$ 2,613,798	\$ 2,316,138
Contributions as a percentage of covered payroll	1.75%	1.66%	1.66%	1.66%	1.66%	1.67%	1.66%	1.66%	1.36%	1.31%

CITY OF HOLLY HILL, FLORIDA
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS POLICE OFFICERS' PENSION PLAN
SEPTEMBER 30, 2023
(UNAUDITED)

Reporting Period Ending September 30, Measurement Date Ending September 30,	2023 2022	2022 2021	2021 2021	2020 2020	2019 2019	2018 2018	2017 2017	2016 2016	2015 2015	2014 2014
Total Pension Liability										
Service cost	\$ 184,869	\$ -	\$ 232,897	\$ 244,781	\$ 244,196	\$ 218,828	\$ 229,740	\$ 230,699	\$ 222,322	\$ 249,756
Interest	1,003,915	-	981,457	980,818	936,633	894,090	863,912	843,655	823,857	810,040
Changes in benefit terms	-	-	-	-	-	-	-	-	(526)	-
Difference between actual and expected experience	275,437	-	395,025	(77,182)	129,854	135,657	28,475	(370,289)	(153,367)	-
Changes of assumptions	-	-	707,024	(380,240)	-	-	-	385,611	-	-
Benefit payments including refunds of contributions	(1,198,863)	-	(764,759)	(730,570)	(697,780)	(700,275)	(706,537)	(619,400)	(655,033)	(1,040,177)
Net change in total pension liability	265,358	-	1,551,644	37,607	612,903	548,300	415,590	470,276	237,253	19,619
Total pension liability - beginning	14,964,056	14,964,056	13,412,412	13,374,805	12,761,902	12,213,602	11,798,012	11,327,736	11,090,483	11,070,864
Total pension liability - ending (a)	\$ 15,229,414	\$ 14,964,056	\$ 14,964,056	\$ 13,412,412	\$ 13,374,805	\$ 12,761,902	\$ 12,213,602	\$ 11,798,012	\$ 11,327,736	\$ 11,090,483
Total Fiduciary Net Position										
Contributions - employer	\$ 307,177	\$ -	\$ 369,605	\$ 432,123	\$ 491,324	\$ 453,423	\$ 406,073	\$ 460,877	\$ 519,860	\$ 636,738
Contributions - state	146,676	-	138,114	139,910	138,915	129,437	117,012	108,177	102,019	95,509
Contributions - employee	86,653	-	83,500	76,812	71,049	73,523	72,705	71,468	72,917	67,173
Net investment income	(2,389,989)	-	2,660,897	1,316,673	418,296	863,758	998,587	611,485	(206,022)	600,411
Benefit payments, including refunds of contributions	(1,198,863)	-	(764,759)	(730,570)	(697,780)	(700,275)	(706,537)	(619,400)	(655,033)	(1,040,177)
Administrative expense	(32,292)	-	(26,740)	(26,759)	(20,763)	(29,717)	(25,473)	(31,987)	(24,321)	(21,956)
Net change in plan fiduciary net position	(3,080,638)	-	2,460,617	1,208,189	401,041	790,149	862,367	600,620	(190,580)	337,698
Plan fiduciary net position - beginning	14,889,337	14,889,337	12,428,720	11,220,531	10,819,490	10,029,341	9,166,974	8,566,354	8,756,934	8,419,236
Plan fiduciary net position - ending (b)	\$ 11,808,699	\$ 14,889,337	\$ 14,889,337	\$ 12,428,720	\$ 11,220,531	\$ 10,819,490	\$ 10,029,341	\$ 9,166,974	\$ 8,566,354	\$ 8,756,934
Net pension liability - ending (a) - (b)	\$ 3,420,715	\$ 74,719	\$ 74,719	\$ 983,692	\$ 2,154,274	\$ 1,942,412	\$ 2,184,261	\$ 2,631,038	\$ 2,761,382	\$ 2,333,549
Plan fiduciary net position as a percentage of the total pension liability	77.54%	99.50%	99.50%	92.67%	83.89%	84.78%	82.12%	77.70%	75.62%	78.96%
Covered payroll	\$ 1,337,927	\$ 1,337,315	\$ 1,337,315	\$ 1,228,981	\$ 1,144,300	\$ 1,177,752	\$ 1,209,361	\$ 1,162,274	\$ 1,130,458	\$ 1,135,179
Net pension liability as a percentage of covered payroll	255.67%	5.59%	5.59%	80.04%	188.26%	164.93%	180.61%	226.37%	244.27%	205.57%
Annual money-weighted rate of return	-16.57%	21.66%	21.66%	11.80%	3.90%	8.74%	11.14%	7.26%	-2.39%	7.30%

*The measurement date is the same as the reporting date for fiscal years 2021 and prior. It is one year behind the reporting date for fiscal years 2022 and forward.

Attachment: CoHH FY 23 ACFR FINAL (4431 : FY2023 Annual Audit Presentation)

**CITY OF HOLLY HILL, FLORIDA
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CONTRIBUTIONS POLICE OFFICERS' PENSION PLAN
SEPTEMBER 30, 2023
(UNAUDITED)**

Fiscal Year	Actuarially Determined Contribution (ADC)	Contributions in Relation to ADC	Contribution Deficiency (Excess)	Covered Payroll	Contributions as Percentage of Employee Payroll
2023	\$ 507,778	\$ 511,329	\$ (3,551)	\$ 1,463,337	34.94%
2022	464,261	453,853	10,408	1,337,927	33.92%
2021	536,263	507,719	28,544	1,337,315	37.97%
2020	539,523	572,033	(32,510)	1,228,981	46.55%
2019	618,783	630,239	(11,456)	1,144,300	55.08%
2018	582,860	582,860	-	1,177,752	49.49%
2017	523,085	523,085	-	1,209,361	43.25%
2016	569,054	569,054	-	1,162,274	48.96%
2015	621,879	621,879	-	1,130,458	55.01%
2014	732,247	732,247	-	1,135,179	64.50%

Notes to Schedule:

Valuation Date: 10/1/2021

Actuarially determined contribution rates are calculated as of October 1, two years prior to the end of the fiscal year in which contributions are reported.

Methods and assumptions used to determine contribution rates:

Funding Method: Entry age normal actuarial cost method.
Amortization Method: New UAAL amortization bases are amortized over 15 years.
Asset Valuation Method: Each year, the prior actuarial valuation of assets is brought forward utilizing the historical geometric 4-year average market value return. It is possible that over time this technique will produce an insignificant bias above or below market value.
Inflation: 2.70%
Salary Increases: Service based
Payroll Growth: None.
Investment Rate of Return: 6.90%, compounded annually, net of investment related expenses.
Mortality: *Healthy Active Lives:*
Female: PubS.H-2010 (Below Median) for Employees, set forward one year.
Male: PubS.H-2010 (Below Median) for Employees, set forward one year.
Healthy Retiree Lives:
Female: PubS.H-2010 for Healthy Retirees, set forward one year.
Male: PubS.H-2010 (Below Median) for Healthy Retirees, set forward one year.
Beneficiary Lives:
Female: PubG.H-2010 (Below Median) for Healthy Retirees.
Male: PubG.H-2010 (Below Median) for Healthy Retirees, set back one year.
Disabled Lives:
80% PubG.H-2010 for Disabled Retirees / 20% PubS.H-2010 for Disabled Retirees.

Retirement Age:	Retirement		
	Service (years)	Age	Rates
	<20	50-54	5.0%
		55	50.0%
		56	75.0%
		57+	100.0%
		60+	100.0%
	20+	<56	50.0%
		56	75.0%
		57+	100.0%

Disability Rate Table:	% Becoming Disabled	
	Age	During the Year
	20	0.03%
	25	0.03%
	30	0.04%
	35	0.05%
	40	0.07%
	45	0.10%
	50	0.18%
	55	0.36%
	60	0.90%
	65	2.22%

Termination Rates:	Assumed Withdrawal Rate	
	Service (years)	Rate
	<1	20.0%
	1-9	14.0%
	10-14	5.0%
	15+	2.0%

CITY OF HOLLY HILL, FLORIDA
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS FIREFIGHTERS' PENSION PLAN
SEPTEMBER 30, 2023
(UNAUDITED)

Reporting Period Ending September 30, Measurement Date Ending September 30,	2023 2022	2022 2021	2021 2021	2020 2020	2019 2019	2018 2018	2017 2017	2016 2016	2015 2015	2014 2014
Total Pension Liability										
Service cost	\$ 168,690	\$ -	\$ 153,174	\$ 151,484	\$ 153,193	\$ 156,508	\$ 170,029	\$ 169,795	\$ 176,408	\$ 172,709
Interest	453,612	-	455,339	459,350	439,372	424,522	402,775	378,039	373,007	353,643
Change in excess state money	-	-	-	-	-	-	-	(18,139)	-	-
Changes in benefit terms	-	-	-	-	(678)	-	-	(131,917)	-	-
Difference between actual and expected experience	43,094	-	33,341	(54,661)	32,132	(28,615)	69,117	15,721	(45,225)	-
Changes of assumptions	-	-	274,362	(130,423)	-	-	-	162,997	-	-
Benefit payments including refunds of contributions	(414,511)	-	(607,245)	(356,039)	(349,987)	(345,506)	(323,535)	(325,259)	(271,874)	(271,874)
Net change in total pension liability	250,885	-	308,971	69,711	274,032	206,909	318,386	251,237	232,316	254,478
Total pension liability - beginning	6,612,653	6,612,653	6,303,682	6,233,971	5,959,939	5,753,030	5,434,644	5,183,407	4,951,091	4,696,613
Total pension liability - ending (a)	<u>\$ 6,863,538</u>	<u>\$ 6,612,653</u>	<u>\$ 6,612,653</u>	<u>\$ 6,303,682</u>	<u>\$ 6,233,971</u>	<u>\$ 5,959,939</u>	<u>\$ 5,753,030</u>	<u>\$ 5,434,644</u>	<u>\$ 5,183,407</u>	<u>\$ 4,951,091</u>
Total Fiduciary Net Position										
Contributions - employer	\$ 321,298	\$ -	\$ 285,570	\$ 275,076	\$ 229,432	\$ 258,025	\$ 214,936	\$ 203,657	\$ 176,497	\$ 160,213
Contributions - state	49,209	-	46,520	44,151	47,064	43,892	43,415	51,535	55,151	62,761
Contributions - employee	53,906	-	49,295	44,195	43,146	44,435	45,607	51,275	54,681	52,767
Net investment income	(958,422)	-	1,061,514	539,000	220,041	304,959	420,410	358,369	(20,243)	310,762
Benefit payments, including refunds of contributions	(414,511)	-	(607,245)	(356,039)	(349,987)	(345,506)	(323,535)	(325,259)	(271,874)	(271,874)
Administrative expense	(29,930)	-	(27,416)	(29,039)	(23,679)	(33,611)	(26,803)	(40,976)	(29,063)	(21,821)
Net change in plan fiduciary net position	(978,450)	-	808,238	517,344	166,017	272,194	374,030	298,601	(34,851)	292,808
Plan fiduciary net position - beginning	6,179,371	6,179,371	5,371,133	4,853,789	4,687,772	4,415,578	4,041,548	3,742,947	3,777,798	3,484,990
Plan fiduciary net position - ending (b)	<u>\$ 5,200,921</u>	<u>\$ 6,179,371</u>	<u>\$ 6,179,371</u>	<u>\$ 5,371,133</u>	<u>\$ 4,853,789</u>	<u>\$ 4,687,772</u>	<u>\$ 4,415,578</u>	<u>\$ 4,041,548</u>	<u>\$ 3,742,947</u>	<u>\$ 3,777,798</u>
Net pension liability - ending (a) - (b)	<u>\$ 1,662,617</u>	<u>\$ 433,282</u>	<u>\$ 433,282</u>	<u>\$ 932,549</u>	<u>\$ 1,380,182</u>	<u>\$ 1,272,167</u>	<u>\$ 1,337,452</u>	<u>\$ 1,393,096</u>	<u>\$ 1,440,460</u>	<u>\$ 1,173,293</u>
Plan fiduciary net position as a percentage of the total pension liability	75.78%	93.45%	93.45%	85.21%	77.86%	78.65%	76.75%	74.37%	72.21%	76.30%
Covered payroll	\$ 770,090	\$ 704,212	\$ 704,212	\$ 631,352	\$ 616,377	\$ 709,566	\$ 651,531	\$ 732,502	\$ 692,977	\$ 659,584
Net pension liability as a percentage of covered payroll	215.90%	61.53%	61.53%	147.71%	223.92%	179.29%	205.28%	190.18%	207.87%	177.88%
Annual money-weighted rate of return	-15.60%	20.39%	20.39%	11.15%	4.75%	7.00%	10.59%	9.75%	-0.54%	-0.54%

*The measurement date is the same as the reporting date for fiscal years 2021 and prior. It is one year behind the reporting date for fiscal years 2022 and forward.

CITY OF HOLLY HILL, FLORIDA
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CONTRIBUTIONS FIREFIGHTERS' PENSION PLAN
SEPTEMBER 30, 2023
(UNAUDITED)

Fiscal Year	Actuarially Determined Contribution (ADC)	Contributions in Relation to ADC	Contribution Deficiency (Excess)	Covered Payroll	Contributions as Percentage of Employee Payroll
2023	\$ 403,989	\$ 456,936	\$ (52,947)	\$ 845,166	54.06%
2022	371,183	370,507	676	770,090	48.11%
2021	347,177	332,090	15,087	704,212	47.16%
2020	296,736	319,227	(22,491)	631,352	50.56%
2019	276,496	276,496	-	616,377	44.86%
2018	300,917	301,917	(1,000)	709,566	42.55%
2017	258,351	258,351	-	651,531	39.65%
2016	252,310	255,192	(2,882)	732,502	34.84%
2015	231,648	231,648	-	692,977	33.43%
2014	222,974	222,974	-	659,584	33.81%

Notes to Schedule:

Valuation Date: 10/1/2021

Actuarially determined contribution rates are calculated as of October 1, two years prior to the end of the fiscal year in which contributions are reported.

Methods and assumptions used to determine contribution rates:

Funding Method: Entry age normal actuarial cost method.
Amortization Method: New UAAL amortization bases are amortized over 15 years.
Asset Valuation Method: Each year, the prior actuarial valuation of assets is brought forward utilizing the historical geometric 4-year average market value return. It is possible that over time this technique will produce an insignificant bias above or below market value.
Inflation: 2.70%
Salary Increases: Service based
Payroll Growth: None.
Investment Rate of Return: 6.90% per year, compounded annually, net of investment related expenses.
Mortality: *Healthy Active Lives:*
Female: PubS.H-2010 (Below Median) for Employees, set forward one year.
Male: PubS.H-2010 (Below Median) for Employees, set forward one year.
Healthy Retiree Lives:
Female: PubS.H-2010 for Healthy Retirees, set forward one year.
Male: PubS.H-2010 (Below Median) for Healthy Retirees, set forward one year.
Beneficiary Lives:
Female: PubG.H-2010 (Below Median) for Healthy Retirees.
Male: PubG.H-2010 (Below Median) for Healthy Retirees, set back one year.
Disabled Lives:
80% PubG.H-2010 for Disabled Retirees / 20% PubS.H-2010 for Disabled Retirees.

Retirement Age:

		Retirement
Service (years)	Age	Rates
<25	48-49%	5.0%
	50	50.0%
	51-59	20.0%
	60+	100.0%
25+	All	100.0%

Disability Rate Table:

Age	% Becoming Disabled During the Year
20	0.07%
25	0.09%
30	0.11%
35	0.14%
40	0.19%
45	0.30%
50	0.51%
55	0.96%
60	1.66%
65	2.39%

Termination Rates:

Service (years)	Assumed Withdrawal Rate
<1	13.0%
1-4	7.0%
5-9	5.0%
10+	3.0%

SUPPLEMENTARY INFORMATION

**CITY OF HOLLY HILL, FLORIDA
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
SEPTEMBER 30, 2023**

	Nonmajor Special Revenue Funds		Total Nonmajor Governmental Funds
	Impact Fees Trust	Law Enforcement Trust	
ASSETS			
Equity in pooled cash and investments	\$ 346,822	\$ 39,119	\$ 385,941
Receivables, net	126	13	139
Total assets	<u>\$ 346,948</u>	<u>\$ 39,132</u>	<u>\$ 386,080</u>
FUND BALANCES			
Restricted for:			
Law enforcement	\$ 47,269	\$ 39,132	\$ 86,401
Fire protection	69,696	-	69,696
Transportation	187,410	-	187,410
Recreation	42,573	-	42,573
Total fund balances	<u>346,948</u>	<u>39,132</u>	<u>386,080</u>
Total liabilities and fund balances	<u>\$ 346,948</u>	<u>\$ 39,132</u>	<u>\$ 386,080</u>

**CITY OF HOLLY HILL, FLORIDA
COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2023**

	Nonmajor Special Revenue Funds		Total Nonmajor Governmental Funds
	Impact Fees Trust	Law Enforcement Trust	
Revenues			
Permits and fees	\$ 20,590	\$ -	\$ 20,590
Charges for services	27,567	-	27,567
Fines and forfeitures	-	12,738	12,738
Investment income	8,928	1,077	10,005
Miscellaneous	228	-	228
Total revenues	<u>57,313</u>	<u>13,815</u>	<u>71,128</u>
Excess (deficiency) of revenues over expenditures	<u>57,313</u>	<u>13,815</u>	<u>71,128</u>
Other financing sources (uses)			
Transfers out	-	(15,900)	(15,900)
Total other financing sources (uses)	-	(15,900)	(15,900)
Net change in fund balances	<u>57,313</u>	<u>(2,085)</u>	<u>55,228</u>
Fund balances, beginning of year	289,635	41,217	330,852
Fund balances, end of year	<u>\$ 346,948</u>	<u>\$ 39,132</u>	<u>\$ 386,080</u>

Attachment: CoHH FY 23 ACFR FINAL (4431 : FY2023 Annual Audit Presentation)

CITY OF HOLLY HILL, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - IMPACT FEES TRUST FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2023

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
Revenues				
Permits and fees	\$ -	\$ -	\$ 20,590	\$ 20,590
Charges for services	-	-	27,567	27,567
Investment income	-	-	8,928	8,928
Miscellaneous	-	-	228	228
Total revenues	-	-	57,313	57,313
Excess (deficiency) of revenues over expenditures	-	-	57,313	57,313
Net change in fund balances	-	-	57,313	57,313
Fund balances, beginning of year	289,635	289,635	289,635	-
Fund balances, end of year	<u>\$ 289,635</u>	<u>\$ 289,635</u>	<u>\$ 346,948</u>	<u>\$ 57,313</u>

CITY OF HOLLY HILL, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - LAW ENFORCEMENT TRUST FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2023

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
Revenues				
Fines and forfeitures	\$ -	\$ -	\$ 12,738	\$ 12,738
Investment income	-	-	1,077	1,077
Total revenues	-	-	13,815	13,815
Excess (deficiency) of revenues over expenditures	-	-	13,815	13,815
Other financing sources (uses)				
Transfers out	(15,900)	(15,900)	(15,900)	-
Total other financing sources (uses)	(15,900)	(15,900)	(15,900)	-
Net change in fund balances	(15,900)	(15,900)	(2,085)	13,815
Fund balances, beginning of year	41,217	41,217	41,217	-
Fund balances, end of year	<u>\$ 25,317</u>	<u>\$ 25,317</u>	<u>\$ 39,132</u>	<u>\$ 13,815</u>

Attachment: CoHH FY 23 ACFR FINAL (4431 : FY2023 Annual Audit Presentation)

CITY OF HOLLY HILL, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - CAPITAL PROJECTS FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2023

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
Revenues				
Grants	\$ -	\$ 196,440	\$ -	\$ (196,440)
Investment income	2,000	2,000	149,185	147,185
Total revenues	<u>2,000</u>	<u>198,440</u>	<u>149,185</u>	<u>(49,255)</u>
Expenditures				
Current:				
Capital outlay	67,000	6,213,574	1,459,062	4,754,512
Total expenditures	<u>67,000</u>	<u>6,213,574</u>	<u>1,459,062</u>	<u>4,754,512</u>
Excess (deficiency) of revenues over expenditures	<u>(65,000)</u>	<u>(6,015,134)</u>	<u>(1,309,877)</u>	<u>4,705,257</u>
Other financing sources (uses)				
Transfers in	65,000	65,000	65,000	-
Total other financing sources (uses)	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>	<u>-</u>
Net change in fund balances	<u>-</u>	<u>(5,950,134)</u>	<u>(1,244,877)</u>	<u>4,705,257</u>
Fund balances, beginning of year	6,004,302	6,004,302	6,004,302	-
Fund balances, end of year	<u>\$ 6,004,302</u>	<u>\$ 54,168</u>	<u>\$ 4,759,425</u>	<u>\$ 4,705,257</u>

Attachment: CoHH FY 23 ACFR FINAL (4431 : FY2023 Annual Audit Presentation)

Statistical Section

This part of the City of Holly Hill, Florida's comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the City's overall financial health.

Contents

Financial Trends

These tables contain trend information to help the reader understand how the City's financial performance and well-being have changed over time.

Revenue Capacity

These tables contain information to help the reader assess the City's most significant revenue sources, property taxes, and water/sewer utility charges.

Debt Capacity

These tables present information to help the reader assess the affordability of the City's current levels of outstanding debt and the City's ability to issue additional debt in the future.

Demographic and Economic Information

These tables offer demographic and economic indicators to help the reader understand the environment within which the City's financial activities take place and help make comparisons over time and with other governments.

Operating Information

These tables contain information about the City's operations and resources to help the reader understand how the City's financial information relates to the services the City provides and the activities it performs.

Sources: Unless otherwise noted, the information in these tables is derived from the comprehensive annual financial reports for the relevant year.

NET POSITION BY COMPONENT
LAST TEN FISCAL YEARS
CITY OF HOLLY HILL, FLORIDA
(Accrual basis of accounting)

Table

	Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Governmental Activities:										
Net investment in capital assets.....	20,285,084	18,987,233	12,698,272	11,247,689	8,932,690	\$15,573,476	\$13,755,952	\$16,030,653	\$15,794,251	\$15,003,471
Restricted.....	6,744,390	6,559,586	6,638,390	5,493,954	6,106,554	6,507,029	6,583,871	4,442,234	3,953,513	3,670,811
Unrestricted (deficit).....	<u>7,190,502</u>	<u>7,097,005</u>	<u>4,156,559</u>	<u>1,660,966</u>	<u>545,916</u>	<u>(1,398,695)</u>	<u>(997,664)</u>	<u>(1,397,870)</u>	<u>(1,820,824)</u>	<u>2,736,651</u>
Total governmental activities net position.....	<u>34,219,976</u>	<u>32,643,824</u>	<u>23,493,221</u>	<u>18,402,609</u>	<u>15,585,160</u>	<u>20,681,810</u>	<u>19,342,159</u>	<u>19,075,017</u>	<u>17,926,940</u>	<u>21,410,941</u>
Business-type Activities:										
Net investment in capital assets.....	19,698,729	17,811,459	16,731,566	14,513,974	13,335,423	11,767,034	10,500,202	9,338,226	8,306,571	7,665,161
Restricted.....	696,021	1,570,554	1,536,516	1,569,336	2,019,176	2,742,943	3,040,594	3,618,071	3,552,810	3,517,031
Unrestricted.....	<u>14,913,097</u>	<u>13,717,037</u>	<u>14,377,130</u>	<u>13,353,438</u>	<u>12,335,307</u>	<u>11,541,283</u>	<u>11,083,496</u>	<u>10,027,035</u>	<u>9,575,372</u>	<u>9,460,141</u>
Total business-type activities net position.....	<u>35,307,847</u>	<u>33,099,050</u>	<u>32,645,212</u>	<u>29,436,748</u>	<u>27,689,906</u>	<u>26,051,260</u>	<u>24,624,292</u>	<u>22,983,332</u>	<u>21,434,753</u>	<u>20,642,341</u>
Primary Government:										
Net investment in capital assets.....	39,983,813	36,798,692	29,429,838	25,761,663	22,268,113	27,340,510	24,256,154	25,368,879	24,100,822	22,668,641
Restricted.....	7,440,411	8,130,140	8,174,906	7,063,290	8,125,730	9,249,972	9,624,465	8,060,305	7,506,323	7,187,841
Unrestricted.....	<u>22,103,599</u>	<u>20,814,042</u>	<u>18,533,689</u>	<u>15,014,404</u>	<u>12,881,223</u>	<u>10,142,588</u>	<u>10,085,832</u>	<u>8,629,165</u>	<u>7,754,548</u>	<u>12,196,791</u>
Total primary government net position.....	<u>\$69,527,823</u>	<u>\$65,742,874</u>	<u>\$56,138,433</u>	<u>\$47,839,357</u>	<u>\$43,275,066</u>	<u>\$46,733,070</u>	<u>\$43,966,451</u>	<u>\$42,058,349</u>	<u>\$39,361,693</u>	<u>\$42,053,281</u>

During the year ended September 30, 2015, GASB Statement No. 68 was implemented resulting in adjustments to beginning net position. Periods previous to that year have not been adjusted for these changes.

Attachment: CoHH FY 23 ACFR FINAL (4431 : FY2023 Annual Audit Presentation)

CHANGES IN NET POSITION
LAST TEN FISCAL YEARS
CITY OF HOLLY HILL, FLORIDA
(Accrual basis of accounting)

Table 2

	Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Expenses:										
Governmental Activities:										
General government.....	\$ 1,264,266	\$ 1,239,588	\$ 989,006	\$ 777,799	\$ 2,736,783	\$ 2,728,813	\$ 2,262,357	\$ 2,303,343	\$ 2,294,042	\$ 2,137,770
Public safety.....	5,211,735	3,750,653	3,405,581	4,247,351	4,748,821	4,667,120	7,074,310	4,223,371	4,543,641	4,531,911
Physical environment.....	-	-	-	-	29,941	23,508	62,816	22,876	12,801	11,717
Transportation.....	1,419,968	970,353	656,803	1,333,051	1,086,869	579,611	558,106	945,451	685,998	657,879
Economic environment.....	2,975,318	1,481,791	1,382,853	1,435,056	2,175,644	451,029	481,087	500,992	550,314	676,361
Culture/recreation.....	1,790,059	1,491,171	1,554,779	1,184,169	1,247,997	1,023,115	1,028,004	967,372	945,614	965,559
Interest on long-term debt.....	68,090	87,926	101,893	124,374	137,657	145,263	156,078	170,864	185,409	200,108
Total governmental activities expenses.....	12,729,436	9,021,482	8,090,915	9,101,800	12,163,712	9,618,459	11,622,758	9,134,269	9,217,819	9,181,305
Business-Type Activities:										
Water and sewer.....	7,291,873	6,156,052	5,866,765	6,543,988	6,322,089	5,148,419	5,095,534	4,749,834	4,547,616	4,244,775
Stormwater Management.....	1,007,759	934,405	891,457	883,454	1,002,275	740,597	760,023	803,918	786,211	758,301
Solid Waste.....	4,199,047	2,451,470	2,276,753	2,327,246	2,475,068	1,856,159	1,760,984	1,773,349	1,715,096	1,650,414
Total business-type activities expenses.....	12,498,679	9,541,927	9,034,975	9,754,688	9,799,432	7,745,175	7,616,541	7,327,101	7,048,923	6,653,490
Total primary government expenses.....	25,228,115	18,563,409	17,125,890	18,856,488	21,963,144	17,363,634	19,239,299	16,461,370	16,266,742	15,834,795
Program Revenues:										
Governmental Activities:										
Charges for Services:										
General government.....	12,428	15,224	7,107	15,668	2,233,189	-	-	-	84,855	294,936
Public safety.....	211,887	238,281	123,037	88,093	128,104	361,445	220,607	198,576	250,244	413,875
Transportation.....	109,495	104,506	104,179	104,142	110,721	112,583	96,591	104,955	100,410	91,226
Economic environment.....	424,385	345,454	299,402	255,541	-	-	-	-	-	613
Culture/recreation.....	48,474	24,450	17,963	10,180	40,131	18,180	17,619	22,813	18,296	16,518
Operating grants and contributions.....	2,162,225	377,741	1,036,755	922,920	4,476,544	1,567,327	4,011,193	1,483,592	1,503,092	1,436,128
Capital grants and contributions.....	290,378	4,088,095	1,155,149	728,448	137,050	136,236	230,421	195,997	456,138	199,013
Total governmental activities program revenues.....	3,259,272	5,193,751	2,743,592	2,124,992	7,125,739	2,195,771	4,576,431	2,005,933	2,413,035	2,452,309
Business-Type Activities:										
Charges for Services:										
Water/Sewer.....	8,458,603	8,158,078	8,114,542	7,565,604	7,282,905	6,896,965	6,462,660	6,188,254	5,933,831	5,675,300
Stormwater Management.....	1,135,688	1,173,438	1,153,511	1,085,454	1,172,041	937,927	947,208	946,661	801,878	796,720
Solid Waste.....	2,781,108	2,598,282	2,566,120	2,570,030	2,616,307	2,565,227	2,587,645	2,477,576	2,314,039	2,196,706
Capital grants and contributions.....	328,677	166,283	662,696	486,528	119,880	-	3,330	29,484	6,660	11,151
Total business-type activities program revenues.....	12,704,076	12,096,081	12,496,869	11,707,616	11,191,133	10,400,119	10,000,843	9,641,975	9,056,408	8,679,877
Total primary government program revenues.....	15,963,348	17,289,832	15,240,461	13,832,608	18,316,872	12,595,890	14,577,274	11,647,908	11,469,443	11,132,186

CHANGES IN NET POSITION
LAST TEN FISCAL YEARS
CITY OF HOLLY HILL, FLORIDA
(Accrual basis of accounting)

Table 2

	Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Net (Expense)/Revenue:										
Governmental activities.....	\$ (9,470,164)	\$ (3,827,731)	\$ (5,347,323)	\$ (6,976,808)	\$ (5,037,973)	\$ (7,422,688)	\$ (7,046,327)	\$ (7,128,336)	\$ (6,804,784)	\$ (6,728,996)
Business-type activities.....	205,397	2,554,154	3,461,894	1,952,928	1,391,701	2,654,944	2,384,302	2,314,874	2,007,485	2,026,387
Total primary government net expense.....	<u>(9,264,767)</u>	<u>(1,273,577)</u>	<u>(1,885,429)</u>	<u>(5,023,880)</u>	<u>(3,646,272)</u>	<u>(4,767,744)</u>	<u>(4,662,025)</u>	<u>(4,813,462)</u>	<u>(4,797,299)</u>	<u>(4,702,609)</u>
General Revenues and Other Changes in Net Position:										
Governmental Activities:										
Taxes:										
Property taxes.....	6,455,121	5,933,202	5,655,050	5,264,471	5,134,887	5,009,789	4,709,638	4,584,325	4,374,822	4,183,446
Sales taxes.....	904,020	869,002	785,457	672,133	690,554	687,814	652,102	630,891	602,221	565,457
Casualty and fire insurance premium taxes	280,484	199,858	-	-	-	-	-	-	-	-
Franchise fees.....	1,021,780	938,426	822,678	776,634	819,985	824,765	804,957	804,237	844,531	813,872
Other taxes (Public service taxes)	2,099,805	1,933,098	2,057,049	1,971,149	1,009,375	990,253	933,987	918,263	888,784	900,342
Intergovernmental revenues.....	874,714	844,873	705,558	638,990	474,129	459,288	348,443	324,537	319,010	300,608
Investment earnings.....	558,361	43,819	18,122	177,422	121,730	124,771	58,921	50,743	8,900	4,002
Miscellaneous revenue.....	48,541	14,121	45,771	40,016	160,309	64,531	82,148	147,617	168,310	148,772
Gain (loss) on capital asset disposal.....	-	-	-	-	-	-	(1,090,468)	-	-	-
Transfers.....	<u>(1,196,510)</u>	<u>2,201,935</u>	<u>348,250</u>	<u>253,442</u>	<u>-</u>	<u>1,131,539</u>	<u>813,741</u>	<u>815,800</u>	<u>631,800</u>	<u>631,800</u>
Total governmental activities.....	<u>11,046,316</u>	<u>12,978,334</u>	<u>10,437,935</u>	<u>9,794,257</u>	<u>8,410,969</u>	<u>9,292,750</u>	<u>7,313,469</u>	<u>8,276,413</u>	<u>7,838,378</u>	<u>7,548,299</u>
Business-Type Activities:										
Investment earnings.....	774,141	45,014	14,317	181,706	167,507	82,286	39,981	19,936	10,348	5,186
Transfers.....	1,196,510	(2,201,935)	(348,250)	(253,442)	-	(1,131,539)	(813,741)	(815,800)	(631,800)	(631,800)
Other.....	<u>32,749</u>	<u>56,605</u>	<u>80,503</u>	<u>(134,350)</u>	<u>55,508</u>	<u>32,700</u>	<u>30,418</u>	<u>29,569</u>	<u>-</u>	<u>-</u>
Total business-type activities.....	<u>2,003,400</u>	<u>(2,100,316)</u>	<u>(253,430)</u>	<u>(206,086)</u>	<u>223,015</u>	<u>(1,016,553)</u>	<u>(743,342)</u>	<u>(766,295)</u>	<u>(621,452)</u>	<u>(626,614)</u>
Total primary government.....	<u>\$ 13,049,716</u>	<u>\$ 10,878,018</u>	<u>\$ 10,184,505</u>	<u>\$ 9,588,171</u>	<u>\$ 8,633,984</u>	<u>\$ 8,276,197</u>	<u>\$ 6,570,127</u>	<u>\$ 7,510,118</u>	<u>\$ 7,216,926</u>	<u>\$ 6,921,685</u>
Changes in Net Position:										
Governmental activities.....	\$ 1,576,152	\$ 9,150,603	\$ 5,090,612	\$ 2,817,449	\$ 3,372,996	\$ 1,870,062	\$ 267,142	\$ 1,148,077	\$ 1,033,594	\$ 819,303
Business-type activities.....	<u>2,208,797</u>	<u>453,838</u>	<u>3,208,464</u>	<u>1,746,842</u>	<u>1,614,716</u>	<u>1,638,391</u>	<u>1,640,960</u>	<u>1,548,579</u>	<u>1,386,033</u>	<u>1,399,773</u>
Total primary government.....	<u>\$ 3,784,949</u>	<u>\$ 9,604,441</u>	<u>\$ 8,299,076</u>	<u>\$ 4,564,291</u>	<u>\$ 4,987,712</u>	<u>\$ 3,508,453</u>	<u>\$ 1,908,102</u>	<u>\$ 2,696,656</u>	<u>\$ 2,419,627</u>	<u>\$ 2,219,076</u>

Note: In 2020 prior years property taxes were restated to include property taxes levied by other governments and remitted to the City for the Community Redevelopment District.

Note: In 2019, direct allocation and Internal Service charges in the amount of \$1,873,941 are included in Governmental Charges for Services in lieu of transfers between funds. in FY2020 general government expense were shown net of direct services allocations.

During the year ended September 30, 2015, GASB Statement No. 68 was implemented resulting in adjustments to beginning net position. Periods previous to that year have not been adjusted for these changes.

FUND BALANCES - GOVERNMENTAL FUNDS
LAST TEN FISCAL YEARS
 CITY OF HOLLY HILL, FLORIDA
(Modified accrual basis of accounting)

Table

	Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
General Fund:										
Nond spendable.....	109,630	223,864	225,872	121,522	17,217	\$ 30,737	\$ 75,110	\$ 9,554	\$ 13,296	\$ 19,661
Restricted.....	18,260	161,911	80,135	26,280	484,554	399,002	235,491	99,491	228,309	316,531
Assigned.....	945,709	1,422,551	1,316,184	925,645	2,210,612	2,033,089	1,011,304	1,146,501	767,132	1,617,531
Unassigned.....	<u>5,997,049</u>	<u>5,136,815</u>	<u>6,789,224</u>	<u>5,725,279</u>	<u>2,157,015</u>	<u>2,175,186</u>	<u>1,219,178</u>	<u>3,791,172</u>	<u>3,676,556</u>	<u>2,352,961</u>
Total general fund.....	<u>7,070,648</u>	<u>6,945,141</u>	<u>8,411,415</u>	<u>6,798,726</u>	<u>4,869,398</u>	<u>\$ 4,638,014</u>	<u>\$ 2,541,083</u>	<u>\$ 5,046,718</u>	<u>\$ 4,685,293</u>	<u>\$ 4,306,661</u>
All Other Governmental Funds:										
Nond spendable.....	-	-	-	-	-	\$ 37	\$ 1,220	\$ -	\$ -	\$ -
Restricted.....	6,752,370	6,432,560	6,598,213	5,515,086	5,830,972	5,755,688	8,515,283	8,226,566	7,843,852	7,500,241
Committed.....	4,759,425	6,004,302	1,746,397	2,319,441	2,291,412	735,699	1,078,195	131,223	131,004	130,991
Assigned.....	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,046</u>	<u>2,557</u>	<u>1,664</u>	<u>4,597</u>	<u>8,791</u>
Total all other governmental funds....	<u>11,511,795</u>	<u>12,436,862</u>	<u>8,344,610</u>	<u>7,834,527</u>	<u>8,122,384</u>	<u>\$ 6,495,470</u>	<u>\$ 9,597,255</u>	<u>\$ 8,359,453</u>	<u>\$ 7,979,453</u>	<u>\$ 7,640,022</u>

Source: Balance Sheet Statement

Attachment: CoHH FY 23 ACFR FINAL (4431 : FY2023 Annual Audit Presentation)

CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS
LAST TEN FISCAL YEARS
CITY OF HOLLY HILL, FLORIDA
(Modified accrual basis of accounting)

Table

	Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Revenue:										
Taxes	\$ 7,832,196	\$ 7,124,615	\$ 6,846,724	\$ 6,479,490	\$ 6,466,760	\$ 6,362,040	\$ 6,057,443	\$ 5,910,665	\$ 5,735,019	\$ 5,648,077
Permits and fees	1,433,573	1,237,651	1,098,763	1,005,318	1,325,250	1,035,373	985,112	977,793	997,830	1,072,877
Intergovernmental	3,521,215	5,879,214	2,764,266	4,812,525	4,778,115	3,374,400	2,329,931	2,178,772	2,459,898	2,078,755
Charges for services	2,000,158	1,677,986	1,538,812	1,339,139	1,369,612	151,772	144,036	152,030	130,129	133,281
Fines and forfeitures	192,998	222,984	105,690	78,859	60,008	210,044	59,294	37,071	115,209	271,277
Investment Income	558,361	43,819	18,122	177,353	109,185	112,104	31,850	42,471	8,177	3,411
Miscellaneous	98,191	459,886	114,916	306,750	197,193	105,426	1,471,660	191,188	171,545	151,355
Total revenue	15,636,692	16,646,155	12,487,293	14,199,434	14,306,123	11,351,159	11,079,326	9,489,990	9,617,807	9,359,037
Expenditures:										
General government	3,971,863	2,686,481	2,302,022	1,804,129	1,928,980	2,414,366	2,065,509	2,138,730	2,079,960	2,048,137
Public safety	4,591,932	4,396,564	4,021,049	4,161,400	4,461,767	4,771,581	6,820,451	4,200,985	4,188,393	4,335,021
Transportation	1,198,045	759,953	444,268	1,121,842	849,025	337,299	296,719	722,949	522,141	426,677
Culture/recreation	1,412,972	1,195,247	1,131,945	950,366	985,466	821,443	823,203	1,046,301	1,212,663	1,001,833
Economic environment	1,330,170	1,152,512	893,603	945,788	1,028,024	258,634	255,518	309,424	563,039	1,084,766
Capital outlay	1,878,025	5,173,356	1,074,839	2,974,574	2,321,187	4,032,573	2,052,201	298,994	119,004	798,566
Debt Service:										
Principal retirement	780,000	765,000	745,000	730,000	715,000	700,000	685,000	670,000	655,000	640,000
Interest and fiscal charges	76,735	92,999	109,347	126,937	144,224	151,654	162,299	176,982	191,388	207,833
Total expenditures	15,239,742	16,222,112	10,722,073	12,815,036	12,433,673	13,487,550	13,160,900	9,564,365	9,531,588	10,542,827
Excess of revenue over (under) expenditures	396,950	424,043	1,765,220	1,384,398	1,872,450	(2,136,391)	(2,081,574)	(74,375)	86,219	(1,183,790)
Other Financing Sources (Uses):										
Transfers in	532,432	6,815,841	732,015	815,747	1,940,400	1,139,940	2,979,593	1,676,473	1,479,302	1,486,400
Transfers out	(1,728,942)	(4,613,906)	(374,463)	(578,074)	(1,940,400)	(8,403)	(2,165,852)	(860,673)	(847,502)	(854,600)
Total other financing sources (uses)	(1,196,510)	2,201,935	357,552	237,673	-	1,131,537	813,741	815,800	631,800	631,800
Net change in fund balances	\$ (799,560)	\$ 2,625,978	\$ 2,122,772	\$ 1,622,071	\$ 1,872,450	\$ (1,004,854)	\$ (1,267,833)	\$ 741,425	\$ 718,019	\$ (551,990)
Debt service as a percentage of noncapital expenditures	6.4%	7.8%	8.9%	8.7%	9.1%	9.1%	7.7%	9.6%	10.1%	9.7%

Attachment: CoHH FY 23 ACFR FINAL (4431 : FY2023 Annual Audit Presentation)

**ASSESSED VALUE AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY
LAST TEN FISCAL YEARS
CITY OF HOLLY HILL, FLORIDA**

Table 5

Fiscal Year Ended 09/30	Tax Year Ended 12/31	Residential Property	Commercial Property	Industrial Property	Agricultural Property	Institutional Property	Government Property	Vacant Land and Other	Tangible/ Centrally Assessed Property	Total Just Value	Less: Tax-Exempt Property	Total Taxable Assessed Value ¹	Total Direct Tax Rate ¹
2014	2013	\$ 355,474,927	\$ 113,622,435	\$ 47,842,246	\$ 102,733	\$ 30,974,889	\$ 24,296,064	\$ 12,155,503	\$ 51,671,231	\$ 636,140,028	\$ 140,800,574	\$ 495,339,454	7.53000
2015	2014	\$ 331,118,948	\$ 117,233,692	\$ 50,323,505	\$ 32,877	\$ 32,590,419	\$ 26,230,631	\$ 16,079,953	\$ 57,248,114	\$ 630,858,139	\$ 143,984,727	\$ 486,873,412	7.13040
2016	2015	\$ 348,087,286	\$ 121,955,224	\$ 52,170,203	\$ 35,680	\$ 34,610,358	\$ 27,050,216	\$ 17,106,186	\$ 58,516,953	\$ 659,532,106	\$ 147,253,118	\$ 512,278,988	6.89490
2017	2016	\$ 368,014,057	\$ 130,150,602	\$ 53,764,117	\$ 38,763	\$ 35,861,332	\$ 26,995,665	\$ 17,761,873	\$ 58,447,308	\$ 691,033,717	\$ 151,762,995	\$ 539,270,722	6.89490
2018	2017	\$ 389,743,387	\$ 140,927,336	\$ 58,035,864	\$ 42,154	\$ 37,026,265	\$ 28,552,470	\$ 18,165,623	\$ 61,895,661	\$ 734,388,760	\$ 159,368,449	\$ 575,020,311	6.50000
2019	2018	\$ 425,887,150	\$ 151,461,812	\$ 61,794,977	n/a	\$ 37,968,696	\$ 29,205,776	\$ 14,669,785	\$ 71,135,387	\$ 792,123,583	\$ 167,108,032	\$ 625,015,551	6.25000
2020	2019	\$ 458,173,551	\$ 156,543,085	\$ 63,904,382	n/a	\$ 39,055,965	\$ 30,154,164	\$ 14,171,982	\$ 71,499,231	\$ 833,714,507	\$ 174,181,935	\$ 659,532,572	6.25000
2021	2020	\$ 490,680,198	\$ 170,134,208	\$ 68,004,916	n/a	\$ 41,303,526	\$ 31,263,853	\$ 12,716,224	\$ 73,181,326	\$ 887,497,071	\$ 181,527,765	\$ 705,969,306	6.25000
2022	2021	\$ 521,918,904	\$ 176,198,072	\$ 66,967,660	n/a	\$ 39,074,198	\$ 34,590,718	\$ 12,165,789	\$ 75,104,291	\$ 926,232,477	\$ 189,170,937	\$ 737,061,540	6.25000
2023	2022	\$ 581,874,360	\$ 193,432,183	\$ 76,388,076	n/a	\$ 41,928,862	\$ 36,171,921	\$ 12,974,122	\$ 81,083,188	\$ 1,024,077,478	\$ 203,563,152	\$ 820,514,326	6.25000

Source: Property Appraiser, Volusia County, Florida
Final Post VAB Values Grouped by Property Classification Report
Final Millage Rates Report

Note: ¹Property in the City of Holly Hill is reassessed each year by the Volusia County Property Appraiser

¹All property valuations for the specified fiscal year ends are obtained from the previous year's tax roll
Property is assessed at actual value. Tax rates are per \$1,000 of assessed value.

DIRECT AND OVERLAPPING PROPERTY TAX RATES
LAST TEN FISCAL YEARS
CITY OF HOLLY HILL, FLORIDA

Table

Fiscal Year ¹	Tax Year	Holly Hill Millage Rate	Volusia County-Operating ²	Volusia County-Voter Approved	Volusia County-School District ²	St. Johns Water Management District	Florida Inland Navigation District	Hospital District	East Volusia Mosquito Control District	Ponce DeLeon Inlet and Port Authority	Total-All Taxing Districts
2014	2013	7.53000	6.87090	0.40000	7.35800	0.32830	0.03450	1.00000	0.20800	0.09290	23.82260
2015	2014	7.13040	6.87090	0.40000	7.33600	0.31640	0.03450	1.00000	0.18800	0.09290	23.36910
2016	2015	7.13040	6.87090	0.40000	7.19700	0.30230	0.03200	0.95500	0.18800	0.09290	23.16850
2017	2016	6.89490	6.65200	0.40000	6.84800	0.28850	0.03200	0.75610	0.18800	0.09290	22.15240
2018	2017	6.89490	6.62500	0.40000	6.52000	0.27240	0.03200	0.37810	0.18800	0.09290	21.40330
2019	2018	6.50000	6.24640	0.40000	6.28100	0.25620	0.03200	0.35460	0.18800	0.09290	20.35110
2020	2019	6.25000	6.14200	0.40000	6.08100	0.24140	0.03200	0.35460	0.18800	0.09290	19.78190
2021	2020	6.25000	5.96740	0.18350	5.90700	0.22870	0.03200	0.98790	0.17810	0.08800	19.82260
2022	2021	6.25000	5.89860	0.40000	5.80200	0.21890	0.03200	0.95290	0.17810	0.08450	19.81700
2023	2022	6.25000	5.31340	0.40000	5.48200	0.19740	0.03200	0.86060	0.17810	0.07600	18.78950

Source: Property Appraiser, Volusia County, Florida
Final Millage Rates Report

Note: Tax millage rates are per \$1,000 of assessed value.

¹All property valuations for the specified fiscal year ends are obtained from the previous year's tax roll

²Includes voted debt service millage rates, as applicable.

Attachment: CoHH FY 23 ACFR FINAL (4431 : FY2023 Annual Audit Presentation)

**PRINCIPAL PROPERTY TAXPAYERS
CURRENT AND NINE YEARS AGO
CITY OF HOLLY HILL, FLORIDA**

Table 7

Taxpayer	September 30, 2023			September 30, 2014		
	Assessed Taxable Value (\$ in Thousands)	Rank	Percent to Total Assessed Taxable Value	Assessed Taxable Value (\$ in Thousands)	Rank	Percent to Total Assessed Taxable Value
Florida Power & Light Company.....	\$ 21,779	1	2.65%	\$ 9,051	3	1.40%
Sun Holly Forest, LLC.....	\$ 13,585	2	1.66%	\$ -	-	-
Holly Hill RHF Housing, Inc.....	\$ 13,375	3	1.63%	\$ 10,984	2	1.70%
Highlander Corp.....	\$ 11,293	4	1.38%	\$ 5,473	6	0.85%
HH Holdings De LLC.....	\$ 7,393	5	0.90%	\$ -	-	-
United Rentals N America Inc.....	\$ 6,414	6	0.78%	\$ -	-	-
NAC Health Plan Inc.....	\$ 6,211	7	0.76%	\$ -	-	-
Waterfront 301 LLC.....	\$ 5,917	8	0.72%	\$ -	-	-
SNH SE Holly Hill LLC.....	\$ 5,399	9	0.66%	\$ 5,112	8	0.79%
NNN Holly Hill FL Owner LP.....	\$ 5,391	10	0.66%	\$ -	-	-
Holly Hill Associates, Inc.....	\$ -	-	-	\$ 68,013	1	10.51%
Sun Communities, (Holly Forest Mobile Home Park).....	\$ -	-	-	\$ 7,536	4	1.16%
J 8 Land Partners LLLP.....	\$ -	-	-	\$ 6,127	5	0.95%
Charleston Place Ltd. Ptr.....	\$ -	-	-	\$ 5,445	7	0.84%
Florida Health Care	\$ -	-	-	\$ 3,863	9	0.60%
HH Blue Tides LLC.....	\$ -	-	-	\$ 3,755	10	0.58%
Totals.....	<u>\$ 96,756</u>		<u>11.79%</u>	<u>\$ 125,359</u>		<u>19.38%</u>

Source: Property Appraiser, Volusia County, Florida
Explanation of Just and Taxable Values and Top Ten Taxpayers by Taxing Authority Report
Final Post VAB Values Grouped by Property Classification Report

Attachment: CoHH FY 23 ACFR FINAL (4431 : FY2023 Annual Audit Presentation)

PROPERTY TAX LEVIES AND COLLECTIONS
LAST TEN FISCAL YEARS
CITY OF HOLLY HILL, FLORIDA
(\$ in thousands)

Table 8

Fiscal Year Ended September	Tax levy year	Taxes Levied For Year	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
			Amount	Percent of Levy		Amount	Percent of Levy
2014	2013	\$ 3,419,275	\$ 3,296,191	96.40%	\$ 18,186	\$ 3,314,378	96.93%
2015	2014	\$ 3,473,127	\$ 3,413,302	98.28%	\$ 6,724	\$ 3,420,026	98.47%
2016	2015	\$ 3,657,068	\$ 3,537,828	96.74%	\$ 5,767	\$ 3,543,595	96.90%
2017	2016	\$ 3,718,849	\$ 3,601,297	96.84%	\$ 9,930	\$ 3,611,227	97.11%
2018	2017	\$ 3,964,708	\$ 3,853,830	97.20%	\$ 11,652	\$ 3,865,482	97.50%
2019	2018	\$ 4,062,601	\$ 3,917,093	96.42%	\$ 37,559	\$ 3,954,652	97.34%
2020	2019	\$ 4,122,079	\$ 3,815,378	92.56%	\$ 185,209	\$ 4,000,587	97.05%
2021	2020	\$ 4,412,308	\$ 4,124,026	93.47%	\$ 188,392	\$ 4,312,418	97.74%
2022	2021	\$ 4,606,635	\$ 4,324,016	93.86%	\$ 171,309	\$ 4,495,325	97.58%
2023	2022	\$ 5,128,215	\$ 4,763,970	92.90%	\$ 239,632	\$ 5,003,602	97.57%

Source: Finance Department, City of Holly Hill, Florida

Source: Property Appraiser, Volusia County, Florida

Final Post VAB Values Grouped by Property Classification Report

Note: Tax collections are stated net of early payment discounts ranging from 1% to 4% based on the date of taxpayer payments. Actual tax collections received in each fiscal year are from the prior year's tax levy (i.e. 2014 collections are from the 2013 tax levy) and reported in the year used for revenue recognition.

**WATER PRODUCED AND CONSUMED/WASTEWATER TREATED
LAST TEN FISCAL YEARS**

Table 9

Fiscal Year Ended September	Gallons of Water Production	Gallons of Wastewater Treated
2014	347,865,000	563,070,000
2015	334,563,000	641,625,000
2016	351,220,000	548,690,000
2017	376,182,000	616,850,000
2018	401,159,000	782,528,000
2019	409,815,000	598,231,000
2020	388,257,000	690,003,000
2021	404,220,000	702,020,000
2022	401,997,000	624,150,000
2023	412,071,000	730,000,000

Source: Public Works Departments, City of Holly Hill, Florida

WATER AND SEWER UTILITY RATES
LAST TEN FISCAL YEARS
 CITY OF HOLLY HILL, FLORIDA

Table 10

Fiscal Year Ended September 30	Monthly Water Service Fees			Monthly Sewer Service Fees		
	0 to 2,999 Gallons	3000 to 14,999 Gallons	Over 15,000 Gallons	0 to 2,999 Gallons	Over 3,000 Gallons	Over 15,000 Gallons
2014	\$ 13.20	\$ 6.23	\$ 7.47	\$ 15.18	\$ 7.16	N/A
2015	\$ 13.60	\$ 6.42	\$ 7.70	\$ 15.64	\$ 7.38	N/A
2016	\$ 14.01	\$ 6.62	\$ 7.94	\$ 16.11	\$ 7.61	N/A
2017	\$ 14.43	\$ 6.82	\$ 8.18	\$ 16.59	\$ 7.84	N/A
2018	\$ 14.86	\$ 7.02	\$ 8.43	\$ 17.09	\$ 8.08	N/A
2019	\$ 15.31	\$ 7.23	\$ 8.68	\$ 17.60	\$ 8.32	N/A
2020	See next page					
2021	See next page					
2022	See next page					
2023	See next page					

WATER AND SEWER UTILITY RATES
LAST TEN FISCAL YEARS
 CITY OF HOLLY HILL, FLORIDA

Table 10

Fiscal Year Ended	Fee Type	Monthly Water Service Fees					Monthly Sewer Service Fees		
		0 to 2,000 Gallons	2001 to 5,000 Gallons	5001 to 10,000 Gallons	10001 to 15,000 Gallons	Over 15,000 Gallons	0 to 2,000 Gallons	Over 2,000 Gallons	
September 30									
2020	Inside Residential	\$ 3.98	\$ 7.95	\$ 9.15	\$ 9.94	\$ 10.74	\$ 3.09	\$ 9.35	
	Inside Multi Unit Residential	\$ 3.98	\$ 7.95	\$ 9.15	\$ 9.94	\$ 10.74	\$ 3.09	\$ 9.35	
	Inside Non-Residential	\$ 7.95	\$ 7.95	\$ 9.15	\$ 9.15	\$ 9.15	\$ 9.35	\$ 9.35	
	Inside Multi Unit Non-Residential	\$ 3.98	\$ 7.95	\$ 9.15	\$ 9.94	\$ 10.74	\$ 3.09	\$ 9.35	
	Outside Residential	\$ 4.98	\$ 9.94	\$ 11.44	\$ 12.43	\$ 13.43	\$ 3.86	\$ 11.69	
	Outside Multi Unit Residential	\$ 4.98	\$ 9.94	\$ 11.44	\$ 12.43	\$ 13.43	\$ 3.86	\$ 11.69	
	Outside Non-Residential	\$ 9.94	\$ 9.94	\$ 11.44	\$ 11.44	\$ 11.44	\$ 11.69	\$ 11.69	
	Outside Multi Unit Non-Residential	\$ 4.98	\$ 9.94	\$ 11.44	\$ 12.43	\$ 13.43	\$ 3.86	\$ 11.69	
2021	Inside Residential	\$ 4.20	\$ 8.39	\$ 9.65	\$ 10.49	\$ 11.33	\$ 3.26	\$ 9.86	
	Inside Multi Unit Residential	\$ 4.20	\$ 8.39	\$ 9.65	\$ 10.49	\$ 11.33	\$ 3.26	\$ 9.86	
	Inside Non-Residential	\$ 8.39	\$ 8.39	\$ 9.65	\$ 9.65	\$ 9.65	\$ 9.86	\$ 9.86	
	Inside Multi Unit Non-Residential	\$ 4.20	\$ 8.39	\$ 9.65	\$ 10.49	\$ 11.33	\$ 3.26	\$ 9.86	
	Outside Residential	\$ 5.25	\$ 10.48	\$ 12.07	\$ 13.11	\$ 14.16	\$ 4.07	\$ 12.33	
	Outside Multi Unit Residential	\$ 5.25	\$ 10.48	\$ 12.07	\$ 13.11	\$ 14.16	\$ 4.07	\$ 12.33	
	Outside Non-Residential	\$ 10.48	\$ 10.48	\$ 12.07	\$ 12.07	\$ 12.07	\$ 12.33	\$ 12.33	
	Outside Multi Unit Non-Residential	\$ 5.25	\$ 10.48	\$ 12.07	\$ 13.11	\$ 14.16	\$ 4.07	\$ 12.33	
2022	Inside Residential	\$ 4.43	\$ 8.85	\$ 10.18	\$ 11.06	\$ 11.95	\$ 3.44	\$ 10.41	
	Inside Multi Unit Residential	\$ 4.43	\$ 8.85	\$ 10.18	\$ 11.06	\$ 11.95	\$ 3.44	\$ 10.41	
	Inside Non-Residential	\$ 8.85	\$ 8.85	\$ 10.18	\$ 10.18	\$ 10.18	\$ 10.41	\$ 10.41	
	Inside Multi Unit Non-Residential	\$ 4.43	\$ 8.85	\$ 10.18	\$ 11.06	\$ 11.95	\$ 3.44	\$ 10.41	
	Outside Residential	\$ 5.54	\$ 11.06	\$ 12.73	\$ 13.83	\$ 14.94	\$ 4.30	\$ 13.01	
	Outside Multi Unit Residential	\$ 5.54	\$ 11.06	\$ 12.73	\$ 13.83	\$ 14.94	\$ 4.30	\$ 13.01	
	Outside Non-Residential	\$ 11.06	\$ 11.06	\$ 12.73	\$ 12.73	\$ 12.73	\$ 13.01	\$ 13.01	
	Outside Multi Unit Non-Residential	\$ 5.54	\$ 11.06	\$ 12.73	\$ 13.83	\$ 14.94	\$ 4.30	\$ 13.01	
2023	Inside Residential	\$ 4.67	\$ 9.34	\$ 10.74	\$ 11.67	\$ 12.61	\$ 3.63	\$ 10.98	
	Inside Multi Unit Residential	\$ 4.67	\$ 9.34	\$ 10.74	\$ 11.67	\$ 12.61	\$ 3.63	\$ 10.98	
	Inside Non-Residential	\$ 9.34	\$ 9.34	\$ 10.74	\$ 10.74	\$ 10.74	\$ 10.98	\$ 10.98	
	Inside Multi Unit Non-Residential	\$ 4.67	\$ 9.34	\$ 10.74	\$ 11.67	\$ 12.61	\$ 3.63	\$ 10.98	
	Outside Residential	\$ 5.84	\$ 11.67	\$ 13.43	\$ 14.59	\$ 15.76	\$ 4.54	\$ 13.72	
	Outside Multi Unit Residential	\$ 5.84	\$ 11.67	\$ 13.43	\$ 14.59	\$ 15.76	\$ 4.54	\$ 13.72	
	Outside Non-Residential	\$ 11.67	\$ 11.67	\$ 13.43	\$ 13.43	\$ 13.43	\$ 13.72	\$ 13.72	
	Outside Multi Unit Non-Residential	\$ 5.84	\$ 11.67	\$ 13.43	\$ 14.59	\$ 15.76	\$ 4.54	\$ 13.72	

**TEN LARGEST WATER AND SEWER CUSTOMERS
CURRENT AND NINE YEARS AGO
CITY OF HOLLY HILL, FLORIDA**

Table 11

Customer Account Name	September 30, 2023			September 30, 2014		
	Annual Water/ Sewer Sales	Rank	Percent to Total Combined Water/Sewer Sales	Annual Water/ Sewer Sales	Rank	Percent to Total Combined Water/Sewer Sales
MGH Condo Assoc Inc	\$ 758,018	1	10.14%	\$ 226,646	1	4.66%
Holly Point Apartments (Royal American)	253,657	2	3.39%	67,594	3	1.39%
FDVV LLC	158,278	3	2.12%	-	-	-
Maple Leaf Own Condo	68,695	4	0.92%	63,402	4	1.30%
Sun Communities Operating LMT #A	65,521	5	0.88%	-	-	-
Daytona Land Holdings LLC	56,396	6	0.75%	-	-	-
Metra Electronics Corp	53,319	7	0.71%	-	-	-
Total Renal Care Inc	46,090	8	0.62%	-	-	-
Volusia Co School Board	42,072	9	0.56%	-	-	-
Shubh Shakti Inc	38,049	10	0.51%	-	-	-
Angelica Health Svc	-	-	-	103,537	2	2.13%
Bishops Glenn	-	-	-	50,257	5	1.03%
Product Quest Manufacturing	-	-	-	38,382	6	0.79%
Riviera Assisted Living	-	-	-	48,697	7	1.00%
Blue Tide Apartments	-	-	-	39,099	8	0.80%
Bishops Glenn	-	-	-	33,281	9	0.68%
MGH Maint Assoc Inc	-	-	-	24,653	10	0.51%
Total	<u>\$ 1,540,097</u>			<u>\$ 695,548</u>		
Total Water and Sewer Sales	<u>\$ 7,479,202</u>			<u>\$ 4,860,787</u>		

Attachment: CoHH FY 23 ACFR FINAL (4431 : FY2023 Annual Audit Presentation)

RATIOS OF OUTSTANDING DEBT BY TYPE
LAST TEN FISCAL YEARS
CITY OF HOLLY HILL, FLORIDA

Table 12

Fiscal Year Ended September 30	Governmental Activities				Business-type				Total Primary Government	Percent of Personal Income ¹	Per Capita ²
	Redevelopment Notes	State Revolving Fund Loans ¹	Other Notes/ SBITA Payable	Total	Water and Sewer Bonds	State Revolving Fund Loans ¹	Other Notes/ SBITA Payable	Total			
2014	\$ 8,895,000	\$ -	\$ -	\$ 8,895,000	\$ 14,465,000	\$ 8,382,640	\$ -	\$ 22,847,640	\$ 31,742,640	7.41%	\$ 2,718
2015	\$ 8,240,000	\$ -	\$ -	\$ 8,240,000	\$ 13,275,000	\$ 7,689,713	\$ -	\$ 20,964,713	\$ 29,204,713	6.51%	\$ 2,482
2016	\$ 7,570,000	\$ -	\$ -	\$ 7,570,000	\$ 12,060,000	\$ 6,980,042	\$ -	\$ 19,040,042	\$ 26,610,042	5.63%	\$ 2,255
2017	\$ 6,885,000	\$ -	\$ -	\$ 6,885,000	\$ 10,820,000	\$ 6,253,203	\$ -	\$ 17,073,203	\$ 23,958,203	4.84%	\$ 2,006
2018	\$ 6,185,000	\$ -	\$ -	\$ 6,185,000	\$ 9,550,000	\$ 5,508,772	\$ -	\$ 15,058,772	\$ 21,243,772	4.10%	\$ 1,739
2019	\$ 5,470,000	\$ -	\$ -	\$ 5,470,000	\$ 8,593,381	\$ 4,746,300	\$ -	\$ 13,339,681	\$ 18,809,681	3.84%	\$ 1,540
2020	\$ 4,740,000	\$ -	\$ -	\$ 4,740,000	\$ 7,213,143	\$ 3,965,338	\$ -	\$ 11,178,481	\$ 15,918,481	2.92%	\$ 1,288
2021	\$ 3,995,000	\$ -	\$ -	\$ 3,995,000	\$ 5,806,202	\$ 3,165,415	\$ -	\$ 8,971,617	\$ 12,966,617	2.15%	\$ 1,001
2022	\$ 3,230,000	\$ -	\$ 192,246	\$ 3,422,246	\$ 4,357,500	\$ 2,507,745	\$ 1,094,067	\$ 7,959,312	\$ 11,381,558	1.65%	\$ 874
2023	\$ 2,450,000	\$ -	\$ 129,440	\$ 2,579,440	\$ 2,876,947	\$ 1,835,215	\$ 1,040,413	\$ 5,752,574	\$ 8,332,014	1.19%	\$ 637

Source: Finance Department, City of Holly Hill, Florida

¹ U.S. Census Bureau - Population of Holly Hill

² U.S. Census Bureau - Per Capita Personal Income of Volusia County

Note: Details concerning the City's outstanding debt can be found in the notes to the financial statements.
Principal amounts are stated at par and do not include unamortized premiums, discounts or issue costs.

Attachment: CoHH FY 23 ACFR FINAL (4431 : FY2023 Annual Audit Presentation)

**RATIOS OF GENERAL BONDED DEBT OUTSTANDING
LAST TEN FISCAL YEARS
CITY OF HOLLY HILL, FLORIDA**

Table 13

The City of Holly Hill, Florida has had no General Bonded Debt Outstanding during each of the past 10 fiscal years.

DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT
CITY OF HOLLY HILL, FLORIDA

Table 14

Governmental Unit	Principal Debt Outstanding	Estimated Percentage Applicable	Estimated Share of Overlapping Debt
Debt Repaid with Property Taxes:			
County of Volusia, Florida			
General Obligation Bonds.....	\$ -	1.6828%	-
City direct debt.....			<u>2,579,440</u>
Total direct and overlapping debt.....			<u>\$ 2,579,440</u>

Source: Assessed valuation data used to estimate applicable percentage provided by Volusia County Property Appraiser. Debt outstanding data provided by each government unit.

Note: Includes all direct debt - including bonds, notes, loans and capital leases
Estimated percentage based on 2022 Final Gross Taxable Value (Form DR-422)

LEGAL DEBT MARGIN INFORMATION
LAST TEN FISCAL YEARS
CITY OF HOLLY HILL, FLORIDA

Table 15

The Constitution of the State of Florida, section 200.181, Florida Statutes, and the City of Holly Hill, Florida have set no legal debt limit.

PLEDGED REVENUE COVERAGE
LAST TEN FISCAL YEARS
CITY OF HOLLY HILL, FLORIDA
(\$000's)

	Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
CRA Redevelopment Revenue Notes:										
(Defined) revenues.....	\$ 2,953	\$ 2,732	\$ 2,621	\$ 2,407	\$ 2,361	\$ 2,250	\$ 2,130	\$ 2,000	\$ 1,972	\$ 1,68
Less: operating expenses.....	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net revenue available for debt service.....	2,953	2,732	2,621	2,407	2,361	2,250	2,130	2,000	1,972	1,68
Debt Service payments:										
Principal.....	780	765	745	730	715	700	685	670	655	64
Interest.....	<u>73</u>	<u>91</u>	<u>109</u>	<u>127</u>	<u>144</u>	<u>147</u>	<u>162</u>	<u>177</u>	<u>192</u>	<u>20</u>
Total debt service payments.....	<u>\$ 853</u>	<u>\$ 856</u>	<u>\$ 854</u>	<u>\$ 857</u>	<u>\$ 859</u>	<u>\$ 847</u>	<u>\$ 847</u>	<u>\$ 847</u>	<u>\$ 847</u>	<u>\$ 84</u>
Coverage ratio (times).....	<u>3.46</u>	<u>3.19</u>	<u>3.07</u>	<u>2.81</u>	<u>2.75</u>	<u>2.66</u>	<u>2.51</u>	<u>2.36</u>	<u>2.33</u>	<u>1.9</u>
FDEP Clean Water State Revolving Fund Loans:										
(Defined) stormwater revenues.....	\$ 1,136	\$ 1,173	\$ 1,154	\$ 1,085	\$ 1,053	\$ 937	\$ 947	\$ 947	\$ 802	\$ 79
Less: operating expenses.....	<u>722</u>	<u>638</u>	<u>582</u>	<u>553</u>	<u>669</u>	<u>394</u>	<u>407</u>	<u>457</u>	<u>440</u>	<u>39</u>
Net revenue available for debt service.....	414	535	571	532	384	543	540	490	362	40
Debt Service payments:										
Principal.....	348	340	332	324	317	310	303	296	289	28
Interest.....	<u>6</u>	<u>14</u>	<u>22</u>	<u>29</u>	<u>37</u>	<u>44</u>	<u>50</u>	<u>58</u>	<u>65</u>	<u>7</u>
Total debt service payments.....	<u>\$ 354</u>	<u>\$ 354</u>	<u>\$ 354</u>	<u>\$ 353</u>	<u>\$ 354</u>	<u>\$ 354</u>	<u>\$ 353</u>	<u>\$ 354</u>	<u>\$ 354</u>	<u>\$ 34</u>
Coverage ratio (times).....	<u>1.17</u>	<u>1.51</u>	<u>1.62</u>	<u>1.51</u>	<u>1.08</u>	<u>1.53</u>	<u>1.53</u>	<u>1.38</u>	<u>1.02</u>	<u>1.1</u>
Water and Sewer System Revenue Bonds:										
(Defined) water/sewer system revenues.....	\$ 8,459	\$ 8,158	\$ 8,115	\$ 7,566	\$ 7,283	\$ 6,872	\$ 6,463	\$ 6,188	\$ 5,934	\$ 5,67
Less: operating expenses.....	<u>5,364</u>	<u>4,255</u>	<u>3,874</u>	<u>4,573</u>	<u>4,332</u>	<u>3,291</u>	<u>3,101</u>	<u>2,691</u>	<u>2,519</u>	<u>2,47</u>
Net revenue available for debt service.....	3,095	3,903	4,241	2,993	2,951	3,581	3,362	3,497	3,415	3,19
Debt Service payments:										
Principal.....	1,425	1,395	1,355	1,330	1,295	1,270	1,240	1,215	1,190	98
Interest.....	<u>132</u>	<u>171</u>	<u>208</u>	<u>244</u>	<u>280</u>	<u>268</u>	<u>297</u>	<u>325</u>	<u>352</u>	<u>40</u>
Total debt service payments.....	<u>\$ 1,557</u>	<u>\$ 1,566</u>	<u>\$ 1,563</u>	<u>\$ 1,574</u>	<u>\$ 1,575</u>	<u>\$ 1,538</u>	<u>\$ 1,537</u>	<u>\$ 1,540</u>	<u>\$ 1,542</u>	<u>\$ 1,38</u>
Coverage ratio (times).....	<u>1.99</u>	<u>2.49</u>	<u>2.71</u>	<u>1.90</u>	<u>1.87</u>	<u>2.33</u>	<u>2.19</u>	<u>2.27</u>	<u>2.21</u>	<u>2.3</u>
FDEP Clean Water State Revolving Fund Loans:										
Subordinate Debt Service payments:										
Principal.....	325	318	468	457	446	435	425	413	403	39
Interest.....	<u>45</u>	<u>52</u>	<u>62</u>	<u>74</u>	<u>85</u>	<u>96</u>	<u>107</u>	<u>117</u>	<u>126</u>	<u>13</u>
Total debt service payments.....	<u>\$ 370</u>	<u>\$ 370</u>	<u>\$ 530</u>	<u>\$ 531</u>	<u>\$ 531</u>	<u>\$ 531</u>	<u>\$ 532</u>	<u>\$ 530</u>	<u>\$ 529</u>	<u>\$ 52</u>
Combined Coverage ratio (times).....	<u>1.61</u>	<u>2.02</u>	<u>2.03</u>	<u>1.42</u>	<u>1.40</u>	<u>1.73</u>	<u>1.62</u>	<u>1.69</u>	<u>1.65</u>	<u>1.6</u>

Notes: Details concerning the City's outstanding debt obligations are found in the notes to financial statements.
Trend information does not include historical reporting of coverage for any retired obligations.
CRA Redevelopment Bonds are secured by tax increment revenues.
FDEP SRF Loan is secured with the City's stormwater utility revenues.
Water and Sewer Bonds are secured by all revenues of the water and sewer system. Operating expenses
are stated net of depreciation expense. Debt service amounts for FDEP SRF Loan (which are
subordinate to the 2002 Bonds) are combined with all obligations secured by Pledged Revenues.

DEMOGRAPHIC AND ECONOMIC STATISTICS
LAST TEN FISCAL YEARS
 CITY OF HOLLY HILL, FLORIDA

Table 17

Fiscal Year Ended September 30	Population ¹	Volusia County Personal Income ²	Per Capita Personal Income ³	County Median Household Income ⁴	County Unemployment Rate ⁵
2014	11,765	\$ 18,413,739	\$ 36,664	\$ 42,457	5.60%
2015	11,985	\$ 19,297,694	\$ 38,154	\$ 41,714	5.30%
2016	12,142	\$ 20,461,018	\$ 39,151	\$ 41,117	5.20%
2017	12,479	\$ 21,280,600	\$ 40,566	\$ 42,240	3.70%
2018	12,218	\$ 22,613,682	\$ 42,374	\$ 43,838	3.50%
2019	12,316	\$ 23,201,619	\$ 40,081	46,760	2.90%
2020	12,357	\$ 24,444,162	\$ 44,180	49,494	7.60%
2021	12,958	\$ 26,095,706	\$ 46,475	\$ 52,407	4.30%
2022	13,021	\$ 29,893,649	\$ 52,964	\$ 56,786	3.12%
2023	13,076	\$ 31,021,130	\$ 53,559	\$ 63,075	3.10%

Source: Volusia County, FL

¹ U.S. Census Bureau - Population of Holly Hill, FL

² U.S. Bureau of Economic Analysis - Personal Income of Volusia County, FL

³ U.S. Bureau of Economic Analysis - Per Capita Personal Income of Volusia County, FL

⁴ U.S. Census Bureau - Median Household Income of Volusia County, FL

⁵ U.S. Bureau of Labor Statistics - County Unemployment Rate of Volusia County, FL

**PRINCIPAL EMPLOYERS
CURRENT AND NINE YEARS AGO
CITY OF HOLLY HILL, FLORIDA**

Table

Employer	September 30, 2023			September 30, 2014		
	Total Employees	Rank	Percent to Total City Employment	Total Employees	Rank	Percent to Total City Employment
Florida Health Care.....	460	1	6.80%	1000	1	17.37%
Walmart.....	144	2	2.13%	-	-	-
Publix.....	120	3	1.78%	-	-	-
Holly Hill R.H.F. Housing Inc (Bishop's Glen).....	118	4	1.75%	245	3	4.26%
ISI Design.....	117	5	1.73%			
City of Holly Hill.....	116	6	1.72%	108	7	1.88%
Synergy Billing.....	71	7	1.05%			
GLE Scrap Metal.....	67	8	0.99%			
Winn-Dixie Stores.....	59	9	0.87%	-	-	-
Evergreen Linen Solutions.....	58	10	0.86%	-	-	-
Metra Electronics Corporation.....	-	-	-	301	2	5.23%
Holly Hill School K-8.....	-	-	-	114	6	1.98%
R & R Industries.....	-	-	-	80	9	1.39%
Product Quest.....	-	-	-	200	4	3.47%
Surface Crafters.....	-	-	-	125	5	2.17%
FDVV (Angelica).....	-	-	-	85	8	1.48%
Cicero Masonry, Inc.....	-	-	-	63	10	1.09%
Total.....	1330		19.67%	2321		40.32%
Estimated Civilian Labor Force.....	6760			5756		

Source: Volusia County Economic Development

Attachment: CoHH FY 23 ACFR FINAL (4431 : FY2023 Annual Audit Presentation)

FULL-TIME EQUIVALENT CITY GOVERNMENT EMPLOYEES BY FUNCTION/PROGRAM
LAST TEN FISCAL YEARS
CITY OF HOLLY HILL, FLORIDA

Table 1

	Full-Time Equivalent Employees at September 30,									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
General Government:										
City Commission.....	5.0	5.00	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
City Manager.....	2.0	2.00	2.0	2.5	2.0	2.0	2.0	2.0	3.6	2.0
Finance/Administration.....	11.0	11.40	12.0	13.0	13.0	11.0	11.8	11.8	10.0	12.0
Human Relations.....	1.0	2.00	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Information Technology.....	1.0	1.00	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Public Safety:										
Police:										
Officers.....	26.0	27.00	25.0	25.5	25.5	25.0	25.0	25.0	27.0	31.0
Civilians.....	4.0	3.00	3.0	4.0	4.0	5.0	5.7	5.7	5.7	5.0
Fire:										
Firefighters and officers.....	13.0	13.00	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0
Civilians.....	0.7	0.70	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Protective Inspection.....	7.0	6.98	7.5	6.9	6.5	5.9	4.0	4.0	4.0	-
Physical Environment:										
Transportation.....	11.5	7.35	7.5	7.5	7.0	7.0	7.0	7.0	7.0	2.0
Buildings & Grounds.....	7.0	6.20	6.2	6.2	6.5	6.0	6.5	6.5	6.0	6.0
Culture/Recreation:										
Recreation.....	-	-	-	-	-	-	-	-	-	-
Economic Environment:										
Community Redevelopment.....	1.0	0.75	1.0	1.0	1.0	2.0	2.0	2.0	2.0	2.0
Public Works:										
Administration.....	3.0	3.00	3.0	3.0	3.0	-	-	-	-	6.0
Stormwater.....	4.0	3.35	3.5	3.5	4.0	4.2	4.2	4.2	4.7	3.0
Solid Waste.....	-	-	-	-	-	-	-	-	-	-
Public Utilities:										
Water.....	8.5	11.65	13.5	11.5	11.0	14.3	14.0	14.0	14.0	14.0
Sewer.....	10.5	12.55	12.0	12.0	11.0	12.1	12.1	12.1	12.1	12.0
Total	116.2	116.93	117.2	117.6	115.5	115.6	115.3	115.3	117.1	118.0

Source: City of Holly Hill Budgeted Positions

Attachment: CoHH FY 23 ACFR FINAL (4431 : FY2023 Annual Audit Presentation)

OPERATING INDICATORS BY FUNCTION/PROGRAM
LAST TEN FISCAL YEARS
CITY OF HOLLY HILL, FLORIDA

Table 20

	Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Police:										
Physical arrests.....	509	502	454	417	570	732	1,105	945	741	838
Parking violations.....	-	-	-	-	-	-	-	-	-	-
Traffic violations.....	2,202	2,663	1,987	992	2,112	3,289	1,139	1,704	2,765	1,992
Fire:										
Emergency responses.....	2,886	2,965	2,768	2,826	2,717	3,102	3,154	2,855	2,834	2,423
Inspections.....	880	1,579	1,455	1,419	1,175	1,595	1,492	1,401	1,089	781
Solid Waste:										
Refuse collected (tons per day).....	-	-	-	-	-	-	-	-	-	-
Recyclables collected (tons per day).....	-	-	-	-	-	-	-	-	-	-
Public Works-Transportation:										
Street resurfacing (miles).....	5	-	-	3	-	-	-	1	1	-
Water:										
New connections.....	9	5	1	4	39	4	5	7	2	46
Water main breaks.....	25	31	4	2	4	8	5	3	1	6
Average daily consumption (thousands of gallons)...	1,127	1,099	1,111	1,072	1,144	1,096	1,030	959	917	960
Peak daily consumption (thousands of gallons).....	1,539	1,273	1,782	1,129	1,526	1,461	1,237	1,145	1,099	1,136
Sewer:										
Average daily treatment (thousands of gallons).....	2,091	1,710	1,900	1,920	1,640	2,138	1,690	1,520	1,758	1,543

Source: City of Holly Hill Police, Fire, Public Works and Water/Sewer Departments

Note: Solid waste and recycling are collected by an outside agency.

Attachment: CoHH FY 23 ACFR FINAL (4431 : FY2023 Annual Audit Presentation)

CAPITAL ASSET STATISTICS BY FUNCTION/PROGRAM
LAST TEN FISCAL YEARS
 CITY OF HOLLY HILL, FLORIDA

Table 21

	Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Police:										
Stations.....	1	1	1	1	1	1	1	1	1	1
Patrol units ¹	4	4	4	4	4	3	4	3	4	4
Fire stations.....	1	1	1	1	1	1	1	1	1	1
Public Works-Transportation:										
Streets (miles) ²	69	69	69	69	69	69	69	69	69	69
Streetlights ⁴	1,033	1,033	1,033	1,033	1,033	1,033	1,033	1,033	1,033	1,033
Parks and recreation:										
Acreage.....	97	97	97	97	97	97	97	97	97	97
Dog Park.....	1	1	1	1	1	1	1	1	1	1
Playgrounds.....	3	4	4	4	4	5	5	4	4	4
Tennis Courts.....	2	2	2	2	2	2	2	2	2	2
Shuffleboard courts.....	1	3	3	3	-	-	-	-	-	-
Fishing Piers.....	2	3	3	3	3	4	4	4	3	3
Boat Ramps.....	1	1	1	1	1	1	1	1	1	1
Swimming Pools.....	1	1	1	1	1	1	1	1	1	1
Baseball/softball diamonds.....	-	1	1	1	1	5	5	5	5	5
Community centers.....	3	5	5	5	2	2	2	3	4	4
Water:										
Water mains (miles).....	75	75	75	75	75	75	75	75	75	75
Fire hydrants.....	408	408	408	408	408	408	402	392	389	364
Treatment capacity (millions of gallons).....	2	2	2	2	2	2	2	2	2	2
Sewer:										
Sanitary sewers (miles) ³	66	66	66	66	66	66	66	66	66	66
Storm sewers (miles).....	42	42	42	42	42	42	42	42	42	42
Treatment capacity (millions of gallons).....	3	3	3	3	3	3	3	3	3	3

Source: City of Holly Hill Police, Fire, Public Works and Water/Sewer Departments

¹Does not include special patrols i.e. CRA SRT

²Historical data restated to include County, DOT & private roads within the city limits

³Historically recalculated based on current GIS data

⁴FPL Audit June 2013

Attachment: CoHH FY 23 ACFR FINAL (4431 : FY2023 Annual Audit Presentation)

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT
AUDITING STANDARDS***

To the Honorable Mayor, City Commission, and City Manager,
City of Holly Hill, Florida:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Holly Hill, Florida (the City), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated March 5, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

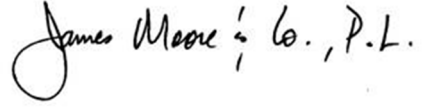
Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "James Moore & Co., P.L." The signature is written in a cursive, flowing style.

Daytona Beach, Florida
March 5, 2024

**INDEPENDENT AUDITORS' MANAGEMENT LETTER REQUIRED
BY CHAPTER 10.550, RULES OF THE STATE OF FLORIDA
OFFICE OF THE AUDITOR GENERAL**

To the Honorable Mayor, City Commission, and City Manager,
City of Holly Hill, Florida:

Report on the Financial Statements

We have audited the basic financial statements of City of Holly Hill, Florida (the City), as of and for the fiscal year ended September 30, 2023, and have issued our report thereon dated March 5, 2024.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Florida Auditor General.

Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Accountants' Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated March 5, 2024, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. The following is a summary of all findings and recommendations reported in the preceding financial audit report; the findings were not included in the second preceding annual financial report.

- **2022-001 Accrual of Capital Expenditures:** Corrective action taken.
- **2022-002 Control Deficiencies Related to Accounting System Conversion:** Corrective action taken.
- **2022-003 Pension Investment Reconciliations:** Corrective action taken.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The legal authority for the

primary government and component units of the reporting entity is disclosed in Note (1) of the basic financial statements.

Financial Condition and Management

Sections 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the City has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific conditions met. In connection with our audit, we determined that the City, did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the City. It is management's responsibility to monitor the City's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we had noted the following recommendation:

2023-001 – Budgetary Noncompliance

We noted the expenditures and transfers out in the General Fund exceeded the budgeted amounts as approved by the City Commission by \$34,789, resulting in the City not being within legal budgetary compliance. While various operating transactions were approved, no respective budget amendments were made to adjust for the additional budgetary authority. To avoid such instances in the future, we recommend the City actively monitor budget-to-actual comparisons of expenditures and transfers out throughout the year and ensure any necessary budget amendments are brought to the City Commission on a timely basis.

Special District Component Units

Section 10.554(1)(i)5.c., Rules of the Auditor General, requires, if appropriate, that we communicate the failure of a special district that is a component unit of a county, municipality, or special district, to provide the financial information necessary for proper reporting of the component unit within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), Florida Statutes. In connection with our audit, we did not note any special district component units that failed to provide the necessary information for proper reporting in accordance with Section 218.39(3)(b), Florida Statutes.

The required reporting items in accordance with Section 218.39(3)(c), Florida Statutes for the City of Holly Hill Community Redevelopment Agency (the CRA) have been reported in the separately-issued audited financial statements of the CRA.

Additional Matters

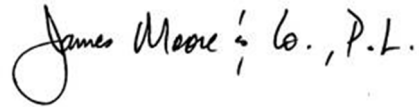
Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Management's Response to Findings

The City's response to the findings identified in our audit is described in the accompanying Response to Findings. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, City Commission, management, others within the City, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.



Daytona Beach, Florida
March 5, 2024

INDEPENDENT ACCOUNTANTS' EXAMINATION REPORT

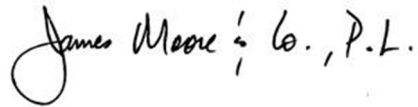
To the Honorable Mayor, City Commission, and City Manager,
City of Holly Hill, Florida:

We have examined the City of Holly Hill, Florida's (the City) compliance with Section 218.415, Florida Statutes, *Local Government Investment Policies*, for the year ended September 30, 2023. The City's management is responsible for the City's compliance with those requirements. Our responsibility is to express an opinion on the City's compliance based on our examination. Our responsibility is to obtain reasonable assurance by evaluating the City's compliance with those requirements and performing other procedures to obtain sufficient appropriate evidence to express an opinion that conveys the results of our evaluation based on our examination.

Our examination was conducted in accordance with attestation standards for a direct examination engagement established by the American Institute of Certified Public Accountants. Those standards require that we obtain reasonable assurance by evaluating whether the City complied with Section 218.415, Florida Statutes, *Local Government Investment Policies*, for the year ended September 30, 2023 and performing other procedures to obtain sufficient appropriate evidence to express an opinion that conveys the results of evaluation of the City's compliance based on our examination during the year ended September 30, 2023. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of risks of material noncompliance with those requirements, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent of City of Holly Hill, Florida, and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our examination engagement.

In our opinion, the City complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2023.



Daytona Beach, Florida
March 5, 2024



MEMO TO: The Honorable Mayor and City Commission
The State Auditor General

THRU: Joseph Forte, City Manager 

FROM: Michele Moore, Finance Director 

DATE: March 5, 2024

SUBJECT: Reply to the Independent Auditor's Management
Letter Comments for Fiscal Year Ended September 30, 2023

FINANCIAL STATEMENT FINDINGS

2023-001 Budgetary Noncompliance

Management concurs with this comment and recommendation. Management will actively monitor the budget-to-actual expenditures and transfers and ensure any necessary budget amendments are brought to the City Commission on a timely basis.



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

**City Commission
Agenda Item**

4.1

MEETING DATE: March 12, 2024
FROM: Valerie Manning
SUBJECT: Minutes - February 27, 2024 Regular City Commission Meeting
NUMBER: (ID # 4434)
APPLICANT:
PLANNER:

DISCUSSION:

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

MOTION:

Approve the minutes as submitted by staff.

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



CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

MINUTES • FEBRUARY 27, 2024

City Commission Chamber

Regular City Commission Meeting

6:00 PM

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

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

1. CALL TO ORDER

a. Roll Call

Mayor Via asked for a motion to EXCUSE COMMISSIONER JOHNSON from the meeting tonight.

*Commissioner Penny made a motion to **EXCUSE COMMISSIONER JOHNSON FROM THE MEETING TONIGHT DUE TO A MEDICAL PROCEDURE HE HAD DONE**, seconded by Commissioner Danio.*

Mayor Via opened public participation. No one spoke.

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

b. Invocation by City Commissioner Penny Currie

Commissioner Currie led the invocation.

c. Pledge of Allegiance

Mayor Via led the Pledge of Allegiance to the Flag.

2. PUBLIC COMMENTS

The following individuals spoke to the Mayor and City Commissioners:

Christina Bremner, Holly Hill and Jim Legary, Holly Hill.

Police Chief Jeff Miller came forward and introduced Daisy Gonzalez as the city's new Victim Advocate.

3. APPROVAL OF MINUTES

1.

Minutes - February 13, 2024 Workshop and February 13, 2024 Regular City Commission Meeting

Attachment: Minutes - February 27, 2024 Regular City Commission meeting (4434 : Minutes)

(Requested by Valerie Manning, City Clerk)

Mayor Via opened public participation. No one spoke.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John Penny, District 1 - Commissioner
SECONDER:	Penny Currie, District 2 - Commissioner
AYES:	Via, Penny, Currie, Danio
EXCUSED:	Johnson

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



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

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

1. -2024-R-10 Resolution

A Resolution by the City Commission of the City of Holly Hill, Florida, Designating the Special Event Dates and City Sponsored Event Dates for 2024-2025; and Providing for an Effective Date.

(Requested by Valerie Manning, City Clerk)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Penny Currie, District 2 - Commissioner
SECONDER:	John C. Danio, District 3 - Commissioner
AYES:	Via, Penny, Currie, Danio
EXCUSED:	Johnson

RESOLUTION

2024-R-10

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, DESIGNATING THE SPECIAL EVENT DATES AND CITY SPONSORED EVENT DATES FOR 2024-2025; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, DESIGNATING THE SPECIAL EVENT DATES AND CITY SPONSORED EVENT DATES FOR 2024-2025; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Holly Hill has the opportunity to serve as a host for special events and to promote leisure services, recreation opportunities, and community-based

events for the pleasure and cultural enrichment of our citizens and visitors; and

WHEREAS, the City of Holly Hill has determined that it is in the best interest of its residents and businesses to specifically list the special events and city sponsored events that the city will acknowledge in 2024-2025.

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

SECTION 1. The City Commission hereby declares the following as special events and city sponsored for the City of Holly Hill:

SPECIAL EVENTS 2024

<u>DATE</u>	<u>DAY OF THE WEEK</u>	<u>EVENT</u>
February 18, 2024	Sunday	Daytona 500
March 1 - 10, 2024 <i>(10-day event)</i>		Bike Week 2024
October 17 - 20, 2024 <i>(4-day event)</i>		Biketoberfest 2024

CITY SPONSORED EVENTS 2024

December 7, 2024	Saturday	65 th Annual Christmas Parade
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SPECIAL EVENTS 2025

<u>DATE</u>	<u>DAY OF THE WEEK</u>	<u>EVENT</u>
February 16, 2025	Sunday	Daytona 500
March 7 - 17, 2025 <i>(10-day event)</i>		Bike Week 2025
October 16-19, 2023 <i>(4-day event)</i>		Biketoberfest 2025

CITY SPONSORED EVENTS 2025

December 6, 2025

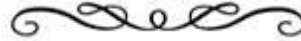
Saturday

66th Annual Christmas Parade

SECTION 2. EFFECTIVE DATE. That this Resolution shall take effect immediately upon its adoption.

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

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



2. -2024-R-11 Resolution

A Resolution of the City Commission of the City of Holly Hill, Florida, Declaring Identified Items as Surplus and Authorizing the Recycling of Information Technology Wifi Access Points and the Sale of the Surplus Aerator, Ballfield Grooming Machine, Two (2) Mowers and Water Filter Control Panel at Manheim Auto Auction and Gov Deals Respectively; Providing for Severability; and Providing for an Effective Date.

(Requested by Antoine Khoury, Public Works)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Penny Currie, District 2 - Commissioner
SECONDER:	John C. Danio, District 3 - Commissioner
AYES:	Via, Penny, Currie, Danio
EXCUSED:	Johnson

RESOLUTION

2024-R-11

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, DECLARING IDENTIFIED ITEMS AS SURPLUS AND AUTHORIZING THE RECYCLING OF INFORMATION TECHNOLOGY WIFI ACCESS POINTS AND THE SALE OF THE SURPLUS AERATOR, BALLFIELD GROOMING MACHINE, TWO (2) MOWERS AND WATER FILTER CONTROL PANEL AT MANHEIM AUTO AUCTION AND GOV DEALS RESPECTIVELY; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, DECLARING IDENTIFIED ITEMS AS SURPLUS AND AUTHORIZING THE RECYCLING OF INFORMATION TECHNOLOGY WIFI ACCESS POINTS AND THE SALE OF THE SURPLUS AERATOR, BALLFIELD GROOMING MACHINE, TWO (2) MOWERS AND WATER FILTER

CONTROL PANEL AT MANHEIM AUTO AUCTION AND GOV DEALS RESPECTIVELY; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Information Technology Department have identified sixteen (16) WiFi access points as well as an affiliated zone director that are obsolete and no longer supported; and

WHEREAS, the Public Works Department has identified an aerator, Sandpro 2020 Ballfield Grooming Machine, Hustler X-One Mower, Kawasaki Side Discharge Mower and Allen-Bradley Filter Control Media that are no longer in use by the City; and

WHEREAS, City staff recommend that Information Technology identified equipment be approved for recycling and that Public Works identified equipment be approved to sell at auction.

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

SECTION 1. That the City Commission does hereby declare the Information Technology items identified as surplus and authorize the recycling of sixteen (16) WiFi access points and affiliated zone director.

SECTION 2. That the City Commission does hereby declare the Public Works items identified as surplus and authorize the auction of an aerator, ballfield grooming machine, two (2) mowers and water filter control panel at Manheim Auto Auction and Gov Deals respectively.

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

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption by the City Commission.

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

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



3. -2024-R-12 Resolution

A Resolution of the City Commission of the City of Holly Hill, Florida, Authorizing the City Manager to Execute the Statewide Mutual Aid Agreement 2023 from the State of Florida Division of Emergency Management.

(Requested by Valerie Manning, City Clerk)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Penny Currie, District 2 - Commissioner
SECONDER:	John C. Danio, District 3 - Commissioner
AYES:	Via, Penny, Currie, Danio
EXCUSED:	Johnson

**RESOLUTION
2024-R-12**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE THE STATEWIDE MUTUAL AID AGREEMENT 2023 FROM THE STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE THE STATEWIDE MUTUAL AID AGREEMENT 2023 FROM THE STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT.

WHEREAS, the State of Florida Emergency Management Act, Chapter 252, authorizes the State and its political subdivisions to provide emergency aid and assistance in the event of a disaster or emergency; and

WHEREAS, the statutes also authorizes the State to coordinate the provision of any equipment, services, or facilities owned or organized by the State or its political subdivisions for use in the affected area upon the request of the duly constituted authority of the area; and

WHEREAS, this Resolution authorizes the request, provision, and receipt of interjurisdictional mutual assistance in accordance with the Emergency Management Act, Chapter 252, among political subdivisions within the State.

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

SECTION 1. That in order to maximize the prompt, full and effective use of resources of all participating governments in the event of an emergency or disaster we hereby adopt the Statewide Mutual Aid Agreement, which is attached hereto and incorporated by reference.

SECTION 2. 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. This Resolution shall take effect immediately upon its adoption.

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

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



4.

TraCs Memorandum of Understanding (MOU) - Panama City PD and HHPD Traffic and Criminal Software

(Requested by Jeff Miller, Police)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Penny Currie, District 2 - Commissioner
SECONDER:	John C. Danio, District 3 - Commissioner
AYES:	Via, Penny, Currie, Danio
EXCUSED:	Johnson

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



5. REGULAR AGENDA

1.

450 Ridgewood Avenue - Bike Week Permit Request

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

Mike LeFiles, RideNow Powersports, General Manager, spoke briefly to the Mayor and City Commissioners about his request for 450 Ridgewood Avenue for a Bike Week 2024 permit.

Mayor Via opened public participation. No one spoke.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Penny Currie, District 2 - Commissioner
SECONDER:	John Penny, District 1 - Commissioner
AYES:	Via, Penny, Currie, Danio
EXCUSED:	Johnson

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



6. PUBLIC HEARINGS

1. -2024-O-3068 Ordinance

SECOND READING - an Ordinance of the City of Holly Hill, Florida, Approving the Second Major Amendment to the Malkit Salh Business Planned Unit (BPUD) Development Agreement; Providing for Conflicting Ordinances; Providing for Severability; and Providing an Effective Date.

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

Mr. Walker stated this proposes a major amendment to the Malika BPUD development and it has already gone to first reading. There have been no changes and staff continues to recommend approval.

The applicant was not present here from the granite company that is on the property. The shed owner was. The owner of the granite company was told and asked to be here for tonight's meeting.

Mayor Via mentioned that he appreciates what has taken place with the shed sections of the property and addressing the issues and concerns the Commission had but the granite company has not addressed the concerns or issues at this time. There was some granite that has been removed off of the road. Mr. Forte passed out a copy of the granite place on the property with their proposed placement of where the granite should go.

Mr. Walker stated that they are not in full compliance right now.

Mayor Via asked if there was still granite in the parking space with this new proposed drawing that Mr. Forte handed out?

Mr. Walker stated there is still an A-frame in one of the parking spots along Nova Road that contains two pieces of granite and along the north side, there are parking spaces that are also filled with granite frames that hold granite. In that respect, the property is not in compliance. The granite is not supposed to be displayed in parking spaces and it should have been removed from the spaces at least along Nova Road, along the north side area as well.

Mayor Via asked about handicap spacing available for people to park or is it blocked?

Mr. Walker stated it's blocked.

Mayor Via asked about the two tents that are out front of the business and wanted to know if those were permitted to be placed there?

Mr. Walker informed them that they have not been permitted to be placed there.

Mayor Via asked if staff made a recommendation that the granite company be allowed to place granite along behind the office on the northwest portion of the property?

Mr. Walker stated, yes.

Mayor Via asked does the city currently allow outside display of granite in front of a business?

Mr. Walker stated with this particular zoning district, yes. At this time Mr. Walker briefly discussed the B5 uses and the B5 zoning categories and the list or rules for outdoor displays. This particular property is not in compliance with the location but they are in compliance with the uses. They can have it displayed but in regards to the location, they are out of compliance with the Code.

Mayor Via stated, correct. And with that in mind, staff did direct the property owner where they could place it, which would be the Northwest part of the property and even the south end of this section of the property (referring to the handout from Mr. Forte), is that correct?

Mr. Walker stated, yes. Actually, Mr. Forte drew out some of the areas that the granite could go, which if the property owner had followed, they would be in compliance but

they chose at this time not to follow that direction.

Mayor Via asked was the property owner told before the business moved in that this type of granite display was not going to be allowed?

Mr. Walker stated they were told that the granite needed to be out of the parking spaces and could not be along Nova Road and that staff needed to be able to see it, where they propose to put it so that approval can be for that to be sure that they would be in compliance. Staff didn't want a situation where they would just come in and put it anywhere and then it be a Code Enforcement problem. Unfortunately, the applicant conveyed to the granite owner that where they proposed to put it was fine.

Mayor Via stated okay but to be clear, that direction was given and that direction was not followed by the property owner?

Mr. Walker stated, that's correct.

Mayor Via mentioned that in their previous Commission meetings, they had stated that they wanted this property to be in compliance before they move forward and take a vote on it. He wanted to make that clear because it feels to him that either this Commission, this staff or the city, or all three, are not being respected in regards to the BPUD. With this BPUD, the city is actually allowing them to do more. The city is allowing them to put the sheds up when it wasn't in the Code to necessarily allow them to do so. The city allowing them to have the opportunity to have granite outside. When people cheat the rules, the system, it hurts all of the business owners that go through the right way of doing things and coming in and getting approvals first and moving in. Otherwise, the city should just have no rules if we have to bend over backwards. We now as a Commission are placed on the spot to be the bad guys and say we do not allow this and you have to move your business and that's not what he's here to do tonight. He understands if the business owner was not aware of what this Commission or where it could be or what the rules are. He thinks they should have known but the fact is, they were told by staff.

Mr. Walker stated they were definitely told and told to give staff a layout prior to placing it and they chose not to do that. He doesn't recall that anyone from staff told them that the entire property had to be in compliance before the major amendment could be approved but he does believe that did come from this Commission. He believes that was conveyed to the property owner that the desire was to have the entire property in compliance.

Mayor Via stated, okay.

There was some discussion on possibly continuing this item due to the fact of them not in compliance. The Commission was okay and satisfied with the sheds; those are in compliance. The Commission is aware that fines begin on the property starting tomorrow and the property owner is still in Code violation for the granite displays placement. Attorney Simpson shared some information pertaining to the fines and fines that could start to accrue. The shed company is in compliance so the fines don't affect him. The granite company is the one who will be accruing the fines. If they approve the BPUD tonight, it does not validate the outside storage of the granite company. The granite company will still go forward with the Code Enforcement violation and accrue the fines beginning tomorrow with the granite company's outside display/placement of the granite. Approving this BPUD doesn't change what the Commission does tonight, the Code Enforcement violation on the property still remains against the property owner until he comes into compliance with the granite company. The granite tenant needs to do what

they need to do to come into compliance. After some discussion about the location of where they can place the granite and staff will continue to keep a paper trail of what's taking place and mark up the proposed handout drawing to show what and where the granite can be placed; there was consensus to move forward with a vote on this tonight. The shed business did the right thing and has come into compliance.

Mayor Via opened public participation. No one spoke.

RESULT:	ADOPTED AT 2ND READING [UNANIMOUS]
MOVER:	Penny Currie, District 2 - Commissioner
SECONDER:	John C. Danio, District 3 - Commissioner
AYES:	Via, Penny, Currie, Danio
EXCUSED:	Johnson

**ORDINANCE
2024-O-3068**

SECOND READING - AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE SECOND MAJOR AMENDMENT TO THE MALKIT SALH BUSINESS PLANNED UNIT (BPUD) DEVELOPMENT AGREEMENT; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE SECOND MAJOR AMENDMENT TO THE MALKIT SALH BUSINESS PLANNED UNIT (BPUD) DEVELOPMENT AGREEMENT; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, MALKIT SALH REVOCABLE LIVING TRUST has proposed a second Major Amendment to the BPUD on property described in Exhibit A, to amend that certain Development Agreement (the "Agreement") dated January 27, 2004, recorded in the public records of Volusia County Florida, in Book: 5254 Page 2739.

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 approves the second Major Amendment to MALKIT SALH BUSINESS PLANNED UNIT (BPUD) DEVELOPMENT AGREEMENT as described in Exhibit "B".

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, 2024 for second and final reading.

EXHIBIT A

Legal Description

S 225 FT OF E 193 1/3 FT OF LOT 21 W OF OLD KINGS RD BLK 21 FLEMING FITCH GRANT PER DB 526 PG 383 EXC PT IN RD PER DB 549 PG & EXC TRIANG IN NEW R/W BEING E 31.99 FT OF S 32.05 FT PER OR 5098 PG 2762 PER OR 5871 PGS 2104-2106 INC PER OR 7115 PGS 0219-0221 INC PER OR 7779 PG 0771

EXHIBIT B

SECOND MAJOR AMENDMENT TO THE MALKIT SALH BUSINESS PLANNED UNIT (BPUD) DEVELOPMENT AGREEMENT

THIS SECOND MAJOR AMENDMENT TO THE MALKIT SALH BPUD DEVELOPMENT AGREEMENT is made this _____ day of _____, 2024, by and between **MALKIT SALH REVOCABLE LIVING TRUST**, and the **CITY OF HOLLY HILL**, a Florida municipal corporation (the “City”).

WHEREAS, Malkit Salh and the City entered into that certain Development Agreement (the “Agreement”) dated January 27, 2004, recorded in the public records of Volusia County Florida, in Book: 5254 Page 2739, for the development of certain real property as described in said Agreement; and

WHEREAS, Owners and City wish to further modify certain provisions of the Agreement as detailed below; and

NOW, THEREFORE, in consideration of the mutual covenants and promises made herein, the parties hereto covenant and agree to bind themselves as follows:

1. The above recitations are true and correct and incorporated herein by reference.
2. Owners and City mutually agree that letter D of the current agreement titled, Land Uses Within the PUD, is replaced in its entirety with the language below labeled **D**, and that letter E of the current agreement titled, Development Standards is replaced in its entirety with the language below labeled **E**,

D. Land Uses Within the PUD. The development of the parcel shall be consistent with the uses prescribed within the proposed PUD. The following land uses shall be allowed as permitted principal uses and structures along with their customary accessory uses and structures:

- a. Automotive Repairs, Servicing and Sales
- b. Shed sales and display - sheds shall be displayed only within the boundaries shown on the attached plans labeled **Location Envelope**.
- c. All uses permitted in the B-6 zoning district except as otherwise prohibited.

Prohibited Uses:

- a. Bars and nightclubs.
- b. Self-service laundromats
- c. Any other uses not specifically listed under Permitted Uses
- d. Single-family home - **the property owner waives and relinquishes any claims to grandfathering with regard to the use of a single-family home.**

E. Development Standards:

1. Minimum lot area: 34,600 square feet
2. Minimum lot width: 170 feet
3. Minimum yard size:
 - a. Front yard - 15 feet - Property is a corner lot and considered to have two front yards that abut the road
 - b. *Side yard (north) - 10 feet / Side yard west abutting residential property - 20 feet.
- *The existing building on the north end of the property shall be considered legal non-conforming but must come into conformity with all setbacks should the property be damaged in excess of 50% of its value at the time of damage.
4. Maximum lot coverage: 75%
5. Maximum building height: 45 feet
6. Landscape buffer requirements - minimum 5 feet along all property lines
7. Minimum building separation: As determined by Fire Marshal and Chief Building Official.
8. Parking standards as required in the Holly Hill Land Development Regulations
9. Signage Requirements as required in the Holly Hill Land Development Regulations

3. All other provisions, conditions, and requirements of the Agreement dated January 27, 2004, recorded in the public records of Volusia County Florida, in Book: 5254 Page 2739 remain in full force and effect.

NOW THEREFORE, the undersigned parties hereby agree to the above terms and conditions of the Major Amendment.

CITY OF HOLLY HILL, FLORIDA

a Florida municipal corporation

By: _____
Chris Via, Mayor

**STATE OF FLORIDA
COUNTY OF VOLUSIA**

The foregoing instrument was acknowledged before me, **by means of** ☐ **physical presence or** ☐ **online notarization**, this _____ day of _____, 2024 by _____, who is personally known to me.

NOTARY PUBLIC, STATE OF FLORIDA

Notary Signature

Printed Name

Commission No.: _____

My Commission Expires: _____

WITNESSES:

Malkit Sahl

(Name Printed or Typed)

By: _____
Name: _____
Title: _____

(Name Printed or Typed)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me, **by means of** ☐ **physical presence or**
☐ **online notarization**, this _____ day of _____, 2024 by
 _____, who is personally known to me or produced
 _____ as identification.

NOTARY PUBLIC, STATE OF FLORIDA

 Notary Signature

 Printed Name

Commission No.: _____

My Commission Expires: _____

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



2. -2024-O-3072 Ordinance

SECOND READING - an Ordinance of the City of Holly Hill, Florida, Amending Chapter 30 (Finance), Article IV (Special Assessment) to a New Title of Special Assessment – Code Enforcement Costs; Create New Article V (Special Assessments) Authorizing the City to Levy Special Assessment and Outlining the Procedures for Special Assessment to be Levied; Providing for Severability; and Providing for an Effective Date.

(Requested by Joseph Forte, City Manager)

Mr. Forte read through his staff report. This Ordinance creates the authority for the City Commission to levy a non-ad valorem assessment. This regulation applies to all special assessments within the City of Holly Hill. If approved, the City Commission would then need to adopt resolutions for any particular type of special assessment for the specific special assessment purpose. This Ordinance will allow the City to adopt this particular special assessment and any other special assessments in the future if the need arises. The city staff has been negotiating terms and conditions with the representatives of the Anastasia Ct. townhome development. The development has some unique conditions, that the city is negotiating, that will be beneficial to the Developer, as well as, the City.

In order for the Developer to comply with the City's requests, the Developer and future HOA will need to enter into an agreement, whereby specific maintenance responsibilities are assigned to the Developer and the City for maintenance of the retention pond. In order for the city to ensure that the maintenance from the HOA is completed regularly and properly by the HOA, the city will need to assign a non-ad valorem assessment to the Developer and HOA in perpetuity. Approval of this Ordinance has no effect on any particular property. In order for the assessment to be applied to a property, the City Commission must adopt a Resolution specific to the property for which the assessment is being assigned. This Ordinance is citywide to provide ability to attach an assessment to a property but for more specifically, as staff continues to negotiate the Anastasia Court terms and conditions, staff will come back once that development order is done and will bring that forward to the City Commission, if it's approved, staff will need to do a Resolution to place an assessment on that developer and the HOA.

Mayor Via opened public participation. No one spoke.

RESULT:	APPROVED AT 1ST READING [UNANIMOUS]	Next: 3/12/2024 6:00 PM
MOVER:	John Penny, District 1 - Commissioner	
SECONDER:	Penny Currie, District 2 - Commissioner	
AYES:	Via, Penny, Currie, Danio	
EXCUSED:	Johnson	



7. COMMUNICATIONS

A. City Manager Comments

Mr. Forte reminded the Mayor and Commissioners about the Brazilian Peppertree event will take place on Wednesday, March 13, 2024 at Sunrise Park from 8:00 AM - 2:00 PM if you would like to come by and/or help. The East Central Florida Cisma and the Fish and Wildlife are helping to put this on. There's a number of volunteers and some employees from Public Works that will help with the removal that day. All of the Commissioners have been sent a calendar invite to meet with the auditors individually and some of those days he will not be here, he will be out of State but Mr. Walker will sit in on those meetings with them.

B. City Attorney Comments

None.

C. City Commission Comments

Commissioner Currie asked if any bike wash permits have been issued and she was informed no, there has not. She inquired about a date for the Veterans Memorial and Mayor Via let her know that he is working on that with staff because they are trying to get Congressman Waltz's schedule so that he can be a part of it. He's trying to get a date confirmed and then they will release the date and time. By the next meeting they should have a date.

Commissioner Danio continue to pray for Commissioner Johnson.

D. Mayor's Comments

8. ADJOURNMENT

The meeting adjourned at approximately 7:00 PM.



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

**City Commission
Resolution**

5.1

MEETING DATE: March 12, 2024
FROM: Antoine Khoury
SUBJECT: A Resolution of the City Commission of the City of Holly Hill, Florida, Awarding Utility Infrastructure Construction and Restoration Services to Black Sands Development Group as a Primary Contractor and to Cathcart Construction Company FL, LLC as a Secondary Contractor, and Authorizing the City Manager to Enter into Agreements with the Selected Consultants; Providing for Severability; and Providing for an Effective Date.
NUMBER: 2024-R-13
APPLICANT:
PLANNER:

DISCUSSION:

The Public Works Department issued a Request For Proposal (RFP) for Utility Infrastructure Construction and Restoration Services to the City of Holly Hill. The RFP is attached as “Exhibit A”.

The intent of the RPF was to provide competitive unit pricing for continuous utility construction and restoration services as needed to support the Public Works water, wastewater, reclaimed and stormwater infrastructure. Construction and restoration items covered on the line item bid support the installation and repairing of water mains, including the annual replacement of galvanized pipe, sewer collection and force mains, reclaimed water mains and stormwater drainage pipes and structures. Additional work includes emergency response services as needed to quickly remediate breaks and malfunctions to protect the health and well-being of the community.

The city received two complete RFP responses on February 22, 2024. The responsive bidders were Cathcart Construction Company FL, LLC and Black Sands Development Group, LLC. The bids are attached as “Exhibit B” and “Exhibit C” respectfully.

The RFP included an evaluation process to review qualifications needed to perform the required utility infrastructure construction, review the ability of the contractors to respond in a timely manner, and review pricing in order to rank the submitting contractors. The Evaluation Committee met on Wednesday February 28, 2024 at 8:30 AM in a properly noticed public meeting. Both contractors were found to be experienced and capable to assist the City with Utility Infrastructure Construction and Restoration tasks.

The evaluation committee recommends that for this RFP be awarded as a primary and secondary

contractor to ensure the utility has adequate response to emergency repairs or resources beyond the primary vendor based on the rank as follows:

<u>Rank</u>	<u>Contractor Name</u>	<u>Committee Point Score</u>
1 st	Black Sands Development Group, LLC	281 of 300 points
2 nd	Cathcart Construction Company FL. LLC	234 of 300 points

Evaluation Committee Matrixes are included under “Exhibit D”.

The term for the contracts will be for one (1) year with four (4) additional one (1) year renewal options at the direction of the City Manager. Specific projects will be assigned discrete task orders as awarded in accordance with City Purchasing Policy and Florida Statutes.

FISCAL ANALYSIS:

There are no costs affiliated by making this award, with any expenditures made through discrete task orders in accordance to City purchasing policy requirements.

These contract services will be for planned repair services, emergency repairs and approved capital projects and restoration services provided by the City Utility. The current fiscal year has approved line items in the Water, Sewer and Stormwater operational budgets under general ledger accounts 400-3010-533-4601, 400-3020-535-4601 and 460-3080-538-4601 respectively. These operational budget line items are funded through the annual budget process. Capital Improvement Projects or renewal and replacement projects in excess of \$50,000.00 will be brought to the City Commission pursuant to the City Purchasing Policy Manual.

STAFF RECOMMENDATION:

Staff recommends that the City Commission award the contract of Utility Infrastructure Construction and Restoration Services to Black Sands Development Group as a primary contractor and to Cathcart Construction Company FL., LLC as a secondary contractor and authorize the City Manager to enter into agreements with the selected consultants.

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.

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

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

MOTION:

Approve the award of Utility Infrastructure Construction and Restoration Services to Black Sands Development Group as a primary contractor and to Cathcart Construction Company FL., LLC as a secondary contractor and authorize the City Manager to enter into agreements with these selected consultants.

ATTACHMENTS:

- Exhibit A - RFP 24PW02 (PDF)
- Exhibit B - Black Sands Development Group Submittal (PDF)
- Exhibit C - Cathcart Construction Company Submittal (PDF)
- Exhibit D - Evaluation Committee Matrixes (PDF)

Resolution No. 2024-13

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AWARDING UTILITY INFRASTRUCTURE CONSTRUCTION AND RESTORATION SERVICES TO BLACK SANDS DEVELOPMENT GROUP AS A PRIMARY CONTRACTOR AND TO CATHCART CONSTRUCTION COMPANY FL, LLC AS A SECONDARY CONTRACTOR, AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AGREEMENTS WITH THE SELECTED CONSULTANTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AWARDING UTILITY INFRASTRUCTURE CONSTRUCTION AND RESTORATION SERVICES TO BLACK SANDS DEVELOPMENT GROUP AS A PRIMARY CONTRACTOR AND TO CATHCART CONSTRUCTION COMPANY FL, LLC AS A SECONDARY CONTRACTOR, AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AGREEMENTS WITH THE SELECTED CONSULTANTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in order to expedite utility repairs and projects and ensure that competitive rates are received, it is in the City's best interest to have an active contract with utility construction contractors; and

WHEREAS, a Request for Proposals (RFP) was advertised for Utility Infrastructure Construction and Restoration Services with two responses received; and

WHEREAS, an Evaluation Committee met on February 28, 2024 and unanimously agreed that Black Sands Development Group, LLC should be recommended as a primary contractor and Cathcart Construction Company FL, LLC should be recommended as a secondary contractor; and

WHEREAS, no expenditures are being approved at this time as part of this award.

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

SECTION 1. That the City Commission does hereby award Black Sands Development Group, LLC as the primary contractor for Utility Construction and Restoration

Services and authorizes the City Manager to execute the same.

SECTION 2. That the City Commission does hereby award Cathcart Construction Company FL, LLC as the secondary contractor for Utility Construction and Restoration Services and authorizes the City Manager to execute the same.

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

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption by the City Commission.

APPROVED AND AUTHENTICATED on this 12th day of MARCH, 2024.

Request for Proposal

NUMBER RFP #24-PW-01



UTILITY INFRASTRUCTURE CONSTRUCTION & RESTORATION SERVICES

Michele Moore, Finance Director

Attachment: Exhibit A - RFP 24PW02 (2024-R-13 : Utility Infrastructure Construction and Restoration Services)

LEGAL NOTICE

Notice is hereby given that the City of Holly Hill is accepting Sealed Proposals to provide Utility Infrastructure & Restoration Services for the City of Holly Hill. Proposals will be received until **February 22nd, 2024 at 10:00 a.m.**, by the City Clerk's Office, City Hall, 1065 Ridgewood Ave., Holly Hill, FL 32117.

RFP# 24-PW-02

“UTILITY INFRASTRUCTURE CONSTRUCTION & RESTORATION SERVICES”

Sealed proposals will be accepted by the City of Holly Hill, 1065 Ridgewood Avenue, Holly Hill, Florida 32117, until **10:00 am, February 22nd, 2024** at which time and place all proposals received will be publicly opened and read aloud in the City Hall Large Conference Room.

There will be a non-mandatory pre-bid meeting for this project at **10:00 am on January 23rd, 2024**. The meeting will be held in the City Commission Chamber, located in City Hall, 1065 Ridgewood Avenue, Holly Hill, FL 32117.

Description of work: Services to be provided shall include, but not be limited to, the following:

Construction and restoration of water, wastewater, reclaimed and stormwater infrastructure throughout Holly Hill. Work will include installing and repairing water mains including the annual replacement of galvanized pipe and services, sewer collection gravity and force mains, reclaimed mains and services and stormwater drainage pipes and structures. Additional **work includes emergency response services as needed** in accordance with the terms, conditions, and specifications stated herein.

Copies of the bid documents may be obtained electronically from VendorLink at www.myvendorlink.com. Any addenda to these bid documents will be posted on the VendorLink website. It is the bidder's responsibility to confirm that all addenda have been received prior to submitting a bid for this project. All questions should be directed **in writing** to the finance director financedirector@hollyhillfl.org. Questions to be submitted no later than **5:00 pm on February 14th, 2024**. An addendum will be issued by February 16th.

The City of Holly Hill is not responsible for the U.S. mail or private carriers or messengers to Deliver proposals by the specific time so that a bid can be considered.

No bids received after the time and date specified for the opening will be considered. The City of Holly Hill, Florida reserves the right to reject any and all bids, to waive any and all non-substantial irregularity in bids reviewed, whenever such rejection or waiver is in the best interest of the City.

One (1) original and one (1) electronic copy on USB flash drive shall be addressed to City Clerk, City of Holly Hill, 1065 Ridgewood Avenue, Holly Hill, Florida 32117, in a sealed envelope plainly marked on the outside: Utility Infrastructure & Restoration Services

CITY OF HOLLY HILL

VOLUSIA COUNTY, FLORIDA
s/ Joseph A. Forte
City Manager

TABLE OF CONTENTS

Introduction/Overview.....	5
Purpose/Objective.....	5
Background.....	5
Inquiries 6	
Method of Source Selection	6
Pre-Bid Conference	6
Projected Timetable.....	6
General Description of Specifications or Scope of Work	7
General Responsibilities	8
A) Contractor Responsibilities	8
B) City Responsibilities.....	9
C) The City's Right to Inspect.....	10
Terms and Conditions of Contract.....	10
General Terms and Conditions	10
Licenses 10	
Principals/Collusion	11
Taxes 11	
Relation of City	11
Term Contracts	11
Termination	11
Liability 11	
Assignment	11
Lobbying 12	
Single Bid 12	
Protest Procedures	12
Public Entity Crime	12
Conflict of Interest.....	12
Prohibition of Gifts to City Employees	13
Immigration Reform and Control Act	13
Billing Instructions – Awarded Contractor(s)	13
Vendor Preference	13
E Verify Compliance	13
Instructions for Bid.....	14
Compliance with the RFP	14
Acknowledgment of Insurance Requirements.....	14
Acknowledgment of Bonding Requirements	15
Delivery of Bids.....	16
Evaluation of Bids (Procedure)	16
Ambiguity, Conflict, or Other Errors in the RFP	17
Proposals, Presentation, and Protest Costs	17
Acceptance or Rejection of Proposals	17
Requests for Clarification of Proposals	17
Validity of Proposals	18

Response Format	18
Proposal Evaluation Committee and Evaluation Factors	21
PROPOSER CHECK LIST	22
PROFESSIONAL SERVICES AGREEMENT	23
CONFLICT INTEREST AFFIDAVIT	25
PROPOSER QUALIFICATION	26
DECLARATION STATEMENT	29
INSURANCE REQUIREMENTS	30
DRUG FREE WORKPLACE	32
NON-COLLUSION AFFIDAVIT	33
ACKNOWLEDGMENTS	34
COMPLIANCE WITH PUBLIC RECORD LAW	36
REFERENCES	37
PUBLIC ENTITY CRIMES	38
VENDOR INFO	40
E-VERIFY COMPLIANCE FORM.....	41
PRICING PROPOSAL FORM	42
W-9	49
LABEL	50

Introduction/Overview

Purpose/Objective

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

The term of this agreement shall be for (1) one year beginning on the date the contract is issued. This contract may be renewed by the City Manager for up to four (4) additional one-year periods. The City will request new pricing prior to issuance of the renewal and determine if unit prices are within reasonable construction industry standards costs. All prices quoted shall remain firm for the duration of that renewal year. Also, the City reserves the right to cancel the agreement and/or contract with thirty (30) days written notice for any reason deemed by the City with no right to appeal.

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

The specifications included herein are based on requirements to ensure that the lowest practical cost and highest practical quality are obtained at quality prices using the latest technology. **The City will not honor or consider any price increase, fuel surcharge or add-on cost during the established performance period.**

Termination or cancellation of the contract will not relieve the bidder of any obligations or any deliverables or liabilities entered prior to termination of the contract. The Bidder may cancel the resulting contract with a one hundred and twenty (120) days written notice.

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

As is more fully explained in Section “6L” of this **RFP**, an award, if made, will be made to the best overall proposer(s) whose bid is most advantageous to the City, taking into consideration the evaluation factors set forth in this **RFP**. The City will not use any other factors or criteria in the evaluation of the bids received.

Background

The City serves an area of less than 4 square miles with a population of approximately 13,000. The City’s fiscal year begins on October 1st and ends on September 30th. The Finance Department maintains the funds and accounts of the City. The Finance Department is responsible for the custody and accounting of funds of each department.

More detailed information on the government and its finances can be found in City of Holly Hill’s Comprehensive Annual Financial Report for fiscal year 2023-2024 and in the City’s Annual Budget for fiscal year 2023-2024. Copies of these documents may be viewed on www.hollyhillfl.org. The City of Holly Hill is

exempt from any and all state, local and federal taxes.

Inquiries

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

Method of Source Selection

The City is using the Competitive Sealed Proposals methodology of source selection for this procurement, as authorized by Resolution 2023-R-82 establishing and adopting the City Purchasing Policy. Each Qualification will be reviewed to determine if the proposal is responsive to the **RFP**. Proposals deemed to be non-responsive may be rejected without being evaluated by the Selection Committee appointed by the City Manager, which shall be comprised of a minimum of three (3) City employees. The committee will make a recommendation to the City Commission who will make the final selection(s). A responsive proposal is one which has been signed and submitted by the specified Proposal deadline, and has provided the information required to be submitted with the Proposal. While poor formatting, poor documentation and/or incomplete or unclear information may not be cause to reject a Proposal without evaluation, such substandard submissions may adversely impact the evaluation of a Proposal. Respondents who fail to comply with the required and/or desired elements of this **RFP** do so at their own risk.

The City may, as it deems necessary, conduct discussions with responsible proposers determined to be in contention for being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, solicitation requirements.

Pre-Bid Conference

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

☒ A pre-bid conference is applicable for this solicitation.

Pre-bid conference will be held on **January 23rd, 2024 at 10:00 am** in the City Commission Chambers, located at City Hall, 1065 Ridgewood Avenue, Holly Hill, Florida 32117.

Projected Timetable

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

Event	Date
Issue RFP Notice	January 14 th , 2024
Non-Mandatory Pre-Bid Meeting	January 23 rd , 2024 10:00 AM
Last Date for Receipt of Written Questions	February 14 th , 2024 @ 5:00 PM
Addendum Issued (If Applicable)	February 16 th , 2024 @ 5:00 PM
Proposal Opening Date	February 22 nd , 2024 @ 10:00 AM
Evaluation Committee	February 29 th , 2024 @ 10:00 AM
Notice of Recommendation	March 1 st , 2024 @ 5:00 AM
City Commission Hearing Date	March 12 th , 2024 @ 6:00 PM

General Description of Specifications or Scope of Work

The City of Holly Hill will be seeking qualified and experienced Utility Infrastructure & Restoration Services contractors with demonstrated skills and experience building, installing and restoring utility infrastructure to ensure the health and wellbeing of the community.

This specifications for the scope of services represents the minimum standards required. The Specifications are attached as part of this work. Bid pricing will be used to develop task orders that will be the issued for projects and restoration work required by the Owner. This contract is considered a continuous service construction contract not to exceed four million dollars per year for the following:

Contractor shall provide mobilization, traffic control and project documentation as required by the task order to complete work in compliance with the specifications. No work shall be paid without a valid Purchase Order (task order).

Contractor shall provide general site work and site protections as required by the specifications. This includes all equipment and materials for the assigned task orders. The Contractor shall be responsible to subcontract services, equipment and supplies as needed for each task order.

Contractor shall be licensed to perform water, sewer and reclaimed main installations and repairs as detailed in the specifications.

Contractor shall provide dewatering equipment or subcontract services not otherwise required in the specifications as needed.

Contractor shall furnish and install water main infrastructure including excavation, fittings, pipe, materials and restoration as needed.

Contractor shall furnish and install new fire hydrants and repair fire hydrants as detailed in the specifications as needed.

Contractor shall furnish and install sewer main and collections system improvements including excavation, fittings, pipe, materials and restoration as detailed in the specifications as needed.

Contractor shall provide supplemental and emergency services on an hourly rate with appropriate crew size, equipment and tools to complete tasks not detailed in the specifications and emergency exploratory response and remediation as needed for each task order.

Contractor shall provide concrete services and temporary traffic restoration services as detailed in the specifications as needed.

Contractor shall provide roadway and right of way sub-base restoration services as detailed in the specifications as needed.

Contractor shall furnish and install stormwater infrastructure improvements and restoration as detailed in the

RFP 24-PW-02 Utility Infrastructure Construction and Restoration Services

specifications as needed

Contractor shall provide landscape restorations services as detailed in the specifications as needed

Contractor shall provide out-of-scope items at a cost not to exceed 10% markup of actual cost. The owner reserves the right to direct purchase materials to save sales tax.

Contractor is responsible for all documentation of services for each task for certification and pay requests as needed to complete task orders.

General Responsibilities

A) Contractor's Responsibilities/Requirements

It shall be understood and agreed that a firm submitting a Proposal shall meet the following responsibilities/requirements:

Drug-Free Workplace: In accordance with Florida Statute 287.087, preference shall be given to businesses with drug-free workplace programs. Whenever two or more Proposals which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a Qualification received from a business that furnishes a form certifying that it is a Drug Free Workplace shall be given preference in the award process.

2) **General:** Contractor shall adhere to all applicable OSHA standards while performing work within the City. In addition, the following safety requirements shall apply to any work performed under this Agreement.

Federal, State and Local environmental regulations shall be followed to minimize the possibility of air, water and soil contamination or other undesirable results. Additionally, all work in public rights-of-way shall be performed in accordance with a Florida Department of Transportation, Broward County and/or City approved maintenance of traffic (MOT) plan. The costs related to any and all materials required for said traffic regulation shall be included.

Access and passage by all vehicular and pedestrian traffic shall be maintained while work under this Agreement is being performed. Blockage will not be permitted for more than thirty (30) minutes without written approval of the Public Works Director or Police Chief.

All workers must wear an ANSI approved Class I, II, or III high visibility lime green or orange safety vest when conducting maintenance operations within public rights-of-way and medians.

All workers performing overhead maintenance operations shall wear hard hats conforming to ANSI Z89.1 standards. Use of hard hats shall be mandatory when performing tree pruning operations.

All temporary traffic control devices and signage shall be set in accordance with an approved MOT plan and shall be in strict conformance with the most recent edition of the Manual on Uniform Traffic Control Devices (MUTCD) as published by the United States Department of Transportation (USDOT)

All maintenance vehicles may be equipped with full functioning and visible rotating/strobe lights that shall

be utilized at all times while conducting maintenance operations within the road right-of-way. All vehicles shall be appropriately and visibly marked with the company name and phone number.

All vehicles and equipment which remain stationary within fifteen feet (15') of the roadway edge for two or more minutes shall be coned off with no less than two (2) traffic cones (one at the front traffic side of the vehicle and one at the rear traffic side of the vehicle). The placement and number of cones to be utilized shall be sufficient to provide maximum safety based on the classification of road, speed limit, number of lanes, and in accordance with accepted national standards.

DAMAGE TO PUBLIC AND/OR PRIVATE PROPERTY: Extreme care shall be taken by Contractor to safeguard all existing facilities, site amenities, utilities, irrigation systems, windows, and vehicles on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced by Contractor at no additional cost to the City. The Contractor shall use all means to protect existing objects, structures and vegetation designated to remain. In the event of damage, the Contractor shall immediately make all repairs, replacements and dressings to damaged materials, to the approval of the City, at no additional cost to the City.

HOURS OF OPERATION: All work under this contract shall be performed between the hours of 7:00 am and 5:00 pm, local time, Monday through Friday unless otherwise approved in writing by City staff.

B) City's Responsibilities

City responsibilities include:

The City will work with the Contractor to develop task and responses to ensure right of way access to preform construction and remediation of utility infrastructure under future work orders.

The City designates the **Public Works Director or their designee** as being the representative of the City in all matters regarding utility construction and remediation.

C) The City's Right to Inspect

The City or its authorized agent shall have the right to inspect the Contractor's files to determine status of work on this project.

4) Terms and Conditions of Contract

The City has developed standard contracts/agreements. The Contractor shall be required to return a signed standard City contract/agreement contained within this **RFP** with your submittal.

A contract/agreement resulting from this **RFP** shall be subject to the terms and conditions set forth in a standard City Contract and any terms and conditions included in this **RFP**. The City reserves the right to include in any contract document such terms and conditions, as it deems necessary for the proper protection of the rights of the City. The City will not be obligated to sign any contracts, maintenance and/or service agreements or other

documents provided by the Contractor with their submittal until approved by Commission.

5) General Terms and Conditions

Licenses

The Contractor is required to possess the correct occupational license, professional license, and any other authorizations necessary to carry out and perform the work required by the project pursuant to all applicable Federal, State and Local Law, Statute, Ordinances, and rules and regulations of any kind.

If required and/or requested, copies of the required licenses must be submitted with the bid response indicating that the entity proposing, as well as the team assigned to the City account, are properly licensed to perform the activities or work included in the contract documents. A Contractor, with an office within the City is also required to have a business tax receipt and certificate of use.

If you have questions regarding required professional licenses and Business Tax Receipt and Certificate of use, contact the Building and Zoning Department, (386) 248-9439.

Principals/Collusion

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

Taxes

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

Relation of City

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

Term Contracts

If funds are not appropriated for continuance of a term contract to completion, cancellation will be accepted by this Contractor on thirty (30) days prior written notice.

Termination

Should the Contractor be found to have failed to perform his services in a manner satisfactory to the City, the City may terminate this without cause or for convenience with a thirty (30) day written notice. The City shall be

sole judge of non-performance.

Liability

The Contractor will not be held responsible for failure to complete contract due to causes beyond its control, including, but not limited to, work stoppage, fires, civil disobedience, riots, rebellions, Acts of Nature and similar occurrences making performance impossible or illegal.

Assignment

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

Lobbying

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

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

Single Bid

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

If a legal entity is not submitting as a primary, or, that legal entity may not act as a sub-consultant to any other firm or firms submitting under the same **RFP** nor act as part of a partnership or joint venture to the primary. All submittals in violation of this requirement will be deemed non-responsive and rejected from further consideration.

Protest Procedures

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

Public Entity Crime

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity

RFP 24-PW-02 Utility Infrastructure Construction and Restoration Services

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

Conflict of Interest

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

Prohibition of Gifts to City Employees

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

Immigration Reform and Control Act

Proposer acknowledges, and without exception or stipulation, any firm(s) receiving an award shall be fully responsible for complying with the provisions of the Immigration Reform and Control Act of 1986 as located at 8 U.S.C. 1324, et seq. and regulations relating thereto, as either may be amended. Failure by the awarded firm(s) to comply with the laws referenced herein shall constitute a breach of the award agreement and the City shall have the discretion to unilaterally terminate said agreement immediately.

Billing Instructions – Awarded Contractor(s)

Invoices, unless otherwise indicated, must show Work Order or Purchase Order numbers and shall be submitted in to the City of Holly Hill, 1065 Ridgewood Ave., Holly Hill, FL 32117. Specific format of the invoice shall be worked out between the City and the consultant prior to the first invoice being submitted. Payment shall be made in accordance with the Florida Prompt Payment Act, as amended from time to time.

Vendor Preference

A local vendor would be interpreted as a bidder, which as of the date of the bid opening, has a valid Business Tax Receipt (BTR) issued by the City of Holly Hill to do business in the City of Holly Hill which authorizes the vendor to provide the goods, services, or construction to be purchased and has a physical address located within the limits of Holly Hill from which the vendor operates or performs business. A Post Office Box cannot be used

RFP 24-PW-02 Utility Infrastructure Construction and Restoration Services

to establish physical address. A local vendor preference of no greater than 5% (Not to exceed \$5,000) of the price submitted by the non-local vendor shall be granted with City Commission approval.

E-Verify Compliance

The Consultant/Contractor agrees to comply with Section 448.093, Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 448.093, Florida Statutes.

1. The Consultant/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Consultant/Contractor during the term of the Agreement and shall expressly require any subcontractors performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Agreement term.
2. That the Consultant/Contractor understands and agrees that its failure to comply with the verification requirements as set forth herein or its failure to ensure that all employees and subcontractors performing work under this Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of this Agreement for which the City may immediately terminate the Agreement without notice and without penalty. The Consultant/Contractor further understands and agrees that in the event of such termination, the Consultant/Contractor shall be liable to the City for any costs incurred by the City as a result of the Consultant's/Contractor's breach.

Contractor shall execute and return the Affidavit of E-Verify Requirements Compliance to City. IN WITNESS WHEREOF, the parties have made and executed this Agreement for the purposes stated above.

Instructions for Bid

Compliance with the RFP

Bids must be in strict compliance with this **RFP**. Failure to comply with all provisions of the **RFP** may result in disqualification.

Acknowledgment of Insurance Requirements

By signing the Insurance Requirements included in this **RFP**, Proposer acknowledges these conditions include Insurance Requirements.

It should be noted by the Proposer that, in order to meet the City's requirements, there may be additional insurance costs to the Proposer's firm. It is, therefore, imperative that the proposer discuss these requirements with the Proposer's insurance agent, as noted on the Insurance Check List, so that allowances for any additional costs can be made by the Proposer.

The Proposer's obligation under this provision shall not be limited in any way by the agreed upon contract price, or the Proposer's limit of, or lack of, sufficient insurance protection.

Proposer also understands that the evidence of required insurance may be required within five (5) business days following notification of its offer being accepted; otherwise, the City may rescind its acceptance of the Proposer's bid.

The specific insurance requirements for this solicitation are included as part of this solicitation.

Acknowledgment of Bonding Requirements

☒ By signing its bid, and if applicable, Proposer acknowledges that it has read and understands the bonding requirements for this bid.

☐ Bid Bond: Shall be submitted with bid response in the form of certified funds, cashiers' check, or an irrevocable letter of credit, a cash bond posted with the City Clerk, or bid bond in a sum equal to 5% of the cost bid. All checks shall be made payable to the City of Holly Hill on a bank or trust company located in the State of Florida and insured by the Federal Deposit Insurance Corporation. The Bid Bond shall be retained by the City as liquidated damages if the successful Proposer fails to execute and deliver to the City the unaltered contract, or fails to deliver any required Performance and Payment Bonds or Certificates of Insurance, all within twenty-one (21) calendar days after receipt of the Notice of Selection for Award. Bid Bonds shall be executed by a corporate surety licensed under the laws of the State of Florida to execute such bonds, with conditions that the surety will, upon demand, forthwith make payment to the City upon said bond. The Bid Bonds of the three (3) highest ranked Proposers shall be held until the contract has been executed by the successful Proposer and same has been delivered to the City together with the required bonds and insurance, after which all three (3) Bid Bonds shall be released to the respective Bidders. All other Bid Bonds shall be released within fourteen (14) calendar days of the Selection Committee meeting date. No bids including alternates shall be withdrawn within one hundred and eighty (180) days after the bid closing date thereof. If a bid is not accepted within said time period it shall be deemed rejected and the Bid Bond shall be released to the Proposer. In the event that the City awards the contract prior to the expiration of the one hundred and eighty (120) day period without selecting any or all alternates, the City shall retain the right to subsequently award to the successful Proposer said alternates at a later time and approved by the Finance Director or designee, and the successful Proposer.

☐ Performance and Payment Bonds: For projects in excess of \$300,000, bonds shall be submitted with the executed contract by Proposers receiving award, and written for 100% of the Contract award amount, the cost borne by the Proposer receiving an award. The Performance and Payment Bonds shall be underwritten by a surety authorized to do business in the State of Florida and otherwise acceptable to Owner; provided, however, the surety shall be rated as "A-" or better as to general policy holders rating and Class V or higher rating as to financial size category and the amount required shall not exceed 5% of the reported policy holders' surplus, all as reported in the most current Best Key Rating Guide, published by A.M. Best Company, Inc. of 75 Fulton Street, New York, New York 10038.

Should the contract amount be less than \$500,000, the requirements of Section 287.0935, F.S. shall govern the rating and classification of the surety. All performance security under the subsequent contract shall be in force throughout the final completion and acceptance of the project awarded.

If the surety for any bond furnished by Contractor is declared bankrupt, becomes insolvent, its right to do business is terminated in the State of Florida, or it ceases to meet the requirements imposed by the Contract Documents, the Contractor shall, within five (5) calendar days thereafter, substitute another bond and surety, both of which shall be subject to the Owner's approval.

Delivery of Bids

All bids are to be delivered before **10:00 a.m., local time, on or before February 22, 2024** to:

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

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

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

List the Proposal Number on the outside of the box or envelope and note "Utility Infrastructure & Restoration Services."

Evaluation of Bids (Procedure)

The City's procedure for selecting is as follows:

The City Manager shall approve an Evaluation Committee to review all Proposals submitted in accordance with Statute. At a minimum there will be one non-voting member of the Finance Department as part of the evaluation committee. There shall be a minimum of three voting members of the committee, but always an odd number.

Request for Proposals (RFP) issued.

Subsequent to the closing of Proposals, the Finance Department shall review the Proposals received and verify whether each Proposals appears to be minimally responsive to the requirements of the published **RFP**. Meetings shall be open to the public and the Finance Department shall endeavor to publicly post prior notice of such meeting in the lobby of the City Hall three (3) days in advance of all such meetings, but no less than (1) day in advance.

The voting committee members shall review each Proposal individually and score each Proposals based on the evaluation criteria state herein.

Prior to the first meeting of the evaluation committee, the City will post a notice announcing the date, time and place of the first committee meeting. Said notice shall be posted in the lobby of the City Hall not less than three

(3) working days prior to the meeting. The City shall also post prior notice of all subsequent committee meetings and shall post such notices at least one (1) day in advance of all subsequent meetings.

The voting members of the committee will compile individual rankings, based on the evaluation criteria as stated herein, for each Proposals to determine committee recommendations. The committee may schedule presentations or demonstrations from the top-ranked firm(s), and may at their discretion make site visits, and obtain guidance from third party subject matter experts. The final recommendation will be decided based on review of scores and consensus of committee.

In general, the City wishes to avoid the expense to the City and to proposers of unnecessary oral interviews. Therefore, the City will make every reasonable effort to achieve the ranking using written submittals alone. If no single top-ranked firm can be clearly identified by review of the written submittals alone, then the evaluator(s) will request the Finance Department to schedule the top ranked firm(s) for oral presentations/interviews. The City reserves the right to withdraw this **RFP** at any time and for any reason, and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.

Receipt of a Proposals by the City or a submission of a Proposals to the City offers no rights upon the Proposer nor obligates the City in any manner.

Acceptance of the Proposals does not guarantee issuance of any other governmental approvals.

Ambiguity, Conflict, or Other Errors in the RFP

If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the **RFP**, Proposer shall immediately notify the Finance Director, noted herein, of such error in writing and request modification or clarification of the document. The Finance Director will make modifications by issuing a written addendum/revision and will give written notice to all parties who have received this **RFP** from the Finance Department.

The Proposer is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the **RFP** prior to submitting the Proposals or it shall be waived.

Proposals, Presentation, and Protest Costs

The City will not be liable in any way for any costs incurred by any proposer in the preparation of its Proposals in response to this **RFP**, nor for the presentation of its Proposal and/or participation in any discussions, negotiations, or, if applicable, any protest procedures.

Acceptance or Rejection of Proposals

The right is reserved by the City to waive any irregularities in any Proposal, to reject any or all Proposals, to re-solicit for Proposals, if desired, and upon recommendation and justification by the City to accept the Proposals which in the judgment of the City is deemed the most advantageous for the public and the City.

Any Proposal which is incomplete, conditional, obscured or which contains irregularities of any kind, may be cause for rejection. In the event of default of the successful proposer, or their refusal to enter into the City

contract, the City reserves the right to accept the Proposals of any other proposer or to re-advertise using the same or revised documentation, at its sole discretion.

Requests for Clarification of Proposals

Requests by the Finance Director to a proposer(s) for clarification of Proposal(s) shall be in writing. Proposer's failure to respond to request for clarification may deem proposer to be non-responsive, and may be just cause to reject its Proposal.

Validity of Proposals

No Proposal can be withdrawn after it is filed unless the Proposer makes their request in writing to the City prior to the time set for the closing of Proposals.

All Proposals shall be valid for a period of one hundred eighty (180) days from the submission date to accommodate evaluation and selection process.

Response Format

The Proposals shall be deemed an offer to provide services to the City. In submitting a Proposal, the Proposer declares that he/she understands and agrees to abide by all specifications, provisions, terms and conditions of same, and all ordinances and policies of the City. The Proposer agrees that if the contract is awarded to him/her, he/she will perform the work in accordance with the provisions, terms and conditions of the contract.

To facilitate the fair evaluation and comparison of Proposals, all Proposals must conform to the guidelines set forth in this **RFP**. Any portions of the Proposals that do not comply with these guidelines must be so noted and explained the Acceptance of Conditions section of the Proposals. However, any Proposal that contains such variances may be considered non-responsive.

Proposals should be prepared simply and economically, providing a straightforward concise description of the Proposer's approach and ability to meet the City's needs, as stated in the **RFP**. All copies of the Proposals should be bound and tabbed. The utilization of recycled paper for Proposal submission is strongly encouraged.

The items listed below shall be submitted with each Proposals and should be submitted in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by a proposer to include all listed items may result in the rejection of its Proposals.

Title Page:

Title Page shall show the Request for Qualification's subject, title and Proposal number; the firm's name; the name, address and telephone number of a contact person; and the date of the Qualification.

Table of Contents:

The Table of Contents shall provide listing of all major topics, their associated section number, and starting page.

Tab I – Management Summary:

Provide a cover letter, signed by an authorized officer of the firm, indicating the underlying philosophy of the firm in providing the services stated herein. Include the name(s), telephone number(s), and email(s) of the authorized contact person(s) concerning qualification. Submission of a signed Proposal is certification that the Proposer will accept any awards made to him as a result of said submission of the terms contained therein.

Tab II – Corporate Experience and Capacity:

The Proposal should state the size of the firm, the location of the office from which the work on this engagement is to be performed and the number and nature of the staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

A description of the company, including the number of years in business, number of employees, list of equipment owned by the company, and list of vehicles used for transport.

Description of the company as to whether it is a sole proprietorship, partnership, corporation, LLC or Joint-Venture. List all individual owners of ten percent (10 %) or more.

Tab III – Customer Listing:

Provide a listing of all previous customers during the past three years for all work of similar size and scope. The services provided to these clients should have characteristics as similar as possible to those requested in this RFP.

Information provided for each client shall include the following:

Client name, address, and current telephone number.

Description of services provided.

Time period of the project or contract.

Client's contact reference name and current telephone number.

Failure to provide complete and accurate client information, as specified here, may result in the disqualification of your Qualification.

The City reserves the right to contact any and all references to obtain, with limitation, ratings for the following performance indicators includes:

On a scale of 1-10, with 1 being very dissatisfied and ten exceeding your every expectation, how satisfied were you with the contractor's performance?

What specifically did you like about their approach?

What do you believe were shortcomings or that they could have done better?

Did they meet your schedule requirements?

How were their communications? Were you always kept in the loop?

How responsive were they in addressing problems?

How was the quality/experience/personality of their personnel?

Would you use this Contractor again?

Additional comments

A uniform sample of references will be checked for each Proposer. Proposers will be scored on a scale of 1 to 10, with 10 being the highest possible score. This score will also be used in determining the score to be given to the “past performance” evaluation factor for each Qualification.

Tab IV, Acceptance of Conditions

Indicate any exceptions to the general terms and conditions of the RFP, and to insurance requirements or any other requirements listed in the RFP. If no exceptions are indicated in this tabbed section, it will be understood that no exceptions to these documents will be considered after the award, or if applicable, during negotiations.

Tab V, Documents

Professional Certifications/Licenses
Affiliations and/or memberships

Tab VI, Required Form Submittals

Required forms:

Proposer Checklist
Vendor Services Agreement
Conflict of Interest Affidavit
Proposer’s Qualification Form
Declaration Statement
Insurance Requirements
Drug Free Workplace Certification
Non-Collusion Affidavit of Prime Qualifier
Acknowledgements
Compliance with Public Records Law
References Form
Public Entity Crimes Statement
Vendor Information
Affidavit of E-Verify Requirements Compliance
Proposal Pricing Form
W-9
Label

Tab VII, Price Proposal Form – (The form included in this RFP document must be used)

The proposal should provide the total, all inclusive, maximum fees for this project. The fee should include all direct and indirect costs including out of pocket expenses. If additional work is requested that is outside the Scope of Services of this project, the City of Holly Hill reserves the right to negotiate a fixed fee for such services. Calculation of points for cost will be completed as described in the following EXAMPLE. Lowest Cost

RFP 24-PW-02 Utility Infrastructure Construction and Restoration Services

Proposed with a weighted multiplier of 85% of an available 100% total value (85-points):

	PROPOSAL COST	LOWEST COST PROPOSED	% OF LOW	MULTIPLIER	TOTAL POINTS ASSIGNED
Company #1	\$100,000.00	\$100,000.00	100.0%	85	85.0
Company #2	\$108,000.00	\$100,000.00	92.6%	85	78.7
Company #2	\$120,000.00	\$100,000.00	83.3%	85	70.8

Proposal Evaluation Committee and Evaluation Factors

All Proposals will be subject to a review and evaluation process. It is the intent of the City that all proposers responding to this RFP, who meet the requirements, will be ranked in accordance with the criteria established in these documents. The City will consider all responsive and responsible Proposals received in its evaluation and award process. For evaluation purposes, the term “Responsible” means: A business entity or individual who is fully capable to meet all of the requirements of the solicitation and subsequent contract. Must possess the full capability, including financial and technical, to perform as contractually required and be able to fully document the ability to provide good faith performance.

Proposals shall include all of the information solicited in this RFP, and any additional data that the Proposer deems pertinent to the understanding and evaluating of the Proposal. Proposers will provide their best price and cost analysis and should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations may not be solicited. Each proposer will be ranked based on the criteria herein addressed.

Proposers submitting the required criteria will have their Proposals evaluated by an evaluation committee and scored for the non-price factors to include technical response, proposals and experience. Weights for cost will not be assigned by the evaluation committee. Some exceptions may apply depending on the complexity of the project scope of work. During the evaluation process and at the sole discretion of the City, requests for clarification of one or more proposer submittals may be conducted. This request for clarification may be performed by the City in a written format, or through scheduled oral interviews. Such clarification request will provide proposers with an opportunity to answer any questions the City may have on a proposer’s submittal.

Submissions will be evaluated on a total score basis, with a maximum score of one hundred (100) points. The following criteria will be used in the evaluation process to determine the successful respondent(s):

	Maximum Points
Proposals and previous commercial experience, including projects for local Cities in Florida on similar projects and experience in providing emergency restoration.	30
Capacity to perform work: work efficiently within reasonable time constraints, ability to perform necessary work under the contract, ability to provide financial stability over the term of the contract.	30

Cost proposal	40
Total Points	100

In general, the City wishes to avoid the expense to the City and to proposers of unnecessary oral interviews. Therefore, the City will make every reasonable effort to achieve the ranking using written submittals alone. If no single top-ranked firm can be clearly identified by review of the written submittals alone, then the evaluator(s) will request the Purchasing Agent to schedule the top ranked firm(s) for oral presentations/interviews.

Drug-Free Workplace: In accordance with Florida Statute 287.087, preference shall be given to businesses with drug-free workplace programs. Whenever two or more Proposals which are equal with respect to quality and service are received by the City for the procurement of commodities or contractual services, a Qualification received from a business that furnishes a form certifying that it is a Drug Free Workplace shall be given preference in the award process. NOTE: In the event, the submitter wishes to provide items specified above and beyond the stated requirements of this request at “no cost” to the City of Holly Hill, these services should be identified and included in the request response.

Tie Breaker: In the event of a tie (with each business certifying that it is a Drug-Free Workplace), both in individual scoring and in final ranking, the firm with the lowest volume of work on City projects within the last five (5) years will receive the higher individual ranking. This information will be based on information provided by the Proposer, subject to verification at the City’s option. If there is a multiple firm tie in either individual scoring or final ranking, the firm with the lowest volume of work shall receive the higher ranking, the firm with the next lowest volume of work shall receive the next highest ranking and so on. If neither vendor has performed in work in the last five years, the preference will be given to the Proposer within the City limits or principal office closest to City Hall.

PROPOSER CHECK LIST

IMPORTANT: Please read carefully, sign in the spaces indicated and return with your Qualification.

Proposer should check off each of the following items as the necessary action is completed:

- ☐ The standard contract/ agreement has been signed and included.
- ☐ All applicable forms have been signed and included
- ☐ All information as requested in the Proposer's Qualification Form is included.
- ☐ Any addenda have been signed and included.
- ☐ The mailing envelope has been addressed to:

CITY CLERK

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

- ☐ The **mailing envelope must be sealed and marked** with Qualification Number **"RFP 24-PW-02"**, Proposal Title **"Utility Infrastructure & Restoration Services"** and Due Date **"February 22, 2024 @ 10:00 am"**.
- ☐ The Proposals will be mailed or delivered in time to be received no later than the specified due date and time. (Otherwise Proposals cannot be considered.)

ALL COURIER-DELIVERED PROPOSALS MUST HAVE THE RFP NUMBER AND PROPOSAL NAME ON THE OUTSIDE OF THE COURIER PACKET

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

VENDOR SERVICES AGREEMENT
Utility Infrastructure Construction and Restoration Services
RFP#24-PW-01

THIS AGREEMENT is made and entered into this _____ day of ____, 2024, by and between _____, duly authorized to conduct business in the State of Florida and whose address is _____, hereinafter, called “CONTRACTOR” and the **CITY OF HOLLY HILL**, a political subdivision of the State of Florida, whose address is 1065 Ridgewood Ave, Holly Hill, FL 32117, hereinafter called “CITY”.

SECTION 1. AGREEMENT. The terms of this Agreement, together with the incorporation of the terms and conditions of the Request for Proposal (RFP #24-PW-02), and any exhibits, schedules and attachments hereto, and any and all amendments relating to same, and any and all submittals from CONTRACTOR, constitute the entire Agreement between CITY and CONTRACTOR. This Agreement is the final, complete and exclusive expression of the terms and conditions of the parties’ Agreement. Any and all prior agreements, representations, negotiations, and understandings made by the parties, oral or written, expressed or implied, are hereby superseded and merged herein.

SECTION 2. TERM OF AGREEMENT. The term of this Agreement shall be for one (1) year from the date of award with four (4) additional one (1) year extension options. Renewal options may be exercised at the discretion of the City Manager based on performance of the company and adherence to the terms and conditions set forth in the RFP documents. The City Manager retains the sole right to determine whether the renewal option shall be granted.

SECTION 3. COMPENSATION. For Services rendered, the CITY shall pay the CONTRACTOR a lump-sum fee, including or excluding reimbursable expenses as mutually agreed upon. Unless otherwise agreed in a Scope of Services, the CONTRACTOR will invoice the City monthly based upon the CONTRACTOR’s estimate of the portion of the total Services actually completed at the time of billing.

SECTION 4. NOTICES. Whenever either party desires to give notice unto the other, it must be given by written notice, sent by registered or certified United States mail, return receipts requested, addressed to the party for whom it is intended at the place last specified. The place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this Section. For the present, the parties designate the following as the respective places for giving of notice, to-wit:

For City:

Valerie Manning, City Clerk
City of Holly Hill
1065 Ridgewood Ave.
Holly Hill, FL 32117
(386)248-9441

For Contractor:

_____, _____ (Name, Title)
_____. (Company)
_____. (Address)
_____. (City, State, Zip)
_____. (Phone)

SECTION 5. RIGHTS AT LAW RETAINED. The rights and remedies of CITY, provided for under this Agreement, are in addition and supplemental to any other rights and remedies provided by law.

SECTION 6. CONTROLLING LAW, VENUE, ATTORNEY'S FEES. This Agreement is to be governed, construed, and interpreted by, through and under the laws of Florida. Venue for any litigation between the parties to this Agreement shall be in the County of Volusia, Florida and any trial shall be non-jury. The prevailing party in any litigation arising from or related to this Agreement shall be reimbursed reasonable attorney fees and costs, including all fees and costs of an appeal.

SECTION 7. MODIFICATIONS TO AGREEMENT. This Agreement and any exhibits, amendments and schedules may only be amended, supplemented, modified or canceled by a written instrument duly executed by the parties hereto of equal dignity herewith.

SECTION 8. SEVERABILITY. If, during the term of this Agreement, it is found that a specific clause or condition of this Agreement is illegal under federal or state law, the remainder of the Agreement not affected by such a ruling shall remain in force and effect.

SECTION 9. WAIVER OF JURY TRIAL. THE CITY AND CONSULTANT HAVE SPECIFICALLY WAIVED THE RIGHT TO A JURY TRIAL CONCERNING ANY DISPUTES WHICH MAY ARISE CONCERNING THIS AGREEMENT.

SECTION 10. NON-WAIVER. No indulgence, waiver, election or non-election by CITY under this Agreement shall affect CONSULTANT's duties and obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the date written above for execution by CITY.

WITNESSES:

CITY OF HOLLY HILL

Joseph Forte, City Manager

Dated: _____

WITNESSES:

FIRMS

By: _____

Dated: _____

Attachments: A. RFP #24-PW-02

B. Firm Response to RFP

Approved by the City Commission of the City of
Holly Hill at a meeting held on this _____
day of _____, 2024 under
Agenda Item No. _____.

CONFLICT OF INTEREST AFFIDAVIT

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

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

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

State of _____)

City of _____)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____, by
_____, who is personally known to me to be the
_____ for the Firm, OR who produced the following
identification: _____.

Notary Public

My Commission Expires: _____

PROPOSERS QUALIFICATION FORM LIST MAJOR WORK**PRESENTLY UNDER CONTRACT:**

<u>% Completed</u>	<u>Project</u>	<u>Contract Amount</u>
		\$
		\$
		\$

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

OTHER INFORMATION ABOUT PROJECTS:

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

STATEMENT OF LITIGATION:

Are there any judgments, claims or suits pending or outstanding by or against you?

☐ Yes ☐ No

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

FEES:

List total fees for work done on all City projects in the past five (5) years, whether as an individual firm or as part of a joint venture. **Fees must be listed individually by contract or project and then summarized as a total dollar amount.** Attach additional page if necessary.

\$ _____ Total Fees for work done on all City projects

REFERENCES:

Bank(s) Maintaining Account(s): _____

Surety/Underwriter: (if required) _____

Other References: (Use additional sheets if necessary)

TYPE OF FIRM:

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

☐ Partnership/Years in Business: _____

☐ Sole Proprietorship/Years in Business: _____

☐ Other: Please list: _____

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

 Company Address City, State Zip code

 Authorized Signature

DECLARATION STATEMENT

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

RE: RFP NO. 24-PW-02 “Utility Infrastructure & Restoration Services”

Dear Mayor and Commission Members:

The undersigned, as Proposer (herein used in the masculine, singular, irrespective of actual gender and number) declares that he is the only person interested in this Proposal or in the contract to which this Proposal pertains, and that this Proposal is made without connection or arrangement with any other person and this Proposal is in every respect fair and made in good faith, without collusion or fraud.

The Proposer further declares that he has complied in every respect with all the Instructions to Proposers issued prior to the opening of Proposals, and that he has satisfied himself fully relative to all matters and conditions with respect to the general condition of the contract to which the Proposal pertains.

The Proposer puts forth and agrees to commence negotiations, in accordance with the Federal 40 USC Title 1101-1104 (Brooks Act) and F.S. 287.055(5), and execute an appropriate City document for the purpose of establishing a formal contractual relationship between him, and the City for the performance of all requirements to which the Proposal pertains. The Proposer states that the Proposal is based upon the Proposal documents listed in **RFP #24-PW-02**.

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this ____ day of _____, 20__ in the City of _____, in the State of _____.

Company

Address

Authorized Signature

City, State, Zip Code

INSURANCE REQUIREMENTS

INSURANCE TYPE

REQUIRED LIMITS

☒ 1. Worker's Compensation
Statutes, Chapter 440 and all
Federal Government Statutory Limits and Requirements.

Statutory Limits of Florida

☒ 2. Commercial General Liability
(Occurrence Form) patterned
after the current I.S.O form
with no limiting endorsements.
occurrence

Bodily Injury & Property Damage

\$1,000,000 single limit per

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

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

☒ 4. Automobile Liability
Owned/Non-owned/Hired Automobile Included

\$ 500,000 Each Occurrence

☒ 5. Other Insurance as indicated below:
Errors and Omissions or Professional
Malpractice Coverage

\$ 1,000,000 Per Occurrence

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

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

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

INSURANCE REQUIREMENTS
(Continued)

☒ 9. The City of Holly Hill shall be named as the Certificate Holder. NOTE--The "Certificate Holder" should read as follows:

City of Holly Hill 1065 Ridgewood Ave. Holly Hill, Florida

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

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

☒ 11. The Certificate must state the **RFP** Number and Utility Infrastructure & Restoration Services

=====

PROPOSER’S AND INSURANCE AGENT’S STATEMENT:

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

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

Insurance Agency

Signature of Proposer’s Agent

Attachment: Exhibit A - RFP 24PW02 (2024-R-13 : Utility Infrastructure Construction and Restoration Services)

DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

Preference to businesses with drug-free workplace programs. -- Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?

- ☐ Yes
☐ No

 Company

 Address

 Authorized Signature

 City, State, Zip Code

 Printed Name & Title

 Telephone No.

 Email

 Fax No.

NON-COLLUSION AFFIDAVIT OF PRIME QUALIFIER

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

He/she is _____ of _____, Proposer that has submitted the attached Qualification;

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

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

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

Company_____
Address_____
Authorized Signature_____
City, State, Zip Code_____
Printed Name & Title_____
Telephone No._____
Email_____
Fax No.

Subscribed and sworn to before me this _____ day of _____, 20____.

Title

My Commission Expires: _____

ACKNOWLEDGEMENTS**RFP #24-PW-02 Utility Infrastructure & Restoration Services**

To: City of Holly Hill
 1065 Ridgewood Ave Holly Hill,
 FL 32117

From : Insert Information
 "Contractor"

The Contractor agrees to provide Utility Infrastructure & Restoration Services as defined in this Request for Proposals document and in accordance with the requirements of the specifications and related work authorizations/contract documents.

The undersigned Contractor has carefully examined the RFP requirements and related contract documents and is familiar with the nature and extent of the work and any local conditions that may in any manner affect the work to be done.

The undersigned agrees to provide the Utility Infrastructure & Restoration Services called for by the RFP documents, in the manner prescribed therein and to the standards of quality and performance established by the City for the quality of service quoted.

The undersigned agrees to the right of the City to hold the Request for Proposals submittals and guarantees the future related proposals for a period not to exceed one hundred eighty (180) days from the effective date of the contract term.

The undersigned accepts the invoicing and payment policies specified in the RFP.

Upon award of this RFP, the City and Contractor each binds himself, itself, or herself, its partners, successors, assigns, and legal representatives to the other party hereto in respect to all covenants, agreements, and obligations contained in the RFP Documents.

The RFP Document constitutes the entire agreement between City and Contractor and may only be altered, amended, or repealed by a Change Order or a written amendment.

The Contractor, by signing these RFP Submittal pages, acknowledges and agrees to abide by all the terms, conditions, and specifications contained in this RFP Document.

Contractor shall guarantee the Utility Infrastructure & Restoration Services within _____ n/a
 _____ calendar
 days from receipt of Purchase Order or Work Authorization / Notice to Proceed.

Dated this _____ day of _____, _____
 (Month) (Year)

**INDIVIDUAL, FIRM, CORPORATION, LIMITED LIABILITY, PARTNERSHIP, OR OTHER
FORM OF ENTITY**

By: _____ / _____
 _____ (Signature)
 _____ (Print name)

Address: _____

Telephone: (_____) _____ Fax: (_____) _____

Taxpayer Identification Number (TIN): _____

CORPORATION

By: _____ / _____
 _____ (Signature) _____ (Print name)

Address: _____

Telephone: (_____) _____ Fax: (_____) _____

Taxpayer Identification Number (TIN/EIN): _____

State Under Which Corporation Was Chartered:

Corporate President: _____
 (Print Name)

Corporate Secretary: _____
(Print Name)

Corporate Treasurer: _____
(Print Name)
CORPORATE SEAL

Attest By: _____

Secretary

Signature: _____ Date: _____

Attachment: Exhibit A - RFP 24PW02 (2024-R-13 : Utility Infrastructure Construction and Restoration Services)

COMPLIANCE WITH THE PUBLIC RECORDS LAW

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

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

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

Valerie Manning, City Clerk

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

A provision that requires the contractor to comply with public records laws, specifically to:

Keep and maintain public records required by the public agency to perform the service.

Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

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

Company Name: _____

Authorized representative (printed): _____

Authorized representative (signature): _____

Project Number: **RFP 24-PW-02**

Date: _____

REFERENCES FORM

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

Name of Company: _____

Address: _____ Point of Contact: _____

Phone #: _____ Email address: _____

Service(s) Provided: _____

Dates of Service: _____

Name of Company: _____

Address: _____ Point of Contact: _____

Phone #: _____ Email address: _____

Service(s) Provided: _____

Dates of Service: _____

Name of Company: _____

Address: _____ Point of Contact: _____

Phone #: _____ Email address: _____

Service(s) Provided: _____

Dates of Service: _____

Name of Company: _____

Address: _____ Point of Contact: _____

Phone #: _____ Email address: _____

Service(s) Provided: _____

Dates of Service: _____

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

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

THIS SWORN STATEMENT IS SUBMITTED TO City of Holly Hill

by _____

(Print Individual's Name and Title)

for _____

(Print Name of Entity Submitting Sworn Statement)

whose business is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

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

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

I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

A predecessor or successor of a person convicted of a public entity crime; or

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

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

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

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

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

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

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

(Signature)

Sworn and subscribed before me this _____ day of _____, 2019.

Personally known _____

(Notary)

OR produced identification _____

Notary Public State of _____

My commission expires: _____

(Type of Identification)

VENDOR INFORMATION

Vendor is:

- () Corporation
 () Partnership
 () Sole Proprietorship
 () Other _____(Explain)

Federal Employer Identification Number: _____

Firm Name: _____

Mailing Address: _____

Telephone No.: _____ Fax No.: _____

Email Address: _____ Web Address: _____

If remittance address is different from the mailing address so indicate below.

Firm Name: _____

Remittance Address: _____

Submitted by: _____

Name & Title Printed: _____

Affidavit of E-Verify Requirements Compliance

RFP 24-PW-02 Utility Infrastructure & Restoration Services

The Consultant/Contractor agrees to comply with Section 448.093, Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 448.093, Florida Statutes.

1. The Consultant/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Consultant/Contractor during the term of the Agreement and shall expressly require any subcontractors performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subconsultant/subcontractor during the Agreement term.

2. That the Consultant/Contractor understands and agrees that its failure to comply with the verification requirements as set forth herein or its failure to ensure that all employees and subconsultant/subcontractors performing work under this Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of this Agreement for which the City may immediately terminate the Agreement without notice and without penalty. The Consultant/Contractor further understands and agrees that in the event of such termination, the Consultant/Contractor shall be liable to the City for any costs incurred by the City as a result of the Consultant's/Contractor's breach.

Consultant/Contractor shall execute and return the Affidavit of E-Verify Requirements Compliance to City. IN WITNESS WHEREOF, the parties have made and executed this Agreement for the purposes stated above.

Consultant/Contractor Name and Address

Signature

Name and Title

ITEMIZED BID WORKSHEET FORM. Rev1

RFP # 24-PW-02 For UTILITY INFRASTRUCTURE & SITE RESTORATION SERVICES TASK ORDERS

Bidder to complete Maximum Unit Price Item prices.

Future TBA Task orders will be issued based actual "Quantity" and "Unit Price Item" costs for each project and restoration services as funded by City the budget.

Line Item Pricing to Develop Project & Restoration Task Orders

Note: If not bidding on an item, indicate "No Bid" in Unit Price cell.

Note: If no cost for item, indicate \$0.00 or "N/C" (no charge) in Unit Price cell.

Note: Unit Prices are "Maximum Unit Prices" for the term of the contract. Units price may be less but not more based on Work Order Assignments which includes subcontractor items such as directional drilling and dewatering services.

(Contractors are encouraged to subcontract specialty services not performed in-house to complete unit pricing.)

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
1.00 Mobilization, Traffic Control and Project Documentation					
1.01	Mobilization/Demobilization (Not exceed 10% of task order)	%	1	Max. Bid = _____ %	
1.02	Maintenance of Traffic (Not to exceed 5% of task order)	%	1	Max. Bid = _____ %	
1.03	Arrow Board / Advance Warning Flashing	ED	1		
1.04	Portable Changeable Message Sign, Temp.	ED	1		
1.05	Pre Construction Video of Work Area	EA	1		
1.06	Utility System Record Drawings	EA	1		
1.07	FDEP Partial and Final Clearance Testing/Certifications	EA	1		
1.08	FDEP Final Clearance Testing/Certifications	EA	1		
1.09	Utility Survey and Layout Staking	EA	1		
1.10	FL/Federal Funding Req. (Not exceed 5% of task order)	%	1	Max. Bid = _____ %	
Subtotal-Section 1					

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
2.00 General Site Work and Site Protection					
2.01	Sediment Barrier (Silt Fence)	LF	1		
2.02	Inlet Protection System	EA	1		
2.03	Clearing and Grubbing	SY	1		
2.04	Removal of Existing Structure	SF	1		
2.05	Removal of Existing Concrete Pavement	SY	1		
2.06	Regular Excavation	CY	1		
2.07	Borrow Excavation, Truck Measure	CY	1		
2.08	Embankment	CY	1		
2.09	Excavation for Structures	CY	1		
Subtotal-Section 2					

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
3.00 Water Main Potable/Reclaimed (Including fittings, pipe, materials and restoration)					
3.01	Utility Pipe, F&I, Water Main, 2" PVC DR18	LF	1		
3.02	Utility Pipe, F&I, Water Main, 4" PVC DR18	LF	1		
3.03	Utility Pipe, F&I, Water Main, 6" PVC DR18	LF	1		
3.04	Utility Pipe, F&I, Water Main, 8" PVC DR18	LF	1		
3.05	Utility Pipe, F&I, Water Main, 10" PVC DR18	LF	1		
3.06	Utility Pipe, F&I, Water Main, 12" PVC DR18	LF	1		
3.07	Utility Pipe, F&I, Water Main, 16" PVC DR18	LF	1		
3.08	Utility Pipe, F&I, Water Main, 18" PVC DR18	LF	1		

Attachment: Exhibit A - RFP 24PW02 (2024-R-13 : Utility Infrastructure Construction and Restoration Services)

3.09	Utility Pipe, F&I, Water Main, 20" PVC DR18	LF	1		
3.10	Utility Pipe, F&I, Water Main 2" Directional Drill HDD/HDPE	LF	1		
3.11	Utility Pipe, F&I, Water Main 4" Directional Drill HDD/HDPE	LF	1		
3.12	Utility Pipe, F&I, Water Main 6" Directional Drill HDD/HDPE	LF	1		
3.13	Utility Pipe, F&I, Water Main 8" Directional Drill HDD/HDPE	LF	1		
3.14	Utility Pipe, F&I, Water Main 10" Directional Drill HDD/HDPE	LF	1		
3.15	Utility Pipe, F&I, Water Main 12" Directional Drill HDD/HDPE	LF	1		
3.16	Utility Pipe, Water Main, Remove/Dispose, Galv. 0"-1.9"	LF	1		
3.17	Utility Pipe, Water Main, Remove/Dispose, 2"	LF	1		
3.18	Utility Pipe, Water Main, Remove/Dispose, 4"	LF	1		
3.19	Utility Pipe, Water Main, Remove/Dispose, 6"	LF	1		
3.20	Utility Pipe, Water Main, Remove/Dispose, 8"	LF	1		
3.21	Utility Pipe, Water Main, Remove/Dispose, 10"	LF	1		
3.22	Utility Pipe, Water Main, Remove/Dispose, 12"	LF	1		
3.23	Utility Pipe, Water Main, Plug & Out of Service, 0"-1.9"	LF	1		
3.24	Utility Pipe, Water Main, Plug & Out of Service, 2"	LF	1		
3.25	Utility Pipe, Water Main, Plug & Out of Service, 4"	LF	1		
3.26	Utility Pipe, Water Main, Plug & Out of Service, 6"	LF	1		
3.27	Utility Pipe, Water Main, Plug & Out of Service, 8"	LF	1		
3.28	Utility Pipe, Water Main, Plug & Out of Service, 10"	LF	1		
3.29	Utility Pipe, Water Main, Plug & Out of Service, 12"	LF	1		
				Subtotal-Section 3	

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
4.00 Dewatering Equipment not otherwise specified under installation line items					
4.01	Quiet dewatering system (minimum 200 foot with well points for up to 200 feet)	LS	1		
4.02	Driveway Crossings (28 Days each)	LS	1		
4.03	Additional Well Points	EA	1		
4.04	Additional Header pipe	LF	1		
4.05	Sand for well per load (up to 400 foot of well points)	EA	1		
				Subtotal-Section 4	

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
5.00 Utility - Water Services (Including fittings, pipe, materials and restoration)					
5.01	Utility Fixture, F&I, Water, Meter and Meter Box on 0"-1.9" WM	EA	1		
5.02	Utility Fixture, F&I, Water, Backflow Assembly on 0"-1.9" WM	EA	1		
5.03	Utility Fixture, F&I, Water, Saddle on 0"-1.9" WM	EA	1		
5.04	Utility Fixture, F&I, Water, Gate Valve Assembly on 0"-1.9" WM	EA	1		
5.05	Utility Fixture, F&I, Water, Meter and Meter Box on 2" WM	EA	1		
5.06	Utility Fixture, F&I, Water, Saddle on 2" WM	EA	1		
5.07	Utility Fixture, F&I, Water, Gate Valve Assembly on 2" WM	EA	1		
5.08	Utility Fixture, F&I, Water, Line Stop Assembly on 2" WM	EA	1		
5.09	Utility Fixture, F&I, Water, Mech Joint Restraint on 2" WM	EA	1		
5.10	Utility Fixture, F&I, Water, Meter and Meter Box on 4" WM	EA	1		
5.11	Utility Fixture, F&I, Water, Saddle on 4" WM	EA	1		
5.12	Utility Fixture, F&I, Water, Gate Valve Assembly on 4" WM	EA	1		
5.13	Utility Fixture, F&I, Water, Line Stop Assembly on 4" WM	EA	1		
5.14	Utility Fixture, F&I, Water, Mech Joint Restraint on 4" WM	EA	1		
5.15	Utility Fixture, F&I, Water, Meter and Meter Box on 6" WM	EA	1		
5.16	Utility Fixture, F&I, Water, Saddle on 6" WM	EA	1		

5.17	Utility Fixture, F&I, Water, Gate Valve Assembly on 6" WM	EA	1		
5.18	Utility Fixture, F&I, Water, Line Stop Assembly on 6" WM	EA	1		
5.19	Utility Fixture, F&I, Water, Mech Joint Restraint on 6" WM	EA	1		
5.20	Utility Fixture, F&I, Water, Meter and Meter Box on 8" WM	EA	1		
5.21	Utility Fixture, F&I, Water, Saddle on 8" WM	EA	1		
5.22	Utility Fixture, F&I, Water, Gate Valve Assembly on 8" WM	EA	1		
5.23	Utility Fixture, F&I, Water, Line Stop Assembly on 8" WM	EA	1		
5.24	Utility Fixture, F&I, Water, Mech Joint Restraint on 8" WM	EA	1		
5.25	Utility Fixture, F&I, Water, Meter and Meter Box on 10" WM	EA	1		
5.26	Utility Fixture, F&I, Water, Saddle on 10" WM	EA	1		
5.27	Utility Fixture, F&I, Water, Gate Valve Assembly on 10" WM	EA	1		
5.28	Utility Fixture, F&I, Water, Line Stop Assembly on 10" WM	EA	1		
5.29	Utility Fixture, F&I, Water, Mech Joint Restraint on 10" WM	EA	1		
5.30	Utility Fixture, F&I, Water, Meter and Meter Box on 12" WM	EA	1		
5.31	Utility Fixture, F&I, Water, Saddle on 12" WM	EA	1		
5.32	Utility Fixture, F&I, Water, Gate Valve Assembly on 12" WM	EA	1		
5.33	Utility Fixture, F&I, Water, Line Stop Assembly on 12" WM	EA	1		
5.34	Utility Fixture, F&I, Water, Mech Joint Restraint on 12" WM	EA	1		
5.35	Utility Fixture, F&I, 1" Single Short Water Service on 0"-2"	EA	1		
5.36	Utility Fixture, F&I, 1" Single Long Water Service on 0"-2"	EA	1		
5.37	Utility Fixture, F&I, 1.5" Double Short Water Service on 0"-2"	EA	1		
5.38	Utility Fixture, F&I, 1.5" Double Long Water Service on 0"-2"	EA	1		
5.43	Utility Fixture, F&I, 1" Single Short Water Service on 4"	EA	1		
5.44	Utility Fixture, F&I, 1" Single Long Water Service on 4"	EA	1		
5.45	Utility Fixture, F&I, 1.5" Double Short Water Service on 4"	EA	1		
5.46	Utility Fixture, F&I, 1.5" Double Long Water Service on 4"	EA	1		
5.47	Utility Fixture, F&I, 1" Single Short Water Service on 6"	EA	1		
5.48	Utility Fixture, F&I, 1" Single Long Water Service on 6"	EA	1		
5.49	Utility Fixture, F&I, 1.5" Double Short Water Service on 6"	EA	1		
5.50	Utility Fixture, F&I, 1.5" Double Long Water Service on 6"	EA	1		
5.51	Utility Fixture, F&I, 1" Single Short Water Service on 8"	EA	1		
5.52	Utility Fixture, F&I, 1" Single Long Water Service on 8"	EA	1		
5.53	Utility Fixture, F&I, 1.5" Double Short Water Service on 8"	EA	1		
5.54	Utility Fixture, F&I, 1.5" Double Long Water Service on 8"	EA	1		
5.55	Utility Fixture, F&I, 1" Single Short Water Service on 10"	EA	1		
5.56	Utility Fixture, F&I, 1" Single Long Water Service on 10"	EA	1		
5.57	Utility Fixture, F&I, 1.5" Double Short Water Service on 10"	EA	1		
5.58	Utility Fixture, F&I, 1.5" Double Long Water Service on 10"	EA	1		
5.59	Utility Fixture, F&I, 1" Single Short Water Service on 12"	EA	1		
5.60	Utility Fixture, F&I, 1" Single Long Water Service on 12"	EA	1		
5.61	Utility Fixture, F&I, 1.5" Double Short Water Service on 12"	EA	1		
5.62	Utility Fixture, F&I, 1.5" Double Long Water Service on 12"	EA	1		
5.63	Utility Fixture, F&I, Single Meter Box	EA	1		
5.64	Utility Fixture, F&I, Double Meter Box	EA	1		
				Subtotal-Section 5	

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
6.00 Fire Hydrants					
6.01	Fire Hydrant Assembly, Stnd 3 Way, F&I, 6"	EA	1		
6.02	Fire Hydrant, Adjust & Modify	EA	1		
6.03	Fire Hydrant Relocate	EA	1		

6.04	Fire Hydrant Remove	EA	1		
6.05	FH Assembly Connection Fitting - 6"x6"x6" MJ Tee - FH to Main	EA	1		
6.06	FH Assembly Connection Fitting - 8"x8"x6" MJ Tee - FH to Main	EA	1		
6.07	FH Assembly Connection Fitting-10"x10"x6" MJ Tee-FH to Main	EA	1		
6.08	FH Assembly Connection Fitting-12"x12"x6" MJ Tee-FH to Main	EA	1		
6.09	FH Assembly Connection Fitting - 6" MJ 90° Elbow - FH to Main	EA	1		
6.10	FH Assembly Connection Fitting - 8" MJ 90° Elbow - FH to Main	EA	1		
6.11	FH Assembly Connection Fitting-10" MJ 90° Elbow - FH to Main	EA	1		
6.12	FH Assembly Connection Fitting-12" MJ 90° Elbow - FH to Main	EA	1		
				Subtotal-Section 6	

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
7.00 Utility - Sewer Service (Including fittings, pipe, materials and restoration)					
7.01	Utility Pipe, F&I, Sewer, 2" PVC DR18	LF	1		
7.02	Utility Pipe, F&I, Sewer, 4" PVC DR18	LF	1		
7.03	Utility Pipe, F&I, Sewer, 6" PVC DR18	LF	1		
7.04	Utility Pipe, F&I, Sewer, 8" PVC DR18	LF	1		
7.05	Utility Pipe, F&I, Sewer, 10" PVC DR18	LF	1		
7.06	Utility Pipe, F&I, Sewer, 12" PVC DR18	LF	1		
7.07	Utility Pipe, Sewer, Remove/Dispose, 4"	LF	1		
7.08	Utility Pipe, Sewer, Remove/Dispose, 6"	LF	1		
7.09	Utility Pipe, Sewer, Remove/Dispose, 8"	LF	1		
7.10	Utility Pipe, Sewer, Remove/Dispose, 10"	LF	1		
7.11	Utility Pipe, Sewer, Remove/Dispose, 12"	LF	1		
7.12	Utility Fixture, F&I, 6" Single Short Sewer Service on 6"	EA	1		
7.13	Utility Fixture, F&I, 6" Single Long Sewer Service on 6"	EA	1		
7.14	Utility Fixture, F&I, 6" Single Short Sewer Service on 8"	EA	1		
7.15	Utility Fixture, F&I, 6" Single Long Sewer Service on 8"	EA	1		
7.16	Utility Fixture, F&I, 6" Single Short Sewer Service on 10"	EA	1		
7.17	Utility Fixture, F&I, 6" Single Long Sewer Service on 10"	EA	1		
7.18	Utility Fixture, F&I, 6" Single Short Sewer Service on 12"	EA	1		
7.19	Utility Fixture, F&I, 6" Single Long Sewer Service on 12"	EA	1		
7.20	Utility Fixture, F&I, 6" Cleanout Sewer on 6"	EA	1		
7.21	Utility Fixture, F&I, 6" Cleanout Sewer on 8"	EA	1		
7.22	Utility Fixture, F&I, 6" Cleanout Sewer on 10"	EA	1		
7.23	Utility Fixture, F&I, 6" Cleanout Sewer on 12"	EA	1		
7.24	Sewer Manhole Complete Depth 0 to 8 foot	EA	1		
7.25	Sewer Manhole Complete Depth 8.1 to 16 foot	EA	1		
7.26	Sewer Manhole Complete Depth 16.1 to 24 foot	EA	1		
7.27	Connect to Sewer Manhole	EA	1		
				Subtotal-Section 7	

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
8.00 Supplemental and Emergency Services (Hourly labor rates with appropriate equipment and tools for response as needed)					
8.01	Mobilization for supplemental and emergency response	LS	1		
8.02	Crew Regular (Minimum 4 HRs)	HR	1		
8.03	Crew After-Hr Response Typically 5PM to 6AM (Min. 4 HRs)	HR	1		
8.04	Dump Truck with Operator (Min. 4 HRs)	HR	1		
8.05	Additional Labor (Min. 4 HRs)	HR	1		

Subtotal-Section 8

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
9.00 Concrete and Temporary Road Plat Services.					
9.01	Sidewalk Concrete, 4" thick	SY	1		
9.02	Sidewalk Concrete, 6" thick	SY	1		
9.03	Driveway Apron Concrete, 6" thick	SY	1		
9.04	Steel Vehicular Plates, Temp., F&I 8' W x 10' L x 1" thick	EA	1		
Subtotal-Section 10					

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
10.00 Roadway and Right of Way Subbase Restoration					
10.01	Stabilization Fill (FDOT Standard)	SY	1		
10.02	Optional Base Group 06 or 8" Lime rock (FDOT Standard)	SY	1		
10.03	Temporary Asphalt Patching (cold or hot patch up to 2" thick)	SY	1		
Subtotal-Section11					

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
11.00 Stormwater Improvements and Restoration					
11.01	Curb Inlet Complete, F&I-TypeP, 4'Dia Rnd, Type1 Top, 6' OAH	EA	1		
11.02	Curb Inlet Complete, F&I-TypeP, 4'Dia Rnd, Type2 Top, 6' OAH	EA	1		
11.03	Curb Inlet Complete, F&I-TypeJ, 5'Dia Rnd, Type1 Top, 6' OAH	EA	1		
11.04	Curb Inlet Complete, F&I-Type J, 5' Dia Rnd, Type2 Top, 6' OAH	EA	1		
11.05	Curb Inlet Complete, F&I-TypeP, 4' Dia Rnd, Type5 Top, 6' OAH	EA	1		
11.06	Curb Inlet Complete, F&I-TypeP, 4' Dia Rnd, Type6 Top, 6' OAH	EA	1		
11.07	Curb Inlet Complete, F&I-TypeJ, 5' Dia Rnd, Type5 Top, 6' OAH	EA	1		
11.08	Curb Inlet Complete, F&I-TypeJ, 5' Dia Rnd, Type6 Top, 6' OAH	EA	1		
11.09	Ditch Bottom Inlet, F&I -Type C, 3' Square, 6' OAH	EA	1		
11.10	Ditch Bottom Inlet, F&I -Type D, 5' Square, 6' OAH	EA	1		
11.11	Ditch Bottom Inlet, F&I -Type E, 4' Square, 6' OAH	EA	1		
11.12	Ditch Bottom Inlet, F&I -Type H, 4 x 7 Rectangle, 6' OAH	EA	1		
11.13	USF 5100 Valley Gutter Inlet Frame and 6147 Grate or Equiv.	EA	1		
11.14	Manhole Complete, F&I-TypeP, 4' Dia. Rnd, Type8 Top, 6' OAH	EA	1		
11.15	Manhole Adjust to Grade Existing	EA	1		
11.16	Pipe Culvert, F&I, RCP, Round, 15"	LF	1		
11.17	Pipe Culvert, F&I, RCP, Round, 18"	LF	1		
11.18	Pipe Culvert, F&I, RCP, Round, 24"	LF	1		
11.19	Pipe Culvert, F&I, RCP, Round, 30"	LF	1		
11.20	Pipe Culvert, F&I, RCP, Round, 36"	LF	1		
11.21	Pipe Culvert, F&I, RCP, Round, 42"	LF	1		
11.22	Pipe Culvert, F&I, RCP, Round, 48"	LF	1		
11.23	Pipe Culvert, F&I, RCP, Round, 54"	LF	1		
11.24	Pipe Culvert, F&I, RCP, Round, 60"	LF	1		
11.25	Pipe Culvert, F&I, ERCP, Round, 12 x 18" (15")	LF	1		
11.26	Pipe Culvert, F&I, ERCP, Round, 14 x 23" (18")	LF	1		
11.27	Pipe Culvert, F&I, ERCP, Round, 19 x 30" (24")	LF	1		
11.28	Pipe Culvert, F&I, ERCP, Round, 24 x 38" (30")	LF	1		
11.29	Pipe Culvert, F&I, ERCP, Round, 29 x 45" (36")	LF	1		
11.30	Pipe Culvert, F&I, ERCP, Round, 34 x 53" (42")	LF	1		

11.31	Pipe Culvert, F&I, ERCP, Round, 38 x 60" (48")	LF	1		
11.32	Pipe Culvert, F&I, ERCP, Round, 43 x 68" (54")	LF	1		
11.33	Pipe Culvert, F&I, HDPE, Round, 12"	LF	1		
11.34	Pipe Culvert, F&I, HDPE, Round, 15"	LF	1		
11.35	Pipe Culvert, F&I, HDPE, Round, 18"	LF	1		
11.34	Pipe Culvert, F&I, HDPE, Round, 24"	LF	1		
11.35	Pipe Culvert, F&I, HDPE, Round, 30"	LF	1		
11.36	Pipe Culvert, F&I, HDPE, Round, 36"	LF	1		
11.37	Mitered End Section Complete, F&I, RCP, Round, 15" Pipe	EA	1		
11.38	Mitered End Section Complete, F&I, RCP, Round, 18" Pipe	EA	1		
11.39	Mitered End Section Complete, F&I, RCP, Round, 24" Pipe	EA	1		
11.40	Mitered End Section Complete, F&I, RCP, Round, 30" Pipe	EA	1		
				Subtotal-Section 12	

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
12.00 Landscape Restoration					
12.01	Turf Sod (installation and rolling of Bahia or St. Augustine)	SY	1		
12.01	Irrigation System Repairs	EA	1		
				Subtotal-Section 13	

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
13.00 Out-of-Scope Items					
13.01	Out of Scope Item(s) includes receiving, installation and tax. The Contractor shall receive quotes for all out of scope items. Out of scope items may not exceed 10% markup. The City reserves option to owner direct purchase materials under ODP guidelines. (The total Out of Scope item(s) may not exceed 49% of Total Work Order Assignment)	LS	No Bid Item	TBA 10 % maximum markup	

TOTAL EXTENDED PRICE OF ALL LINE ITEMS 1.00 to 12.00					
(Base Quantity = 1 for bid evaluation only)		\$			

Unit Price and Quantity will be issued to determine future project and restoration services cost, as requested.

Please provide a detailed description of all costs associated with the process:

Bid prices must include all freight charges and delivery charges for any and all material delivered to the work sight. Prices to be per scope of services in bid and as outlined in Exhibit A and Exhibit B. Prices are to be annualized. Payments are to be made monthly.

THE ABOVE AMOUNTS INCLUDE SALARY COST, FRINGE BENEFITS, OVERHEAD, OPERATING MARGIN AND PROFIT, AND ALL DIRECT AND INDIRECT EXPENSES.

PLEASE INCLUDE ABOVE ANY OTHER POTENTIAL ADDITIONAL SERVICES THAT MAY BE REQUIRED AND ASSOCIATED COSTS.

Authorized Signature

Address

Printed Name & Title

City, State, Zip Code

Company

Telephone No.

Date

Email Address.

**Request for Taxpayer
Identification Number and Certification**

**Give form to the
requester. Do not
send to the IRS.**

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ☐ Other (see instructions) ▶	☐ Exempt payee
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Cut and use this label for Proposal Package

CITY OF HOLLY HILL
CITY CLERK
1065 RIDGEWOOD AVE
HOLLY HILL, FL 32117

RFP#24-PW-02

**Utility Infrastructure Construction and
Restoration Services**

OPENING DATE/TIME:
**February 22nd, 2024
by 10:00 a.m.**

Attachment: Exhibit A - RFP 24PW02 (2024-R-13 : Utility Infrastructure Construction and Restoration Services)

PROPOSER CHECK LIST

IMPORTANT: Please read carefully, sign in the spaces indicated and return with your Qualification.

Proposer should check off each of the following items as the necessary action is completed:

- ☐ The standard contract/ agreement has been signed and included.
- ☐ All applicable forms have been signed and included
- ☐ All information as requested in the Proposer's Qualification Form is included.
- ☐ Any addenda have been signed and included.
- ☐ The mailing envelope has been addressed to:

CITY CLERK

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

- ☐ The mailing envelope must be sealed and marked with Qualification Number "RFP 24-PW-02", Proposal Title "Utility Infrastructure & Restoration Services" and Due Date "February 22, 2024 @ 10:00 am".
- ☐ The Proposals will be mailed or delivered in time to be received no later than the specified due date and time. (Otherwise Proposals cannot be considered.)

ALL COURIER-DELIVERED PROPOSALS MUST HAVE THE RFP NUMBER AND PROPOSAL NAME ON THE OUTSIDE OF THE COURIER PACKET

Black Sands Development Group, PLLC

994 Derbyshire Road

Company

Address

Allison R. Worsham

Daytona Beach, FL 32117

Authorized Signature

City, State, Zip Code

Allison R. Worsham, Operations Director

(386) 944-9351

Printed Name & Title

Telephone No.

Blacksandsdg@outlook.com

Email

Fax No.

VENDOR SERVICES AGREEMENT
Utility Infrastructure Construction and Restoration
Services RFP#24-PW-02

THIS AGREEMENT is made and entered into this 22nd day of Feb, 2024, by and between Black Sands Development Group, LLC, duly authorized to conduct business in the State of Florida and whose address is 994 Derbyshire Rd, Daytona, FL 32117, hereinafter, called "CONTRACTOR" and the **CITY OF HOLLY HILL**, a political subdivision of the State of Florida, whose address is 1065 Ridgewood Ave, Holly Hill, FL 32117, hereinafter called "CITY".

SECTION 1. AGREEMENT. The terms of this Agreement, together with the incorporation of the terms and conditions of the Request for Proposal (RFP #24-PW-02), and any exhibits, schedules and attachments hereto, and any and all amendments relating to same, and any and all submittals from CONTRACTOR, constitute the entire Agreement between CITY and CONTRACTOR. This Agreement is the final, complete and exclusive expression of the terms and conditions of the parties' Agreement. Any and all prior agreements, representations, negotiations, and understandings made by the parties, oral or written, expressed or implied, are hereby superseded and merged herein.

SECTION 2. TERM OF AGREEMENT. The term of this Agreement shall be for one (1) year from the date of award with four (4) additional one (1) year extension options. Renewal options may be exercised at the discretion of the City Manager based on performance of the company and adherence to the terms and conditions set forth in the RFP documents. The City Manager retains the sole right to determine whether the renewal option shall be granted.

SECTION 3. COMPENSATION. For Services rendered, the CITY shall pay the CONTRACTOR a lump-sum fee, including or excluding reimbursable expenses as mutually agreed upon. Unless otherwise agreed in a Scope of Services, the CONTRACTOR will invoice the City monthly based upon the CONTRACTOR's estimate of the portion of the total Services actually completed at the time of billing.

SECTION 4. NOTICES. Whenever either party desires to give notice unto the other, it must be given by written notice, sent by registered or certified United States mail, return receipts requested, addressed to the party for whom it is intended at the place last specified. The place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this Section. For the present, the parties designate the following as the respective places for giving of notice, to-wit:

For City:

Valerie Manning, City Clerk
 City of Holly Hill
 1065 Ridgewood Ave.
 Holly Hill, FL 32117
 (386)248-9441

For Contractor:

Allison R. Worsham, Operations Dir. (Name, Title)
Black Sands Development Group (Company)
994 Derbyshire Road (Address)
Daytona Beach, FL 32117 (City, State, Zip)
(386) 944-9351 (Phone)

SECTION 5. RIGHTS AT LAW RETAINED. The rights and remedies of CITY, provided for under this Agreement, are in addition and supplemental to any other rights and remedies provided by law.

SECTION 6. CONTROLLING LAW, VENUE, ATTORNEY'S FEES. This Agreement is to be governed, construed, and interpreted by, through and under the laws of Florida. Venue for any litigation between the parties to this Agreement shall be in the County of Volusia, Florida and any trial shall be non-jury. The prevailing party in any litigation arising from or related to this Agreement shall be reimbursed reasonable attorney fees and costs, including all fees and costs of an appeal.

SECTION 7. MODIFICATIONS TO AGREEMENT. This Agreement and any exhibits, amendments and schedules may only be amended, supplemented, modified or canceled by a written instrument duly executed by the parties hereto of equal dignity herewith.

SECTION 8. SEVERABILITY. If, during the term of this Agreement, it is found that a specific clause or condition of this Agreement is illegal under federal or state law, the remainder of the Agreement not affected by such a ruling shall remain in force and effect.

SECTION 9. WAIVER OF JURY TRIAL. THE CITY AND CONSULTANT HAVE SPECIFICALLY WAIVED THE RIGHT TO A JURY TRIAL CONCERNING ANY DISPUTES WHICH MAY ARISE CONCERNING THIS AGREEMENT.

SECTION 10. NON-WAIVER. No indulgence, waiver, election or non-election by CITY under this Agreement shall affect CONSULTANT's duties and obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the date written above for execution by CITY.

WITNESSES:

CITY OF HOLLY HILL

Joseph Forte, City Manager

Dated: _____

WITNESSES:

By: Allison R. Worsham

FIRMS

Black Sands Development Group
Allison R. Worsham, Operations Director

Dated: Feb 22nd 2024

Attachments: A. RFP #24-PW-02

B. Firm Response to RFP

Approved by the City Commission of the City of
Holly Hill at a meeting held on this _____
day of _____, 2024 under
Agenda Item No. _____.

CONFLICT OF INTEREST AFFIDAVIT

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

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

Black Sands
Development Group
Company

994 Derbyshire Road
Address

Allison R. Worsham
Authorized Signature

Daytona Beach, FL 32117
City, State, Zip Code

Allison R. Worsham, Operations Dir.
Printed Name & Title

(386) 944-9351
Telephone No.

Blacksandsdg@outlook.com
Email

Fax No.

State of Florida
City of Volusia
County

SUBSCRIBED AND SWORN to before me this 13th day of February, 2024, by Allison Worsham, who is personally known to me to be the Operations Director for the Firm, OR who produced the following identification: _____.

Michelle Velez Stewart



Notary Public

My Commission Expires: March 29, 2025

PROPOSERS QUALIFICATION FORM LIST MAJOR WORK

PRESENTLY UNDER CONTRACT:

% Completed	Project	Contract Amount
75%	Matanzas High School Addition Palm Coast, FL	\$ 700,000
100%	Art 2 Development Orlando, FL	\$ 323,000
70%	Back to Nature Wildlife Reserve Orlando, FL	\$ 422,958. ⁸²

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

Daytona GSA Building, Daytona Bch, FL
Lake County Fire Station #71

OTHER INFORMATION ABOUT PROJECTS:

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

STATEMENT OF LITIGATION:

Are there any judgments, claims or suits pending or outstanding by or against you?

☐ Yes ☒ No

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

N/A

FEES:

List total fees for work done on all City projects in the past five (5) years, whether as an individual firm or as part of a joint venture. **Fees must be listed individually by contract or project and then summarized as a total dollar amount.** Attach additional page if necessary.

\$ 479,047.75 Total Fees for work done on all City projects

City Projects 2019 - Present

Date	Type	No.	Customer / Project	Memo	Amount	Status
01/25/2024	Invoice	357	City of Holly Hill	Cavanah Testing	2,880.00	paid
01/08/2024	Invoice	356	City of Holly Hill	425 Riverside drive	4,385.62	paid
12/22/2023	Invoice	350	City of Holly Hill	Sample Point Repair	19,296.00	paid
12/18/2023	Invoice	349	City of Holly Hill	734 Riverside Drive	3,900.00	paid
12/18/2023	Invoice	347	City of Holly Hill	734 Riverside Drive	3,750.00	paid
11/13/2023	Invoice	330	City of Holly Hill	10th & Alta	14,100.00	paid
11/06/2023	Invoice	329	City of Holly Hill	6th & Center Linestop	15,847.66	paid
10/16/2023	Invoice	327	City of Holly Hill	401 Elsie Ave	5,300.00	paid
10/04/2023	Invoice	319	City of Holly Hill	Emergency 6" AC Repair	5,400.00	paid
10/04/2023	Invoice	318	City of Holly Hill	Emergency 8" GV	10,156.54	paid
09/15/2023	Invoice	315	City of Holly Hill	Emergency 1146 Riverside Drive	31,151.56	paid
08/22/2023	Invoice	313	City of Holly Hill	Emergency Repair	9,842.83	paid
08/22/2023	Invoice	312	City of Holly Hill	Emergency Repair	7,749.51	paid
08/17/2023	Invoice	289	City of Holly Hill	Corporation & Card Drainage Repair	24,919.14	paid
08/02/2023	Invoice	309	City of Holly Hill	Daytona & 2nd St	6,179.50	paid
08/01/2023	Invoice	282	City of Holly Hill	Emergency Repair	7,749.51	paid
07/21/2023	Invoice	288	City of Holly Hill	2nd & burleigh	4,500.00	paid
07/21/2023	Invoice	287	City of Holly Hill	5th & burleigh	4,500.00	paid
07/21/2023	Invoice	275	City of Holly Hill	Flomich & Mobile Ave	24,897.60	paid
07/11/2023	Invoice	298	City of Holly Hill	15 & Moravia	9,976.95	paid
07/03/2023	Invoice	271	City of Holly Hill	Riverside & Robar Gravity SS	9,105.63	paid
06/23/2023	Invoice	269	City of Holly Hill	Well 15 Leak	12,313.51	paid
06/06/2023	Invoice	267	City of Holly Hill	Riverside & Harter Lateral Repair	4,800.00	paid
05/18/2023	Invoice	266	City of Holly Hill	LPGA & Center FM Repair	15,694.99	paid
05/03/2023	Invoice	258	City of Holly Hill	1112 Riverside Drive	17,929.72	paid
04/10/2023	Invoice	253	City of Holly Hill	1735 State Ave SS Repair	14,450.85	paid
04/03/2023	Invoice	245	City of Holly Hill	15th & Moravia	9,976.95	paid

04/01/2023	Invoice	300	City of Holly Hill	WWTP Reclaim Repair	3,350.00 paid
03/21/2023	Invoice	251	City of Holly Hill	Emergency 1029 Alabama	3,350.00 paid
03/16/2023	Invoice	247	City of Holly Hill	1625 Birmingham Ave	27,611.75 paid
02/21/2023	Invoice	233	City of Holly Hill	Install/Emergency Repair	13,397.93 paid
01/30/2023	Invoice	227	City of Holly Hill	Emergency Repair	15,839.00 paid
01/27/2023	Invoice	223	City of Holly Hill	Emergency Repair	8,078.00 paid
01/26/2023	Invoice	249	City of Holly Hill	914 Flomich Emer SS	6,375.00 paid
11/28/2022	Invoice	212	City of Holly Hill	25 Sample Points	18,183.80 paid
11/14/2022	Invoice	209	City of Holly Hill	2x6" Tap	3,550.00 paid
11/03/2022	Invoice	208	City of Holly Hill	30" CMP Replacement	8,740.00 paid
08/31/2022	Invoice	193	City of Holly Hill	12" DIP Spot Repair	8,215.00 paid
05/12/2022	Invoice	152	City of Holly Hill	Kabana Apart. 2" Water Svc Repair	8,967.33 paid
04/25/2022	Invoice	153	City of Holly Hill	Sewer Repair w/Patch	7,625.00 paid
04/04/2022	Invoice	148	City of Holly Hill	LPGA Water Line Repair	2,700.00 paid
03/17/2022	Invoice	146	City of Holly Hill	LS#21 Wetwell Repair	4,900.00 paid
01/13/2022	Invoice	126	City of Holly Hill	Emergency SS Repair	24,120.87 paid
08/25/2021	Invoice	83	City of Holly Hill	8" Clay Pipe Repair	8,300.00 paid
07/23/2021	Invoice	71	City of Holly Hill	Emergency FM Repair	4,990.00 paid

479,047.75

REFERENCES:

Bank(s) Maintaining Account(s): Space Coast Credit Union;
South State Bank

Surety/Underwriter: (if required) Nielson, Wojtowicz, New : Associates
1000 Central Avenue, Suite 200 St. Petersburg, FL 33705
(727) 209-1803 ext. 1809 Attn: Stephanie Watt

Other References: (Use additional sheets if necessary)

TYPE OF FIRM:

- ☐ Corporation/Years in Business: _____. If firm is a corporation, please list state in which it is incorporated: _____. If firm is a corporation, by signing this form, Proposer certifies that the firm is authorized to do business in the State of Florida.
- ☐ Partnership/Years in Business: _____
- ☐ Sole Proprietorship/Years in Business: _____
- ☒ Other: Please list: PLLC 8 yrs

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

994 Derbyshire Road, Daytona Beach, FL 32117
 Company Address City, State Zip code

[Signature]
 Authorized Signature

DECLARATION STATEMENT

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

RE: RFP NO. 24-PW-02 "Utility Infrastructure & Restoration Services"

Dear Mayor and Commission Members:

The undersigned, as Proposer (herein used in the masculine, singular, irrespective of actual gender and number) declares that he is the only person interested in this Proposal or in the contract to which this Proposal pertains, and that this Proposal is made without connection or arrangement with any other person and this Proposal is in every respect fair and made in good faith, without collusion or fraud.

The Proposer further declares that he has complied in every respect with all the Instructions to Proposers issued prior to the opening of Proposals, and that he has satisfied himself fully relative to all matters and conditions with respect to the general condition of the contract to which the Proposal pertains.

The Proposer puts forth and agrees to commence negotiations, in accordance with the Federal 40 USC Title 1101-1104 (Brooks Act) and F.S. 287.055(5), and execute an appropriate City document for the purpose of establishing a formal contractual relationship between him, and the City for the performance of all requirements to which the Proposal pertains. The Proposer states that the Proposal is based upon the Proposal documents listed in **RFP #24-PW-02**.

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this 21st day of February, 2024 in the City of Holly Hill, in the State of FL.

Black Sands
Development Group
 Company

Alaia R. Washam
 Authorized Signature

994 Derbyshire Road
 Address

Daytona Beach, FL 32117
 City, State, Zip Code

INSURANCE REQUIREMENTS

INSURANCE TYPE

REQUIRED LIMITS

☒ 1. Worker's Compensation
Statutes, Chapter 440 and all
Federal Government Statutory Limits and Requirements.

Statutory Limits of Florida

☒ 2. Commercial General Liability
(Occurrence Form) patterned
after the current I.S.O form
with no limiting endorsements.
occurrence

Bodily Injury & Property Damage

\$1,000,000 single limit per

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

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

☒ 4. Automobile Liability
Owned/Non-owned/Hired Automobile Included

\$ 500,000 Each Occurrence

☒ 5. Other Insurance as indicated below:
Errors and Omissions or Professional
Malpractice Coverage

\$ 1,000,000 Per Occurrence

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

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

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

INSURANCE REQUIREMENTS
(Continued)

- ☒ 9. The City of Holly Hill shall be named as the Certificate Holder. NOTE--The "Certificate Holder" should read as follows:

City of Holly Hill 1065 Ridgewood Ave. Holly Hill, Florida

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

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

- ☒ 11. The Certificate must state the **RFP** Number and Utility Infrastructure & Restoration Services

=====

PROPOSER'S AND INSURANCE AGENT'S STATEMENT:

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

Black Sands Development Group
Company

994 Derbyshire Road
Address

Allison R. Worsham
Authorized Signature

Daytona Beach, FL 32117
City, State, Zip Code

Allison R. Worsham, Operations Director
Printed Name & Title

(386) 944-9351
Telephone No.

Black.sands.dg@outlook.com
Email

Fax No.

Brown & Brown 300 N. Beach St. Daytona Beach, FL 32114
Insurance Agency

Sean Kramer, Producer
Signature of Proposer's Agent

(386) 295-7681
Sean.Kramer@bbrown.com

DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

Preference to businesses with drug-free workplace programs. -- Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?

☒ Yes
☐ No

Black Sands Development Group
Company

994 Derbyshire Road
Address

Allison R. Worsham

Daytona Beach, FL 32117

Authorized Signature

Allison R. Worsham, Operations Dir.

City, State, Zip Code

(386) 944-9351

Printed Name & Title

Blacksandsdg@outlook.com

Telephone No.

Email

Fax No.

NON-COLLUSION AFFIDAVIT OF PRIME QUALIFIER

State of FloridaCounty of VolusiaAllison R Worsham, being first duly sworn, deposes and says that:He/she is Operations Director of Black Sands Development Group, Proposer that has submitted the attached Qualification;

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

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

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

Black Sands Development Group994 Derbyshire Road

Company

Address

Daytona Beach, FL 32117

Authorized Signature

City, State, Zip Code

Allison R Worsham, Operations Director (386) 944-9351

Printed Name & Title

Telephone No.

Blacksandsdg@outlook.com

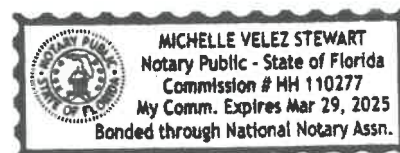
Email

Subscribed and sworn to before me this 13th day of Feb., 2024.

Fax No.

State of Florida
County of VolusiaMichelle Velez StewartMichelle Velez Stewart

Title

My Commission Expires: March 29, 2025

ACKNOWLEDGEMENTS
RFP #24-PW-02 Utility Infrastructure & Restoration Services

To: City of Holly Hill
 1065 Ridgewood Ave Holly Hill,
 FL 32117

From : Insert Information
 "Contractor"

The Contractor agrees to provide Utility Infrastructure & Restoration Services as defined in this Request for Proposals document and in accordance with the requirements of the specifications and related work authorizations/contract documents.

The undersigned Contractor has carefully examined the RFP requirements and related contract documents and is familiar with the nature and extent of the work and any local conditions that may in any manner affect the work to be done.

The undersigned agrees to provide the Utility Infrastructure & Restoration Services called for by the RFP documents, in the manner prescribed therein and to the standards of quality and performance established by the City for the quality of service quoted.

The undersigned agrees to the right of the City to hold the Request for Proposals submittals and guarantees the future related proposals for a period not to exceed one hundred eighty (180) days from the effective date of the contract term.

The undersigned accepts the invoicing and payment policies specified in the RFP.

Upon award of this RFP, the City and Contractor each binds himself, itself, or herself, its partners, successors, assigns, and legal representatives to the other party hereto in respect to all covenants, agreements, and obligations contained in the RFP Documents.

The RFP Document constitutes the entire agreement between City and Contractor and may only be altered, amended, or repealed by a Change Order or a written amendment.

The Contractor, by signing these RFP Submittal pages, acknowledges and agrees to abide by all the terms, conditions, and specifications contained in this RFP Document.

Contractor shall guarantee the Utility Infrastructure & Restoration Services within n/a
calendar
 days from receipt of Purchase Order or Work Authorization / Notice to Proceed.

Dated this 27th day of February, 2024
 (Month) (Year)

**INDIVIDUAL, FIRM, CORPORATION, LIMITED LIABILITY, PARTNERSHIP, OR OTHER
FORM OF ENTITY**

By:  / Operations Director
Allison R Worsham (Signature)
Black Sands Development Group (Print name)

Address: 994 Derbyshire Road
Daytona Beach, FL 32117

Telephone: (386-944-9351) Fax: ()

Taxpayer Identification Number (TIN): 47-2981041

CORPORATION

By: _____
 _____ / _____
 (Signature) (Print name)

Address: _____

Telephone: () Fax: ()

Taxpayer Identification Number (TIN/EIN): _____

State Under Which Corporation Was Chartered:

Corporate President: _____
 (Print Name)

Corporate Secretary: _____
(Print Name)

Corporate Treasurer: _____
(Print Name)
CORPORATE SEAL

Attest By: _____

Secretary

Signature: _____ **Date:** _____

COMPLIANCE WITH THE PUBLIC RECORDS LAW

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

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

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

Valerie Manning, City Clerk

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

A provision that requires the contractor to comply with public records laws, specifically to:

Keep and maintain public records required by the public agency to perform the service.

Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.

Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

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

Company Name: Black Sands Development Group

Authorized representative (printed): Allison R Worsham

Authorized representative (signature): Allison R Worsham

Project Number: RFP 24-PW-02

Date: 2-07-2024

REFERENCES FORM

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

Name of Company: Paul Culver Construction, Inc.
 Address: 201 Osceola Ave Daytona Beach, FL 32114 Point of Contact: Kevin B. Flynn
 Phone #: (386) 763-4190 Email address: pm@paulculverconstruction.com
 Service(s) Provided: Installation of new storm, sewer, water and fire line utility systems. FDOT erosion control monitoring/repair.
 Dates of Service: 2019-Present

Name of Company: WLM Contracting, Inc.
 Address: 3018 Cherokee St. NW Kennesaw, GA 30144 Point of Contact: Wes Mitcham
 Phone #: (678) 903-3885 ext. 180 Email address: wes@wlmcontracting.com
 Service(s) Provided: Installation of new storm, sewer, water and fire line utility systems. Some small repairs.
 Dates of Service: 2021-2024/01

Name of Company: County of Volusia
 Address: 123 W Indiana Ave Deland, FL 32720 Point of Contact: Earl Farmer
 Phone #: (386) 804-7788 Email address: efarmer@co.volusia.fl.us
 Service(s) Provided: Installations of new water main, reclaim main and associated services.
 Dates of Service: 2018-2019

Name of Company: Bay to Bay Properties
 Address: 201 Main Street Ste 300 Safety Harbor, FL 34695 Point of Contact: Jeremy Morash
 Phone #: (727) 483-9512 Email address: jmorash@baytobayproperties.com
 Service(s) Provided: Complete site clearing - installed new lift station, sewer, water, fire line and drainage. Included site stabilization & building erosion control / FDOT inspecting & monitoring.
 Dates of Service: 01-2022 to 12-2023

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

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

THIS SWORN STATEMENT IS SUBMITTED TO City of Holly Hill

by Allison R Worsham, Operations Director

(Print Individual's Name and Title)

for RFP# 24-PW-02 For Utility Infrastructure & Site Restoration Services Task Orders

(Print Name of Entity Submitting Sworn Statement)

whose business is Black Sands Development Group

and (if applicable) its Federal Employer Identification Number (FEIN) is 47-2981041

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

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

I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

A predecessor or successor of a person convicted of a public entity crime; or

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

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

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

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

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

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

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

State of Florida
County of Volusia
(Signature)

[Signature]

Sworn and subscribed before me this 13th day of February, 2024.

Personally known Allison Worsham Michelle Velez Stewart

(Notary)

OR produced identification _____ Notary Public State of Florida

My commission expires: March 29, 2025
(Type of Identification)



VENDOR INFORMATION

Vendor is:

- () Corporation
 () Partnership
 () Sole Proprietorship
 (☒) Other PLLC (Professional Limited Liability Company) Explain)

Federal Employer Identification Number: 47-2981041Firm Name: Black Sands Development Group, PLLCMailing Address: 994 Derbyshire Road
Daytona Beach, FL 32117Telephone No.: (886) 944-9351 Fax No.: _____Email Address: Blacksandsdgc@outlook.com Web Address: www.Blacksandsdg.com

If remittance address is different from the mailing address so indicate below.

Firm Name: _____

Remittance Address: _____

 _____Submitted by: Allison R WorshamName & Title Printed: Allison R Worsham, Operations Director

Affidavit of E-Verify Requirements Compliance

RFP 24-PW-02 Utility Infrastructure & Restoration Services

The Consultant/Contractor agrees to comply with Section 448.093, Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 448.093, Florida Statutes.

1. The Consultant/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Consultant/Contractor during the term of the Agreement and shall expressly require any subcontractors performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subconsultant/subcontractor during the Agreement term.

2. That the Consultant/Contractor understands and agrees that its failure to comply with the verification requirements as set forth herein or its failure to ensure that all employees and subconsultant/subcontractors performing work under this Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of this Agreement for which the City may immediately terminate the Agreement without notice and without penalty. The Consultant/Contractor further understands and agrees that in the event of such termination, the Consultant/Contractor shall be liable to the City for any costs incurred by the City as a result of the Consultant's/Contractor's breach.

Consultant/Contractor shall execute and return the Affidavit of E-Verify Requirements Compliance to City. IN WITNESS WHEREOF, the parties have made and executed this Agreement for the purposes stated above.

Black Sands Development Group, PLLC
994 Derbyshire Road
Daytona Beach, FL 32117

Consultant/Contractor Name and Address

Allison R. Worsham

Signature

Allison R. Worsham, Operations Director

Name and Title

ITEMIZED BID WORKSHEET FORM

RFP # 24-PW-02 For UTILITY INFRASTRUCTURE & SITE RESTORATION SERVICES TASK ORDERS

Bidder to complete Maximum Unit Price Item prices.

Future TBA Task orders will be issued based actual "Quantity" and "Unit Price Item" costs for each project and restoration services as funded by City the budget.

Line Item Pricing to Develop Project & Restoration Task Orders

Note: If not bidding on an item, indicate "No Bid" in Unit Price cell.

Note: If no cost for item, indicate \$0.00 or "N/C" (no charge) in Unit Price cell.

Note: Unit Prices are "Maximum Unit Prices" for the term of the contract. Units price may be less but not more based on Work Order Assignments which includes subcontractor items such as directional drilling and dewatering services. (Contractors are encouraged to subcontract specialty services not performed in-house to complete unit pricing.)

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
1.00 Mobilization, Traffic Control and Project Documentation					
1.01	Mobilization/Demobilization (Not exceed 10% of task order)	%	1	Max. Bid = <u>10</u>	0.1
1.02	Maintenance of Traffic (Not to exceed 5% of task order)	%	1	Max. Bid = <u>5</u> %	0.05
1.03	Arrow Board / Advance Warning Flashing	ED	1	\$ 65.00	\$ 65.00
1.04	Portable Changeable Message Sign, Temp.	ED	1	\$ 75.00	\$ 75.00
1.05	Pre Construction Video of Work Area	EA	1	\$ 1,200.00	\$ 1,200.00
1.06	Utility System Record Drawings	EA	1	\$ 3,700.00	\$ 3,700.00
1.07	FDEP Partial and Final Clearance Testing/Certifications	EA	1	\$ 2,500.00	\$ 2,500.00
1.08	FDEP Final Clearance Testing/Certifications	EA	1	\$ 3,000.00	\$ 3,000.00
1.09	Utility Survey and Layout Staking	EA	1	\$ 6,800.00	\$ 6,800.00
1.10	FI/Federal Funding Req. (Not exceed 5% of task order)	%	1	Max Bid = 5 %	\$ 0.05
Subtotal-Section 1					\$ 17,340.20

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
2.00 General Site Work and Site Protection					
2.01	Sediment Barrier (Silt Fence)	LF	1	\$ 5.25	\$ 5.25
2.02	Inlet Protection System	EA	1	\$ 365.00	\$ 365.00
2.03	Clearing and Grubbing	SY	1	\$ 15.00	\$ 15.00
2.04	Removal of Existing Structure	SF	1	\$ 150.00	\$ 150.00
2.05	Removal of Existing Concrete Pavement	SY	1	\$ 13.00	\$ 13.00
2.06	Regular Excavation	CY	1	\$ 35.00	\$ 35.00
2.07	Borrow Excavation, Truck Measure	CY	1	\$ 30.00	\$ 30.00
2.08	Embankment	CY	1	\$ 30.00	\$ 30.00
2.09	Excavation for Structures	CY	1	\$ 30.00	\$ 30.00
Subtotal-Section 2					\$ 673.25

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
3.00 Water Main Potable/Reclaimed (Including fittings, pipe, materials and restoration)					
3.01	Utility Pipe, F&I, Water Main, 2" PVC DR18	LF	1	\$ 25.00	\$ 25.00
3.02	Utility Pipe, F&I, Water Main, 4" PVC DR18	LF	1	\$ 27.00	\$ 27.00
3.03	Utility Pipe, F&I, Water Main, 6" PVC DR18	LF	1	\$ 35.00	\$ 35.00
3.04	Utility Pipe, F&I, Water Main, 8" PVC DR18	LF	1	\$ 44.00	\$ 44.00
3.05	Utility Pipe, F&I, Water Main, 10" PVC DR18	LF	1	\$ 53.00	\$ 53.00
3.06	Utility Pipe, F&I, Water Main, 12" PVC DR18	LF	1	\$ 59.00	\$ 59.00
3.07	Utility Pipe, F&I, Water Main, 16" PVC DR18	LF	1	\$ 63.00	\$ 63.00
3.08	Utility Pipe, F&I, Water Main, 18" PVC DR18	LF	1	\$ 70.00	\$ 70.00

3.09	Utility Pipe, F&I, Water Main, 20" PVC DR18	LF	1	\$	75.00	\$	75.00
3.10	Utility Pipe, F&I, Water Main 2" Directional Drill HDD/HDPE	LF	1	\$	82.81	\$	82.81
3.11	Utility Pipe, F&I, Water Main 4" Directional Drill HDD/HDPE	LF	1	\$	100.31	\$	100.31
3.12	Utility Pipe, F&I, Water Main 6" Directional Drill HDD/HDPE	LF	1	\$	115.99	\$	115.99
3.13	Utility Pipe, F&I, Water Main 8" Directional Drill HDD/HDPE	LF	1	\$	133.89	\$	133.89
3.14	Utility Pipe, F&I, Water Main 10" Directional Drill HDD/HDPE	LF	1	\$	158.75	\$	158.75
3.15	Utility Pipe, F&I, Water Main 12" Directional Drill HDD/HDPE	LF	1	\$	195.14	\$	195.14
3.16	Utility Pipe, Water Main, Remove/Dispose, Galv. 0"-1.9"	LF	1	\$	15.00	\$	15.00
3.17	Utility Pipe, Water Main, Remove/Dispose, 2"	LF	1	\$	17.00	\$	17.00
3.18	Utility Pipe, Water Main, Remove/Dispose, 4"	LF	1	\$	18.00	\$	18.00
3.19	Utility Pipe, Water Main, Remove/Dispose, 6"	LF	1	\$	20.00	\$	20.00
3.20	Utility Pipe, Water Main, Remove/Dispose, 8"	LF	1	\$	20.00	\$	20.00
3.21	Utility Pipe, Water Main, Remove/Dispose, 10"	LF	1	\$	22.00	\$	22.00
3.22	Utility Pipe, Water Main, Remove/Dispose, 12"	LF	1	\$	25.00	\$	25.00
3.23	Utility Pipe, Water Main, Plug & Out of Service, 0"-1.9"	LF	1	\$	14.00	\$	14.00
3.24	Utility Pipe, Water Main, Plug & Out of Service, 2"	LF	1	\$	15.00	\$	15.00
3.25	Utility Pipe, Water Main, Plug & Out of Service, 4"	LF	1	\$	16.00	\$	16.00
3.26	Utility Pipe, Water Main, Plug & Out of Service, 6"	LF	1	\$	18.00	\$	18.00
3.27	Utility Pipe, Water Main, Plug & Out of Service, 8"	LF	1	\$	20.00	\$	20.00
3.28	Utility Pipe, Water Main, Plug & Out of Service, 10"	LF	1	\$	20.00	\$	20.00
3.29	Utility Pipe, Water Main, Plug & Out of Service, 12"	LF	1	\$	22.00	\$	22.00
Subtotal-Section 3						\$	1,499.89

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
4.00 Dewatering Equipment not otherwise specified under Installation line items					
4.01	Quiet dewatering system (minimum 200 foot with well points for up to 28 days)	LS	1	\$ 10,600.00	\$ 10,600.00
4.02	Driveway Crossings (28 Days each) priced per LF	LF	1	\$ 21.00	\$ 21.00
4.03	Additional Well Points	EA	1	\$ 55.00	\$ 55.00
4.04	Additional Header pipe	LF	1	\$ 7.75	\$ 7.75
4.05	Sand for well per load (up to 400 foot of well points)	EA	1	\$ 265.00	\$ 265.00
Subtotal-Section 4					\$ 10,948.75

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
5.00 Utility - Water Services (Including fittings, pipe, materials and restoration)					
5.01	Utility Fixture, F&I, Water, Meter and Meter Box on 0"-1.9" WM	EA	1	\$ 750.00	\$ 750.00
5.02	Utility Fixture, F&I, Water, Backflow Assembly on 0"-1.9" WM	EA	1	\$ 850.00	\$ 850.00
5.03	Utility Fixture, F&I, Water, Saddle on 0"-1.9" WM	EA	1	\$ 250.00	\$ 250.00
5.04	Utility Fixture, F&I, Water, Gate Valve Assembly on 0"-1.9" WM	EA	1	\$ 295.00	\$ 295.00
5.05	Utility Fixture, F&I, Water, Meter and Meter Box on 2" WM	EA	1	\$ 850.00	\$ 850.00
5.06	Utility Fixture, F&I, Water, Saddle on 2" WM	EA	1	\$ 275.00	\$ 275.00
5.07	Utility Fixture, F&I, Water, Gate Valve Assembly on 2" WM	EA	1	\$ 365.00	\$ 365.00
5.08	Utility Fixture, F&I, Water, Line Stop Assembly on 2" WM	EA	1	\$ 4,850.00	\$ 4,850.00
5.09	Utility Fixture, F&I, Water, Mech Joint Restraint on 2" WM	EA	1	\$ 125.00	\$ 125.00
5.10	Utility Fixture, F&I, Water, Meter and Meter Box on 4" WM	EA	1	\$ 825.00	\$ 825.00
5.11	Utility Fixture, F&I, Water, Saddle on 4" WM	EA	1	\$ 200.00	\$ 200.00
5.12	Utility Fixture, F&I, Water, Gate Valve Assembly on 4" WM	EA	1	\$ 675.00	\$ 675.00
5.13	Utility Fixture, F&I, Water, Line Stop Assembly on 4" WM	EA	1	\$ 7,230.00	\$ 7,230.00
5.14	Utility Fixture, F&I, Water, Mech Joint Restraint on 4" WM	EA	1	\$ 205.00	\$ 205.00
5.15	Utility Fixture, F&I, Water, Meter and Meter Box on 6" WM	EA	1	\$ 825.00	\$ 825.00
5.16	Utility Fixture, F&I, Water, Saddle on 6" WM	EA	1	\$ 850.00	\$ 850.00
5.17	Utility Fixture, F&I, Water, Gate Valve Assembly on 6" WM	EA	1	\$ 2,250.00	\$ 2,250.00

5.18	Utility Fixture, F&I, Water, Line Stop Assembly on 6" WM	EA	1	\$	8,240.00	\$	8,240.00
5.19	Utility Fixture, F&I, Water, Mech Joint Restraint on 6" WM	EA	1	\$	250.00	\$	250.00
5.20	Utility Fixture, F&I, Water, Meter and Meter Box on 8" WM	EA	1	\$	925.00	\$	925.00
5.21	Utility Fixture, F&I, Water, Saddle on 8" WM	EA	1	\$	1,005.00	\$	1,005.00
5.22	Utility Fixture, F&I, Water, Gate Valve Assembly on 8" WM	EA	1	\$	2,400.00	\$	2,400.00
5.23	Utility Fixture, F&I, Water, Line Stop Assembly on 8" WM	EA	1	\$	9,405.00	\$	9,405.00
5.24	Utility Fixture, F&I, Water, Mech Joint Restraint on 8" WM	EA	1	\$	375.00	\$	375.00
5.25	Utility Fixture, F&I, Water, Meter and Meter Box on 10" WM	EA	1	\$	925.00	\$	925.00
5.26	Utility Fixture, F&I, Water, Saddle on 10" WM	EA	1	\$	1,150.00	\$	1,150.00
5.27	Utility Fixture, F&I, Water, Gate Valve Assembly on 10" WM	EA	1	\$	3,250.00	\$	3,250.00
5.28	Utility Fixture, F&I, Water, Line Stop Assembly on 10" WM	EA	1	\$	10,280.00	\$	10,280.00
5.29	Utility Fixture, F&I, Water, Mech Joint Restraint on 10" WM	EA	1	\$	525.00	\$	525.00
5.30	Utility Fixture, F&I, Water, Meter and Meter Box on 12" WM	EA	1	\$	1,025.00	\$	1,025.00
5.31	Utility Fixture, F&I, Water, Saddle on 12" WM	EA	1	\$	1,250.00	\$	1,250.00
5.32	Utility Fixture, F&I, Water, Gate Valve Assembly on 12" WM	EA	1	\$	3,950.00	\$	3,950.00
5.33	Utility Fixture, F&I, Water, Line Stop Assembly on 12" WM	EA	1	\$	10,745.00	\$	10,745.00
5.34	Utility Fixture, F&I, Water, Mech Joint Restraint on 12" WM	EA	1	\$	3,500.00	\$	3,500.00
5.35	Utility Fixture, F&I, 1" Single Short Water Service on 0"-2"	EA	1	\$	750.00	\$	750.00
5.36	Utility Fixture, F&I, 1" Single Long Water Service on 0"-2"	EA	1	\$	2,000.00	\$	2,000.00
5.37	Utility Fixture, F&I, 1.5" Double Short Water Service on 0"-2"	EA	1	\$	800.00	\$	800.00
5.38	Utility Fixture, F&I, 1.5" Double Long Water Service on 0"-2"	EA	1	\$	2,200.00	\$	2,200.00
5.43	Utility Fixture, F&I, 1" Single Short Water Service on 4"	EA	1	\$	775.00	\$	775.00
5.44	Utility Fixture, F&I, 1" Single Long Water Service on 4"	EA	1	\$	2,050.00	\$	2,050.00
5.45	Utility Fixture, F&I, 1.5" Double Short Water Service on 4"	EA	1	\$	825.00	\$	825.00
5.46	Utility Fixture, F&I, 1.5" Double Long Water Service on 4"	EA	1	\$	2,225.00	\$	2,225.00
5.47	Utility Fixture, F&I, 1" Single Short Water Service on 6"	EA	1	\$	800.00	\$	800.00
5.48	Utility Fixture, F&I, 1" Single Long Water Service on 6"	EA	1	\$	2,050.00	\$	2,050.00
5.49	Utility Fixture, F&I, 1.5" Double Short Water Service on 6"	EA	1	\$	850.00	\$	850.00
5.50	Utility Fixture, F&I, 1.5" Double Long Water Service on 6"	EA	1	\$	2,250.00	\$	2,250.00
5.51	Utility Fixture, F&I, 1" Single Short Water Service on 8"	EA	1	\$	800.00	\$	800.00
5.52	Utility Fixture, F&I, 1" Single Long Water Service on 8"	EA	1	\$	2,100.00	\$	2,100.00
5.53	Utility Fixture, F&I, 1.5" Double Short Water Service on 8"	EA	1	\$	900.00	\$	900.00
5.54	Utility Fixture, F&I, 1.5" Double Long Water Service on 8"	EA	1	\$	2,300.00	\$	2,300.00
5.55	Utility Fixture, F&I, 1" Single Short Water Service on 10"	EA	1	\$	950.00	\$	950.00
5.56	Utility Fixture, F&I, 1" Single Long Water Service on 10"	EA	1	\$	2,400.00	\$	2,400.00
5.57	Utility Fixture, F&I, 1.5" Double Short Water Service on 10"	EA	1	\$	1,000.00	\$	1,000.00
5.58	Utility Fixture, F&I, 1.5" Double Long Water Service on 10"	EA	1	\$	2,600.00	\$	2,600.00
5.59	Utility Fixture, F&I, 1" Single Short Water Service on 12"	EA	1	\$	1,100.00	\$	1,100.00
5.60	Utility Fixture, F&I, 1" Single Long Water Service on 12"	EA	1	\$	2,500.00	\$	2,500.00
5.61	Utility Fixture, F&I, 1.5" Double Short Water Service on 12"	EA	1	\$	1,200.00	\$	1,200.00
5.62	Utility Fixture, F&I, 1.5" Double Long Water Service on 12"	EA	1	\$	2,600.00	\$	2,600.00
5.63	Utility Fixture, F&I, Single Meter Box	EA	1	\$	350.00	\$	350.00
5.64	Utility Fixture, F&I, Double Meter Box	EA	1	\$	500.00	\$	500.00
Subtotal-Section 5						\$	119,745.00

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
6.00 Fire Hydrants					
6.01	Fire Hydrant Assembly, Stnd 3 Way, F&I, 6"	EA	1	\$ 7,800.00	\$ 7,800.00
6.02	Fire Hydrant, Adjust & Modify	EA	1	\$ 3,700.00	\$ 3,700.00
6.03	Fire Hydrant Relocate	EA	1	\$ 3,700.00	\$ 3,700.00
6.04	Fire Hydrant Remove	EA	1	\$ 2,600.00	\$ 2,600.00
6.05	FH Assembly Connection Fitting - 6"x6"x6" MJ Tee - FH to Main	EA	1	\$ 1,030.00	\$ 1,030.00

6.06	FH Assembly Connection Fitting - 8"x8"x6" MJ Tee - FH to Main	EA	1	\$	1,270.00	\$	1,270.00
6.07	FH Assembly Connection Fitting-10"x10"x6" MJ Tee-FH to Main	EA	1	\$	1,790.00	\$	1,790.00
6.08	FH Assembly Connection Fitting-12"x12"x6" MJ Tee-FH to Main	EA	1	\$	2,037.50	\$	2,037.50
6.09	FH Assembly Connection Fitting - 6" MJ 90° Elbow - FH to Main	EA	1	\$	695.00	\$	695.00
6.10	FH Assembly Connection Fitting - 8" MJ 90° Elbow - FH to Main	EA	1	\$	970.00	\$	970.00
6.11	FH Assembly Connection Fitting-10" MJ 90° Elbow - FH to Main	EA	1	\$	1,607.50	\$	1,607.50
6.12	FH Assembly Connection Fitting-12" MJ 90° Elbow - FH to Main	EA	1	\$	1,917.50	\$	1,917.50
Subtotal-Section 6						\$	29,117.50

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
7.00 Utility - Sewer Service (Including fittings, pipe, materials and restoration)					
7.01	Utility Pipe, F&I, Sewer, 2" PVC DR18	LF	1	\$ 200.00	\$ 200.00
7.02	Utility Pipe, F&I, Sewer, 4" PVC DR18	LF	1	\$ 220.00	\$ 220.00
7.03	Utility Pipe, F&I, Sewer, 6" PVC DR18	LF	1	\$ 230.00	\$ 230.00
7.04	Utility Pipe, F&I, Sewer, 8" PVC DR18	LF	1	\$ 235.00	\$ 235.00
7.05	Utility Pipe, F&I, Sewer, 10" PVC DR18	LF	1	\$ 240.00	\$ 240.00
7.06	Utility Pipe, F&I, Sewer, 12" PVC DR18	LF	1	\$ 260.00	\$ 260.00
7.07	Utility Pipe, Sewer, Remove/Dispose, 4"	LF	1	\$ 20.00	\$ 20.00
7.08	Utility Pipe, Sewer, Remove/Dispose, 6"	LF	1	\$ 22.00	\$ 22.00
7.09	Utility Pipe, Sewer, Remove/Dispose, 8"	LF	1	\$ 24.00	\$ 24.00
7.10	Utility Pipe, Sewer, Remove/Dispose, 10"	LF	1	\$ 28.00	\$ 28.00
7.11	Utility Pipe, Sewer, Remove/Dispose, 12"	LF	1	\$ 28.00	\$ 28.00
7.12	Utility Fixture, F&I, 6" Single Short Sewer Service on 6"	EA	1	\$ 2,400.00	\$ 2,400.00
7.13	Utility Fixture, F&I, 6" Single Long Sewer Service on 6"	EA	1	\$ 6,800.00	\$ 6,800.00
7.14	Utility Fixture, F&I, 6" Single Short Sewer Service on 8"	EA	1	\$ 2,500.00	\$ 2,500.00
7.15	Utility Fixture, F&I, 6" Single Long Sewer Service on 8"	EA	1	\$ 7,000.00	\$ 7,000.00
7.16	Utility Fixture, F&I, 6" Single Short Sewer Service on 10"	EA	1	\$ 2,850.00	\$ 2,850.00
7.17	Utility Fixture, F&I, 6" Single Long Sewer Service on 10"	EA	1	\$ 7,200.00	\$ 7,200.00
7.18	Utility Fixture, F&I, 6" Single Short Sewer Service on 12"	EA	1	\$ 2,950.00	\$ 2,950.00
7.19	Utility Fixture, F&I, 6" Single Long Sewer Service on 12"	EA	1	\$ 7,500.00	\$ 7,500.00
7.20	Utility Fixture, F&I, 6" Cleanout Sewer on 6"	EA	1	\$ 720.00	\$ 720.00
7.21	Utility Fixture, F&I, 6" Cleanout Sewer on 8"	EA	1	\$ 780.00	\$ 780.00
7.22	Utility Fixture, F&I, 6" Cleanout Sewer on 10"	EA	1	\$ 850.00	\$ 850.00
7.23	Utility Fixture, F&I, 6" Cleanout Sewer on 12"	EA	1	\$ 925.00	\$ 925.00
7.24	Sewer Manhole Complete Depth 0 to 8 foot	EA	1	\$ 8,900.00	\$ 8,900.00
7.25	Sewer Manhole Complete Depth 8.1 to 16 foot	EA	1	\$ 12,600.00	\$ 12,600.00
7.26	Sewer Manhole Complete Depth 16.1 to 24 foot	EA	1	\$ 14,900.00	\$ 14,900.00
7.27	Connect to Sewer Manhole	EA	1	\$ 3,100.00	\$ 3,100.00
				Subtotal-Section 7	\$ 83,482.00

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
8.00 Supplemental and Emergency Services (Hourly labor rates with appropriate equipment and tools for response as needed)					
8.01	Mobilization for supplemental and emergency response	LS	1	\$ 2,400.00	\$ 2,400.00
8.02	Crew Regular (Minimum 4 HRs)	HR	1	\$ 444.47	\$ 444.47
8.03	Crew After-Hr Response Typically 5PM to 6AM (Min. 4 HRs)	HR	1	\$ 544.52	\$ 544.52
8.04	Dump Truck with Operator (Min. 4 HRs)	HR	1	\$ 484.00	\$ 484.00
8.05	Additional Labor (Min. 4 HRs)	HR	1	\$ 385.00	\$ 385.00
				Subtotal-Section 8	\$ 4,257.99

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
9.00 Concrete and Temporary Road Plat Services.					
9.01	Sidewalk Concrete, 4" thick	SY	1	\$ 54.00	\$ 54.00
9.02	Sidewalk Concrete, 6" thick	SY	1	\$ 72.00	\$ 72.00
9.03	Driveway Apron Concrete, 6" thick	SY	1	\$ 80.00	\$ 80.00
9.04	Steel Vehicular Plates, Temp., F&I 8' W x 10' L x 1" thick	EA	1	\$ 2,199.50	\$ 2,199.50
				Subtotal-Section 10	\$ 2,405.50

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
10.00 Roadway and Right of Way Subbase Restoration					
10.01	Stabilization Fill (FDOT Standard)	SY	1	\$ 18.00	\$ 18.00
10.02	Optional Base Group 06 or 8" Lime rock (FDOT Standard)	SY	1	\$ 54.00	\$ 54.00
10.03	Temporary Asphalt Patching (cold or hot patch up to 2" thick)	SY	1	\$ 89.00	\$ 89.00
				Subtotal-Section11	\$ 161.00

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
11.00 Stormwater Improvements and Restoration					
11.01	Curb Inlet Complete, F&I-TypeP, 4'Dia Rnd, Type1 Top, 6' OAH	EA	1	\$ 7,995.11	\$ 7,995.11
11.02	Curb Inlet Complete, F&I-TypeP, 4'Dia Rnd, Type2 Top, 6' OAH	EA	1	\$ 8,268.43	\$ 8,268.43
11.03	Curb Inlet Complete, F&I-TypeJ, 5'Dia Rnd, Type1 Top, 6' OAH	EA	1	\$ 9,694.29	\$ 9,694.29
11.04	Curb Inlet Complete, F&I-Type J, 5' Dia Rnd, Type2 Top, 6'	EA	1	\$ 10,151.93	\$ 10,151.93
11.05	Curb Inlet Complete, F&I-TypeP, 4' Dia Rnd, Type5 Top, 6'	EA	1	\$ 7,167.14	\$ 7,167.14
11.06	Curb Inlet Complete, F&I-TypeP, 4' Dia Rnd, Type6 Top, 6'	EA	1	\$ 8,013.12	\$ 8,013.12
11.07	Curb Inlet Complete, F&I-TypeJ, 5' Dia Rnd, Type5 Top, 6' OAH	EA	1	\$ 9,276.38	\$ 9,276.38
11.08	Curb Inlet Complete, F&I-TypeJ, 5' Dia Rnd, Type6 Top, 6' OAH	EA	1	\$ 9,896.62	\$ 9,896.62
11.09	Ditch Bottom Inlet, F&I -Type C, 3' Square, 6' OAH	EA	1	\$ 6,463.38	\$ 6,463.38
11.10	Ditch Bottom Inlet, F&I -Type D, 5' Square, 6' OAH	EA	1	\$ 9,536.66	\$ 9,536.66
11.11	Ditch Bottom Inlet, F&I -Type E, 4' Square, 6' OAH	EA	1	\$ 8,459.07	\$ 8,459.07
11.12	Ditch Bottom Inlet, F&I -Type H, 4 x 7 Rectangle, 6' OAH	EA	1	\$ 11,296.33	\$ 11,296.33
11.13	USF 5100 Valley Gutter Inlet Frame and 6147 Grate or Equiv.	EA	1	\$ 2,694.00	\$ 2,694.00
11.14	Manhole Complete, F&I-TypeP, 4' Dia. Rnd, Type8 Top, 6' OAH	EA	1	\$ 7,284.82	\$ 7,284.82
11.15	Manhole Adjust to Grade Existing	EA	1	\$ 2,850.00	\$ 2,850.00
11.16	Pipe Culvert, F&I, RCP, Round, 15"	LF	1	\$ 94.00	\$ 94.00
11.17	Pipe Culvert, F&I, RCP, Round, 18"	LF	1	\$ 117.00	\$ 117.00
11.18	Pipe Culvert, F&I, RCP, Round, 24"	LF	1	\$ 135.00	\$ 135.00
11.19	Pipe Culvert, F&I, RCP, Round, 30"	LF	1	\$ 155.00	\$ 155.00
11.20	Pipe Culvert, F&I, RCP, Round, 36"	LF	1	\$ 202.00	\$ 202.00
11.21	Pipe Culvert, F&I, RCP, Round, 42"	LF	1	\$ 259.00	\$ 259.00
11.22	Pipe Culvert, F&I, RCP, Round, 48"	LF	1	\$ 311.00	\$ 311.00
11.23	Pipe Culvert, F&I, RCP, Round, 54"	LF	1	\$ 383.00	\$ 383.00
11.24	Pipe Culvert, F&I, RCP, Round, 60"	LF	1	\$ 465.00	\$ 465.00
11.25	Pipe Culvert, F&I, ERCP, Round, 12 x 18" (15")	LF	1	\$ 89.00	\$ 89.00
11.26	Pipe Culvert, F&I, ERCP, Round, 14 x 23" (18")	LF	1	\$ 124.00	\$ 124.00
11.27	Pipe Culvert, F&I, ERCP, Round, 19 x 30" (24")	LF	1	\$ 169.00	\$ 169.00
11.28	Pipe Culvert, F&I, ERCP, Round, 24 x 38" (30")	LF	1	\$ 205.00	\$ 205.00
11.29	Pipe Culvert, F&I, ERCP, Round, 29 x 45" (36")	LF	1	\$ 272.00	\$ 272.00
11.30	Pipe Culvert, F&I, ERCP, Round, 34 x 53" (42")	LF	1	\$ 352.00	\$ 352.00
11.31	Pipe Culvert, F&I, ERCP, Round, 38 x 60" (48")	LF	1	\$ 426.00	\$ 426.00

11.32	Pipe Culvert, F&I, ERCP, Round, 43 x 68" (54")	LF	1	\$	533.50	\$	533.50
11.33	Pipe Culvert, F&I, HDPE, Round, 12"	LF	1	\$	35.30	\$	35.30
11.34	Pipe Culvert, F&I, HDPE, Round, 15"	LF	1	\$	45.69	\$	45.69
11.35	Pipe Culvert, F&I, HDPE, Round, 18"	LF	1	\$	57.13	\$	57.13
11.34	Pipe Culvert, F&I, HDPE, Round, 24"	LF	1	\$	83.35	\$	83.35
11.35	Pipe Culvert, F&I, HDPE, Round, 30"	LF	1	\$	110.73	\$	110.73
11.36	Pipe Culvert, F&I, HDPE, Round, 36"	LF	1	\$	138.00	\$	138.00
11.37	Mitered End Section Complete, F&I, RCP, Round, 15" Pipe	EA	1	\$	1,500.00	\$	1,500.00
11.38	Mitered End Section Complete, F&I, RCP, Round, 18" Pipe	EA	1	\$	1,800.00	\$	1,800.00
11.39	Mitered End Section Complete, F&I, RCP, Round, 24" Pipe	EA	1	\$	2,400.00	\$	2,400.00
11.40	Mitered End Section Complete, F&I, RCP, Round, 30" Pipe	EA	1	\$	2,900.00	\$	2,900.00
Subtotal-Section 12						\$	132,408.98

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
12.00 Landscape Restoration					
12.01	Turf Sod (installation and rolling of Bahia or St. Augustine)	SY	1	\$ 6.25	\$ 6.25
12.01	Irrigation System Repairs	EA	1	\$ 225.00	\$ 225.00
Subtotal-Section 13					\$ 231.25

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
13.00 Out-of-Scope Items					
13.01	Out of Scope Item(s) includes receiving, installation and tax. The Contractor shall receive quotes for all out of scope items. Out of scope items may not exceed 10% markup. The City reserves option to owner direct purchase materials under ODP guidelines. (The total Out of Scope item(s) may not exceed 49% of Total Work Order Assignment)	LS	No Bid Item	TBA 10 % maximum markup	0.1

TOTAL EXTENDED PRICE OF ALL LINE ITEMS 1.00 to 12.00				\$	402,271.41
(Base Quantity = 1 for bid evaluation only)				\$	

Unit Price and Quantity will be issued to determine future project and restoration services cost, as requested.

Please provide a detailed description of all costs associated with the process:

Bid prices must include all freight charges and delivery charges for any and all material delivered to the work sight. Prices to be per scope of services in bid and as outlined in Exhibit A and Exhibit B. Prices are to be annualized. Payments are to be made monthly.

THE ABOVE AMOUNTS INCLUDE SALARY COST, FRINGE BENEFITS, OVERHEAD, OPERATING MARGIN AND PROFIT, AND ALL DIRECT AND INDIRECT EXPENSES.

PLEASE INCLUDE ABOVE ANY OTHER POTENTIAL ADDITIONAL SERVICES THAT MAY BE REQUIRED AND ASSOCIATED COSTS.


Authorized Signature

994 Derbyshire Road
Address

Allison R Worsham, Operations Dir.
Printed Name & Title

Daytona Beach, FL 32117
City, State, Zip Code

Black Sands Development Group
Company

(386) 944-9351
Telephone No.

02-07-2024
Date

Blacksandsdg@outlook.com
Email Address.

Form (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
---	--	---

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
Black Sands Development Group LLC

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☒ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) C
☐ Other (see instructions) ▶

☐ Exempt
payee

Address (number, street, and apt. or suite no.)
994 Derbyshire Road
 City, state, and ZIP code
Daytona Beach, FL 32117

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

	Social security number
	or
	Employer identification number

47-2981041

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of U.S. person ▶

Date ▶ 02-07-2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person.

For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships.

Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Cat. No. 10231X

Form **W-9** (Rev. 10-2007)



**ADDENDUM NUMBER
RFP 24-PW-01
UTILITY INFRASTRUCTURE CONSTRUCTION & RESTORATIONS
SERVICES
CITY OF HOLLY HILL**

To All Plan Holders:

The following changes, clarifications and additions are hereby made part of the **RFP 24-PW-01** for the above request for **UTILITY INFRASTRUCTURE CONSTRUCTION & RESTORATIONS SERVICES** as fully and completely as if the same were fully set forth therein. All required forms (must be included in the submitted RFQ or it will be declared Non-Responsive.

GENERAL

1) RFP 24-PW-01

Revised Pages:

Page 2 – Added intent to replace galvanized pipe and services

Page 43 – Added Line item 1.10 for FL/Federal Fund Requirements

Line Item 1.10 has been added to the Technical Specification SECTION 1.03 J as:

Section 1.03J - FL/FEDERAL FUNDING REQUIREMENTS – 1.10: This is a Percentage (%) of the total work effort to meet FL/Federal funding requirements when applicable to a task order funded by the State of Florida or Federal monies for Municipal reimbursement. Requirements include but are not limited to American Iron and Steel (AIS) and Davis Bacon wages as required under a specific Task Order. This item shall reflect an increase in the total task price as an added percentage of the unit pricing for the services requested. The percentage for meeting the State and Federal funding requirements shall not exceed 5% the total tasks order of the project.

QUESTIONS AND ANSWERS

- 1) **QUESTION:** the Itemized Bid Worksheet Form attached is requesting our maximum bid price, based on today's market prices without the ability to adjust with future market conditions. Is this correct?
RESPONSE: Yes, the line items prices are "maximum" costs for approved contract year. Refer to Page 5 of the RFP which states the conditions of pricing as, "All prices quoted shall remain firm for the duration of that renewal year."
- 2) **QUESTION:** Also, the winning contractor will sign a one-year contract with the ability for renewal by the city manager for up to 4 additional 1-year terms and this is the only time pricing can adjust.
RESPONSE: Yes, the line item prices are "maximum" costs annually. Refer to Page 5 of the RFP which states, "The term of this agreement shall be for (1) one year beginning on the date the contract is

issued. This contract may be renewed by the City Manager for up to four (4) additional one-year periods. The City will request new pricing prior to issuance of the renewal and determine if unit prices are within reasonable construction industry standards costs. All prices quoted shall remain firm for the duration of that renewal year."

5.1.b

3) QUESTION: Is this truly the intent of this RFP? _

RESPONSE: Yes, it is a "Request for Pricing" with vendor qualification and ability to respond considerations for award. Refer to pages 17 to 21 that describe the "Response Format."

4) QUESTION: Can I put pricing together for modular solutions for the job?

RESPONSE: No, there is no anticipated modular storage containers anticipated for this contract.

5) QUESTION: Have you selected a General Contract for the project yet?

RESPONSE: No, the project has not be awarded. Refer to page 6 that describes the anticipated Proposal Opening Date as Feb 22, 2024 at 10AM with a tentative award date of March 12, 2024.

End Addendum # 1

A handwritten signature in black ink, appearing to read "Mark H. [unclear]", with a long horizontal line extending to the right.

RFP 24-PW-01

2

Attachment: Exhibit B - Black Sands Development Group Submittal (2024-R-13 : Utility Infrastructure Construction and Restoration Services)



A Safety Company That Builds Infrastructure Projects

1056 Willa Springs Dr Winter Springs, FL 32708
(407) 629-2900

Request for Proposal:

**UTILITY INFRASTRUCTURE
CONSTRUCTION & RESTORATION SERVICES**

NUMBER RFP #24-PW-02



**Matt Blanton
407-629-2900**

**President – Cathcart Construction
1056 Willa Springs Dr, Winter Springs, FL 32708
February 22nd, 2024**





A Safety Company That Builds Infrastructure Projects

1056 Willa Springs Dr Winter Springs, FL 32708
(407) 629-2900

Table of Contents:

A. Title Page	1
B. Table of Contents	2
Tab 1. Management Summary	4
Tab 2. 1. Corporate Experience and Capacity	6
Tab Tab 2. 2. Equipment List	8
Tab 2. 3. Transport Vehicles List	10
Tab 3. 1. References	11
Tab 3. 2. Experience	12
Tab 3. 3. Continued Contract Services Experience	16
Tab 4. Acceptance of Conditions	19





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(407) 629-2900

Tab 5. 1. License General Contractor.....	20
Tab 5. 2. License Underground and Excavation	21
Tab 5. 3. Sunbiz Info	22
Tab 6. Required Form Submittals	24
Tab 7. Price Proposal Form	47
Z.Addendum Number 1	54





Cathcart Construction Company

- Florida, LLC -

Tab I: Cover Letter

RFP #24-PW-02 – UTILITY INFRASTRUCTURE CONSTRUCTION & RESTORATION SERVICES

February 22, 2024

Dear Michele Moore, Finance Director:

Respectfully Cathcart Construction Company - Florida, LLC submits the attached answer to the RFP for the above referenced Contract in hopes that the City of Holy Hill will elect to select Cathcart to build your New Infrastructure projects as well as Repair and provide Maintenance to your current Infrastructure for the coming term. Cathcart has provided excellent service to multiple municipalities for over 30 years, and we consider joining the City of Holy Hill's continued contract services an honor. As part of the many other continued contract services with other municipalities Cathcart has tackled projects involving underground utilities, drainage, street hard-scape, road construction, and lift stations. Cathcart has done all these types of projects for the different municipalities' contracts in both a rapid response capacity and in an emergency capacity. Over the years Cathcart has demonstrated that it will bend over backwards to meet its client's goals and objectives. Cathcart has strived to become a very valuable extension of their clients' resources.

Cathcart accomplishes this by *not* just being customer-focused; We are customer-obsessed! If given the chance to be part of the City of Holly Hill's team, Cathcart will strive to provide high quality projects that are finished on time, on budget, and with the greatest attention to workplace safety. We currently have continuing and emergency Contracts with the cities of Altamonte Springs, Orlando, Winter Park, Maitland, Sanford, Ocoee, Winter Garden, Oakland and Wauchula. We also have continuing/emergency Contracts with the Counties of Seminole, Orange, Osceola and Hardee. Attached you will find references from our numerous happy clients.



At Cathcart Construction, we have extended experience and knowledge when it comes to working under Itemized Bid Contracts. In 2015, we started a recurring contract under an itemized bid format with the City of Altamonte Springs that is still in use today. This contract format has since been adopted by the City of Orlando, City of Mount Dora, City of Casselbury, City of Sanford, City of Maitland, City of Wauchula and Hardee County under our watch.

Mr. John Cathcart and I are authorized to make representations for Cathcart. Should you, or any member of your staff, require any additional information, my personal cell phone number is (407) 810-9614. Please do not hesitate to call me for any type of discussion. My e-mail address is mblanton@cathcartconstructioncompany.com.

Sincerely Yours,

Matt T. Blanton
President





Cathcart Construction Company

- Florida, LLC -

1056 Willa Springs Drive – Winter Springs – Florida - 32708

Corporate Experience and Capacity

Cathcart Construction Company (CCC) is interested in being one of the City of Holly Hill's Continuing Services Contractors. CCC was founded in 1991 by John Cathcart. CCC is a general infrastructure contractor that has been serving Central Florida ever since. Our projects have ranged from \$100,000 to \$30,000,000.

The founder and CEO of Cathcart Construction Company is John Cathcart. John Cathcart has a Building Construction BA from the University of Florida and a Finance MBA from the University of Central Florida. With decades of experience, he has been a Certified General Contractor (CGC 051005) since 1993 and a Certified Underground Utility and Excavation Contractor (FL CUC 057230) since 1998. John is responsible for the overall business leadership, strategy, and development at Cathcart Construction Company. John owns 44% of Cathcart Construction Company. David Cathcart is the brother of John and is the CFO of Cathcart Construction Company. David joined Cathcart Construction Company as the CFO in 1997. Boasting over 30 years in finance and accounting, David is a CPA. He has served as a board member, CFO, and CEO of various companies. He earned his BA in Accounting from the University of Notre Dame and his MBA from the University of Central Florida. David owns 12% of Cathcart Construction. The President and head of operations for Cathcart Construction Company is Matt Blanton. Matt Blanton has over 25 years of experience in the construction industry and has been with Cathcart Construction Company since 1997. He started with Cathcart as the Vice President and Operations Manager. His promotion to President was in 2005, where he took over the management of sales, suppliers, subcontractors, and operations at Cathcart Construction Company. Matt obtained his BS in Law Studies/Sociology from Georgia Southern University. Matt owns 44% of Cathcart Construction. Cathcart Construction is structured as a corporation.

Matt Blanton leads a team of 170+ employees with the assistance of his two General Superintendents Joe Newton and Justin Williams. Joe Newton has been with CCC since 2015 and brings decades of experience with him. He has several certifications, including his SWPPP Stormwater Pollution Prevention Plan Certification, Confined Space Certification, and Trench Safety Certification. He also excels at installing shoring systems, various types of pipes, and the operation of multiple types of heavy equipment. Justin Williams has been with Cathcart since 2018. Justin brings with him years of experience since 2002 in underground experience and heavy equipment



operation. He has several certifications, including his SWPPP Stormwater Pollution Prevention Plan Certification, Confined Space Certification, and Trench Safety Certification. He specializes in deep gravity sewers and lift stations. Joe Newton and Justin Williams lead the day-to-day onsite operations with the supporting teams of Project Managers, Superintendents, Foreman, Operators, Hillmen, Tailmen, Pipe Layers, and Loader Operators.

Although Cathcart Construction Company works on many projects with multiple different municipalities, CCC organizes crews by their abilities and skills to complete projects in the most efficient way possible. This allows CCC to take on more work as needed to satisfy their customers on continued contract projects. CCC also performs multiple large projects that provide work for crews that typically work continued contract projects to be utilized on while they are not needed on continued contract projects. This keeps crews available on continued contract projects and helps to keep projects on schedule for large projects. The over 170 employees that Cathcart Construction Company employs allows this type of work distribution to occur.

With over 170 employees and an army of support equipment, CCC can respond to any emergency service that is in our range of its expertise. CCC has partnered with multiple subcontracting services to provide Emergency Response Services to multiple municipalities on hundreds of projects. The over 170 resources that CCC has on hand to support consists of multiple Concrete Crews, Grading Crews, and Pipe Crews with the supporting equipment needed to keep each team operating efficiently. CCC structures its Crews with a General Superintendent leader that is supported with Project Managers, Superintendent, and onsite Foreman to make sure each project has the support and expertise to complete each project properly and on time. CCC also has an Equipment Manager with support mechanics to keep the multiple crews equipped with the proper equipment and support if any equipment issues arise.

The partnership with Cathcart Construction Companies and multiple subcontractors allows the ability to take on more work in short notice. CCC has been in business for 33 years and in this time CCC has learned the best subcontractors to utilize on projects. As everyone on a project is providing the owner with a service, CCC only utilizes subcontractors that understand continued work with their owners provides the best longevity for business. This gives the subcontractor an understanding that they are team members with CCC that will work together on multiple projects over many years with different municipalities.

One of the main aspects of CCC is providing a safe workplace. We remain in full compliance with all OSHA, AWWA, and FDOT standards applicable to our work. Also, we strictly adhere to the specifications provided by our project owners to protect members of the community from injury. Adhering to these specifications helps eliminate any unnecessary damage to surrounding properties and facilities to our job sites.





A Safety Company That Builds Infrastructure Projects

1056 Willa Springs Dr Winter Springs, FL 32708
(407) 629-2900

Equipment List

Decription	Make	Model	Quantity
Broom Tractor	LayMor	300	3
Compact Excavator	Takeuchi	TB240	1
Compact Track Loader	Bobcat	T590	1
Compact Track Loader	Bobcat	T595	1
Compact Track Loader	Case	TV450B	1
Compact Track Loader	John Deere	331G	1
Compact Track Loader	John Deere	333G	1
Compact Track Loader	Kubota	90	1
Compact Track Loader	Kubota	95	2
Compact Track Loader	Takeuchi	TL8R2	1
Dover	John Deere	450J	1
Drum Roller	Hamm	H5i	2
Drum Roller	Hamm	H7i	3
Dump Truck	Ford	F650	1
Excavator	Caterpillar	310	1
Excavator	Caterpillar	325	2
Excavator	Hitachi	ZX85	2
Excavator	Hitachi	135US	1
Excavator	Hitachi	ZX345	2
Excavator	John Deere	85G	2
Excavator	John Deere	160G	1
Excavator	Komatsu	138	1
Excavator	Linkbelt	145X4	1
Flatbed Hauler	Ford	F350	2
Grader	John Deere	620	1
Grader	John Deere	670	1
Mini Excavator	Bobcat	E45	4
Mini Excavator	Bobcat	E85	2
Mini Excavator	Bobcat	E80	1
Mini Excavator	Caterpillar	305	1



Mini Excavator	John Deere	331G	1
Mini Excavator	John Deere	35G	2
Wheel Loader	Case	321F	1
Wheel Loader	Case	821	1
Wheel Loader	Doosan	DL220-3	3
Wheel Loader	Hitachi	ZW80	1
Wheel Loader	Hitachi	ZW180	2
Wheel Loader	John Deere	544	1
Wheel Loader	John Deere	644K	1
Wheel Loader	John Deere	644L	1
Wheel Loader	John Deere	304L	1
Wheel Loader	Komatsu	270-8	1
Wheel Loader	Komatsu	270-7	1





A Safety Company That Builds Infrastructure Projects

Cathcart Transport Vehicles List:

Ford F150 4x4 crew	2014	78378
Ford F150 4x2 standard cab	2015	52985
Ford F150 4x4 extended cab	2016	65208
Ford F150 2015 4x2 regular cab	2016	91095
Ford F150 4x4 extended cab	2017	54448
Ford F150 4x4 extended cab	2017	54449
Ford F150 4x4 extended cab	2016	86335
Ford F 150 4x2 extendend cab	2018	32782
Ford F250 4x4 crew w/8' bed	2015	36687
Ford F250 4x2 crew w/8'bed	2016	96192
Ford F250 4x4 extended cab	2016	29266
Ford F250 2016 4x4 crew	2016	21264
Ford F250 2017 4x4 crew	2017	38320
Ford F250 2017 4x2 crew	2017	74379
Ford F250 2017 4x2 crew	2017	83297
Ford F250 2017 crew	2017	8598
Ford F250 2017 crew 47654	2018	47654
Ford F350 4x4 DRW flatbed	2016	30843
Ford F350 4x2 DRW flatbed	2017	81181
Ford F350 4x2 DRW flatbed	2017	16842
Ford F350 4x4 DRW Service Body	2018	75059
Ford F350 2018; utility body; std cab	2018	17336
Ford F350	2019	16161
Ford F 550 4x4 DRW Flatbed	2001	
Ford F550 2016 4x4 crew	2016	29937
Ford F750 Water Truck #1	2011	53152
Ford F750 Water Truck #2	2011	87406



Cathcart Construction Company

- Florida, LLC -

1056 Willa Springs Drive – Winter Springs – Florida – 32708

References

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TSisk@altamonte.org
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Altamonte Springs, FL 32714
(407) 571-8572

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Charlie.Conklin@cityoforlando.net
City of Orlando
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Orlando, FL 32801
321-229-0310 cell

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City Manager
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City of Winter Garden
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(407) 656-4111 ext. 2263

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A Safety Company That Builds Infrastructure Projects

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(407) 629-2900

FIELD/UNDERGROUND UTILITIES (WASTEWATER COLLECTION, WATER DISTRIBUTION, RAW WATER DISTRIBUTION, RECLAIM)

- 1) **Walnut St Force Main** – This project was a Force Main extension with 1980 LF of 14" HDPE directional drill and 2680 LF of 12" PVC open cut. The project utilized 8 gate valves, multiple fittings, and a 12" double line stop bypass to make connections.
 - a. Toho Water Authority – 951 Martin Luther King Blvd Kissimmee, FL 34741
 - b. Contract Amount \$1,159,650.00
 - c. Micah Smart – Engineer II – (407) 483-3851 – Msmart@tohowater.com
 - d. Completion Date June 2023

- 2) **Urick St Force Main Extension** – This Project was a force main upgrade that installed 3240 LF of 8" PVC and 4880 LF of 10" PVC via open cut. There was also 680 LF of 10" HDPE and 2120 LF of 12" HDPE installed via directional drill. 19 ARV we needed with the force main install. The restoration required asphalt roadway, concrete sidewalk, and concrete driveways.
 - a. City of Fruitland Park – 506 W. Berkman Street Fruitland Park, FL 34731
 - b. Contact Amount \$2,608,685.00
 - c. Robb Dicus – Public Works Director – (352) 360-6795 – RDicus@fruitlandpark.org
 - d. Completion Date March 2023

- 3) **Cottonwood Fire Protection Improvements** – This Project was an upgrade to the watermain system by installing 3800 LF of 6" watermain, 56 services, and repairs to the roadway.
 - a. City of Leesburg – 501 West Meadow Street, Leesburg FL 34749
 - b. Contract Amount \$528,175.00
 - c. Ryan Gerdon – Administrative Coordinator – (352) 705-0248 - ryan.gerdon@leesburgflorida.gov
 - d. Completion Date March 2023

- 4) **Amanda ST Extension Construction** – This project performed the installation of 2434 LF of 4" water main, 2525 LF of 8" water main, 469 LF of 4" directional drill, 2097 LF of 8" sewer, 475 LF of 8" sewer, 1600 LF of 18" RCP, and 1900 LF of 24" RCP.
 - a. City of Altamonte Springs – 225 Newburyport Avenue, Altamonte Springs, FL 32701
 - b. Original Budget \$3,752,212.41 – Final Budget \$3,751,287.92
 - c. Trey Sisk – Construction Manager – (407) 571-8572 - tsisk@altamonte.org

d. Completion Date September 2022

- 5) **Windward Square Service Line Replacement** – This project was an improvement to the water main system in the Windward Square complex. The upgrades consisted of 240 services with services lines, new meters, and meter boxes. The restoration consisted of over 500 SY of sidewalk replacement, 1000 SY of concrete driveways, and sod as needed.

- a. City of Casselberry – 95 Triplet Lake Drive, Casselberry, FL 32707
- b. Original Budget \$1,878,300.00 – Final Budget \$2,087,770.00.
- c. Jiovani Charres – Utilities Engineer – (407) 262-7725 ext 1761 - Jcharres@casselberry.org
- d. Completion Date May 2023

LIFT STATION CONSTRUCTION AND REHABILITATION

- 1) **GOAA LS 221 MCO Airport** – This project was a Force Main extension with 1980 LF of 14" HDPE directional drill and 2680 LF of 12" PVC open cut. The project utilized 8 gate valves, multiple fittings, and a 12" double line stop bypass to make connections.

- a. City of Orlando – 400 S. Orange Avenue – Orlando, FL 32801
- b. Contract Amount \$135,891.00
- c. Charlie Conklin – Project Manager – 321-229-0310 – Charlie.Conklin@cityoforlando.net
- d. Completion Date August 2022

- 2) **Maitland LS 12** – This Project was a force main upgrade that installed 3240 LF of 8" PVC and 4880 LF of 10" PVC via open cut. There was also 680 LF of 10" HDPE and 2120 LF of 12" HDPE installed via directional drill. 19 ARV we needed with the force main install. The restoration required asphalt roadway, concrete sidewalk, and concrete driveways.

- a. City of Maitland – 1827 Fennell St Maitland, FL 32751
- b. Contact Amount \$98,500.00
- c. Karen McCullen – Public Works Director – 407-875-2829 - kmccullen@itsmymaitland.com
- d. Completion Date July 2023

- 3) **McCoy Road Facility Improvements** – This project was a new installation of a Lift Station, 2983 LF of 4" PVC Force Main, and 1000 LF of various sizes of waterline.

- a. Central Florida Expressway Authority – 4974 Orl Tower Rd, Orlando, FL 32807
- b. Contact Amount \$651,254.45
- c. Chas Star – Engineer – (321) 397-7820 – Cstarr@rkk.com
- d. Completion Date November 2022

- 4) **Orange City Blue Springs Sewer** – This project was a Force Main extension, new gravity sewers and two new lift stations. We also reconstructed the roadway after finishing the repairs.
- a. City of Orange City – 205 E Graves Avenue – Orange City, FL 32763
 - b. Contact Amount \$3,949,852.12
 - c. Mariluz Diaz – Construction Engineer – (386) 775-5472 – mdiaz@orangecityfl.gov
 - d. Completion Date February 2024

WATER AND WASTEWATER PLANTS

- 1) **Orlando Conserv 36-inch Reclaim Water Main Extension** – Installed 2700 LF of 36" RWM and 1100 LF of conduit duck bank.
- a. City of Orlando – 400 S. Orange Avenue – Orlando, FL 32801
 - b. Contact Amount \$1,937,023.72
 - c. Greg Sharp – Construction Manager – (407) 770-9375 – gregory.sharp@cityoforlando.net
 - d. Completion Date December 2022
- 2) **Iron Bridge 36-Inch Valve Replacement** – Scheduled Emergency replacement of 36-inch reclaim water main valve.
- a. City of Orlando – 400 S. Orange Avenue – Orlando, FL 32801
 - b. Contact Amount \$345,198.00
 - c. Peter Holzer – Construction Manager – 407-246-3312 – peter.holzer@cityoforlando.net
 - d. Completion Date November 2023

RAWWATER WELLS AND RAW WATERMAINS

- 1) **Lake Arnold Drainage Wells** – Consisted of installing 12-inch drain wells to replace the existing 20-inch drain well and stabilizing the ground around the existing drain well and removing the existing drain well box structure with the exception of the bottom slab.
- a. City of Orlando – 400 S. Orange Avenue – Orlando, FL 32801
 - b. Contract Amount \$599,924.00
 - c. Charlie Conklin – Project Manager – 321-229-0310 – Charlie.Conklin@cityoforlando.net
 - d. Completion Date - July 2022

2) **Orlando Conserv 36-inch Reclaim Water Main Extension** – Installed 2700 LF of 36" RWM and 1100 LF of conduit duck bank.

- a. City of Orlando – 400 S. Orange Avenue – Orlando, FL 32801
- b. Contact Amount \$1,937,023.72
- c. Greg Sharp – Construction Manager – (407) 770-9375 – gregory.sharp@cityoforlando.net
- d. Completion Date December 2022



A Safety Company That Builds Infrastructure Projects

1056 Willa Springs Dr Winter Springs, FL 32708
(407) 629-2900

Continued Contract Work and Emergency Services

Cathcart Construction Company (CCC) has been on the Emergency Response or Continued Contract for multiple municipalities. CCC has continued to service The City of Orlando for 15+ years on an Emergency Response Contract. The list below with focus on the last two years of municipalities CCC has continued to provide service to. If the Municipality is on this list, CCC has been on the continued services list with the Municipality for the last 2 years. Most of the Municipalities CCC have provided longer continued contract services for more than 2 years. As a general infrastructure contractor, Cathcart Construction Company has provided services of building roads, bridges, parks, underground watermain, wastewater, lift stations, and stormwater systems for the multiple Municipalities list below.

Owner Information	Contact Information
City of Maitland 1776 Independence Lane Maitland Municipal Complex Maitland, FL 32751 (407) 539-6200	Karen McCullen, PE, BCEE Utilities Manager (407) 875-2829 kmccullen@itsmymaitland.com
City of Mount Dora 510 N. Baker St. Mount Dora, FL 32757 (352) 735-7126	William (Bill) Millikin Supervisor of Collection (352) 901-8026 millikinw@ci.mount-dora.fl.us
City of Orlando 400 South Orange Avenue Orlando FL 32801 (407) 246-2266	Charlie Conklin, P.E. Project Manager/Design Engineer (321) 229-0310 Charlie.Conklin@cityoforlando.net
City of Winter Garden 300 W Plant Street Winter Garden, Florida 34787 (407) 656-4111	Jon C. Williams City Manager (407) 656-4111 ext. 2263 jwilliams@cwgdn.com
City of Winter Park 401 South Park Avenue Winter Park, Florida 32789 (407) 643-1627	Justin Falk Public Works Department Streets Division (407) 643-1662 Jfalk@cityofwinterpark.org

Annual Amount of Contract		
Municipality	2021	2022
City of Maitland	\$ 57,396.50	\$ 109,432.09
City of Mount Dora	\$ 190,152.00	\$ 608,030.00
City Of Orlando	\$ 5,705,712.10	\$ 7,893,827.41
City of Winter Garden	\$ 153,256.50	\$ 241,331.80
City of Winter Park	\$ 83,180.00	\$ 72,112.28

Supporting Documentation

Owner	Date of Service	Project Name	Project Description	Invoice Amount
City of Winter Park	2022	Ward Pond	Earth work for a retention pond	\$ 72,112.28
City of Winter Park	2023	Lake Island 36" HDPE Storm Pipe Point Repair	Repaired storm damage to 36" storm pipe	\$ 50,290.00
City of Winter Park	2021	Fountain Demo	Demo a fountain and restore area to match existing park area	\$ 45,655.00
City of Winter Park	2021	Ward Park Storm Pipe	Repair damage to storm pipe	\$ 37,525.00
City of Winter Garden	2021	21-42	R&R 1300 SF 4" flatwork	\$ 11,760.00
City of Winter Garden	2021	21-55	R&R 2000 SF 4" flatwork with root removal	\$ 17,520.00
City of Winter Garden	2021	21-56	R&R 1500 SF 4" flatwork with root removal	\$ 14,110.00
City of Winter Garden	2021	21-68	R&R 100 SF 6" flatwork and 150 LF of F-curb	\$ 13,210.00
City of Winter Garden	2021	21-76	R&R 1150 SF 4" flatwork and 1575 SF 6" flatwork	\$ 23,347.50
City of Winter Garden	2021	21-87	R&R 1 - FDOT type 2 inlet	\$ 6,310.00
City of Winter Garden	2021	21-88	R&R 250 SF 4" flatwork, 367 SF 6" flatwork, and 10 LF D-curb	\$ 16,754.00
City of Winter Garden	2021	21-91	R&R 630 SF 4" flatwork and 630 SF 6" flatwork	\$ 12,090.00
City of Winter Garden	2021	21-122	R&R 30 LF F-curb, 1375 SY 4" sidewalk, 7 SY asphalt/roadbase, and root removal	\$ 21,905.00
City of Winter Garden	2021	21-138	R&R 1800 SF 4" flatwork with root removal	\$ 16,250.00
City of Winter Garden	2022	WG Sidewalk Chapin Viscaya Bethune	Chapin, Viscaya and Bethune Ave driveway and curb replacement	\$ 35,908.00
City of Winter Garden	2022	Sandlime Road	Sand Lime road driveway repairs	\$ 7,462.00
City of Winter Garden	2022	Daniels County Club Westfield	Daniels Westfield and Country Club Sidewalk and Curb Replacement	\$ 23,315.00
City of Winter Garden	2022	Stone Crest sidewalk and curb	Replace sidewalk and curb on Stone Crest	\$ 26,017.00
City of Winter Garden	2022	Cortlea Park and Bradley Park	Cortlea Park and Bradley Park Slab	\$ 18,605.00
City of Winter Garden	2022	Main and Boyd St SW	Remove and Replace sidewalk at Main St and Boyd St	\$ 2,570.00
City of Winter Garden	2022	Grovehurst SW Replacement	Replace sidewalk at Grovehurst	\$ 35,960.00
City of Winter Garden	2022	Division St Emergency Repair	Repair damaged 12" forcemain and R&R existing structure	\$ 33,147.80
City of Winter Garden	2022	Home Grove SW Replacement	Replace and replace sidewalk on Home Grove	\$ 22,187.00
City of Winter Garden	2022	Social Lane SW Replacement	Replace and replace sidewalk on Social Lane	\$ 36,160.00
City of Winter Garden	2023	WWTP MH Replacement	Temp repairs to HM and replacement of MH and sanitary sewer pipe	\$ 427,923.96
City of Winter Garden	2023	Maple St sidewalk replacement	Replace sidewalk on Maple St	\$ 35,564.00
City of Winter Garden	2023	880 Bay St Slab Repair	Repair slab at 880 Bay St	\$ 11,497.00
City of Maitland	2021	Sandspur - Shawnee	Sanitary Sewer lateral install at 1721 Shawnee Trail and 201 Sandspur Road	\$ 33,243.50
City of Maitland	2021	Warren Ave	Sanitary Sewer lateral install at 2051 Warren Avenue	\$ 12,269.00
City of Maitland	2021	Shell Point SS Repair	Sanitary Sewer repair at Shell Point West	\$ 11,884.00
City of Maitland	2022	Lake Sybelia Headwall	Lake Sybelia headwall repair for 30" outfall	\$ 47,462.00
City of Maitland	2022	Benjamin Storm	Benjamin Avenue stormwater repair to inlet adder	\$ 61,970.09
City of Maitland	2023	Summit Repair	Emergency repair of damaged 18" RCP pipe on Maitland Summit	\$ 27,363.00
City of Mount Dora	2021	LMD-CC Watermain	12" watermain interconnect at Lakes of Mount Dora & County Club	\$ 98,803.00
City of Mount Dora	2021	10th Ave	Install 8" watermain and restore roadway	\$ 91,349.00
City of Mount Dora	2022	Pine Ave SS Replacement	Emergency repairs to the sanitary sewer system caused by hurricane storm damage	\$ 608,030.00
City Of Orlando	2021	Lake Highland And Weber Asphalt Removal	Remove asphalt from roadway to restore the brick roadway	\$ 270,115.44
City Of Orlando	2021	Harding Sanitary Sewer	R&R 685 LF of 8" sanitary sewer, Brick roadway, d-curb, and driveway aprons	\$ 186,960.00
City Of Orlando	2021	Lee Vista 24" Reclaim Repair	Lee Vista Emergency 24" Reclaim Repair/ 24" Valve Insertion/ 8" Line repair and 2" Blow off Assembly	\$ 42,316.00
City Of Orlando	2021	Garden Plaza	Repair 8" sanitary sewer at Garden Plaza	\$ 18,876.00
City Of Orlando	2021	Vassar Sanitary Sewer	R&R 675 LF of 8" sanitary sewer, asphalt, and 10 services	\$ 237,101.50
City Of Orlando	2021	Alder SS	R&R 300 LF of 8" sanitary sewer, asphalt, 1 services, curb, and driveway apron	\$ 216,813.00
City Of Orlando	2021	Hillcrest	R&R 334 LF of 8" sanitary sewer, asphalt, 8 services, driveway apron, and sidewalk	\$ 130,562.00
City Of Orlando	2021	Narcoossee 30" valve	30" valve and pipe replacement on sanitary sewer line	\$ 43,458.00
City Of Orlando	2021	Shader Rd	R&R 400 LF of 6" sanitary sewer, asphalt, curb, sidewalk, and aprons	\$ 59,529.00
City Of Orlando	2021	Emery Hamilton Polygon Shelter	Emery Hamilton 24x30 Shelter (multi-rib metal roofR-Panel with 10 foot eave)	\$ 104,480.18
City Of Orlando	2021	Delaney St	Install Sanitary sewer gravity main and MHs with asphalt repair	\$ 175,179.00
City Of Orlando	2021	Center St	Install Sanitary sewer gravity main and MHs with asphalt repair	\$ 194,380.50
City Of Orlando	2021	Butler St	Install Sanitary sewer gravity main and MHs with asphalt repair	\$ 276,633.25
City Of Orlando	2021	Fairvilla	Sanitary Sewer point repair at Fairvilla childrens safety village	\$ 10,741.00
City Of Orlando	2021	Mercy Drive	R&R 24" sanitary sewer, MH, and roadway repairs	\$ 158,970.25
City Of Orlando	2021	Baldwin Park	Install 10" reclaim valve and service at Baldwin Park	\$ 12,402.00
City Of Orlando	2021	Bamboo SS Replacement	Repair sanitary sewer line, asphalt roadway, curbing, and aprons	\$ 139,849.00
City Of Orlando	2021	Vervena SS Replacement	Repair sanitary sewer line, asphalt roadway, curbing, and aprons	\$ 72,916.00
City Of Orlando	2021	EOC Parking Lot	Extend parking lot and add new lighting at the Orlando Emergency Opps Parking Lot	\$ 350,390.81
City Of Orlando	2021	Brown Lateral	Install sanitary sewer lateral at 2830 Brown Ave	\$ 27,278.00
City Of Orlando	2021	Curry Ford Blockage	Emergency Sanitary Sewer repairs caused from Directional Drill	\$ 20,148.00
City Of Orlando	2021	Andes Avenue Valve Replacement	24" Valve Repair George Desilvia and Andes Avenue	\$ 12,732.00
City Of Orlando	2021	Metro West 3 Valves	Metrowest Boulevard Multi-Valve Replacement	\$ 33,511.00
City Of Orlando	2021	Shadowridge Dr Valve Replacement	24" Valve Replacement at Shadow Ridge Drive	\$ 25,091.00
City Of Orlando	2021	Econ Trail 42", 36", and 30" Valve Replacement	Econlockhatchee 30", 36" and 42" Valves Replacement	\$ 90,860.00
City Of Orlando	2021	Orange Ave 21" Gravity	Sanitary sewer upgrades to 21" gravity line on Orange Ave	\$ 392,886.00
City Of Orlando	2021	Econ 30" Bore Leak	Econlockhatchee Jack and Bore Carrier Pipe Replacement	\$ 414,398.00
City Of Orlando	2021	Franklin Ln	Repairs to 8" sanitary sewer on Franklin Ln	\$ 71,930.00
City Of Orlando	2021	Peachtree Road	8" Sanitary Point Repair - 407 Peachtree Road	\$ 3,525.00
City Of Orlando	2021	State Lane	10" Sanitary sewer repair and brick road restoration	\$ 99,824.00
City Of Orlando	2021	Leu Gardens Chemical Bldg	Conduit and Concrete installation for service building	\$ 4,997.00
City Of Orlando	2021	Randal Park	Turning lane extension	\$ 39,383.92
City Of Orlando	2021	Lacosta Drive	Turning Lane add on and Roadway work	\$ 221,553.25
City Of Orlando	2021	LS 75 Abandonment	Abandonment of lift stations and sanitary sewer main install	\$ 169,296.00
City Of Orlando	2021	Harbor Park Sidewalk Repair	Harbor Park Wall and Sidewalk Replacement	\$ 7,474.00
City Of Orlando	2021	Amelia Roadway Reconstruction	Amelia Roadway Improvements Phases 1 & 2	\$ 454,729.50
City Of Orlando	2021	Amelia Roadway Streets and Drainage	Install 15" RCP	\$ 20,055.00
City Of Orlando	2021	Amelia OPCS Pipe Repair and Concrete	Amelia Roadway Improvements Orange County Public Schools Pipe Repair and Concrete	\$ 41,876.00
City Of Orlando	2021	Amelia Landscape Irrigation and Curb Ramps	Amelia Roadway Improvements Landscape Irrigation and Sidewalk Ramp Adders	\$ 42,258.00
City Of Orlando	2021	Amelia Duct Bank	Amelia Street Duct Bank Installation	\$ 74,500.00
City Of Orlando	2021	Boggy Creek 16" RWM Repair	Boggy Creek Emergency 16" R WM Repair and Valve Installation	\$ 27,066.00
City Of Orlando	2021	Appain & Alder Sewer Repair	Appian and Alder Sanitary Sewer Replacement ph 1	\$ 318,423.00
City Of Orlando	2022	Appain & Alder Sewer Repair	Appian and Alder Sanitary Sewer Replacement ph 2	\$ 119,359.00
City Of Orlando	2022	Appain & Alder Sewer Repair	Appian and Alder Sanitary Sewer Replacement ph 3	\$ 24,941.00
City Of Orlando	2022	Michigan SS	Installation of 916 LF of Sanitary sewer, 4 MHs, and roadway restoration	\$ 454,830.13
City Of Orlando	2021	Millenia Valve Insertion	Millenia Blvd 12" RWM Valve Insertion	\$ 13,178.00
City Of Orlando	2021	Shine Ave Lateral	2 sanitary sewer lateral installs on Shine Ave	\$ 16,456.00

City Of Orlando	2021	Kaley Lateral	315 E Kaley Street sanitary sewer lateral install	\$ 16,705.00
City Of Orlando	2021	Valve Pads and Bollards	Valve Pads and Bollards: Semoran to Dean and Boggy Creek to GOAA	\$ 39,946.00
City Of Orlando	2022	Pleasant Valley Ct	10 inch Sanitary Sewer Replacement Pleasant Valley Court	\$ 467,901.51
City Of Orlando	2021	Princeton	Princeton Emergency Sanitary Repair	\$ 23,529.00
City Of Orlando	2022	Millenia & Oak Ridge	Millenia Blvd Oak Ridge Dual Turn Lanes add on	\$ 33,170.09
City Of Orlando	2021	Gore Emergency Sanitary Sewer	Emergency repairs to 15" sanitary sewer line	\$ 154,972.00
City Of Orlando	2022	Curry Ford Dixie Belle	Emergency repairs to sanitary sewer line	\$ 393,834.00
City Of Orlando	2021	Quite Zone	Roadway repairs	\$ 31,794.00
City Of Orlando	2021	Vineland Windhover	Roadway repairs	\$ 43,087.50
City Of Orlando	2022	LS 38 Sherrifs Station	Lift Station Rehab	\$ 98,336.00
City Of Orlando	2022	LS 50 Dartmouth	Lift Station Rehab	\$ 99,716.00
City Of Orlando	2022	LS 29 Precision Drive	Lift Station Rehab	\$ 49,456.00
City Of Orlando	2022	LS 39 Good Year	Lift Station Rehab	\$ 96,639.01
City Of Orlando	2022	LS 221 Airport	Lift Station Rehab	\$ 135,891.00
City Of Orlando	2021	Cattle Valve	30" Cattle Valve (Narcoossee/McCoy) Move to Narcoossee/Lee Vista	\$ 50,577.00
City Of Orlando	2022	Dowden Valves	Dowden Road Valves 7 Locations; 5-16" Valves/ 1-12" Valve/ 1-16" Valve Modification	\$ 152,046.00
City Of Orlando	2022	Bowling Alley on Livingston	Primrose & Livingston Sanitary Replacement	\$ 21,258.25
City Of Orlando	2022	1-4 Ultimate Artwork	Install 1-4 Ultimate Artwork Sculpture	\$ 197,722.02
City Of Orlando	2022	Orange Ave Laterals	Orange Avenue Laterals at Kaley (Subway Subs and Cookie Store)	\$ 73,204.00
City Of Orlando	2022	1320 Georgia Blvd	1320 Georgia Blvd sanitary sewer lateral install	\$ 19,195.00
City Of Orlando	2022	126 Lawsona Blvd	126 Lawsona Boulevard Sewer Repair	\$ 18,060.00
City Of Orlando	2022	2211 E Concord St	2211 E Concord St sanitary sewer lateral install	\$ 15,905.00
City Of Orlando	2022	907 Plymouth Ave	907 Plymouth Ave sanitary sewer lateral install	\$ 15,795.00
City Of Orlando	2022	808 Hillcrest St	808 Hillcrest St sanitary sewer lateral install	\$ 15,265.00
City Of Orlando	2022	613 Citrus St	613 Citrus Street sanitary sewer repair	\$ 13,558.50
City Of Orlando	2022	1405 Montclair Ct	1405 Montclair Ct sanitary sewer lateral install	\$ 15,850.00
City Of Orlando	2022	707 Brockway Ave	707 Brockway Ave sanitary sewer lateral install	\$ 16,780.00
City Of Orlando	2022	2021 Valencia Rd	2021 Valencia Rd sanitary sewer lateral install	\$ 18,130.00
City Of Orlando	2022	2411 Vine St	2411 Vine St sanitary sewer lateral install	\$ 10,810.00
City Of Orlando	2022	3001 Clemwood St	3001 Clemwood St sanitary sewer lateral install	\$ 14,058.00
City Of Orlando	2022	308 S Hampton Ave	308 S Hampton Ave sanitary sewer repair	\$ 16,365.00
City Of Orlando	2022	6471 Tifton PL	6471 Tifton PL sanitary sewer lateral install	\$ 15,475.00
City Of Orlando	2022	116-118 N Mills Ave	116-118 N Mills Ave sanitary sewer lateral install	\$ 15,460.00
City Of Orlando	2022	Anderson SS	Anderson DIP Sanitary Sewer Replacement	\$ 158,111.65
City Of Orlando	2022	Lake Orlando SS	South Lake Orlando Sanitary Replacement and Inside MH Drop	\$ 39,762.00
City Of Orlando	2022	Kirkman and Vineland Emergency 20inch RWM	Kirkman and Vineland Emergency 20" RWM Repairs	\$ 104,280.00
City Of Orlando	2022	Iron Bridge Exploratory	Iron Bridge Exploratory and Pipe Grouting/Repair	\$ 161,327.00
City Of Orlando	2022	Spring Lake Dr	Spring Lake Sanitary Sewer Replacement	\$ 21,694.00
City Of Orlando	2022	LS 45 Manhole Adder	Lift Station #45 10" Sanitary Sewer Repair, Water Main Restraint, and MH adder	\$ 136,252.00
City Of Orlando	2022	Iron Bridge Roadwork	Iron Bridge Road- Roadway Replacement	\$ 41,347.00
City Of Orlando	2022	Winter Park St Sanitary	Winter Park Street Sanitary Sewer Replacement	\$ 59,257.00
City Of Orlando	2022	Conroy Road 16inch Repair	Mattress Firm Conroy Road Reclaim repair (HOD Driller Damage)	\$ 12,724.00
City Of Orlando	2022	Post Office GOAA 24" Valve	Post Office Blvd-GOAA 24" Valve Replacement	\$ 32,844.00
City Of Orlando	2022	1511 Crooms Lateral	1511 Crooms Ave Lateral Install	\$ 5,600.00
City Of Orlando	2022	617 Cookman Lateral	617 Cookman Lateral Install	\$ 15,495.00
City Of Orlando	2022	2509 Laura Place Lateral	2509 Laura Place Lateral Install	\$ 8,500.00
City Of Orlando	2022	4712 Lighthouse Rd Point Repair	4712 Lighthouse Road Sanitary Sewer Lateral Construction	\$ 15,360.00
City Of Orlando	2022	Jeff Fuqua OIA Reclaim Investigation	JeffFuqua/OIA 16" Reclaimed Emergency Excavation and Repair	\$ 22,609.00
City Of Orlando	2022	Creative Village	Reclaim watermain repair	\$ 111,485.75
City Of Orlando	2022	2080 St George	St George Sewer Extension	\$ 35,080.00
City Of Orlando	2022	Orlando Lift Station 26	Rehab Lift Station	\$ 91,261.50
City Of Orlando	2022	Orlando Lift Station 44	Rehab Lift Station	\$ 128,358.00
City Of Orlando	2022	Orlando Lift Station 105	Rehab Lift Station	\$ 97,488.00
City Of Orlando	2022	Orlando Lift Station 110	Rehab Lift Station	\$ 147,461.00
City Of Orlando	2022	Mae St Lateral	2009 Mae Street Lateral Install	\$ 18,420.00
City Of Orlando	2022	Orange Marks Emergency Repair	Orange Avenue and Marks St Emergency Sanitary Sewer Repair	\$ 86,177.00
City Of Orlando	2022	Boggy Creek MH	Boggy Creek Manhole Rehabilitation	\$ 9,375.00
City Of Orlando	2022	Orange Ave Park Lake Emergency	Hurricane Ian Emergency Repairs/Orange Ave Manhole Sanitary Sewer Replacement	\$ 235,826.00
City Of Orlando	2022	Lift Station 215 Emergency	Lift Station 215 Emergency Repairs	\$ 69,562.00
City Of Orlando	2022	Orlando Fox St 36inch Emergency	Hurricane Ian Emergency Repairs Fox Street Force Main	\$ 1,476,583.00
City Of Orlando	2022	Smokey Bones FM Emergency	Hurricane Ian Emergency Force Main Repairs - Smokey Bones	\$ 250,946.00
City Of Orlando	2022	Illinois Sanitary Sewer	Hurricane Ian Emergency Repairs- Illinois St - Mills/Shine/Lasalle	\$ 406,398.00
City Of Orlando	2022	Laurel Sanitary Point Repair 837	Hurricane Ian Emergency Repairs-Laurel Avenue Sanitary Sewer Replacement	\$ 248,541.00
City Of Orlando	2022	Delaney Park Drive 804 Point Repair	Hurricane Ian Delaney Drive Point Repair on Force Main	\$ 53,099.00
City Of Orlando	2022	Orange Avenue Emergency N of Park Lake	Hurricane Ian Repairs Orange Ave North of Park Lake Sanitary	\$ 83,388.00
City Of Orlando	2022	E King St Point Repair	Hurricane Ian Emergency Repairs- 114 E. King St. Orlando, FL - Sanitary Sewer Point Repair	\$ 37,156.00
City Of Orlando	2022	E Hazel	Hurricane Ian Emergency Repair 22 East Hazel & 32 East Hazel St	\$ 40,540.00
City Of Orlando	2023	Harbor Park	Hurricane Ian Harbor Park Repair and Restoration Project	\$ 548,551.00
City Of Orlando	2022	E Harding 2pt Repair	Hurricane Ian Emergency E. Harding St. Sanitary Sewer Point Repair	\$ 76,882.00
City Of Orlando	2022	Emergency Sewer Repair 203 Hillcrest St	Hurricane Ian Emergency Sewer Repair	\$ 99,879.00
City Of Orlando	2022	Emergency Sewer Repair 405 NW Ivanhoe Blvd	Hurricane Ian Emergency Repair 405 NW Ivanhoe Blvd. 24" Gravity Sewer	\$ 81,170.00
City Of Orlando	2022	Church St Void Gertrudes Walk	Hurricane Ian Emergency Force Main Repairs Church Street (at South Street) Repair	\$ 19,832.00
City Of Orlando	2022	Marks Street	Hurricane Ian Emergency Sewer Repair to force main on Marks Street	\$ 34,336.00
City Of Orlando	2022	North Helen Ave	Hurricane Ian Emergency Sanitary Sewer Repair	\$ 19,712.00
City Of Orlando	2022	La Cantina	Hurricane Ian Emergency Repair/La Cantina 24" Force Main Repair	\$ 153,873.00
City Of Orlando	2022	Shader Rd	Hurricane Ian Emergency Sanitary Sewer Repair	\$ 115,563.00
City Of Orlando	2022	LB McLeod and Iron Bridge Tucking	5100 LB McLeod and 601 Iron Bridge Excavation Services	\$ 5,390.00
City Of Orlando	2022	Brookvilla 1015 & 1016	Hurricane Ian Emergency Force Main Repairs Brookvilla Ave Sanitary Repair	\$ 12,482.00
City Of Orlando	2022	Delaney Park Drive	Hurricane Ian Emergency Force Sanitary Sewer Repairs Delaney Park at 733 Sanitary Repair	\$ 37,548.00
City Of Orlando	2022	Nebraska	Hurricane Ian Emergency Repairs Nebraska	\$ 90,376.00
City Of Orlando	2022	E Marks 1324 SS and Storm	Hurricane Ian Emergency Gravity Sewer Repairs at 1324 E Marks Street	\$ 45,466.00
City Of Orlando	2023	Lift Station 49	Lift Station Rehab	\$ 147,759.00



A Safety Company That Builds Infrastructure Projects

1056 Willa Springs Dr Winter Springs, FL 32708
(407) 629-2900



Acceptance of Conditions:

**UTILITY INFRASTRUCTURE
CONSTRUCTION & RESTORATION SERVICES**

NUMBER RFP #24-PW-02

We accept and agree to the general terms and conditions of the RFP, and to insurance requirements or any other requirements listed in the RFP.



Matt T. Blanton
President




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Certified General Contractor #CGC051005

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License Issued To:	CATHCART, JOHN THOMAS
DBA Name:	CATHCART CONSTRUCTION COMPANY - FLORIDA, LLC
License Status:	Current, Active
Originally Licensed On:	07/28/1990 (mm/dd/yyyy)
Expires On:	08/31/2024 (mm/dd/yyyy)
Modifiers:	Construction Business
	02/20/2004 (mm/dd/yyyy)

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Certified Utility & Excavation Contractr #CUC057230

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License Menu

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License Issued To:	CATHCART, JOHN THOMAS
DBA Name:	CATHCART CONSTRUCTION COMPANY - FLORIDA, LLC
License Status:	Current, Active
Originally Licensed On:	01/12/2000 (mm/dd/yyyy)
Expires On:	08/31/2024 (mm/dd/yyyy)
Modifiers:	Construction Business
	02/20/2004 (mm/dd/yyyy)

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Detail by Entity Name

Florida Limited Liability Company
CATHCART CONSTRUCTION COMPANY - FLORIDA, LLC

Filing Information

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Last Event LC DISSOCIATION MEM
Event Date Filed 05/16/2014
Event Effective Date NONE

Principal Address

1056 WILLA SPRINGS DR
WINTER SPRINGS, FL 32708

Changed: 04/29/2022

Mailing Address

PO BOX 195788
WINTER SPRINGS, FL 32708

Registered Agent Name & Address

CATHCART, DAVID
1056 WILLA SPRINGS DR
WINTER SPRINGS, FL 32708

Name Changed: 04/26/2015

Address Changed: 04/29/2022

Authorized Person(s) Detail

Name & Address

Title MGR

BLANTON, MATT
PO BOX 195788
WINTER SPRINGS, FL 32719

Title MGR

CATHCART, DAVID
PO BOX 195788
WINTER SPRINGS, FL 32719

Title Manager

Cathcart, John
2564 Connection Point
Oviedo, FL 32765

Annual Reports

Report Year	Filed Date
2020	08/18/2020
2021	04/22/2021
2022	04/29/2022

Document Images

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08/18/2020 -- ANNUAL REPORT	View image in PDF format
04/29/2019 -- ANNUAL REPORT	View image in PDF format
04/29/2018 -- ANNUAL REPORT	View image in PDF format
03/30/2017 -- ANNUAL REPORT	View image in PDF format
04/14/2016 -- ANNUAL REPORT	View image in PDF format
04/26/2015 -- ANNUAL REPORT	View image in PDF format
05/16/2014 -- CORLCDSMEM	View image in PDF format
02/06/2014 -- Florida Limited Liability	View image in PDF format

PROPOSER CHECK LIST

IMPORTANT: Please read carefully, sign in the spaces indicated and return with your Qualification.

Proposer should check off each of the following items as the necessary action is completed:

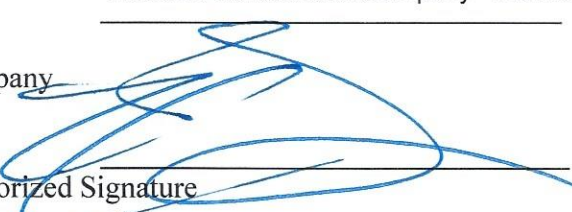
- ☒ The standard contract/ agreement has been signed and included.
- ☒ All applicable forms have been signed and included
- ☒ All information as requested in the Proposer's Qualification Form is included.
- ☒ Any addenda have been signed and included.
- ☒ The mailing envelope has been addressed to:

CITY CLERK

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

- ☒ The **mailing envelope must be sealed and marked** with Qualification Number **"RFP 24-PW-02"**, Proposal Title **"Utility Infrastructure & Restoration Services"** and Due Date **"February 22, 2024 @ 10:00 am"**.
- ☒ The Proposals will be mailed or delivered in time to be received no later than the specified due date and time. (Otherwise Proposals cannot be considered.)

ALL COURIER-DELIVERED PROPOSALS MUST HAVE THE RFP NUMBER AND PROPOSAL NAME ON THE OUTSIDE OF THE COURIER PACKET

Company	Cathcart Construction Company - Florida, LLC	1056 Willa Springs Dr
Authorized Signature		Address
Printed Name & Title	Matt Blanton / President	Winter Springs, FL 32708
Email	MBlanton@CathcartConstructionCompany.com	City, State, Zip Code
		(407) 629-2900
		Telephone No.
		(321) 203-4900
		Fax No.

RFP 24-PW-02 Utility Infrastructure Construction and Restoration Services

22

VENDOR SERVICES AGREEMENT
Utility Infrastructure Construction and Restoration
Services RFP#24-PW-02

THIS AGREEMENT is made and entered into this 21st day of Feb, 2024, by and between Cathcart Construction Company - Florida, LLC, duly authorized to conduct business in the State of Florida and whose address is 1056 Willa Springs Dr, Winter Springs FL 32708, hereinafter, called "CONTRACTOR" and the **CITY OF HOLLY HILL**, a political subdivision of the State of Florida, whose address is 1065 Ridgewood Ave, Holly Hill, FL 32117, hereinafter called "CITY".

SECTION 1. AGREEMENT. The terms of this Agreement, together with the incorporation of the terms and conditions of the Request for Proposal (**RFP #24-PW-02**), and any exhibits, schedules and attachments hereto, and any and all amendments relating to same, and any and all submittals from CONTRACTOR, constitute the entire Agreement between CITY and CONTRACTOR. This Agreement is the final, complete and exclusive expression of the terms and conditions of the parties' Agreement. Any and all prior agreements, representations, negotiations, and understandings made by the parties, oral or written, expressed or implied, are hereby superseded and merged herein.

SECTION 2. TERM OF AGREEMENT. The term of this Agreement shall be for one (1) year from the date of award with four (4) additional one (1) year extension options. Renewal options may be exercised at the discretion of the City Manager based on performance of the company and adherence to the terms and conditions set forth in the RFP documents. The City Manager retains the sole right to determine whether the renewal option shall be granted.

SECTION 3. COMPENSATION. For Services rendered, the CITY shall pay the CONTRACTOR a lump-sum fee, including or excluding reimbursable expenses as mutually agreed upon. Unless otherwise agreed in a Scope of Services, the CONTRACTOR will invoice the City monthly based upon the CONTRACTOR's estimate of the portion of the total Services actually completed at the time of billing.

SECTION 4. NOTICES. Whenever either party desires to give notice unto the other, it must be given by written notice, sent by registered or certified United States mail, return receipts requested, addressed to the party for whom it is intended at the place last specified. The place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this Section. For the present, the parties designate the following as the respective places for giving of notice, to-wit:

For City:

Valerie Manning, City Clerk
City of Holly Hill
1065 Ridgewood Ave.
Holly Hill, FL 32117
(386)248-9441

For Contractor:

Matt Blanton / President (Name, Title)
Cathcart Construction Company - Florida, LLC. (Company)
1056 Willa Springs Dr (Address)
Winter Springs, FL 32708 (City, State, Zip)
(407) 629-2900 (Phone)

SECTION 5. RIGHTS AT LAW RETAINED. The rights and remedies of CITY, provided for under this Agreement, are in addition and supplemental to any other rights and remedies provided by law.

SECTION 6. CONTROLLING LAW, VENUE, ATTORNEY'S FEES. This Agreement is to be governed, construed, and interpreted by, through and under the laws of Florida. Venue for any litigation between the parties to this Agreement shall be in the County of Volusia, Florida and any trial shall be non-jury. The prevailing party in any litigation arising from or related to this Agreement shall be reimbursed reasonable attorney fees and costs, including all fees and costs of an appeal.

SECTION 7. MODIFICATIONS TO AGREEMENT. This Agreement and any exhibits, amendments and schedules may only be amended, supplemented, modified or canceled by a written instrument duly executed by the parties hereto of equal dignity herewith.

SECTION 8. SEVERABILITY. If, during the term of this Agreement, it is found that a specific clause or condition of this Agreement is illegal under federal or state law, the remainder of the Agreement not affected by such a ruling shall remain in force and effect.

SECTION 9. WAIVER OF JURY TRIAL. THE CITY AND CONSULTANT HAVE SPECIFICALLY WAIVED THE RIGHT TO A JURY TRIAL CONCERNING ANY DISPUTES WHICH MAY ARISE CONCERNING THIS AGREEMENT.

SECTION 10. NON-WAIVER. No indulgence, waiver, election or non-election by CITY under this Agreement shall affect CONSULTANT's duties and obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the date written above for execution by CITY.

WITNESSES:

CITY OF HOLLY HILL

Joseph Forte, City Manager

Dated: _____

WITNESSES:

By: _____

FIRMS

Cathcart Construction Company - Florida, LLC

Dated: _____

2/21/24

Attachments: A. RFP #24-PW-02

B. Firm Response to RFP

Approved by the City Commission of the City of Holly Hill at a meeting held on this _____ day of _____, 2024 under Agenda Item No. _____.

CONFLICT OF INTEREST AFFIDAVIT

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

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

Cathcart Construction Company - Florida, LLC
Company

1056 Willa Springs Dr
Address

[Signature]
Authorized Signature

Winter Springs, FL 32708
City, State, Zip Code

Matt Blanton / President
Printed Name & Title

(407) 629-2900
Telephone No.

MBlanton@CathcartConstructionCompany.com
Email

(321) 203-4900
Fax No.

State of Florida
City of Seminole

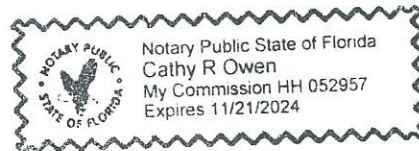
SUBSCRIBED AND SWORN to before me this 21st day of February, 2024, by
Matt Blanton, who is personally known to me to be the
President for the Firm, OR who produced the following
identification: _____

Notary Public

Cathy R. Owen

My Commission Expires:

11/21/2024



PROPOSERS QUALIFICATION FORM LIST MAJOR WORK

PRESENTLY UNDER CONTRACT:

<u>% Completed</u>	<u>Project</u>	<u>Contract Amount</u>
40% Complete	8003 Altamonte Springs Sunrail Connectivity	\$ 7,000,000.00
50% Complete	5355 Orlando Hicks Ave	\$ 3,000,000.00
30% Complete	Longwood Phase II Sanitary	\$ 4,300,000.00

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

Toho Water Authoity's Maple Run Water Main Extension

OTHER INFORMATION ABOUT PROJECTS:

N/A

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

STATEMENT OF LITIGATION:

Are there any judgments, claims or suits pending or outstanding by or against you?

☐ Yes ☒ No

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

FEES:

List total fees for work done on all City projects in the past five (5) years, whether as an individual firm or as part of a joint venture. **Fees must be listed individually by contract or project and then summarized as a total dollar amount.** Attach additional page if necessary.

\$ 0 Total Fees for work done on all City projects

REFERENCES:Bank(s) Maintaining Account(s): Dee Simpson, Business Relations Manager, 407-321-0438JP Morgan Chase BankSurety/Underwriter: (if required) Florida Surety Bonds INC, Lisa Roseland, 407-786-7770

Other References: (Use additional sheets if necessary)

N/A**TYPE OF FIRM:**

- ☒ Corporation/Years in Business: 33 years If firm is a corporation, please list state in which it is incorporated: Florida. If firm is a corporation, by signing this form, Proposer certifies that the firm is authorized to do business in the State of Florida.
- ☐ Partnership/Years in Business: _____
- ☐ Sole Proprietorship/Years in Business: _____
- ☐ Other: Please list: _____

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

Cathcart Construction Company - Florida, LLC
 1056 Willa Springs Dr, Winter Springs FL 32708

Company Address City, State Zip code

 Authorized Signature

DECLARATION STATEMENT

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

RE: RFP NO. 24-PW-02 "Utility Infrastructure & Restoration Services"

Dear Mayor and Commission Members:

The undersigned, as Proposer (herein used in the masculine, singular, irrespective of actual gender and number) declares that he is the only person interested in this Proposal or in the contract to which this Proposal pertains, and that this Proposal is made without connection or arrangement with any other person and this Proposal is in every respect fair and made in good faith, without collusion or fraud.

The Proposer further declares that he has complied in every respect with all the Instructions to Proposers issued prior to the opening of Proposals, and that he has satisfied himself fully relative to all matters and conditions with respect to the general condition of the contract to which the Proposal pertains.

The Proposer puts forth and agrees to commence negotiations, in accordance with the Federal 40 USC Title 1101-1104 (Brooks Act) and F.S. 287.055(5), and execute an appropriate City document for the purpose of establishing a formal contractual relationship between him, and the City for the performance of all requirements to which the Proposal pertains. The Proposer states that the Proposal is based upon the Proposal documents listed in **RFP #24-PW-02**.

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this 21st day of February,
20 24 in the City of Winter Springs, in the State of Florida.

Cathcart Construction Company - Florida, LLC
Company

Matt T. Blanton, President

Authorized Signature

1056 Willa Springs Dr
Address

Winter Springs, FL 32708
City, State, Zip Code

INSURANCE REQUIREMENTS

INSURANCE TYPE

REQUIRED LIMITS

☒ 1. Worker's Compensation
Statutes, Chapter 440 and all
Federal Government Statutory Limits and Requirements.

Statutory Limits of Florida

☒ 2. Commercial General Liability
(Occurrence Form) patterned
after the current I.S.O form
with no limiting endorsements.
occurrence

Bodily Injury & Property Damage

\$1,000,000 single limit per

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

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

☒ 4. Automobile Liability
Owned/Non-owned/Hired Automobile Included

\$ 500,000 Each Occurrence

☒ 5. Other Insurance as indicated below:
Errors and Omissions or Professional
Malpractice Coverage

\$ 1,000,000 Per Occurrence

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

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

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

INSURANCE REQUIREMENTS

(Continued)

- ☒ 9. The City of Holly Hill shall be named as the Certificate Holder. NOTE--The "Certificate Holder" should read as follows:

City of Holly Hill 1065 Ridgewood Ave. Holly Hill, Florida

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

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

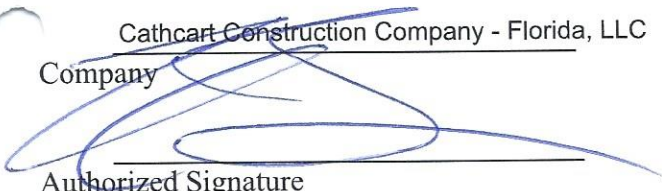
- ☒ 11. The Certificate must state the **RFP** Number and Utility Infrastructure & Restoration Services

=====

PROPOSER'S AND INSURANCE AGENT'S STATEMENT:

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

Cathcart Construction Company - Florida, LLC
Company


Authorized Signature

Matt Blanton / President
Printed Name & Title

MBlanton@CathcartConstructionCompany.com
Email

Lumbra Risk Advisors, LLC
Insurance Agency

Matthew Williamson
Signature of Proposer's Agent

1056 Willa Springs Dr
Address

Winter Springs, FL 32708
City, State, Zip Code

(407) 629-2900
Telephone No.

(321) 203-4900
Fax No.

DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

Preference to businesses with drug-free workplace programs. -- Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?

☒ Yes
☐ No

Cathcart Construction Company - Florida, LLC
Company

1056 Willa Springs Dr

Address

Winter Springs, FL 32708

City, State, Zip Code
(407) 629-2900

Telephone No.
(321) 203-4900

Fax No.

Authorized Signature

Matt Blanton / President

Printed Name & Title

MBlanton@CathcartConstructionCompany.com

Email

NON-COLLUSION AFFIDAVIT OF PRIME QUALIFIERState of FloridaCounty of SeminoleMatt Blanton, being first duly sworn, deposes and says that:He/she is President of Cathcart Construction Company - Florida, LLC, Proposer that has submitted the attached Qualification;

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

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

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

Cathcart Construction Company - Florida, LLC1056 Willa Springs Dr

Company

Address

Winter Springs, FL 32708

Authorized Signature

City, State, Zip Code
(407) 629-2900Matt Blanton / President

Printed Name & Title

Telephone No.

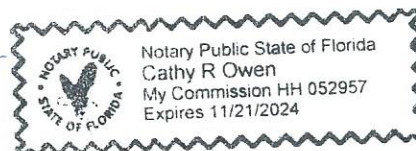
MBlanton@CathcartConstructionCompany.com(321) 203-4900

Email

Fax No.

Subscribed and sworn to before me this 21st day of February, 2024.

Title

My Commission Expires: 11/21/2024

ACKNOWLEDGEMENTS
RFP #24-PW-02 Utility Infrastructure & Restoration Services

To: City of Holly Hill
 1065 Ridgewood Ave Holly Hill,
 FL 32117

From : Insert Information
 "Contractor"
 Cathcart Construction Company - Florida, LLC

The Contractor agrees to provide Utility Infrastructure & Restoration Services as defined in this Request for Proposals document and in accordance with the requirements of the specifications and related work authorizations/contract documents.

The undersigned Contractor has carefully examined the RFP requirements and related contract documents and is familiar with the nature and extent of the work and any local conditions that may in any manner affect the work to be done.

The undersigned agrees to provide the Utility Infrastructure & Restoration Services called for by the RFP documents, in the manner prescribed therein and to the standards of quality and performance established by the City for the quality of service quoted.

The undersigned agrees to the right of the City to hold the Request for Proposals submittals and guarantees the future related proposals for a period not to exceed one hundred eighty (180) days from the effective date of the contract term.

The undersigned accepts the invoicing and payment policies specified in the RFP.

Upon award of this RFP, the City and Contractor each binds himself, itself, or herself, its partners, successors, assigns, and legal representatives to the other party hereto in respect to all covenants, agreements, and obligations contained in the RFP Documents.

The RFP Document constitutes the entire agreement between City and Contractor and may only be altered, amended, or repealed by a Change Order or a written amendment.

The Contractor, by signing these RFP Submittal pages, acknowledges and agrees to abide by all the terms, conditions, and specifications contained in this RFP Document.

Contractor shall guarantee the Utility Infrastructure & Restoration Services within n/a
calendar
 days from receipt of Purchase Order or Work Authorization / Notice to Proceed.

Dated this 21st day of FEBRUARY, 2024
 (Month) (Year)

**INDIVIDUAL, FIRM, CORPORATION, LIMITED LIABILITY, PARTNERSHIP, OR OTHER
FORM OF ENTITY**

By: _____ / _____
 _____ (Signature)
 _____ (Print name)

Address: _____

Telephone: (_____) _____ Fax: (_____) _____

Taxpayer Identification Number (TIN): _____

CORPORATION

By: Cathcart Construction Company - Florida, LLC / Matt Blanton
 _____ (Signature) _____ (Print name)

Address: Cathcart Construction Company - Florida, LLC

 1056 Willa Springs Dr

 Winter Springs, FL 32708

Telephone: (407) 629-2900 _____ Fax: (_____) (321) 203-4900 _____

Taxpayer Identification Number (TIN/EIN): 46-4740152 _____

State Under Which Corporation Was Chartered:

 Florida

Corporate President: Matt Blanton

 (Print Name)

Corporate Secretary: John Cathcart
(Print Name)

Corporate Treasurer: David Cathcart
(Print Name)
CORPORATE SEAL

Attest By: John Cathcart

Secretary

Signature:  Date: 2/21/24

COMPLIANCE WITH THE PUBLIC RECORDS LAW

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

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

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

Valerie Manning, City Clerk

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

A provision that requires the contractor to comply with public records laws, specifically to:

Keep and maintain public records required by the public agency to perform the service.

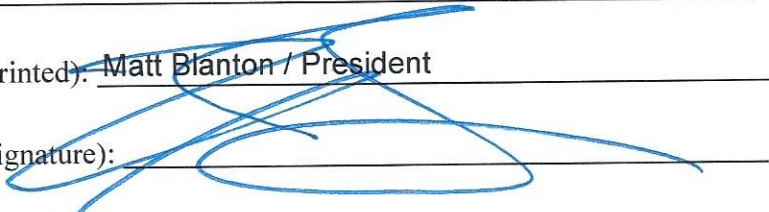
Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

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

Company Name: Cathcart Construction Company - Florida, LLC

Authorized representative (printed): Matt Blanton / President

Authorized representative (signature): 

Project Number: RFP 24-PW-02

Date: 2/21/24

REFERENCES FORM

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

Name of Company: City of Orlando

Address: 400 S. Orange Avenue Orlando, FL 32801 Point of Contact: Charlie Conklin, P.E.

Phone #: 321-229-0310 Email address: Charlie.Conklin@cityoforlando.net

Service(s) Provided: Storm drain, Force Main, Gravity Sewer, Water main , reclaim water main,
Lift stations, Roadway, Concrete, striping, paving, Electrical, Plumbing,

Dates of Service: We have serviced them for at least the last 23 years

Name of Company: City of Altamonte Springs

Address: 950 Calabria Drive Altamonte Springs, FL 32714 Point of Contact: Trey Sisk

Phone #: (407) 571-8572 Email address: TSisk@altamonte.org

Service(s) Provided: Storm drain, Force Main, Gravity Sewer, Water main , reclaim water main,
Lift stations, Roadway, Concrete, striping, paving, Electrical, Plumbing,

Dates of Service: We have serviced them for at least the last 18 years

Name of Company: City of Longwood

Address: 907 E. SR 434 Longwood, FL 32750 Point of Contact: Shad M. Smith, P.E.

Phone #: (407)260-3447 Email address: ssmith@longwoodfl.org

Service(s) Provided: Storm drain, Force Main, Gravity Sewer, Water main , reclaim water main,
Lift stations, Roadway, Concrete, striping, paving, Electrical, Plumbing,

Dates of Service: We have serviced them for at least the last 9 years

Name of Company: City of Winter Garden

Address: 300 West Plant Street Winter Garden, FL 34787 Point of Contact: Jon C. Williams

Phone #: (407) 656-4111 ext. 2263 Email address: jwilliams@cwgdn.com

Service(s) Provided: Storm drain, Force Main, Gravity Sewer, Water main , reclaim water main,
Lift stations, Roadway, Concrete, striping, paving, Electrical, Plumbing,

Dates of Service: We have serviced them for at least the last 20 years

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

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

THIS SWORN STATEMENT IS SUBMITTED TO City of Holly Hill

by Matt Blanton / President

(Print Individual's Name and Title)

for Cathcart Construction Company - Florida, LLC

(Print Name of Entity Submitting Sworn Statement)

whose business is 1056 Willa Springs Dr, Winter Springs FL 32708

and (if applicable) its Federal Employer Identification Number (FEIN) is 46-4740152

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

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

I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

A predecessor or successor of a person convicted of a public entity crime; or

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

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

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

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

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

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

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

(Signature)

Sworn and subscribed before me this 21st day of February, 2024.

Personally known Matt Blanton

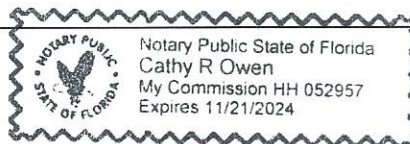
Cathy R. Owen
(Notary)

OR produced identification _____

Notary Public State of FLORIDA

My commission expires: 11/21/2024

(Type of Identification)



VENDOR INFORMATION

Vendor is:

- (☒) Corporation
 () Partnership
 () Sole Proprietorship
 () Other _____ (Explain)

Federal Employer Identification Number: 46-4740152Firm Name: Cathcart Construction Company - Florida, LLCMailing Address: 1056 Willa Springs Dr, Winter Springs FL 32708Telephone No.: (407) 629-2900 Fax No.: (321) 203-4900Email Address: MBlanton@CathcartConstructionCompany.com Web Address: www.cathcartconstructioncompany.com

If remittance address is different from the mailing address so indicate below.

Firm Name: _____

Remittance Address: _____

Submitted by: Cathcart Construction Company - Florida, LLCName & Title Printed: Matt Blanton / President

Affidavit of E-Verify Requirements Compliance

RFP 24-PW-02 Utility Infrastructure & Restoration Services

The Consultant/Contractor agrees to comply with Section 448.093, Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 448.093, Florida Statutes.

1. The Consultant/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Consultant/Contractor during the term of the Agreement and shall expressly require any subcontractors performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subconsultant/subcontractor during the Agreement term.

2. That the Consultant/Contractor understands and agrees that its failure to comply with the verification requirements as set forth herein or its failure to ensure that all employees and subconsultant/subcontractors performing work under this Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of this Agreement for which the City may immediately terminate the Agreement without notice and without penalty. The Consultant/Contractor further understands and agrees that in the event of such termination, the Consultant/Contractor shall be liable to the City for any costs incurred by the City as a result of the Consultant's/Contractor's breach.

Consultant/Contractor shall execute and return the Affidavit of E-Verify Requirements Compliance to City. IN WITNESS WHEREOF, the parties have made and executed this Agreement for the purposes stated above.

Cathcart Construction Company - Florida, LLC
1056 Willa Springs Dr, Winter Springs FL 32708

Consultant/Contractor Name and Address

Signature

Matt Blanton / President

Name and Title

Form W-9
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Cathcart Construction Company - Florida, LLC

Business name, if different from above

Cathcart Construction Company - Florida, LLC

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☒ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ **P**
☐ Other (see instructions) ▶

☐ Exempt
payee

Address (number, street, and apt. or suite no.)

1056 Willa Springs Dr

City, state, and ZIP code

Winter Springs, FL 32708

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

or

Employer identification number

46 : 4740152

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign
Here

Signature of
U.S. person ▶

Date ▶ 2-21-24

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Cut and use this label for Proposal Package

CITY OF HOLLY HILL
CITY CLERK
1065 RIDGEWOOD AVE
HOLLY HILL, FL 32117

RFP#24-PW-02

**Utility Infrastructure Construction and
Restoration Services**

OPENING DATE/TIME:
February 22nd, 2024
by 10:00 a.m.

ITEMIZED BID WORKSHEET FORM

RFP # 24-PW-02 For UTILITY INFRASTRUCTURE & SITE RESTORATION SERVICES TASK ORDERS

Bidder to complete Maximum Unit Price Item prices.

Future TBA Task orders will be issued based actual "Quantity" and "Unit Price Item" costs for each project and restoration services as funded by City the budget.

Line Item Pricing to Develop Project & Restoration Task Orders

Note: If not bidding on an item, indicate "No Bid" in Unit Price cell.

Note: If no cost for item, indicate \$0.00 or "N/C" (no charge) in Unit Price cell.

Note: Unit Prices are "Maximum Unit Prices" for the term of the contract. Units price may be less but not more based on Work Order Assignments which includes subcontractor items such as directional drilling and dewatering services.

(Contractors are encouraged to subcontract specialty services not performed in-house to complete unit pricing.)

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
1.00 Mobilization, Traffic Control and Project Documentation					
1.01	Mobilization/Demobilization (Not exceed 10% of task order)	%	1	Max. Bid = 10 %	
1.02	Maintenance of Traffic (Not to exceed 5% of task order)	%	1	Max. Bid = 5 %	
1.03	Arrow Board / Advance Warning Flashing	ED	1	\$ 55.00	\$ 55.00
1.04	Portable Changeable Message Sign, Temp.	ED	1	\$ 75.00	\$ 75.00
1.05	Pre Construction Video of Work Area	EA	1	\$ 2,500.00	\$ 2,500.00
1.06	Utility System Record Drawings	EA	1	\$ 3,500.00	\$ 3,500.00
1.07	FDEP Partial and Final Clearance Testing/Certifications	EA	1	\$ 2,500.00	\$ 2,500.00
1.08	FDEP Final Clearance Testing/Certifications	EA	1	\$ 3,500.00	\$ 3,500.00
1.09	Utility Survey and Layout Staking	EA	1	\$ 4,500.00	\$ 4,500.00
1.10	FL/Federal Funding Req. (Not exceed 5% of task order)	%	1	Max. Bid = 5 %	
Subtotal-Section 1					\$ 16,630.00

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
2.00 General Site Work and Site Protection					
2.01	Sediment Barrier (Silt Fence)	LF	1	\$ 4.00	\$ 4.00
2.02	Inlet Protection System	EA	1	\$ 300.00	\$ 300.00
2.03	Clearing and Grubbing	SY	1	\$ 25.00	\$ 25.00
2.04	Removal of Existing Structure	SF	1	\$ 130.00	\$ 130.00
2.05	Removal of Existing Concrete Pavement	SY	1	\$ 20.00	\$ 20.00
2.06	Regular Excavation	CY	1	\$ 45.00	\$ 45.00
2.07	Borrow Excavation, Truck Measure	CY	1	\$ 55.00	\$ 55.00
2.08	Embankment	CY	1	\$ 45.00	\$ 45.00
2.09	Excavation for Structures	CY	1	\$ 40.00	\$ 40.00
Subtotal-Section 2					\$ 664.00

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
3.00 Water Main Potable/Reclaimed (Including fittings, pipe, materials and restoration)					
3.01	Utility Pipe, F&I, Water Main, 2" PVC DR18	LF	1	\$ 55.00	\$ 55.00
3.02	Utility Pipe, F&I, Water Main, 4" PVC DR18	LF	1	\$ 90.00	\$ 90.00
3.03	Utility Pipe, F&I, Water Main, 6" PVC DR18	LF	1	\$ 110.00	\$ 110.00
3.04	Utility Pipe, F&I, Water Main, 8" PVC DR18	LF	1	\$ 130.00	\$ 130.00
3.05	Utility Pipe, F&I, Water Main, 10" PVC DR18	LF	1	\$ 140.00	\$ 140.00
3.06	Utility Pipe, F&I, Water Main, 12" PVC DR18	LF	1	\$ 165.00	\$ 165.00
3.07	Utility Pipe, F&I, Water Main, 16" PVC DR18	LF	1	\$ 190.00	\$ 190.00
3.08	Utility Pipe, F&I, Water Main, 18" PVC DR18	LF	1	\$ 225.00	\$ 225.00
3.09	Utility Pipe, F&I, Water Main, 20" PVC DR18	LF	1	\$ 400.00	\$ 400.00
3.10	Utility Pipe, F&I, Water Main 2" Directional Drill HDD/HDPE	LF	1	\$ 75.00	\$ 75.00
3.11	Utility Pipe, F&I, Water Main 4" Directional Drill HDD/HDPE	LF	1	\$ 90.00	\$ 90.00
3.12	Utility Pipe, F&I, Water Main 6" Directional Drill HDD/HDPE	LF	1	\$ 130.00	\$ 130.00

3.13	Utility Pipe, F&I, Water Main 8" Directional Drill HDD/HDPE	LF	1	\$	160.00	\$	160.00
3.14	Utility Pipe, F&I, Water Main 10" Directional Drill HDD/HDPE	LF	1	\$	240.00	\$	240.00
3.15	Utility Pipe, F&I, Water Main 12" Directional Drill HDD/HDPE	LF	1	\$	300.00	\$	300.00
3.16	Utility Pipe, Water Main, Remove/Dispose, Galv. 0"-1.9"	LF	1	\$	100.00	\$	100.00
3.17	Utility Pipe, Water Main, Remove/Dispose, 2"	LF	1	\$	200.00	\$	200.00
3.18	Utility Pipe, Water Main, Remove/Dispose, 4"	LF	1	\$	400.00	\$	400.00
3.19	Utility Pipe, Water Main, Remove/Dispose, 6"	LF	1	\$	600.00	\$	600.00
3.20	Utility Pipe, Water Main, Remove/Dispose, 8"	LF	1	\$	650.00	\$	650.00
3.21	Utility Pipe, Water Main, Remove/Dispose, 10"	LF	1	\$	700.00	\$	700.00
3.22	Utility Pipe, Water Main, Remove/Dispose, 12"	LF	1	\$	800.00	\$	800.00
3.23	Utility Pipe, Water Main, Plug & Out of Service, 0"-1.9"	LF	1	\$	20.00	\$	20.00
3.24	Utility Pipe, Water Main, Plug & Out of Service, 2"	LF	1	\$	35.00	\$	35.00
3.25	Utility Pipe, Water Main, Plug & Out of Service, 4"	LF	1	\$	40.00	\$	40.00
3.26	Utility Pipe, Water Main, Plug & Out of Service, 6"	LF	1	\$	42.00	\$	42.00
3.27	Utility Pipe, Water Main, Plug & Out of Service, 8"	LF	1	\$	45.00	\$	45.00
3.28	Utility Pipe, Water Main, Plug & Out of Service, 10"	LF	1	\$	50.00	\$	50.00
3.29	Utility Pipe, Water Main, Plug & Out of Service, 12"	LF	1	\$	65.00	\$	65.00
Subtotal-Section 3						\$	6,247.00

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
4.00 Dewatering Equipment not otherwise specified under installation line items					
4.01	Quiet dewatering system (minimum 200 foot with well points for up to 28 days)	LS	1	\$ 13,000.00	\$ 13,000.00
4.02	Driveway Crossings (28 Days each)	LS	1	\$ 900.00	\$ 900.00
4.03	Additional Well Points	EA	1	\$ 10.00	\$ 10.00
4.04	Additional Header pipe	LF	1	\$ 35.00	\$ 35.00
4.05	Sand for well per load (up to 400 foot of well points)	EA	1	\$ 1,100.00	\$ 1,100.00
Subtotal-Section 4					
\$ 1,145.00					

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
5.00 Utility - Water Services (Including fittings, pipe, materials and restoration)					
5.01	Utility Fixture, F&I, Water, Meter and Meter Box on 0"-1.9" WM	EA	1	\$ 1,400.00	\$ 1,400.00
5.02	Utility Fixture, F&I, Water, Backflow Assembly on 0"-1.9" WM	EA	1	\$ 2,500.00	\$ 2,500.00
5.03	Utility Fixture, F&I, Water, Saddle on 0"-1.9" WM	EA	1	\$ 400.00	\$ 400.00
5.04	Utility Fixture, F&I, Water, Gate Valve Assembly on 0"-1.9" WM	EA	1	\$ 450.00	\$ 450.00
5.05	Utility Fixture, F&I, Water, Meter and Meter Box on 2" WM	EA	1	\$ 1,400.00	\$ 1,400.00
5.06	Utility Fixture, F&I, Water, Saddle on 2" WM	EA	1	\$ 400.00	\$ 400.00
5.07	Utility Fixture, F&I, Water, Gate Valve Assembly on 2" WM	EA	1	\$ 500.00	\$ 500.00
5.08	Utility Fixture, F&I, Water, Line Stop Assembly on 2" WM	EA	1	\$ 2,000.00	\$ 2,000.00
5.09	Utility Fixture, F&I, Water, Mech Joint Restraint on 2" WM	EA	1	\$ 200.00	\$ 200.00
5.10	Utility Fixture, F&I, Water, Meter and Meter Box on 4" WM	EA	1	\$ 1,500.00	\$ 1,500.00
5.11	Utility Fixture, F&I, Water, Saddle on 4" WM	EA	1	\$ 400.00	\$ 400.00
5.12	Utility Fixture, F&I, Water, Gate Valve Assembly on 4" WM	EA	1	\$ 1,100.00	\$ 1,100.00
5.13	Utility Fixture, F&I, Water, Line Stop Assembly on 4" WM	EA	1	\$ 2,200.00	\$ 2,200.00
5.14	Utility Fixture, F&I, Water, Mech Joint Restraint on 4" WM	EA	1	\$ 350.00	\$ 350.00
5.15	Utility Fixture, F&I, Water, Meter and Meter Box on 6" WM	EA	1	\$ 1,500.00	\$ 1,500.00
5.16	Utility Fixture, F&I, Water, Saddle on 6" WM	EA	1	\$ 450.00	\$ 450.00
5.17	Utility Fixture, F&I, Water, Gate Valve Assembly on 6" WM	EA	1	\$ 2,200.00	\$ 2,200.00
5.18	Utility Fixture, F&I, Water, Line Stop Assembly on 6" WM	EA	1	\$ 6,000.00	\$ 6,000.00
5.19	Utility Fixture, F&I, Water, Mech Joint Restraint on 6" WM	EA	1	\$ 450.00	\$ 450.00
5.20	Utility Fixture, F&I, Water, Meter and Meter Box on 8" WM	EA	1	\$ 1,500.00	\$ 1,500.00

5.21	Utility Fixture, F&I, Water, Saddle on 8" WM	EA	1	\$	600.00	\$	600.00
5.22	Utility Fixture, F&I, Water, Gate Valve Assembly on 8" WM	EA	1	\$	5,500.00	\$	5,500.00
5.23	Utility Fixture, F&I, Water, Line Stop Assembly on 8" WM	EA	1	\$	12,000.00	\$	12,000.00
5.24	Utility Fixture, F&I, Water, Mech Joint Restraint on 8" WM	EA	1	\$	550.00	\$	550.00
5.25	Utility Fixture, F&I, Water, Meter and Meter Box on 10" WM	EA	1	\$	1,500.00	\$	1,500.00
5.26	Utility Fixture, F&I, Water, Saddle on 10" WM	EA	1	\$	700.00	\$	700.00
5.27	Utility Fixture, F&I, Water, Gate Valve Assembly on 10" WM	EA	1	\$	10,000.00	\$	10,000.00
5.28	Utility Fixture, F&I, Water, Line Stop Assembly on 10" WM	EA	1	\$	14,000.00	\$	14,000.00
5.29	Utility Fixture, F&I, Water, Mech Joint Restraint on 10" WM	EA	1	\$	600.00	\$	600.00
5.30	Utility Fixture, F&I, Water, Meter and Meter Box on 12" WM	EA	1	\$	11,000.00	\$	11,000.00
5.31	Utility Fixture, F&I, Water, Saddle on 12" WM	EA	1	\$	1,100.00	\$	1,100.00
5.32	Utility Fixture, F&I, Water, Gate Valve Assembly on 12" WM	EA	1	\$	10,000.00	\$	10,000.00
5.33	Utility Fixture, F&I, Water, Line Stop Assembly on 12" WM	EA	1	\$	16,000.00	\$	16,000.00
5.34	Utility Fixture, F&I, Water, Mech Joint Restraint on 12" WM	EA	1	\$	600.00	\$	600.00
5.35	Utility Fixture, F&I, 1" Single Short Water Service on 0"-2"	EA	1	\$	1,500.00	\$	1,500.00
5.36	Utility Fixture, F&I, 1" Single Long Water Service on 0"-2"	EA	1	\$	3,500.00	\$	3,500.00
5.37	Utility Fixture, F&I, 1.5" Double Short Water Service on 0"-2"	EA	1	\$	1,700.00	\$	1,700.00
5.38	Utility Fixture, F&I, 1.5" Double Long Water Service on 0"-2"	EA	1	\$	3,700.00	\$	3,700.00
5.43	Utility Fixture, F&I, 1" Single Short Water Service on 4"	EA	1	\$	1,500.00	\$	1,500.00
5.44	Utility Fixture, F&I, 1" Single Long Water Service on 4"	EA	1	\$	3,500.00	\$	3,500.00
5.45	Utility Fixture, F&I, 1.5" Double Short Water Service on 4"	EA	1	\$	1,700.00	\$	1,700.00
5.46	Utility Fixture, F&I, 1.5" Double Long Water Service on 4"	EA	1	\$	3,700.00	\$	3,700.00
5.47	Utility Fixture, F&I, 1" Single Short Water Service on 6"	EA	1	\$	1,500.00	\$	1,500.00
5.48	Utility Fixture, F&I, 1" Single Long Water Service on 6"	EA	1	\$	3,500.00	\$	3,500.00
5.49	Utility Fixture, F&I, 1.5" Double Short Water Service on 6"	EA	1	\$	1,900.00	\$	1,900.00
5.50	Utility Fixture, F&I, 1.5" Double Long Water Service on 6"	EA	1	\$	3,900.00	\$	3,900.00
5.51	Utility Fixture, F&I, 1" Single Short Water Service on 8"	EA	1	\$	1,500.00	\$	1,500.00
5.52	Utility Fixture, F&I, 1" Single Long Water Service on 8"	EA	1	\$	3,500.00	\$	3,500.00
5.53	Utility Fixture, F&I, 1.5" Double Short Water Service on 8"	EA	1	\$	1,900.00	\$	1,900.00
5.54	Utility Fixture, F&I, 1.5" Double Long Water Service on 8"	EA	1	\$	3,900.00	\$	3,900.00
5.55	Utility Fixture, F&I, 1" Single Short Water Service on 10"	EA	1	\$	1,500.00	\$	1,500.00
5.56	Utility Fixture, F&I, 1" Single Long Water Service on 10"	EA	1	\$	3,500.00	\$	3,500.00
5.57	Utility Fixture, F&I, 1.5" Double Short Water Service on 10"	EA	1	\$	1,900.00	\$	1,900.00
5.58	Utility Fixture, F&I, 1.5" Double Long Water Service on 10"	EA	1	\$	3,900.00	\$	3,900.00
5.59	Utility Fixture, F&I, 1" Single Short Water Service on 12"	EA	1	\$	1,500.00	\$	1,500.00
5.60	Utility Fixture, F&I, 1" Single Long Water Service on 12"	EA	1	\$	3,500.00	\$	3,500.00
5.61	Utility Fixture, F&I, 1.5" Double Short Water Service on 12"	EA	1	\$	2,000.00	\$	2,000.00
5.62	Utility Fixture, F&I, 1.5" Double Long Water Service on 12"	EA	1	\$	4,000.00	\$	4,000.00
5.63	Utility Fixture, F&I, Single Meter Box	EA	1	\$	750.00	\$	750.00
5.64	Utility Fixture, F&I, Double Meter Box	EA	1	\$	1,150.00	\$	1,150.00
Subtotal-Section 5						\$	177,150.00

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
6.00 Fire Hydrants					
6.01	Fire Hydrant Assembly, Std 3 Way, F&I, 6"	EA	1	\$	11,000.00
6.02	Fire Hydrant, Adjust & Modify	EA	1	\$	7,500.00
6.03	Fire Hydrant Relocate	EA	1	\$	7,500.00
6.04	Fire Hydrant Remove	EA	1	\$	4,000.00
6.05	FH Assembly Connection Fitting - 6"x6"x6" MJ Tee - FH to Main	EA	1	\$	750.00

6.06	FH Assembly Connection Fitting - 8"x8"x6" MJ Tee - FH to Main	EA	1	\$	900.00	\$	900.00
6.07	FH Assembly Connection Fitting-10"x10"x6" MJ Tee-FH to Main	EA	1	\$	1,400.00	\$	1,400.00
6.08	FH Assembly Connection Fitting-12"x12"x6" MJ Tee-FH to Main	EA	1	\$	1,500.00	\$	1,500.00
6.09	FH Assembly Connection Fitting - 6" MJ 90° Elbow - FH to Main	EA	1	\$	700.00	\$	700.00
6.10	FH Assembly Connection Fitting - 8" MJ 90° Elbow - FH to Main	EA	1	\$	800.00	\$	800.00
6.11	FH Assembly Connection Fitting-10" MJ 90° Elbow - FH to Main	EA	1	\$	1,100.00	\$	1,100.00
6.12	FH Assembly Connection Fitting-12" MJ 90° Elbow - FH to Main	EA	1	\$	1,200.00	\$	1,200.00
Subtotal-Section 6						\$	38,350.00

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
7.00 Utility - Sewer Service (Including fittings, pipe, materials and restoration)					
7.01	Utility Pipe, F&I, Sewer, 2" PVC DR18	LF	1	\$ 45.00	\$ 45.00
7.02	Utility Pipe, F&I, Sewer, 4" PVC DR18	LF	1	\$ 60.00	\$ 60.00
7.03	Utility Pipe, F&I, Sewer, 6" PVC DR18	LF	1	\$ 120.00	\$ 120.00
7.04	Utility Pipe, F&I, Sewer, 8" PVC DR18	LF	1	\$ 300.00	\$ 300.00
7.05	Utility Pipe, F&I, Sewer, 10" PVC DR18	LF	1	\$ 400.00	\$ 400.00
7.06	Utility Pipe, F&I, Sewer, 12" PVC DR18	LF	1	\$ 500.00	\$ 500.00
7.07	Utility Pipe, Sewer, Remove/Dispose, 4"	LF	1	\$ 40.00	\$ 40.00
7.08	Utility Pipe, Sewer, Remove/Dispose, 6"	LF	1	\$ 60.00	\$ 60.00
7.09	Utility Pipe, Sewer, Remove/Dispose, 8"	LF	1	\$ 70.00	\$ 70.00
7.10	Utility Pipe, Sewer, Remove/Dispose, 10"	LF	1	\$ 80.00	\$ 80.00
7.11	Utility Pipe, Sewer, Remove/Dispose, 12"	LF	1	\$ 95.00	\$ 95.00
7.12	Utility Fixture, F&I, 6" Single Short Sewer Service on 6"	EA	1	\$ 2,000.00	\$ 2,000.00
7.13	Utility Fixture, F&I, 6" Single Long Sewer Service on 6"	EA	1	\$ 7,500.00	\$ 7,500.00
7.14	Utility Fixture, F&I, 6" Single Short Sewer Service on 8"	EA	1	\$ 2,500.00	\$ 2,500.00
7.15	Utility Fixture, F&I, 6" Single Long Sewer Service on 8"	EA	1	\$ 11,000.00	\$ 11,000.00
7.16	Utility Fixture, F&I, 6" Single Short Sewer Service on 10"	EA	1	\$ 2,600.00	\$ 2,600.00
7.17	Utility Fixture, F&I, 6" Single Long Sewer Service on 10"	EA	1	\$ 11,100.00	\$ 11,100.00
7.18	Utility Fixture, F&I, 6" Single Short Sewer Service on 12"	EA	1	\$ 2,600.00	\$ 2,600.00
7.19	Utility Fixture, F&I, 6" Single Long Sewer Service on 12"	EA	1	\$ 12,000.00	\$ 12,000.00
7.20	Utility Fixture, F&I, 6" Cleanout Sewer on 6"	EA	1	\$ 800.00	\$ 800.00
7.21	Utility Fixture, F&I, 6" Cleanout Sewer on 8"	EA	1	\$ 950.00	\$ 950.00
7.22	Utility Fixture, F&I, 6" Cleanout Sewer on 10"	EA	1	\$ 1,000.00	\$ 1,000.00
7.23	Utility Fixture, F&I, 6" Cleanout Sewer on 12"	EA	1	\$ 1,000.00	\$ 1,000.00
7.24	Sewer Manhole Complete Depth 0 to 8 foot	EA	1	\$ 12,000.00	\$ 12,000.00
7.25	Sewer Manhole Complete Depth 8.1 to 16 foot	EA	1	\$ 40,000.00	\$ 40,000.00
7.26	Sewer Manhole Complete Depth 16.1 to 24 foot	EA	1	\$ 115,000.00	\$ 115,000.00
7.27	Connect to Sewer Manhole	EA	1	\$ 3,500.00	\$ 3,500.00
				Subtotal-Section 7	\$ 227,320.00

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
8.00 Supplemental and Emergency Services (Hourly labor rates with appropriate equipment and tools for response as needed)					
8.01	Mobilization for supplemental and emergency response	LS	1	\$ 14,000.00	\$ 14,000.00
8.02	Crew Regular (Minimum 4 HRs)	HR	1	\$ 2,200.00	\$ 2,200.00
8.03	Crew After-Hr Response Typically 5PM to 6AM (Min. 4 HRs)	HR	1	\$ 3,000.00	\$ 3,000.00
8.04	Dump Truck with Operator (Min. 4 HRs)	HR	1	\$ 400.00	\$ 400.00
8.05	Additional Labor (Min. 4 HRs)	HR	1	\$ 100.00	\$ 100.00
				Subtotal-Section 8	\$ 19,700.00

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
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9.00 Concrete and Temporary Road Plat Services.					
9.01	Sidewalk Concrete, 4" thick	SY	1	\$ 100.00	\$ 100.00
9.02	Sidewalk Concrete, 6" thick	SY	1	\$ 150.00	\$ 150.00
9.03	Driveway Apron Concrete, 6" thick	SY	1	\$ 150.00	\$ 150.00
9.04	Steel Vehicular Plates, Temp., F&I 8' W x 10' L x 1" thick	EA	1	\$ 3,500.00	\$ 3,500.00
Subtotal-Section 10					\$ 3,900.00

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
10.00 Roadway and Right of Way Subbase Restoration					
10.01	Stabilization Fill (FDOT Standard)	SY	1	\$ 55.00	\$ 55.00
10.02	Optional Base Group 06 or 8" Lime rock (FDOT Standard)	SY	1	\$ 100.00	\$ 100.00
10.03	Temporary Asphalt Patching (cold or hot patch up to 2" thick)	SY	1	\$ 220.00	\$ 220.00
Subtotal-Section11					\$ 375.00

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
11.00 Stormwater Improvements and Restoration					
11.01	Curb Inlet Complete, F&I-TypeP, 4'Dia Rnd, Type1 Top, 6' OAH	EA	1	\$ 9,000.00	\$ 9,000.00
11.02	Curb Inlet Complete, F&I-TypeP, 4'Dia Rnd, Type2 Top, 6' OAH	EA	1	\$ 10,000.00	\$ 10,000.00
11.03	Curb Inlet Complete, F&I-TypeJ, 5'Dia Rnd, Type1 Top, 6' OAH	EA	1	\$ 13,000.00	\$ 13,000.00
11.04	Curb Inlet Complete, F&I-Type J, 5' Dia Rnd, Type2 Top, 6' OAH	EA	1	\$ 14,000.00	\$ 14,000.00
11.05	Curb Inlet Complete, F&I-TypeP, 4' Dia Rnd, Type5 Top, 6' OAH	EA	1	\$ 9,000.00	\$ 9,000.00
11.06	Curb Inlet Complete, F&I-TypeP, 4' Dia Rnd, Type6 Top, 6' OAH	EA	1	\$ 10,000.00	\$ 10,000.00
11.07	Curb Inlet Complete, F&I-TypeJ, 5' Dia Rnd, Type5 Top, 6' OAH	EA	1	\$ 13,000.00	\$ 13,000.00
11.08	Curb Inlet Complete, F&I-TypeJ, 5' Dia Rnd, Type6 Top, 6' OAH	EA	1	\$ 14,000.00	\$ 14,000.00
11.09	Ditch Bottom Inlet, F&I -Type C, 3' Square, 6' OAH	EA	1	\$ 5,000.00	\$ 5,000.00
11.10	Ditch Bottom Inlet, F&I -Type D, 5' Square, 6' OAH	EA	1	\$ 6,500.00	\$ 6,500.00
11.11	Ditch Bottom Inlet, F&I -Type E, 4' Square, 6' OAH	EA	1	\$ 9,500.00	\$ 9,500.00
11.12	Ditch Bottom Inlet, F&I -Type H, 4 x 7 Rectangle, 6' OAH	EA	1	\$ 12,000.00	\$ 12,000.00
11.13	USF 5100 Valley Gutter Inlet Frame and 6147 Grate or Equiv.	EA	1	\$ 5,500.00	\$ 5,500.00
11.14	Manhole Complete, F&I-TypeP, 4' Dia. Rnd, Type8 Top, 6' OAH	EA	1	\$ 12,000.00	\$ 12,000.00
11.15	Manhole Adjust to Grade Existing	EA	1	\$ 2,000.00	\$ 2,000.00
11.16	Pipe Culvert, F&I, RCP, Round, 15"	LF	1	\$ 125.00	\$ 125.00
11.17	Pipe Culvert, F&I, RCP, Round, 18"	LF	1	\$ 150.00	\$ 150.00
11.18	Pipe Culvert, F&I, RCP, Round, 24"	LF	1	\$ 275.00	\$ 275.00
11.19	Pipe Culvert, F&I, RCP, Round, 30"	LF	1	\$ 330.00	\$ 330.00
11.20	Pipe Culvert, F&I, RCP, Round, 36"	LF	1	\$ 400.00	\$ 400.00
11.21	Pipe Culvert, F&I, RCP, Round, 42"	LF	1	\$ 550.00	\$ 550.00
11.22	Pipe Culvert, F&I, RCP, Round, 48"	LF	1	\$ 650.00	\$ 650.00
11.23	Pipe Culvert, F&I, RCP, Round, 54"	LF	1	\$ 750.00	\$ 750.00
11.24	Pipe Culvert, F&I, RCP, Round, 60"	LF	1	\$ 900.00	\$ 900.00
11.25	Pipe Culvert, F&I, ERCP, Round, 12 x 18" (15")	LF	1	\$ 175.00	\$ 175.00
11.26	Pipe Culvert, F&I, ERCP, Round, 14 x 23" (18")	LF	1	\$ 260.00	\$ 260.00
11.27	Pipe Culvert, F&I, ERCP, Round, 19 x 30" (24")	LF	1	\$ 310.00	\$ 310.00
11.28	Pipe Culvert, F&I, ERCP, Round, 24 x 38" (30")	LF	1	\$ 440.00	\$ 440.00
11.29	Pipe Culvert, F&I, ERCP, Round, 29 x 45" (36")	LF	1	\$ 500.00	\$ 500.00
11.30	Pipe Culvert, F&I, ERCP, Round, 34 x 53" (42")	LF	1	\$ 570.00	\$ 570.00
11.31	Pipe Culvert, F&I, ERCP, Round, 38 x 60" (48")	LF	1	\$ 750.00	\$ 750.00
11.32	Pipe Culvert, F&I, ERCP, Round, 43 x 68" (54")	LF	1	\$ 950.00	\$ 950.00
11.33	Pipe Culvert, F&I, HDPE, Round, 12"	LF	1	\$ 110.00	\$ 110.00
11.34	Pipe Culvert, F&I, HDPE, Round, 15"	LF	1	\$ 125.00	\$ 125.00

11.35	Pipe Culvert, F&I, HDPE, Round, 18"	LF	1	\$	200.00	\$	200.00
11.34	Pipe Culvert, F&I, HDPE, Round, 24"	LF	1	\$	275.00	\$	275.00
11.35	Pipe Culvert, F&I, HDPE, Round, 30"	LF	1	\$	450.00	\$	450.00
11.36	Pipe Culvert, F&I, HDPE, Round, 36"	LF	1	\$	550.00	\$	550.00
11.37	Mitered End Section Complete, F&I, RCP, Round, 15" Pipe	EA	1	\$	3,500.00	\$	3,500.00
11.38	Mitered End Section Complete, F&I, RCP, Round, 18" Pipe	EA	1	\$	4,000.00	\$	4,000.00
11.39	Mitered End Section Complete, F&I, RCP, Round, 24" Pipe	EA	1	\$	5,000.00	\$	5,000.00
11.40	Mitered End Section Complete, F&I, RCP, Round, 30" Pipe	EA	1	\$	7,000.00	\$	7,000.00
Subtotal-Section 12						\$	173,795.00

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
12.00 Landscape Restoration					
12.01	Turf Sod (installation and rolling of Bahia or St. Augustine)	SY	1	\$ 10.00	\$ 10.00
12.01	Irrigation System Repairs	EA	1	\$ 2,500.00	\$ 2,500.00
				Subtotal-Section 13	\$ 2,510.00

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price \$'s	Extended Price \$'s for Task Order
13.00 Out-of-Scope Items					
13.01	Out of Scope Item(s) includes receiving, installation and tax. The Contractor shall receive quotes for all out of scope items. Out of scope items may not exceed 10% markup. The City reserves option to owner direct purchase materials under ODP guidelines. (The total Out of Scope item(s) may not exceed 49% of Total Work Order Assignment)	LS	No Bid Item	TBA 10 % maximum markup	

TOTAL EXTENDED PRICE OF ALL LINE ITEMS 1.00 to 12.00 (Base Quantity = 1 for bid evaluation only)		\$	\$	667,786.00
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Unit Price and Quantity will be issued to determine future project and restoration services cost, as requested.

Please provide a detailed description of all costs associated with the process:

Bid prices must include all freight charges and delivery charges for any and all material delivered to the work sight. Prices to be per scope of services in bid and as outlined in Exhibit A and Exhibit B. Prices are to be annualized. Payments are to be made monthly.

THE ABOVE AMOUNTS INCLUDE SALARY COST, FRINGE BENEFITS, OVERHEAD, OPERATING MARGIN AND PROFIT, AND ALL DIRECT AND INDIRECT EXPENSES.

PLEASE INCLUDE ABOVE ANY OTHER POTENTIAL ADDITIONAL SERVICES THAT MAY BE REQUIRED AND ASSOCIATED COSTS.

Authorized Signature

Matt Blanton / President

Printed Name & Title

Cathcart Construction Company - Florida, LLC

Company

2-21-24

Date

1056 Willa Springs Dr

Address

Winter Springs, FL 32708

City, State, Zip Code

(407) 629-2900

Telephone No.

MBlanton@CathcartConstructionCompany.com

Email Address.



**ADDENDUM NUMBER
RFP 24-PW-01
UTILITY INFRASTRUCTURE CONSTRUCTION & RESTORATIONS
SERVICES
CITY OF HOLLY HILL**

To All Plan Holders:

The following changes, clarifications and additions are hereby made part of the **RFP 24-PW-01** for the above request for **UTILITY INFRASTRUCTURE CONSTRUCTION & RESTORATIONS SERVICES** as fully and completely as if the same were fully set forth therein. All required forms (must be included in the submitted RFQ or it will be declared Non-Responsive.

GENERAL

1) RFP 24-PW-01

Revised Pages:

Page 2 – Added intent to replace galvanized pipe and services

Page 43 – Added Line item 1.10 for FL/Federal Fund Requirements

Line Item 1.10 has been added to the Technical Specification SECTION 1.03 J as:

Section 1.03J - FL/FEDERAL FUNDING REQUIREMENTS – 1.10: This is a Percentage (%) of the total work effort to meet FL/Federal funding requirements when applicable to a task order funded by the State of Florida or Federal monies for Municipal reimbursement. Requirements include but are not limited to American Iron and Steel (AIS) and Davis Bacon wages as required under a specific Task Order. This item shall reflect an increase in the total task price as an added percentage of the unit pricing for the services requested. The percentage for meeting the State and Federal funding requirements shall not exceed 5% the total tasks order of the project.

QUESTIONS AND ANSWERS

- 1) **QUESTION:** the Itemized Bid Worksheet Form attached is requesting our maximum bid price, based on today's market prices without the ability to adjust with future market conditions. Is this correct?
RESPONSE: Yes, the line items prices are "maximum" costs for approved contract year. Refer to Page 5 of the RFP which states the conditions of pricing as, "All prices quoted shall remain firm for the duration of that renewal year."
- 2) **QUESTION:** Also, the winning contractor will sign a one-year contract with the ability for renewal by the city manager for up to 4 additional 1-year terms and this is the only time pricing can adjust.
RESPONSE: Yes, the line item prices are "maximum" costs annually. Refer to Page 5 of the RFP which states, "The term of this agreement shall be for (1) one year beginning on the date the contract is

RFP 24-PW-01

1

issued. This contract may be renewed by the City Manager for up to four (4) additional one-year periods. The City will request new pricing prior to issuance of the renewal and determine if unit prices are within reasonable construction industry standards costs. All prices quoted shall remain firm for the duration of that renewal year."

3) QUESTION: Is this truly the intent of this RFP? _

RESPONSE: Yes, it is a "Request for Pricing" with vendor qualification and ability to respond considerations for award. Refer to pages 17 to 21 that describe the "Response Format."

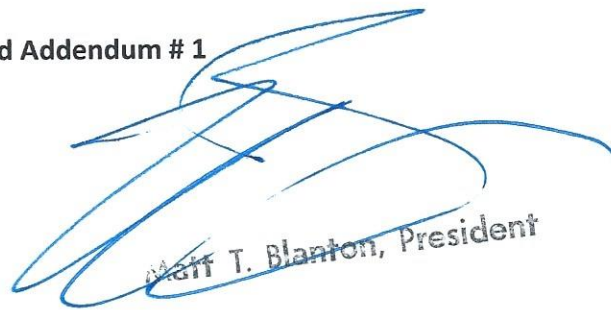
4) QUESTION: Can I put pricing together for modular solutions for the job?

RESPONSE: No, there is no anticipated modular storage containers anticipated for this contract.

5) QUESTION: Have you selected a General Contract for the project yet?

RESPONSE: No, the project has not be awarded. Refer to page 6 that describes the anticipated Proposal Opening Date as Feb 22, 2024 at 10AM with a tentative award date of March 12, 2024.

End Addendum # 1



Matt T. Blanton, President

Evaluation Committee Evaluation Form
RFP #24-PW-01
Evaluation Committee Meeting Feb. 28

Evaluator Name John R. Dally

Vendor	Proposal Previous Local Experience and Emergency Repsonse (30 Points)	Capity to Preform (30 Points)	Cost Proposal Weighted Value (40 Points)	Total Points	Ranking
Cathcart Const	28	30	24.1	82.1	2
Black Sands Devl.	30	27	40.0	97	1

Proposed Weighted Multiplier of 40% of an available 100% total Value Points (Cost Proposal Calculation of Weighted Value per Page 20 of RFP)					
Vendor	Proposal Cost	Lowest Cost	% of Low	Mutiplier	Total Pionts Assigned
Cathcart Const	\$ 667,786.00	\$ 402,271.41	60%	40	24.1
Black Sands Devl.	\$ 402,271.41	\$ 402,271.41	100%	40	40.0

Evaluation Committee Evaluation Form
RFP #24-PW-01
Evaluation Committee Meeting Feb. 28

Evaluator Name Steven Juengst

Vendor	Proposal Previous Local Experience and Emergency Response (30 Points)	Capacity to Perform (30 Points)	Cost Proposal Weighted Value (40 Points)	Total Points	Ranking
Cathcart Const	30	20	24.1	74.1	2
Black Sands Devl.	23	25	40.0	88	1

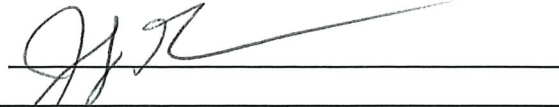
Proposed Weighted Multiplier of 40% of an available 100% total Value Points (Cost Proposal Calculation of Weighted Value per Page 20 of RFP)					
Vendor	Proposal Cost	Lowest Cost	% of Low	Multiplier	Total Points Assigned
Cathcart Const	\$ 667,786.00	\$ 402,271.41	60%	40	24.1
Black Sands Devl.	\$ 402,271.41	\$ 402,271.41	100%	40	40.0

Evaluation Committee Evaluation Form

RFP #24-PW-01

Evaluation Committee Meeting Feb. 28

Evaluator Name



Vendor	Proposal Previous Local Experience and Emergency Response (30 Points)	Capacity to Perform (30 Points)	Cost Proposal Weighted Value (40 Points)	Total Points
Cathcart Const	26	28	24.1	78.1
Black Sands Devl.	28	28	40.0	96

2
1

Proposed Weighted Multiplier of 40% of an available 100% total Value Points
(Cost Proposal Calculation of Weighted Value per Page 20 of RFP)

Vendor	Proposal Cost	Lowest Cost	% of Low	Multiplier
Cathcart Const	\$ 667,786.00	\$ 402,271.41	60%	40
Black Sands Devl.	\$ 402,271.41	\$ 402,271.41	100%	40



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

5.2

**City Commission
Agenda Item**

MEETING DATE: March 12, 2024
FROM: Joseph Forte
SUBJECT: Letter of Authorization for Mosquito Control Low Flying
Treatments
NUMBER: (ID # 4437)
APPLICANT:
PLANNER:

DISCUSSION:

The City Manager received a Letter of Authority from Volusia County Mosquito Control requesting the city provide authorization, from present day through June 30, 2026, for them to perform low-level flights over the city in connection with their aerial inspection and spraying operations. The spraying consists of the application of insecticides for the control of adult and larval mosquitoes, in compliance with FAA regulations.

The city has historically signed this authorization.

FISCAL ANALYSIS:

None

STAFF RECOMMENDATION:

Approve the Letter of Authorization and authorize the city manager to execute the authorization.

COMMISSION GOAL:

N/A

MOTION:

Approve the Letter of Authorization and authorize the City Manager to execute the authorization.

- Letter of Authorization for Mosquito Control (PDF)



PUBLIC WORKS DEPARTMENT
MOSQUITO CONTROL DIVISION

Marcus McDonough
MOSQUITO CONTROL DIRECTOR

801 South Street, New Smyrna Beach, Florida 32168
Phone: (386) 424-2920 • Fax: (386) 424-2924
mmcdonough@volusia.org

February 29, 2024

City Manager Joseph Forte
City of Holly Hill
1065 Ridgewood Ave
Holly Hill, FL 32117

Dear City Manager Forte,

Attached in this correspondence is a **Letter of Authority** which I am requesting to be filled out and returned to the listed address above. As in the past, per Federal Aviation Administration (FAA) regulations, this authorizes us to perform low level flights, inspection, and application of insecticides in your city to provide aerial mosquito control services.

Please return the completed and signed Letter of Authority by **April 15, 2024**. Please notify me if you need additional time to complete this form. Your prompt attention to this request is greatly appreciated. If you have questions, please feel free to contact me or the Airborne Operations Supervisor, Mark Stanley at (386) 424-2920.

Respectfully,

A handwritten signature in blue ink, appearing to read "Mr. McDonough", is written over a horizontal line.

Marcus McDonough
Volusia County Mosquito Control Director
CC: Mark Stanley, Airborne Operations Supervisor



PUBLIC WORKS DEPARTMENT
MOSQUITO CONTROL DIVISION

Letter of Authority

We hereby give authorization, during the calendar year 2024 through June 30, 2026, to the East Volusia County Mosquito Control Taxing District (County of Volusia, Mosquito Control Division) to perform low-level flights over our city/jurisdiction in connection with their aerial inspection and application of insecticides for the control of adult and larval mosquitoes, in compliance with the FAA regulations explained in a letter from Volusia County Mosquito Control.

SIGNED: _____

DATE: _____

NAME: _____

TITLE: _____

CITY/TOWN/COUNTY: _____

STATE: _____

ZIP CODE: _____



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

**City Commission
Agenda Item**

5.3

MEETING DATE: March 12, 2024
FROM: Jeff Miller
SUBJECT: Interagency Agreement Between Volusia Sheriff's Office and Holly Hill Police Department for Criminal Justice Information Exchange and Use
NUMBER: (ID # 4435)
APPLICANT:
PLANNER:

DISCUSSION:

The Volusia Sheriff's Office (VSO) currently provides the Holly Hill Police Department (HHPD) with centralized communications, an electronic records management system (RMS), computer-aided dispatch (CAD), mobile fingerprint-based identification system and an electronic traffic citation system with access to Criminal Justice Information (CJI) at no cost. During a prior Florida Department of Law Enforcement (FDLE) CJI audit it was determined that a formal agreement between VSO and HHPD was required by the Federal Bureau of Investigations (FBI) for the usage of the CJI that is shared between the agencies.

This is updating the MOU listing the new police chief - Jeffrey J. Miller

FISCAL ANALYSIS:

There is no cost associated with the Memorandum of Understanding with VSO for the continued usage and exchange of Criminal Justice Information with associated systems.

STAFF RECOMMENDATION:

Approve the Holly Hill Police Department's entry into a Memorandum of Understanding with VSO for the continued usage and exchange of Criminal Justice Information with associated systems.

COMMISSION GOAL:

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

MOTION:

Motion to approve the Holly Hill Police Department's entry into a Memorandum of Understanding with VSO for the continued usage and exchange of Criminal Justice Information with associated systems and to authorize the Police Chief to execute the Agreement.

- Interagency Agreement with VCSO and HHPD (PDF)

**INTERAGENCY AGREEMENT BETWEEN
VOLUSIA SHERIFF'S OFFICE AND HOLLY HILL POLICE DEPARTMENT
FOR CRIMINAL JUSTICE INFORMATION EXCHANGE AND USE**

WHEREAS, The Volusia Sheriff's Office hereafter referred to as VSO, and the Holly Hill Police Department, hereafter referred to as HHPD, are criminal justice agencies, formally recognized by the Federal Bureau of Investigations (FBI) and the Florida Department of Law Enforcement (FDLE); and

WHEREAS, The VSO maintains an electronic records management system (RMS) for the creation and storage of offense reports, arrest reports, and affidavits containing criminal justice information hereafter referred to as CJI; and

WHEREAS, The VSO maintains a computer-aided dispatch (CAD) system, a mobile fingerprint-based identification system, and an electronic traffic citation system with access to CJI from state and national criminal justice information systems; and

WHEREAS, The HHPD wishes to utilize VSO maintained electronic systems to routinely receive CJI for the administration of criminal justice;

NOW THEREFORE, The parties agree as follows:

1. The VSO will grant access to the RMS, CAD system, mobile fingerprint-based identification system, and electronic traffic citation system provided to the HHPD through the VSO Virtual Private Network.
2. The VSO will provide the HHPD with CJI for criminal justice purposes at no cost to the HHPD.

3. As per the agreement between the VSO and the State Attorney's Office 7th Circuit, the Volusia County Clerk of the Courts, and the Volusia County Department of Corrections, all arrest reports and affidavits submitted electronically by the HHPD via VSO-maintained systems will be automatically disseminated to the above mentioned criminal justice agencies.
4. The HHPD agrees to abide by all applicable local, state and federal laws, rules and regulations, with regards to the use of said electronic systems.
5. The HHPD agrees to abide by all the terms and conditions of the current Criminal Justice User Agreement executed between the FDLE and the VSO. The terms and conditions include but are not limited to the FBI CJIS Security Policy.
6. The HHPD agrees that it shall make use of CJI for authorized criminal justice purposes only.
7. The HHPD will disseminate CJI-related information obtained from the VSO-maintained systems only for criminal justice purposes.
8. The HHPD will maintain any CJI obtained from the VSO-maintained systems in a secure place and will destroy records containing such information in compliance with all applicable federal and state laws and the FBI CJIS Security Policy.
9. All CJIS data transmitted over any public network segment must be encrypted as required by the FBI CJIS Security Policy.
10. To the extent provided by the laws of Florida, the HHPD agrees to be responsible for the violations, negligent acts or omissions of its personnel arising out of or involving any information contained in, received from, entered into or through the receipt of the records.

11. The HHPD must ensure all devices with connectivity to CJI employ virus protection software and such software shall be maintained in accordance with the software vendor's published updates; and will promptly and fully patch Windows and other software present on all such devices, after any necessary testing, upon such patches becoming available.
12. CJI may only be accessed via computers or interface devices owned by the HHPD or contracted entity. Personally owned devices shall not be authorized to access, process, store or transmit CJI. Vendors under contract with HHPD may be allowed access provided all requirements of the FBI CJIS Security Addendum are complied with and member security training is current as required by the FBI CJIS Security Policy.
13. All policies, procedures and operating instructions contained in the FBI CJIS Security Policy are hereby incorporated into and made a part of this agreement, except to the extent that they are inconsistent herewith or legally superseded by higher authority.
14. The HHPD will have a written policy for discipline of personnel who access CJI via the VSO-maintained systems for purposes that are not authorized, disclose information to unauthorized individuals or in an unauthorized manner, or violate CJIS rules, regulations or operating procedures and will provide a copy of that policy to the VSO for its records.
15. The VSO staff and HHPD personnel shall submit instances of violations of this agreement to the proper point of contact within the VSO for follow-up.
16. The HHPD will provide a point of contact to the VSO for the purpose of receiving and disseminating, as appropriate, information concerning unauthorized publication or release of CJI obtained from VSO-maintained systems for follow-up and disciplinary action as appropriate. The HHPD will conduct appropriate follow-up and will notify the VSO of the outcome of investigations related to violations of this agreement.

17. The VSO has an obligation to report instances of misuse to the FDLE for follow up of applicable investigation and applicable discipline in compliance with the FBI CJIS Security Policy.
18. The VSO reserves the right to deny CJI or related records to any individual or agency based on valid, articulable concerns for the security and integrity of CJIS and related programs/systems information.
19. Either party may terminate this agreement upon thirty (30) days written notice, except that the VSO may terminate this agreement immediately and without notice upon finding that the HHPD has violated the terms of this agreement.

This agreement constitutes the entire agreement of the parties and may not be modified as amended without written agreement executed by both parties.

VOLUSIA SHERIFF'S OFFICE

HOLLY HILL POLICE DEPARTMENT

BY: _____
Sheriff Michael J. Chitwood

BY: _____
Chief Jeffrey J. Miller

Date: _____

Date: _____

ATTEST

ATTEST

BY: _____

BY: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



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

**City Commission
Resolution**

MEETING DATE: March 12, 2024
FROM: Antoine Khoury
SUBJECT: A Resolution of the City Commission of the City of Holly Hill, Florida, Rejecting All Bids for Contractuion of Lift Station #4; Authorizing the City Manager to Execute Change Order #2 for Lift Station #4 Replacement Project Design Modifications in the Amount of \$6,430.00, Bringing the Total Cost of Professional Design Services to an Amount Not to Exceed \$61,970.00; Providing for Severability; and Providing for an Effective Date.

NUMBER: 2024-R-14
APPLICANT:
PLANNER:

DISCUSSION:

On July 26, 2022, the City Commission approved an agreement with Parker Mynchenberg and Associates, Inc., for the design, permitting and bidding assistance of the Lift Station #4 replacement project. This major lift station, located at 345 10th Street, is 58 years old and the structure and mechanical equipment are in need of replacement. In November 22, 2022, Change Order #1 was executed in the amount of \$2,520.00 for Geotechnical engineering consultant work. This brought the total cost of design to \$55,540.00.

The design was completed and the bid for construction advertised on March 26, 2023. Unfortunately, due to post-COVID, equipment availability and market volatility issues, the bids received were significantly over the project budget, causing the City staff to recommend that the Commission reject all the bids while staff develops a new strategy.

Staff developed a more cost-effective strategy to purchase key equipment such as pumps, motors, controllers and by-pass pumps with significant lead time directly and rebid the project when the materials were received.

Change Order #2 from Parker Mynchenberg & Associates, Inc., for alternative bidding modifications and bidding services is proposed for the amount of \$6,430.00. This change order is included under "Exhibit A".

FISCAL ANALYSIS:

The cost of the agreement for design, permitting, bidding of the Lift Station #4 Replacement Project is currently \$55,540.00. Change Order #2 for value engineered bid modifications and

rebidding services are proposed for the amount of \$6,430.00, bringing the total design cost to \$61,970.00.

Adequate funding for professional consulting services are budgeted into general ledger account 407-8110-580-6300 under project code 22WW05.

STAFF RECOMMENDATION:

Authorize the City Manager to execute Change Order #2 with Parker Mynchenberg & Associates, Inc., in the amount of \$6,430.00 in order to facilitate the valued engineered bid modifications and bidding of the Lift Station #4 Replacement Project.

COMMISSION GOALS:

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

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

MOTION:

THE CITY COMMISSION MOVES TO REJECT ALL BIDS FOR THE CONSTRUCTION OF LIFT STATION #4 AND AUTHORIZE THE CITY MANAGER TO EXECUTE CHANGE ORDER #2 WITH PARKER MYNCHENBERG & ASSOCIATES, INC., IN THE AMOUNT OF \$6,430.00, BRINGING THE TOTAL COST OF DESIGN SERVICES FOR THE LIFT STATION #4 REPLACEMENT PROJECT TO AN AMOUNT NOT TO EXCEED \$61,970.00.

ATTACHMENTS:

- Exhibit A - Parker Mynchenberg Change Order 2 (PDF)

Resolution No. 2024-14

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, REJECTING ALL BIDS FOR CONTRACTUION OF LIFT STATION #4; AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER #2 FOR LIFT STATION #4 REPLACEMENT PROJECT DESIGN MODIFICATIONS IN THE AMOUNT OF \$6,430.00, BRINGING THE TOTAL COST OF PROFESSIONAL DESIGN SERVICES TO AN AMOUNT NOT TO EXCEED \$61,970.00; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, REJECTING ALL BIDS FOR THE CONSTRUCTION OF LIFT STATION #4; AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER #2 FOR LIFT STATION #4 REPLACEMENT PROJECT DESIGN MODIFICATIONS IN THE AMOUNT OF \$6,430.00, BRINGING THE TOTAL COST OF PROFESSIONAL DESIGN SERVICES TO AN AMOUNT NOT TO EXCEED \$61,970.00; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission approved an agreement for the design, permitting and bidding assistance for the Lift Station #4 Replacement Project with Parker Mynchenberg & Associates, Inc., on July 26, 2022; and

WHEREAS, Change Order #1 in the amount of \$2,520.00 was approved at the staff level for Geotechnical engineering services on November 22, 2022; and

WHEREAS, this project was bid for construction on March 26, 2022, however bids received were at a cost significantly exceeding the project budget; and

WHEREAS, City staff recommends the City Commission rejects all bids for the construction of Lift Station #4, and

WHEREAS, the provision of value engineered bid modifications are recommended in order to reduce construction costs, causing a change in bid specifications; and

WHEREAS, a proposal for Change Order #2 was received from Parker Mynchenberg & Associates, Inc., in the amount of \$6,430.00 in order to modify the completed bid packet to value engineered specifications.

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 reject all bids for the construction of Lift Station #4 and authorizes the City Manager to execute Change Order #2 for Lift Station #4 Replacement Project Design Modifications in the amount of \$6,430.00, bringing the total cost of design services to an amount not to exceed \$61,970.00.

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 12th day of MARCH, 2024.

PARKER MYNCHENBERG & ASSOCIATES, INC.

1729 Ridgewood Avenue
 Holly Hill, Florida 32117
 (386) 677-6891
 FAX (386) 677-2114
 E-Mail: info@parkermynchenberg.com

February 22, 2024

Mr. Josef Grusauskas
 Deputy Public Works Director/Utilities Manager
 City of Holly Hill
 453 LPGA Blvd.
 Holly Hill, FL 32117

Via email: jgrusauskas@hollyhillfl.org

**Re: CITY OF HOLLY HILL – LIFT STATION 4 REPLACEMENT
 Change Order #2
 Professional Engineering Services Proposal**

Dear Mr. Dally:

We are pleased to offer the Professional Engineering Services for replacement of Lift Station 4 project. The Scope of Work to re-bid this project with equipment purchased by the City.

This Professional Services Proposal includes design, permitting, bidding, and construction phase services.

The Scope of Work is as follows:

PART A – ADDITIONAL SERVICES - REBIDDING

1. Revise plans and bid documents for re-bid
2. Attend pre-bid meeting
3. Provide responses to bidder questions
4. Prepare agenda
5. Review bids and prepare a bid tabulation
6. Prepare an award recommendation letter

PART B – MISCELLANEOUS

1. Expenses (including reproducibles, mileage, postage, etc.)

Not included in the above Scope of Work are as follows:

1. Permit application and fees (to be borne by the Owner).
2. Boundary, topographic, jurisdictional wetland, and tree survey (by a registered land surveyor).
3. Preparation of Easement Sketch and Legal Descriptions (if required).
4. Wetland Jurisdictional determination/flagging (including but not limited to vegetation mapping, on-site endangered or protected species inventory and environmental permitting associated with site plan approval, stormwater and dredge and fill permitting (mitigation plan) (if required) (PMA to provide environmental ACOE consultant, dredge and fill exhibit only). Obtaining the Army Corp of Engineer's Permit for wetlands impacts is the sole responsibility of the environmental consultant. PMA will assist with exhibits etc. However, the wetland jurisdiction impacts, mitigation plan, and obtaining the permit are NOT included in PMA's scope of work.
5. Preparation of Architectural Building Plans and Elevations. (to be prepared by Project Architect).
6. Preparation of Signage Plans (to be provided by architect or sign company).
7. Geotechnical Soil Testing (to be performed by a Geotechnical Engineer) (if required).
8. Cultural Assessment Survey and Report in response to the Division of Historical Resources (if required).
9. Preparation and assistance associated with LEED design certification.
10. Title Opinion.
11. Traffic Studies (to be prepared by Traffic Engineer) (if required).
12. Preparation of Environmental Reports (if required by the County/SJRWMD).
13. Comprehensive Plan, Rezoning Amendments and Future Land Use Modification (if required).

Mr. Josef Grusausks
City of Holly Hill
Lift Station 4 Replacement
Change Order #2
 February 22, 2024
 Page 2 of 4

14. Preparation of Structural Permit Applications.
15. Preparation of Colored Renderings.
16. Preparation of a Lighting Plan including Photometric Plan and Lift Station Electrical Service and Electrical Design. (to be prepared by an Electrical Engineer).
17. Gopher Tortoise Survey or Permitting Relocation.
18. Preparation of an Endangered and Threatened Species Report.
19. Onsite Construction supervision.
20. Electrical Service or Distribution Design (by Electrical Engineer).
21. Attendance at Public Hearings, including Neighborhood Meetings, Planning Board, Redevelopment Board and City Commission Meetings unless specially included in the Scope of Work.
22. Coordination of Telephone, Gas, Cable, and Power (PMA to provide plans only to private utilities).
23. Traffic Fair Share Agreement.
24. Sanitary Pump Station Design and Permitting (if required)
25. As-Built of civil, landscaping and irrigation improvements (to be prepared by a registered land surveyor or sub-contractor as part of their contract).
26. Required bacteriological testing in conjunction with water main clearance (if required).
27. FDEP NPDES Notice of Intent (NOI) Permit (To be applied and obtained by the Contractor through the FDEP. PMA will assist but obtaining the NOI is NOT included in PMA's Scope of Work)

I anticipate the Professional Engineering Fee associated with the above Scope of Work not to exceed the following:

PART A – ADDITIONAL SERVICES - REBIDDING:	\$ 6,310.00
PART B – MISCELLANEOUS:	\$ 120.00
TOTAL:	<u>\$ 6,430.00</u>

SIX THOUSAND FOUR HUNDRED THIRTY DOLLARS AND 00/100

Please note that miscellaneous expenses such as reproducibles, mileage, postage, etc. are estimated and included in the above Scope of Work. Billing will be monthly, based on the *Hourly Rate Schedule* included with this proposal.

After reviewing this proposal, if it meets with your approval, please execute the *Professional Service Agreement* and return to me as the Notice to Proceed. Please feel free to call with any questions you may have concerning this proposal or the project in general.

Thank you for considering Parker Mynchenberg & Associates, Inc. for your Professional Engineering needs.

Yours truly,



Parker Mynchenberg, P.E., R.L.A.

PROFESSIONAL SERVICES AGREEMENT

CLIENT HEREBY REQUESTS THE PERFORMANCE OF THE SERVICES IDENTIFIED IN THE DETAILED SCOPE OF WORK.

FEE BASIS

- ☒ Schedule of Hourly Rates Attached
☒ Miscellaneous Expenses
☒ Lump Sum Not to Exceed Fee

PAYMENT BASIS

- ☒ Monthly
☐ At time of Completion
☐ Retainer Required: \$ N/A

LIABILITY LIMITATION

To the maximum extent permitted by law, the Client agrees to limit the Design Professional's liability for the Client's damages to the sum of \$1,000,000. or the Design Professional's fee, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

SERVICE CHARGE

On all amounts not paid within 30 days from date of invoice, a service charge will be made of 1.5% per month (18% per annum). This service charge shall be applied to the total outstanding balance due.

VENUE and COST OF LITIGATION

On all amounts not paid within 30 days from the date of invoice, the Client shall be responsible for all collection costs, including but not limited to Attorney's fees. In the event of a fee dispute, venue of any litigation to resolve said dispute shall be in Volusia County, Florida. Reasonable attorney's fees and costs shall be assessed for the prevailing party against the losing party in any litigation pertaining to collection fees or costs accrued, as a result of the representation outlined by the proposal.

Work shall commence upon execution of the Professional Services Agreement.

FOR: PARKER MYNCHENBERG & ASSOCIATES, INC.

BY: 
 Parker Mynchenberg, President

DATE: 02/22/2024

FOR: THE CLIENT

BY: _____

TITLE: _____

DATE: _____

HOURLY RATE SCHEDULE

Principal Engineer.....	\$300.00/hour
Senior Project Engineer	\$250.00/hour
Landscape Architect.....	\$250.00/hour
Project Engineer.....	\$175.00/hour
Senior CAD Technician.....	\$150.00/hour
CAD Technician	\$130.00/hour
Administrative	\$ 55.00/hour

STANDARD RATE FOR MISCELLANEOUS EXPENSES

PRINTS

24"x36".....	\$2.00/ea.
30"x42".....	\$3.00/ea.
36"x48".....	\$4.00/ea.
42"x60".....	\$6.00/ea.

REPRODUCIBLES

Mylar.....	\$20.00/ea.
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COPIES

8.5"x11".....	\$0.25/ea.
8.5"x14".....	\$0.35/ea.
11"x17".....	\$0.40/ea.
Color	\$1.50/ea.



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

**City Commission
Agenda Item**

6.2

MEETING DATE: March 12, 2024
FROM: Joseph Forte
SUBJECT: Request for Code Enforcement Lien Reduction - 144 Ridgewood Avenue
NUMBER: (ID # 4438)
APPLICANT:
PLANNER:

DISCUSSION:

The property located at 144 Ridgewood Avenue, Holly Hill, FL 32174, Parcel ID# 424401340250. (Property) has had several code violations which continued for months even following repeated requests for compliance and code enforcement action by the City of Holly Hill (City). Joseph Febin, is the Registered Agent and Director of Holly Hill Sun Shine, Inc., which is the owner of record of the property.

The owner was issued Notices of Violation which were sent to the address on record with the Property Appraiser's Office but were not retrieved. There were three cases filed which went to the Special Master.

Case # 1892879 went to the Special Master on June 26, 2018 for the following violations:

Chapter 2, Section 2-116 Special Master fee of \$250.00

Section 26-61(2) Accumulation of trash.

IPMC 308.3.1 Garbage facilities.

IPMC 304.1 Exterior Structure in disrepair.

IMPC 302.3 Sidewalk in disrepair.

Case #19-659 went to the Special Master on September 17, 2019 for the following violations:

Chapter 2, Section 2-116 Special Master fee of \$250.00

IMPC 302.3 Sidewalk in disrepair.

IPMC 304.15 Doors in disrepair

IMPC 304.8 Decorative features in disrepair.

Section 103 Signs in disrepair.

Case #20.2611 went to the Special Master on May 14, 2020 for the following violations:

Section 62.27(a) Operating a night club without the appropriate licenses.

The order of lien has applied a Special Master fee of \$250.00 plus \$50.00 per day per violation against the property. Liens was recorded on the property on the following dates:

January 15, 2018

August 27, 2018

December 27, 2021.

All of the violations are in compliance and have been for a few years, however, the lien has never been addressed until now.

The total amount of the lien is equal to \$190,6250.00 which includes a Special Master fee of \$6,250.00. I negotiated with the property owner for an agreed upon settlement of **\$16,726.64**.

Direct expenses to the city include:

Finance Dept.	$\$18.86 + 35\% \times 1$	= \$ 25.46
Code Enforcement	$\$22.48 + 35\% \times 6$	= \$ 606.96
Planning Director	$\$54.98 + 35\% \times 1$	= \$74.22
Sub-total Admin Cost		= \$ 706.64

Fees

Original Special Master Fines	$\$6,250.00 \times 1$	= \$6,250.00
Filing Fee		\$60.00
Release of lien fee		\$10.00
False Alarm Fee		\$200.00
Sub-total fees		\$6,520.00
Plus 5% of original lien		\$9,500.00

TOTAL lien payoff **\$16,726.64**

FISCAL ANALYSIS:

The city will receive **\$16,726.64** to release lien.

STAFF

RECOMMENDATION:

To approve the negotiated lien reduction from \$190,000.00 to **\$16,726.64** to be paid no later than April 19, 2024.

COMMISSION GOAL:

N/A

MOTION:

TO APPROVE THE NEGOTIATED LIEN REDUCTION FROM \$190,000.00 TO \$16,726.64 PAYABLE NO LATER THAN APRIL 19, 2024.

- 144 Ridgewood Ave Lein Reduction Request (PDF)

Lien Reduction Request Information Sheet

Property Address: 144 Ridgewood Ave Date Prepared: 2/13/2024Owner of Property: Holly Hill SunShine INCDate of Notice of Violation: 3/27/2018

Violations:

1. 26-61(2) Trash Date of Compliance 1/15/20 Exhibit B
- IPMC 2. 308.31 - Unenclosed Dumpster Date of Compliance 1/15/20 Exhibit B
- IPMC 3. 304.1 Exterior Damage Date of Compliance 1/15/20 Exhibit B
- IPMC 4. 302.3 Flaking & Peeling Paint Date of Compliance 1/15/20 Exhibit B
5. Multiple Violations Date of Compliance 1/15/20 Exhibit B
6. see exhibit B Date of Compliance _____ Exhibit _____

Date of Special Master Hearing: 9/17/2019 Daily Fines Start Date: 10/25/2019Daily Fines of \$ 200.00 for 950 days equals 190,000.00 Dollars

Daily Fines of \$ _____ for _____ days equals _____ Dollars

Notes if Applicable:

There are false alarm liens present on this property of \$200.00

Fiscal Analysis:

_____ Grass Cutting

\$ 6250.00 Special Master Administrative Fine(s)\$ 190,000.00 Daily Accumulated Fines\$ 50.00 ^{- 6 pages} Filing Fees for Liens25.46 Finance Department Cost (Amount of Staff Hours: 1)30.35 Code Enforcement Cost (Amount of Staff Hours: 20) + 1 Joe + 1 Brian\$ 10.00 Lien Release Fees\$ 200.00 Other: False Alarm fees

_____ Subtotal

_____ Interest

_____ TOTAL

LIEN RESEACH FOR CODEN ENFORCEMENT/PERMITTING

144 Ridgewood Avenue, Holly Hill, FL

Code Enforcement Case

19-659

Special Magistrate Admin Fee	\$ 250.
Daily Fine (\$200 per day)	\$190,000.
Accumulated from 10/25/19 to 6/1/22	
Lien filed 1/15/20	
TOTAL DUE FOR THIS CASE	\$190,250.

Violations:

EXTERIOR MAINTENANCE
EXTERIOR WALLS
ROOFS AND DRAINAGE
SIDEWALKS AND DRIVEWAYS
DOORS
DECORATIVE FEATURES
SIGN MAINTENANCE
LANDSCAPING MAINTENANCE
SANITARY

Code Enforcement Case

19-1128

Special Magistrate Admin Fee	\$6000.
Non-accumulating	
TOTAL DUE FOR THIS CASE	\$6000.

Lien filed 8/27/18

Violations:

26-61 (2) SANITARY (TRASH)
EXTERIOR MAINTENANCE
SIDEWALKS AND DRIVEWAYS

TOTAL DUE FOR BOTH CASES **\$196,250.**

Attachment: 144 Ridgewood Ave Lien Reduction Request (4438 : Request for Code Enforcement Lien Reduction)



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

Detail by Entity Name

Florida Profit Corporation

HOLLY HILL SUN SHINE INC.

Filing Information

Document Number	P17000025350
FEI/EIN Number	NONE
Date Filed	03/17/2017
Effective Date	03/12/2017
State	FL
Status	INACTIVE
Last Event	ADMIN DISSOLUTION FOR ANNUAL REPORT
Event Date Filed	09/28/2018
Event Effective Date	NONE

Principal Address

144 NORTH RIDGEWOOD AVE
HOLLY HILL, FL 32117

Mailing Address

144 NORTH RIDGEWOOD AVE
HOLLY HILL, FL 32117

Registered Agent Name & Address

JOSEPH, FEBIN C
854 ARBORMOOR PLACE
LAKE MARY, FL 32746

Officer/Director Detail

Name & Address

Title P

JOSEPH, FEBIN C
144 NORT RIDGEWOOD AVE
HOLLY HILL, FL 32117

Title VP

GEORGE DAS, LOVELY

Attachment: 144 Ridgewood Ave Lien Reduction Request (4438 : Request for Code Enforcement Lien Reduction)

Stay on top of sales! Recent sales data now available for viewing on our website.

The Volusia County Property Appraiser's Offices will be closed on Monday, February 19th, in observance of Presidents Day.



[Home](#) / Parcel Summary for 3226143

[Summary](#)
[Tax Estimate](#)
[Permits](#)
[Map](#)
[Pictometry](#)
[Print](#)

Alternate Key: 3226143
Parcel ID: 424401340250
Township-Range-Section: 14 - 32 - 44
Subdivision-Block-Lot: 01 - 34 - 0250
Physical Address: 144 RIDGEWOOD AVE, HOLLY HILL 32117
Owner(s): HOLLY HILL SUN SHINE INC - FS - Fee Simple - 100%
Mailing Address On File: 144 N RIDGEWOOD AVE
 HOLLY HILL FL 32117
[Update Mailing Address](#)
Building Count: 1
Neighborhood: 7033 - BARS & NIGHTCLUBS
[Neighborhood Sales](#)
Subdivision Name:
Property Use: 3300 - NIGHT CLUBS
Tax District: 203-HOLLY HILL
2023 Final Millage Rate: 18.223
Homestead Property: No - [Apply for Homestead Online](#)
Agriculture Classification: No - [Additional Information](#)
Short Description: N 120 FT OF S 610 FT OF E 255 FT EXC RD BLK 34 1/2 M & C HOL
 LY HILL MB 2 PG 90 PER OR 5274 PG 1305-1306 PER OR 6134 PGS
 1893 & 1894 PER OR 7382 PG 4896



[Values & Exemptions](#)
[Land & Buildings](#)
[Sales](#)
[Legal](#)

Property Tax Bill

Property Values

Tax Year:	2024 Working	2023 Final	2022 Final
Valuation Method:	1-Market Oriented Cost	1-Market Oriented Cost	1-Market Oriented Cost
Improvement Value:	\$179,212	\$175,675	\$163,293
Land Value:	\$122,400	\$122,400	\$122,400
Just/Market Value:	\$301,612	\$298,075	\$285,693

[Back to Top](#)

Working Tax Roll Values by Taxing Authority

Values shown below are the 2024 WORKING TAX ROLL VALUES that are subject to change until certified. Millage Rates below that are used in the calculation of the Estimated Taxes are the 2023 FINAL MILLAGE RATES. The Just/Market listed below is not intended to represent the anticipated selling price of the property and should not be relied upon by any individual or entity as a determination of current market value.

Tax Authority	Just/Market Value	Assessed Value	Ex/10CAP	Taxable Value	Millage Rate	Estimated Taxes
0017 CAPITAL IMPROVEMENT	\$301,612	\$301,612	\$0	\$301,612	1.5000	\$452.42
0012 DISCRETIONARY	\$301,612	\$301,612	\$0	\$301,612	0.7480	\$225.61
0011 REQ LOCAL EFFORT	\$301,612	\$301,612	\$0	\$301,612	3.1610	\$953.40
0050 GENERAL FUND	\$301,612	\$301,612	\$0	\$301,612	3.3958	\$1,024.21
0055 LIBRARY	\$301,612	\$301,612	\$0	\$301,612	0.4209	\$126.95
0520 MOSQUITO CONTROL	\$301,612	\$301,612	\$0	\$301,612	0.1781	\$53.72
0530 PONCE INLET PORT AUTHORITY	\$301,612	\$301,612	\$0	\$301,612	0.0692	\$20.87
0053 PUBLIC SAFETY FUND	\$301,612	\$301,612	\$0	\$301,612	1.4541	\$438.57
0058 VOLUSIA ECHO	\$301,612	\$301,612	\$0	\$301,612	0.2000	\$60.32
0057 VOLUSIA FOREVER	\$301,612	\$301,612	\$0	\$301,612	0.2000	\$60.32
0065 FLORIDA INLAND NAVIGATION DISTRICT	\$301,612	\$301,612	\$0	\$301,612	0.0288	\$8.69
0100 HALIFAX HOSPITAL AUTHORITY	\$301,612	\$301,612	\$0	\$301,612	0.7878	\$237.61
0060 ST JOHN'S WATER MANAGEMENT DISTRICT	\$301,612	\$301,612	\$0	\$301,612	0.1793	\$54.08
0200 HOLLY HILL	\$301,612	\$301,612	\$0	\$301,612	5.9000	\$1,779.51
					18.2230	\$5,496.28

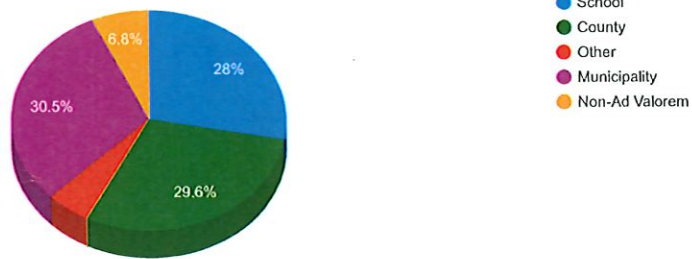
Non-Ad Valorem Assessments

Project	#Units	Rate	Amount
0203-HOLLY HILL STORMWATER	4.10	\$96.00	\$393.60

Estimated Ad Valorem Tax:	\$5,496.28
Estimated Non-Ad Valorem Tax:	\$393.60
Estimated Taxes:	\$5,889.88
Estimated Tax Amount without SOH/10CAP ⑦	\$5,889.88

Attachment: 144 Ridgewood Ave Lien Reduction Request (4438 : Request for Code Enforcement Lien Reduction)

Where your tax dollars are going:



[Back to Top](#)

Previous Years Certified Tax Roll Values

Year	Land Value	Impr Value	Just Value	Non-Sch Assd	County Exemptions	County Taxable	HX Savings
2023	\$122,400	\$175,675	\$298,075	\$298,075	\$0	\$298,075	\$0
2022	\$122,400	\$163,293	\$285,693	\$273,671	\$0	\$273,671	\$0
2021	\$122,400	\$126,392	\$248,792	\$248,792	\$0	\$248,792	\$0
2020	\$122,400	\$154,608	\$277,008	\$277,008	\$0	\$277,008	\$0
2019	\$122,400	\$134,486	\$256,886	\$256,886	\$0	\$256,886	\$0
2018	\$122,400	\$174,706	\$297,106	\$297,106	\$0	\$297,106	\$0
2017	\$122,400	\$133,847	\$256,247	\$253,269	\$0	\$253,269	\$0
2016	\$107,100	\$123,145	\$230,245	\$230,245	\$0	\$230,245	\$0
2015	\$107,100	\$114,909	\$222,009	\$222,009	\$0	\$222,009	\$0

[Back to Top](#)

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123 W. Indiana Ave. Room 102
DeLand, FL 32720
(386) 736-5901

from 7:30 a.m. to 5:00 p.m.
Monday through Friday

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[Real Property Search](#)
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[Tutorials](#)

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LIEN RESEACH FOR CODEN ENFORCEMENT/PERMITTING

144 Ridgewood Avenue, Holly Hill, FL

Code Enforcement Case
19-659

Special Magistrate Admin Fee	\$ 250.
Daily Fine (\$200 per day) Accumulated from 10/25/19 to 6/1/22	\$190,000.
Lien filed 1/15/20	
TOTAL DUE FOR THIS CASE	\$190,250.

- Violations:
- EXTERIOR MAINTENANCE
 - EXTERIOR WALLS
 - ROOFS AND DRAINAGE
 - SIDEWALKS AND DRIVEWAYS
 - DOORS
 - DECORATIVE FEATURES
 - SIGN MAINTENANCE
 - LANDSCAPING MAINTENANCE
 - SANITARY

Code Enforcement Case
19-1128

Special Magistrate Admin Fee Non-accumulating	\$6000.
TOTAL DUE FOR THIS CASE	\$6000.

Lien filed 8/27/18

- Violations:
- 26-61 (2) SANITARY (TRASH)
 - EXTERIOR MAINTENANCE
 - SIDEWALKS AND DRIVEWAYS

TOTAL DUE FOR BOTH CASES \$196,250.

Attachment: 144 Ridgewood Ave Lein Reduction Request (4438 : Request for Code Enforcement Lien Reduction)

MEMORANDUM

DATE: February 13th, 2024

TO: CITY MANAGER

THROUGH: CODE ENFORCEMENT

FROM: CODE ENFORCEMENT

RE: CASE # 19-659 & 19-1128 & False Alarm Lien
REQUEST FOR REDUCTION OF LIEN

Please find attached the Request for Reduction of Lien for your review, as well as a copy of the history of the case. The lien totals **\$196,450.00** in this case.

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

Please review the information and issue a determination of approval or denial on this form. Pursuant to Administrative Code Section 3.20, your decision regarding approval or denial shall be based on whether the request fails any one of the established guidelines listed below:

- | | |
|--|--|
| <p>(1) If a property owner has purchased property on which a lien was recorded, a waiver or reduction on lien shall not be granted, in such cases, the lien should have been considered in reaching a purchase price.</p> | <p>☐ FAILS</p> <p>☒ DOES NOT FAIL</p> |
| <p>(2) If the title insurance policy is issued upon the purchase of the property and the title insurance failed to identify or consider the lien, a waiver or reduction in lien shall not be granted. In such cases, the lien should have been discovered by the title insurer and providing a reduction of waiver would place the County in the position of indemnifying the title insurer against its losses, which losses should be reflected in premium charges.</p> | <p>☐ FAILS</p> <p>☒ DOES NOT FAIL</p> |

Attachment: 144 Ridgewood Ave Lien Reduction Request (4438 : Request for Code Enforcement Lien Reduction)

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

☐ FAILS

☒ DOES NOT FAIL

Joseph Forte
CITY Manager

☐ APPROVED FOR CONSIDERATION BY BCC

☐ DENIED

CITY OF HOLLY HILL

CASE # 19-659**REQUEST FOR REDUCTION OF LIEN**

BY COMPLETING THIS FORM, YOU ARE MAKING STATEMENTS UNDER OATH

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

Property Owner's Name: Febin JosephProperty Address: 144 Ridgewood Avenue, Holly Hill, FL

Phone number(s) where you can be reached during the day:

cell 516 426 3631Is the property now in compliance? ☐ YES ☒ NO(If No, explain in detail) There is Lien on this propertyAre you claiming financial hardship? ☒ YES ☐ NOAre you claiming medical hardship? ☐ YES ☒ NO

Attachment: 144 Ridgewood Ave Lien Reduction Request (4438 : Request for Code Enforcement Lien Reduction)

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

Name: Febin Joseph

Relationship: owner

I, Febin Joseph, do hereby submit this REQUEST FOR REDUCTION OF LIEN to request a reduction in the total amount of lien imposed and in support of the following statement:

Sir, My property on 144 Ridgewood Ave, Holly hill was a Triple net leased to Savio Joseph form 2018 to run a bar which was name 90° Sports bar and grill. I was not happy the way they run the business so we kept communication to a minimum. The Covid-19 being on cl. unfortunately they were forced to shut down the place. The property being unattended until 2022. The lease had all the mail during that time period. As a property owner I did not have any idea about the violations or liens that were occurring until February 2024. After I took back ownership business, I found the building and property to be completely destroyed and I am trying the this property best of my ability. Please consider this situation and, please eliminate or reduce the lien from

Thank You,
Date: 2/6/2024

Signed: Febin Joseph

Print Name: Febin Joseph

Attachment: 144 Ridgewood Ave Lien Reduction Request (4438 : Request for Code Enforcement Lien Reduction)

APPLICANT AUTHORIZATION FORM

An authorized applicant is defined as:

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

I Febin Joseph, the fee simple owner of the following
(Owner's Name)

described property (Provided Legal Description or Tax Parcel ID Number(s))
144 Ridgewood Ave
424401346250

hereby petition the Holly Hill City Commissioners to grant a release of lien in the amount of
\$ 196,250 for Case No. 19-659, and affirm that is hereby designated to act
as my / our authorized agent and to file the attached application for the above stated request and
make binding statements and commitments regarding the request.

Febin Joseph
Owner's Name

Lovely George Dal.
Owner's Name

Febin Joseph
Owner's Signature

Lovely Dal.
Owner's Signature

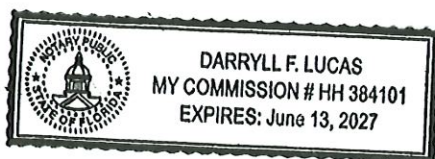
I certify that I have examined the application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments and fees become part of the Official Records of Volusia County, Florida and are not returnable.

SWORN TO AND SUBSCRIBED before me this 6th day of February 2024

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

WITNESS my hand and official seal in the County and State last aforesaid this 6th day of February, 2024

Darryll F. Lucas
Notary Public in and for the County and State
Aforementioned



STATE OF Florida
 COUNTY OF: Volusia

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

Date: 2/16/2024

Darryll F. Lucas
 Notary Public

My Commission Expires June 13, 2027

RETURN COMPLETED, SIGNED AND NOTARIZED FORM TO
 CODE ENFORCEMENT DEPARTMENT
 1065 RIDGEWOOD AVENUE
 HOLLY HILL, FL 32117



Return To:	
Name:	Brian M. Walker, Community Development Director
Address:	1065 Ridgewood Ave Holly Hill, FL 32117-2807
This instrument Prepared by:	
Name:	Darryl Pierce
Address:	1065 Ridgewood Ave Holly Hill, FL 32117-2807
Property Appraisers Parcel ID Number(s): 4244-01-34-0250	

1/15/2020 9:42:51 AM

Instrument# 2020009665 5 pages

6.2.a

Book: 7801 Page: 2794

Electronically Recorded By
Volusia County Clerk of the Court

Claim of Lien

State of Florida, County of Volusia

Before me, the undersigned Notary Public, personally appeared Brian M. Walker, Community Development Director Who was duly sworn and says he/she is (the lienor herein) (the agent herein)

City of Holly Hill
(Lienor's Name)

whose address is 1065 Ridgewood Ave, Holly Hill, Florida 32117
(Lienor's Address)

and in accordance with a service with Holly Hill Sun Shine Inc

Lienor furnished labor, services or materials consisting of:

Special Magistrate Administrative Hearing Fine of \$250.00 ordered on September 25, 2019, which remains unpaid.

Special Master Violation Fine: \$50.00 per day per violation against this property. The four cited violations have not been corrected; the property has not come into compliance. \$50.00 per day per violation fine commencing on October 25, 2019.

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

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

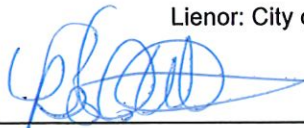
N 120 FT OF S 610 FT OF E 255 FT EXC RD BLK 34 1/2 M & C HOLLY HILL MB 2 PG 90 PER OR 5274 PG 1305-1306 PER OR 6134 PGS 1893 & 1894 PER OR 7382 PG 4896

144 Ridgewood Avenue, Holly Hill FL 32117

owned by Holly Hill Sun Shine Inc of a violation fine total of Two Hundred Dollars (\$200.00) per day; commencing on October 25, 2019 until property comes into compliance, along with a hearing fine of Two Hundred Fifty Dollars (\$250.00), which remain unpaid as of January 13, 2020.

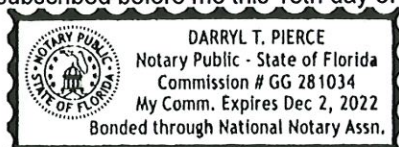
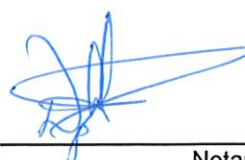
Failure to timely pay the fine and costs; may result in a certified copy of this Order, being recorded in the Public Records of Volusia County, Florida. Which if so recorded shall constitute a lien against the subject property; and upon any other real or personal property owned by Respondent. Respondent shall be responsible for all charges incurred to record any lien, or satisfaction of lien, with the Clerk of Court.

Lienor: City of Holly Hill

By  (Agent)

Print Name: Brian M. Walker, Community Development Director

Sworn to and subscribed before me this 13th day of January, 2020.

Notary Public Packet Pg. 371

Attachment: 144 Ridgewood Ave Lien Reduction Request (4438 : Request for Code Enforcement Lien Reduction)

Return To: (Enclose Self-Addressed Envelope)

Name: Jonathan McKinney

Address: 1065 Ridgewood Ave

Holly Hill, FL 32117

This instrument Prepared by:

Name: Darryl Pierce

Address: 1065 Ridgewood Ave

Holly Hill, FL 32117

Property Appraisers Parcel ID Number(s): 4244-01-34-0250

8/27/2018 10:39:00 AM

Instrument# 2018172833 4 pages

Book: 7589 Page: 2482

Electronically Recorded By
Volusia County Clerk of the Court

Claim of Lien

State of Florida, County of Volusia

Before me, the undersigned Notary Public, personally appeared Jonathan McKinney, Finance Director
Who was duly sworn and says he/she is (the lienor herein) (the agent herein)

City of Holly Hill

(Lienor's Name)

whose address is 1065 Ridgewood Ave, Holly Hill, FL 32117

(Lienor's Address)

And in accordance with a service with Holly Hill Sun Shine Inc.

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

Special Master Fine of \$6,000.00 Accumulation of trash and garbage, decaying fish, fowl and meat or other animal matter. Accumulation of bricks, concrete, scrap lumber and other building debris and refuse. The exterior structure shall be maintained in good repair, structurally sound and in a sanitary manner. Sidewalks, walkways, stairs and driveways, parking spots shall be kept in a proper state of repair and maintained free from hazardous conditions.

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

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

N 120 FT OF S 610 FT OF E 255 FT EXC RD BLK 34 1/2 M & C HOLLY HILL MB 2 PG 90 PER OR 5274 PG 1305-1306
PER OR 6134 PGS 1893 & 1894 PER OR 7382 PG 4896

144 N. Ridgewood Ave

Holly Hill, FL 32117

owned by with Holly Hill Sun Shine Inc.

of a total value of Six Thousand Dollars (\$6,000.00)

which remains unpaid as of August 20, 2018.



Okalea Circelli
NOTARY PUBLIC
STATE OF FLORIDA
Comm# FF235031
Expires 7/20/2019

Lienor: City of Holly Hill

By [Signature] (Agent)

Print Name: Jonathan McKinney

Sworn to and subscribed before me this 20th of August 2018

Notary Public

Packet Pg. 372

Attachment: 144 Ridgewood Ave Lien Reduction Request (4438 : Request for Code Enforcement Lien Reduction)

Return To: (Enclose Self Addressed Envelope)	
Name:	Jonathan McKinney
Address:	1065 Ridgewood Ave
	Holly Hill, FL 32117
This instrument Prepared by:	
Name:	Darryl Pierce
Address:	1065 Ridgewood Ave
	Holly Hill, FL 32117
Property Appraisers Parcel ID Number(s): 4244-01-34-0250	

Claim of Lien

State of Florida, County of Volusia

Before me, the undersigned Notary Public, personally appeared Jonathan McKinney, Finance Director
Who was duly sworn and says he/she is (the lienor herein) (the agent herein)

City of Holly Hill
(Lienor's Name)

whose address is 1065 Ridgewood Ave, Holly Hill, FL 32117
(Lienor's Address)

And in accordance with a service with Holly Hill Sun Shine Inc.

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

Special Master Fine of \$6,000.00 Accumulation of trash and garbage, decaying fish, fowl and meat or other animal matter. Accumulation of bricks, concrete, scrap lumber and other building debris and refuse. The exterior structure shall be maintained in good repair, structurally sound and in a sanitary manner. Sidewalks, walkways, stairs and driveways, parking spots shall be kept in a proper state of repair and maintained free from hazardous conditions.

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

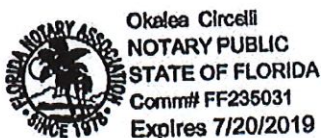
(Describe real property sufficiently for identification, including street and number, if known)

N 120 FT OF S 610 FT OF E 255 FT EXC RD BLK 34 1/2 M & C HOLLY HILL MB 2 PG 90 PER OR 5274 PG
PER OR 6134 PGS 1893 & 1894 PER OR 7382 PG 4896

144 N. Ridgewood Ave
Holly Hill, FL 32117

owned by with Holly Hill Sun Shine Inc.

of a total value of Six Thousand Dollars (\$6,000.00)
which remains unpaid as of August 20, 2018.



Sworn to and subscribed before me this 20th of August 2018

Lienor: City of Holly Hill
By [Signature] (Agent)

Print Name: Jonathan McKinney

[Signature]
Notary Public

Return To:	
Name:	Stella L. Gurnee, Finance Director
Address:	1065 Ridgewood Ave
	Holly Hill, FL 32117-2807
This Instrument Prepared by:	
Name:	Julle Platt
Address:	1065 Ridgewood Ave
	Holly Hill, FL 32117-2807
Property Appraisers Parcel ID Number(s): <u>4244-01-34-0250</u>	

Claim of Lien-False Alarms

State of Florida, County of Volusia

Before me, the undersigned Notary Public, personally appeared Stella L. Gurnee, Finance Director
Who was duly sworn and says he/she is (the lienor herein) (the agent herein)

City of Holly Hill

(Lienor's Name)

whose address is 1065 Ridgewood Ave, Holly Hill, Florida 32117
(Lienor's Address)

Pursuant to the provisions of Resolution Number: 2005-R-48, Section 1, City of Holly Hill, Florida, a lien against the following described real property located in Volusia County, Florida is hereby created in favor of the City of Holly Hill:

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

N 120 FT OF S 610 FT OF E 255 FT EXC RD BLK 34 1/2 M & C HOLLY HILL MB 2 PG 90 PER OR 5274 PG
[REDACTED] PER OR 6134 PGS 1893 & 1894 PER OR 7382 PG 4896

144 N RIDGEWOOD AVENUE, HOLLY HILL, FL 32117

The record owner is Holly Hill Sun Shine Inc of 144 N Ridgewood Avenue, Holly Hill FL 32117. As a result of false alarms which occurred on November 9th and 12th of 2017 at the above listed address, the City dispatched a police response. Therefore the amount of Two Hundred (\$200.00) Dollars plus any recording fees, foreclosure costs, attorney's fees and simple interest in the amount of eight (8%) percent per annum from the date this lien is filed. Such lien shall be prior to all other liens on such property except the lien of state, county and municipal taxes and shall be on a parity with the lien of such state, county and municipal taxes.

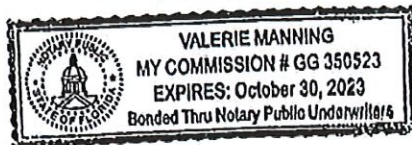
Failure to timely pay the fine and costs; may result in a certified copy of this Order, being recorded in the Public Records of Volusia County, Florida. Which if so recorded shall constitute a lien against the subject property; and upon any other real or personal property owned by Respondent. Respondent shall be responsible for all charges incurred to record any lien, or satisfaction of lien, with the Clerk of Court.

Lienor: City of Holly Hill

By Stella L. Gurnee (Agent)

Print Name: Stella L. Gurnee, Finance Director

Sworn to and subscribed before me this 21st day of December, 2021.



Valerie Manning
Notary Public

Attachment: 144 Ridgewood Ave Lien Reduction Request (4438 : Request for Code Enforcement Lien Reduction)

**CITY OF HOLLY HILL CODE ENFORCEMENT
SPECIAL MAGISTRATE'S HEARING
HOLLY HILL, FLORIDA**

**City of Holly Hill, a Political
Sub-division of the State of Florida**

**Parcel No. 4244-0134-0250
Case No. 1892879**

Petitioner,

-vs-

Holly Hill Sun Shine Inc., Owner

Respondent

ORDER OF NON-COMPLIANCE

The Holly Hill Code Enforcement Special Magistrate has heard testimony under oath at a hearing on the above styled case on the 26th of June, 2018, and based on the evidence received, the Special Magistrate, thereupon issues its FINDING OF FACT, CONCLUSIONS OF LAW, AND ORDER as follows:

FINDINGS OF FACT

That Holly Hill Sun Shine Inc., Owner and Respondent of the property located at 144 N. Ridgewood Avenue, Holly Hill, FL 32117 was issued a violation notice on the 27th of March, 2018 for the violation of 26-61(2) – Accumulation of trash, litter, debris, garbage, bottles, paper, cans, rags, dead or decayed fish, fowl, meat or other animal matter, fruit vegetables, offal, bricks, concrete, scrap lumber or other building debris or other refuse of any nature; International Property Maintenance Code (hereinafter referred to as IPMC) 308.3.1 – Garbage facilities. The owner of every dwelling shall supply one of the following: an approved mechanical food waste grinder in each dwelling unit; an approved incinerator unit in the structure available to the occupants in each dwelling unit; or an approved leakproof, covered outside garbage container; IPMC 304.1 – Exterior Structure – The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety, or welfare; and IPMC 302.3 – Sidewalk and driveways. Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

At the hearing held on the 26th of June, 2018, the Code Enforcement Officer testified that all the violations continue to exist. The Respondent appeared at the hearing and confirmed that the violations exist and will be corrected.

CONCLUSIONS OF LAW

That Respondent and Owner of the property located at 144 N. Ridgewood Avenue, Holly Hill, FL 32117 is in violation of Holly Hill Zoning and Ordinances: 26-61(2) – Accumulation of trash, litter, debris, garbage, bottles, paper, cans, rags, dead or decayed fish, fowl, meat or other animal matter, fruit vegetables, offal, bricks, concrete, scrap lumber or other building debris or other refuse of any nature; IPMC 308.3.1 – Garbage facilities. The owner of every dwelling shall supply one of the following: an approved mechanical food waste grinder in each dwelling unit; an approved incinerator unit in the structure available to the occupants in each dwelling unit; or an approved leakproof, covered outside garbage container; IPMC 304.1 – Exterior Structure – The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety, or welfare; and IPMC 302.3 – Sidewalk and driveways. Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

ORDER

Based on the foregoing Findings of Fact and Conclusions of Law, and the authority of Chapter 162, Florida Statutes and the Holly Hill Code Enforcement Ordinance, Chapter 2 Section 2-116, it is duly ORDERED by this Special Magistrate that the Respondent shall pay an administrative fine of two hundred fifty dollars (\$250.00), which if not paid in ninety (90) days from the date of this order shall be recorded as a lien and such recordation shall constitute a lien against the Respondent's real (except homestead) and personal property in Volusia County, Florida, said property to include, but not necessarily limited to that described above. 9/26

If violation of 26-61(2) – Accumulation of trash, litter, debris, garbage, bottles, paper, cans, rags, dead or decayed fish, fowl, meat or other animal matter, fruit vegetables, offal, bricks, concrete, scrap lumber or other building debris or other refuse of any nature, is not brought into compliance within thirty (30) days from the date of this order a fine of fifty dollars (\$50.00) a day for each and every day the violation continues to exist. 6/26

If violation of IPMC 308.3.1 – Garbage facilities. The owner of every dwelling shall supply one of the following: an approved mechanical food waste grinder in each dwelling unit; an approved incinerator unit in the structure available to the occupants in each dwelling unit; or an approved leakproof, covered outside garbage container, is not brought into compliance within thirty (30) days from the date of this order a fine of fifty dollars (\$50.00) a day for each and every day the violation continues to exist. 6/26

If violation of IPMC 304.1 – Exterior Structure – The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety, or welfare, is not brought into compliance within thirty (30) days from the date of this order a fine of fifty dollars (\$50.00) a day for each and every day the violation continues to exist. 6/26

If violation of IPMC 302.3 – Sidewalk and driveways. Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions, is not brought into compliance within thirty (30) days from the date of this order a fine of fifty dollars (\$50.00) a day for each and every day the violation continues to exist. 6/26

DONE AND ORDERED this 3rd day of July 2018, at Holly Hill, County of Volusia, Florida.

CITY OF HOLLY HILL
CODE ENFORCEMENT

By, Melody Pullen
Melody Pullen, Special Magistrate

Attest: _____
Code Enforcement Official

This instrument prepared by Melody Pullen, Special Magistrate for the Code Enforcement, 1065 Ridgewood Avenue, Holly Hill, Florida 32117, Telephone number: (386) 248-9490.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that on _____ day of _____, 2018 a true and accurate copy of the foregoing has been furnished by U.S. Mail to:

Holly Hill Sun Shine Inc.
144 N. Ridgewood Ave
Holly Hill, FL 32117

Code Enforcement Official

Attachment: 144 Ridgewood Ave Lien Reduction Request (4438 : Request for Code Enforcement Lien Reduction)

IMPORTANT NOTICE

The Respondent must notify the Code Enforcement Officer, when this order is complied with. Until the Code Enforcement Officer verifies the property is in compliance the fine will continue to accrue. This order will be recorded in the Official Records of the Office of the Clerk of the Court in Volusia County, Florida, and such recordation shall constitute a lien against the Respondent's real and personal property in Volusia County, Florida, said property to include, but not necessarily limited to that described above (EXCEPT HOMESTEAD)

The Respondent has the right to appeal whether the property is in compliance. The Respondent must file their appeal for a hearing within 20 days from the date the fine goes into effect. If the property is found to be still in non-compliance the fine will begin on the original date the fine was to go into effect. This hearing will only cover whether the property is now in compliance. It will not be a rehearing of the whole case which was previously ruled on.

F

**CITY OF HOLLY HILL CODE ENFORCEMENT
SPECIAL MAGISTRATE'S HEARING
HOLLY HILL, FLORIDA**

**City of Holly Hill, a Political
Sub-division of the State of Florida**

**Parcel No. 4244-0134-0250
Case No. 1892879**

Petitioner,

-vs-

Holly Hill Sun Shine Inc., Owner

Respondent

ORDER OF NON-COMPLIANCE

The Holly Hill Code Enforcement Special Magistrate has heard testimony under oath at a hearing on the above styled case on the 26th of June, 2018, and based on the evidence received, the Special Magistrate, thereupon issues its FINDING OF FACT, CONCLUSIONS OF LAW, AND ORDER as follows:

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At the hearing held on the 26th of June, 2018, the Code Enforcement Officer testified that all the violations continue to exist. The Respondent appeared at the hearing and confirmed that the violations exist and will be corrected.

CONCLUSIONS OF LAW

That Respondent and Owner of the property located at 144 N. Ridgewood Avenue, Holly Hill, FL 32117 is in violation of Holly Hill Zoning and Ordinances: 26-61(2) – Accumulation of trash, litter, debris, garbage, bottles, paper, cans, rags, dead or decayed fish, fowl, meat or other animal matter, fruit vegetables, offal, bricks, concrete, scrap lumber or other building debris or other refuse of any nature; IPMC 308.3.1 – Garbage facilities. The owner of every dwelling shall supply one of the following: an approved mechanical food waste grinder in each dwelling unit; an approved incinerator unit in the structure available to the occupants in each dwelling unit; or an approved leakproof, covered outside garbage container; IPMC 304.1 – Exterior Structure – The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety, or welfare; and IPMC 302.3 – Sidewalk and driveways. Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

ORDER

Based on the foregoing Findings of Fact and Conclusions of Law, and the authority of Chapter 162, Florida Statutes and the Holly Hill Code Enforcement Ordinance, Chapter 2 Section 2-116, it is duly ORDERED by this Special Magistrate that the Respondent shall pay an administrative fine of two hundred fifty dollars (\$250.00), which if not paid in ninety (90) days from the date of this order shall be recorded as a lien and such recordation shall constitute a lien against the Respondent's real (except homestead) and personal property in Volusia County, Florida, said property to include, but not necessarily limited to that described above.

If violation of 26-61(2) – Accumulation of trash, litter, debris, garbage, bottles, paper, cans, rags, dead or decayed fish, fowl, meat or other animal matter, fruit vegetables, offal, bricks, concrete, scrap lumber or other building debris or other refuse of any nature, is not brought into compliance within thirty (30) days from the date of this order a fine of fifty dollars (\$50.00) a day for each and every day the violation continues to exist.

If violation of IPMC 308.3.1 – Garbage facilities. The owner of every dwelling shall supply one of the following: an approved mechanical food waste grinder in each dwelling unit; an approved incinerator unit in the structure available to the occupants in each dwelling unit; or an approved leakproof, covered outside garbage container, is not brought into compliance within thirty (30) days from the date of this order a fine of fifty dollars (\$50.00) a day for each and every day the violation continues to exist.

If violation of IPMC 304.1 – Exterior Structure – The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety, or welfare, is not brought into compliance within thirty (30) days from the date of this order a fine of fifty dollars (\$50.00) a day for each and every day the violation continues to exist.

If violation of IPMC 302.3 – Sidewalk and driveways. Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions, is not brought into compliance within thirty (30) days from the date of this order a fine of fifty dollars (\$50.00) a day for each and every day the violation continues to exist.

DONE AND ORDERED this 3rd day of July 2018, at Holly Hill, County of Volusia, Florida.

CITY OF HOLLY HILL
CODE ENFORCEMENT

By, Melody Pullen
Melody Pullen, Special Magistrate

Attest: _____
Code Enforcement Official

This instrument prepared by Melody Pullen, Special Magistrate for the Code Enforcement, 1065 Ridgewood Avenue, Holly Hill, Florida 32117, Telephone number: (386) 248-9490.

CERTIFICATE OF SERVICE

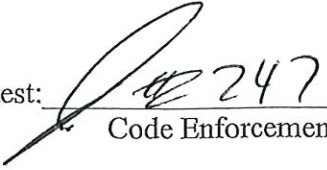
I HEREBY CERTIFY that on _____ day of _____, 2018 a true and accurate copy of the foregoing has been furnished by U.S. Mail to:

Holly Hill Sun Shine Inc.
144 N. Ridgewood Ave
Holly Hill, FL 32117

Code Enforcement Official

Attachment: 144 Ridgewood Ave Lien Reduction Request (4438 : Request for Code Enforcement Lien Reduction)

Attest:


Code Enforcement Official

This instrument prepared by Melody Pullen, Special Magistrate for the Code Enforcement, 1065 Ridgewood Avenue, Holly Hill, Florida 32117, Telephone number: (386) 248-9490.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that on 25 day of September, 2019 a true and accurate copy of the foregoing has been furnished by U.S. Mail to:

Holly Hill Sun Shine Inc.
144 Ridgewood Avenue
Holly Hill, FL 32117


Code Enforcement Official

Attachment: 144 Ridgewood Ave Lien Reduction Request (4438 : Request for Code Enforcement Lien Reduction)

Lien

Property Information

Police Case # 19-659	Parcel # 4244-0134-0250
	Parcel Address 144 Ridgewood Ave
	Owner Name Holly Hill Sun Shine Inc.
	Mailing address if different from parcel address

Claim of Lien

Description of Violation and Special Master Directives

This case went to Special Master in September 2019. Orders signed 9/25/19. A \$250.00 administrative fine starting 12/24/19 and four violations starting 10/25/19 @\$50.00 per day per violation.

Amount of Lien \$

Release of Lien

Comments

Amount Paid \$

Instrument #

Book #

Page #

Date of Recording

Attachment: 144 Ridgewood Ave Lien Reduction Request (4438 : Request for Code Enforcement Lien Reduction)

Altkey: 3226143
HOLLY HILL SUN SHINE INC

Parcel ID: 424401340250
144 RIDGEWOOD AVE, HOLLY HILL

Parcel

Short Parcel Id 424401340250
Property Location 144 RIDGEWOOD AVE, HOLLY HILL, 32117
PC Code 3300 - NIGHT CLUBS
Total Bldgs 1
Neighborhood 7254 - HOLLY HILL - RIDGEWOOD (HWY 1)
Business Name 90 DEGREES
Homestead Property No

Primary Owner

Owner HOLLY HILL SUN SHINE INC

In Care Of
Mailing Address 144 N RIDGEWOOD AVE
HOLLY HILL FL 32117

All Owners

#	Owner 1	Owner 2	Owner %	Owner Type(s)
0	HOLLY HILL SUN SHINE INC		100	FS - Fee Simple

Legal

Millage Group 203-HOLLY HILL
Legal Description N 120 FT OF S 610 FT OF E 255 FT EXC RD BLK 34 1/2 M
& C HOLLY HILL MB 2 PG 90 PER OR 5274 PG 1305-1306
PER OR 6134 PGS 1893 & 1894 PER OR 7382 PG 4896
Map TWP-RNG-SEC 14 - 32 - 44
Subdivision-Block-Lot 01 - 34 - 0250
Date Created 27-DEC-81
Year Annexed

Special Assessment

Project #	Description	Units	Rate	Amount
0203	HOLLY HILL STORMWATER	3.90	\$96.00	\$374.40

Sales

Book/Page	Instr Type	Inst #	Sale Date	V/I	Sale Price
7382 / 1896	WD-WARRANTY DEED	2017068527	04/03/2017	I	\$360,000
6134 / 1894	QC-QUIT CLAIM DEED	2007223056	09/27/2007	I	\$100
5274 / 1305	QC1-QUIT CLAIM DEED	2004056493	03/01/2004	I	\$100

Community Redevelopment Areas

Project #	Description	Year Beg	Year End
92	HOLLY HILL CRA	2001	9999

Attachment: 144 Ridgewood Ave Lien Reduction Request (4438 : Request for Code Enforcement Lien Reduction)

**CITY OF HOLLY HILL CODE ENFORCEMENT
SPECIAL MAGISTRATE'S HEARING
HOLLY HILL, FLORIDA**

City of Holly Hill, a Political
Sub-division of the State of Florida

Parcel No. 4244-0134-0250
Case No. 19-659

Petitioner,

--VS--

Holly Hill Sun Shine Inc., Owner(s)

Respondent(s).

ORDER OF NON-COMPLIANCE

The Holly Hill Code Enforcement Special Magistrate has heard testimony under oath at a hearing on the above styled case on the 17th of September 2019, and based on the evidence received, the Special Magistrate, thereupon issues its FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ORDER as follows:

FINDINGS OF FACT

That Holly Hill Sun Shine Inc., Owner(s) and Respondent(s) of the property located at 144 Ridgewood Avenue, Holly Hill, Florida 32117 were issued a Violation Notice on the 22nd of May, 2019 for the violation of International Property Maintenance Code (hereinafter referred to as IPMC) 304.1 – The exterior of structure shall be maintained in good-repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare; IPMC 304.6 – Exterior walls. Exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration; IPMC 304.7 – Roofs and drainage. The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance; IPMC 302.3 – Sidewalks and Driveways. Sidewalks, walkways, stairs, driveways, parking spaces and similar spaces and similar areas shall be kept in proper state of repair, and maintained free from hazardous conditions; IPMC 304.15 – Doors. Exterior doors, door assemblies, operator systems if provided, ad hardware shall be maintained in good conditions. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.3; IPMC 304.8 - Decorative features. Cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition; Section 110-3 - All signs, including their supports, braces, guys and anchors, electrical parts and lighting

fixtures, and all painted and display areas, shall be maintained in accordance with the building and electrical codes adopted by the city, and shall present a neat and clean appearance. The vegetation around, in front of, behind and underneath the base of ground signs for a distance of ten feet shall be neatly trimmed and free of unsightly weeds, and no rubbish or debris that would constitute a fire or health hazard shall be permitted under or near the sign; Section 98-63 - The required buffer shall, unless otherwise provided for in this subpart, be planted and maintained in lawn or other landscaping materials, including flower beds, shrubs, hedges or trees, planted so as not to obscure the vision of vehicular traffic both on and off the premises. The required buffer shall be maintained in a healthy, growing condition which is neat and orderly in appearance, and shall be kept free of refuse and debris; and IPMC 302.1 – Sanitation. Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

At the hearing, the Code Enforcement Officer testified that four violations continue to exist. There is a broken door in the rear of the property, the signage needs to be repaired and requires painting, the sidewalks, walkways, and parking lot needs to be resurfaced and repainted, the wooden bumpers in the rear of the parking lot are rotting and need repair or require replacement, and there are decorative features that require repair. No one appeared on behalf of the Respondents.

CONCLUSIONS OF LAW

That Owner(s) and Respondent(s) of the property located at 144 Ridgewood Avenue, Holly Hill, FL 32117 is in violation of Holly Hill Zoning and Ordinances: IPMC 302.3 – Sidewalks and Driveways. Sidewalks, walkways, stairs, driveways, parking spaces and similar spaces and similar areas shall be kept in proper state of repair, and maintained free from hazardous conditions; IPMC 304.15 – Doors. Exterior doors, door assemblies, operator systems if provided, ad hardware shall be maintained in good conditions. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.3; IPMC 304.8 - Decorative features. Cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition; and Section 110-3 - All signs, including their supports, braces, guys and anchors, electrical parts and lighting fixtures, and all painted and display areas, shall be maintained in accordance with the building and electrical codes adopted by the city, and shall present a neat and clean appearance. The vegetation around, in front of, behind and underneath the base of ground signs for a distance of ten feet shall be neatly trimmed and free of unsightly weeds, and no rubbish or debris that would constitute a fire or health hazard shall be permitted under or near the sign.

ORDER

Based on the foregoing Findings of Fact and Conclusions of Law, and the authority of Chapter 162, Florida Statutes and the Holly Hill Code Enforcement Ordinance, Chapter 2

Section 2-116, it is duly ORDERED by this Special Magistrate that the Respondent shall pay an administrative fine of two hundred fifty dollars (\$250.00), which if not paid in ninety (90) days from the date of this order shall be recorded as a lien and such recordation shall constitute a lien against the Respondent's real (except homestead) and personal property in Volusia County, Florida, said property to include, but not necessarily limited to that described above.

If the violation of IPMC 302.3 – Sidewalks and Driveways. Sidewalks, walkways, stairs, driveways, parking spaces and similar spaces and similar areas shall be kept in proper state of repair, and maintained free from hazardous conditions, is not brought into compliance within thirty (30) days from the date of this order, there shall be a fine of fifty dollars (\$50.00) a day, for each and every day the violation continues to exist.

If the violation of IPMC 304.15 – Doors. Exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good conditions. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.3, is not brought into compliance within thirty (30) days from the date of this order, there shall be a fine of fifty dollars (\$50.00) a day, for each and every day the violation continues to exist.

If the violation of IPMC 304.8 - Decorative features. Cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition, is not brought into compliance within thirty (30) days from the date of this order, there shall be a fine of fifty dollars (\$50.00) a day, for each and every day the violation continues to exist.

If the violation of Section 110-3 - All signs, including their supports, braces, guys and anchors, electrical parts and lighting fixtures, and all painted and display areas, shall be maintained in accordance with the building and electrical codes adopted by the city, and shall present a neat and clean appearance. The vegetation around, in front of, behind and underneath the base of ground signs for a distance of ten feet shall be neatly trimmed and free of unsightly weeds, and no rubbish or debris that would constitute a fire or health hazard shall be permitted under or near the sign, is not brought into compliance within thirty (30) days from the date of this order, there shall be a fine of fifty dollars (\$50.00) a day, for each and every day the violation continues to exist.

DONE AND ORDERED this 25th day of September 2019, in Holly Hill, County of Volusia, Florida.

CITY OF HOLLY HILL
CODE ENFORCEMENT

By, Melody Pullen
Melody Pullen, Special Magistrate

IMPORTANT NOTICE

The Respondent must notify the Code Enforcement Officer, when this order is complied with. Until the Code Enforcement Officer verifies the property is in compliance the fine will continue to accrue. This order will be recorded in the Official Records of the Office of the Clerk of the Court in Volusia County, Florida, and such recordation shall constitute a lien against the Respondent's real and personal property in Volusia County, Florida, said property to include, but not necessarily limited to that described above (EXCEPT HOMESTEAD)

The Respondent has the right to appeal whether the property is in compliance. The Respondent must file their appeal for a hearing within 20 days from the date the fine goes into effect. If the property is found to be still in non-compliance the fine will begin on the original date the fine was to go into effect. This hearing will only cover whether the property is now in compliance. It will not be a rehearing of the whole case which was previously ruled on.

**CITY OF HOLLY HILL CODE ENFORCEMENT
SPECIAL MAGISTRATE'S HEARING
HOLLY HILL, FLORIDA**

**City of Holly Hill, a Political
Sub-division of the State of Florida**

**Parcel No. 4244-01-34-0250
Case No. 20-2611**

Petitioner,

-vs-

Holly Hill Sun Shine Inc., Owner

Respondent.

ORDER OF NON-COMPLIANCE

The Holly Hill Code Enforcement Special Magistrate has heard testimony under oath at a hearing on the above styled case on the 14th of May, 2020, and based on the evidence received, the Special Magistrate, thereupon issues its FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ORDER as follows:

FINDINGS OF FACT

That Holly Hill Sun Shine Inc., Owner and Respondent, of the property located at 144 Ridgewood Avenue, Holly Hill, FL 32117 was issued a Violation Notice on the 3rd of March, 2020 for operating a night club without the proper Business Tax Receipt.

The Respondent obtained a Business Tax Receipt on the 26th of April, 2017 to operate a sports bar and grill. This Business Tax Receipt does not allow the business to operate a night club.

The Code Enforcement Officer presented evidence of flyers distributed through social media that showed the business operated as a night club on numerous occasions in 2019 and 2020. The Code Enforcement Officer presented Incident Reports from the Holly Hill Police Department that demonstrate that business was operating past midnight on several occasions in 2019 and 2020. The business has a particular liquor license, dance floor, extended operating hours, special engagements, stage shows and platforms that confirm its status as a night club. The Code Enforcement Officer appeared personally and witnessed the operation of a night club during these extended operating hours.

At the hearing, Joseph Savio, partner to the 90 Degrees Sports Bar and Grill (name of the business) denied the operation of the night club. However, he did state that the business was operating until 2:00 am and confirmed that although he did not produce the flyers presented, the business was not turned away and patrons were served. The Owner and Respondent of the property is currently in the process of obtaining the appropriate

business tax to operate a night club. As of the date of this hearing, the Owner and Respondent do not have the appropriate business tax receipt to operate a night club.

CONCLUSIONS OF LAW

That Owner and Respondent of the property, located at 144 Ridgewood Avenue, Holly Hill, FL 32117 is in violation of Holly Hill Zoning and Ordinances: Section 62-27(a) - No person shall engage in or manage any business, profession or occupation in the city, unless and until a receipt shall have been procured from the city manager and the payment of the amount of license tax required therefor and as provided in this article. The Owner and Respondent must obtain the proper Business Tax Receipt that allows their business to run a night club.

ORDER

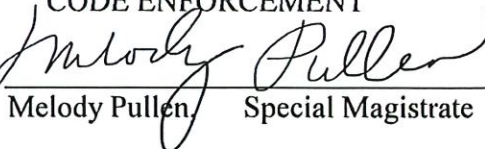
Based on the foregoing Findings of Fact and Conclusions of Law, and the authority of Chapter 162, Florida Statutes and the Holly Hill Code Enforcement Ordinance, Chapter 2 Section 2-116, it is duly ORDERED by this Special Magistrate that the Respondent shall pay an administrative fine of two hundred fifty dollars (\$250.00), which if not paid in ninety (90) days from the date of this order shall be recorded as a lien and such recordation shall constitute a lien against the Respondent's real (except homestead) and personal property in Volusia County, Florida, said property to include, but not necessarily limited to that described above.

If the violation of Section 62-27(a) - No person shall engage in or manage any business, profession or occupation in the city, unless and until a receipt shall have been procured for a **night club** from the city manager and the payment of the amount of license tax required therefor and as provided in this article, is not brought into compliance within thirty (30) days from the date of this order, there shall be a fine of fifty dollars (\$50.00) a day, for each and every day the violation continues to exist.

Should the Owner and Respondent be in violation of Section 62-27(a) in the future, this shall constitute a repeat violation and therefore the Owner and Respondent shall be fined five hundred dollars (\$500.00) per incident and this fine shall be due within fourteen (14 days) of the violation date.

DONE AND ORDERED this 21st day of May 2020, in Holly Hill, County of Volusia, Florida.

CITY OF HOLLY HILL
CODE ENFORCEMENT

By 
Melody Pullen, Special Magistrate

Attest: _____
Code Enforcement Official

Attachment: 144 Ridgewood Ave Lien Reduction Request (4438 : Request for Code Enforcement Lien Reduction)

This instrument prepared by Melody Pullen, Special Magistrate for the Code Enforcement, 1065 Ridgewood Avenue, Holly Hill, Florida 32117, Telephone number: (386) 248-9490.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that on _____ day of _____, 2020 a true and accurate copy of the foregoing has been furnished by U.S. Mail to:

Holly Hill Sun Shine Inc
144 Ridgewood Avenue
Holly Hill, FL 32117

90 Degrees Sports Bar and Grill
Attn: Joseph Savio
144 Ridgewood Avenue
Holly Hill, FL 32117

Code Enforcement Official

IMPORTANT NOTICE

The Respondent must notify the Code Enforcement Officer, when this order is complied with. Until the Code Enforcement Officer verifies the property is in compliance the fine will continue to accrue. This order will be recorded in the Official Records of the Office of the Clerk of the Court in Volusia County, Florida, and such recordation shall constitute a lien against the Respondent's real and personal property in Volusia County, Florida, said property to include, but not necessarily limited to that described above (EXCEPT HOMESTEAD)

The Respondent has the right to appeal whether the property is in compliance. The Respondent must file their appeal for a hearing within 20 days from the date the fine goes into effect. If the property is found to be still in non-compliance the fine will begin on the original date the fine was to go into effect. This hearing will only cover whether the property is now in compliance. It will not be a rehearing of the whole case which was previously ruled on.

Attachment: 144 Ridgewood Ave Lien Reduction Request (4438 : Request for Code Enforcement Lien Reduction)



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

**City Commission
Ordinance**

7.1

MEETING DATE: March 12, 2024
FROM: Joseph Forte
SUBJECT: **SECOND READING - an Ordinance of the City of Holly Hill, Florida, Amending Chapter 30 (Finance), Article IV (Special Assessment) to a New Title of Special Assessment – Code Enforcement Costs; Create New Article V (Special Assessments) Authorizing the City to Levy Special Assessment and Outlining the Procedures for Special Assessment to be Levied; Providing for Severability; and Providing for an Effective Date.**
NUMBER: 2024-O-3072
APPLICANT:
PLANNER:

DISCUSSION:

This Ordinance creates the authority for the City Commission to levy a non-ad valorem assessment. This regulation applies to all special assessments within the City of Holly Hill. If approved, the City Commission would then need to adopt resolutions for any particular type of special assessment for the specific special assessment purpose. This Ordinance will allow the City to adopt this particular special assessment and any other special assessments in the future if the need arises.

The city staff has been negotiating terms and conditions with the representatives of the Anastasia Ct. townhome development. The development has some unique conditions, that the city is negotiating, that will be beneficial to the Developer, as well as, the City. In order for the Developer to comply with the City's requests, the Developer and future HOA will need to enter into an agreement, whereby specific maintenance responsibilities are assigned to the Developer and the City for maintenance of the retention pond.

In order for the city to ensure that the maintenance from the HOA is completed regularly and properly by the HOA, the city will need to assign a non-ad valorem assessment to the Developer and HOA in perpetuity.

Approval of this Ordinance has no effect on any particular property. In order for the assessment to be applied to a property, the City Commission must adopt a Resolution specific to the property for which the assessment is being assigned.

FISCAL

ANALYSIS:

There is no fiscal impact to this ordinance.

STAFF**RECOMMENDATION:**

Staff recommends the City Commission approve the Ordinance on first reading and direct the staff to bring the Ordinance back as a public hearing for second reading in March 2024.

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.

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

MOTION:

APPROVE THE ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING CHAPTER 30 (FINANCE), ARTICLE IV (SPECIAL ASSESSMENT) TO A NEW TITLE OF SPECIAL ASSESSMENT - CODE ENFORCEMENT COSTS; CREATE NEW ARTICLE V (SPECIAL ASSESSMENTS) AUTHORIZING THE CITY TO LEVY SPECIAL ASSESSMENT AND OUTLINING THE PROCEDURES FOR SPECIAL ASSESSMENT TO BE LEVIED.

HISTORY:

02/27/24

City Commission

APPROVED AT 1ST READING

Next: 03/12/24

Mr. Forte read through his staff report. This Ordinance creates the authority for the City Commission to levy a non-ad valorem assessment. This regulation applies to all special assessments within the City of Holly Hill. If approved, the City Commission would then need to adopt resolutions for any particular type of special assessment for the specific special assessment purpose. This Ordinance will allow the City to adopt this particular special assessment and any other special assessments in the future if the need arises. The city staff has been negotiating terms and conditions with the representatives of the Anastasia Ct. townhome development. The development has some unique conditions, that the city is negotiating, that will be beneficial to the Developer, as well as, the City. In order for the Developer to comply with the City's requests, the Developer and future HOA will need to enter into an agreement, whereby specific maintenance responsibilities are assigned to the Developer and the City for maintenance of the retention pond. In order for the city to ensure that the maintenance from the HOA is completed regularly and properly by the HOA, the city will need to assign a non-ad valorem assessment to the Developer and HOA in perpetuity. Approval of this Ordinance has no effect on any particular property. In order for the assessment to be applied to a property, the City Commission must adopt a Resolution specific to the property for which the assessment is being assigned. This

Ordinance is citywide to provide ability to attach an assessment to a property but for more specifically, as staff continues to negotiate the Anastasia Court terms and conditions, staff will come back once that development order is done and will bring that forward to the City Commission, if it's approved, staff will need to do a Resolution to place an assessment on that developer and the HOA.

Mayor Via opened public participation. No one spoke.

Ordinance No. 2024-3072

SECOND READING - AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING CHAPTER 30 (FINANCE), ARTICLE IV (SPECIAL ASSESSMENT) TO A NEW TITLE OF SPECIAL ASSESSMENT – CODE ENFORCEMENT COSTS; CREATE NEW ARTICLE V (SPECIAL ASSESSMENTS) AUTHORIZING THE CITY TO LEVY SPECIAL ASSESSMENT AND OUTLINING THE PROCEDURES FOR SPECIAL ASSESSMENT TO BE LEVIED; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING CHAPTER 30 (FINANCE), ARTICLE IV (SPECIAL ASSESSMENT) TO A NEW TITLE OF SPECIAL ASSESSMENT - CODE ENFORCEMENT COSTS; CREATE NEW ARTICLE V (SPECIAL ASSESSMENTS) AUTHORIZING THE CITY TO LEVY SPECIAL ASSESSMENT AND OUTLINING THE PROCEDURES FOR SPECIAL ASSESSMENT TO BE LEVIED; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City has adopted regulations for special assessments specifically to collect the costs incurred by the City for correcting code violations and the City want to amend the Article title to make it clear; and

WHEREAS, the City desires to create a new Article that allows for all special assessments and adopts rules and regulations.

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 amends Chapter 20, Article IV to be titled Special Assessment - Code Enforcement Costs.

SECTION 2. The City Commission of the City of Holly Hill hereby creates Article V (Special Assessments) to read as follows:

Article V (Special Assessments)

Section 30-90. Assessments.

Article VIII, Section 2 of the Florida Constitution and F.S. § 166.021, grant the City all governmental, corporate, and proprietary powers to enable the City Commission to conduct municipal government, perform municipal functions, and render municipal services, and exercise any power for municipal purposes, except when expressly prohibited by law, and such powers may be exercised by the enactment of City ordinances.

The Assessments authorized herein shall constitute non-ad valorem assessments within the meaning and intent of the Uniform Assessment Collection Act.

The Assessments imposed pursuant to this Article will be imposed by the City Commission, not the Property Appraiser or Tax Collector. Any activity of the Property Appraiser or Tax Collector under the provisions of this Article shall be construed solely as ministerial.

Section 30-91 Authority and Purpose.

The City Commission is hereby authorized to impose Assessments against property located within an Assessment Area to fund Capital Improvements or Essential Services. The Assessment shall be computed in a manner that fairly and reasonably apportions the Capital Costs or Service Costs among the parcels of property within an Assessment Area, based upon objectively determinable Assessment Units related to the value, use or physical characteristics of the property.

Section 30-92 Creation of Assessment Areas.

1. The City Commission is hereby authorized to create Assessment Areas by resolution. Each Assessment Area shall encompass only that property specially benefited by the Capital Improvements or Essential Services proposed for funding from the proceeds of Assessments to be imposed therein. Either the Initial Assessment Resolution proposing an Assessment Area or the Final Assessment Resolution creating an Assessment Area shall include brief descriptions of the Capital Improvements or Essential Services proposed for such area, a description of the property to be included within the Assessment Area, and specific legislative findings that recognize the special benefit to be provided by each proposed Capital Improvement or Essential Service to property within the Assessment Area. Properties in any Assessment Area need not be adjacent or contiguous to any other property in an Assessment Area.

2. At its option, the City Commission may establish a process pursuant to which the owners of property may petition for creation of an Assessment Area to fund Capital Improvements and Essential Services. Notwithstanding any petition process established pursuant to this section, the City Commission shall retain the authority to create Assessment Areas without a landowner petition.

Section 30-93 Initial Assessment Resolution.

The initial proceeding for imposition of an Assessment shall be the City Commission's adoption of an Initial Assessment Resolution. The Initial Assessment Resolution shall:

1. describe the proposed Assessment Area;

2. describe the Capital Improvements or Essential Services proposed for funding from proceeds of the Assessments;
3. estimate the Service Cost or Capital Cost;
4. establish a Maximum Assessment Rate if desired by the City Commission;
5. describe with particularity the proposed method of apportioning the Service Cost or Capital Cost among the parcels of property located within the Assessment Area, including any applicable Assessment Unit;
6. include specific legislative findings that recognize the equity provided by the apportionment methodology;
7. schedule a public hearing at a meeting of the City Commission, which meeting shall be a regular, adjourned or special meeting, at which to hear objections of all interested persons and to consider adoption of the Final Assessment Resolution and approval of the Assessment Roll; and
8. direct the Assessment Coordinator to (1) prepare the Assessment Roll pursuant to Section 30-94 hereof, (2) publish the notice required by Section 30-95 hereof, and (3) mail the notice required by Section 30-96 hereof using information then available from the Property Appraiser.

Section 30-94 Assessment Roll.

1. The Assessment Coordinator shall prepare a preliminary Assessment Roll that contains the following information:
 - a. a summary description of each parcel of property (conforming to the description contained on the Tax Roll) subject to the Assessment;
 - b. the name of the owner of record of each parcel, as shown on the Tax Roll;
 - c. the number of Assessment Units attributable to each parcel;
 - d. if applicable, the estimated maximum annual Assessment to become due in any Fiscal Year for each Assessment Unit; and
 - e. if applicable, the estimated maximum annual Assessment to become due in any Fiscal Year for each parcel.
2. Copies of the Initial Assessment Resolution and the preliminary Assessment Roll shall be on file in the office of the Assessment Coordinator and open to public inspection. The foregoing shall not be construed to require that the Assessment Roll be in printed form if the amount of the Assessment for each parcel of property can be determined by use of a computer terminal or otherwise accessible through the internet or similar data base. **Section 30-95 Notice by Publication.**

After filing the Assessment Roll in the office of the Assessment Coordinator, as required by Section 30-94(2) thereof, the Assessment Coordinator shall publish once in a newspaper of general circulation within Volusia County a notice stating that at a meeting of the City Commission on a certain day and hour, not earlier than 20 calendar days from such publication,

which meeting shall be a regular, adjourned or special meeting, the City Commission will hear objections of all interested persons to the Final Assessment Resolution and approval of the Assessment Roll. The published notice shall conform to the requirements set forth in the Uniform Assessment Collection Act. Such notice shall include (A) a geographic depiction of the property subject to the Assessment; (B) the proposed schedule of the Assessment; (C) the method by which the Assessment shall be collected; (D) the Maximum Assessment Rate in the event one was adopted in the Initial Assessment Resolution; and (E) a statement that all affected property owners have the right to appear at the public hearing and to file written objections within 20 days of the publication of the notice. Notwithstanding anything herein to the contrary, notice of a proposed Assessment may be given in any manner authorized by law.

Section 30-96 Notice by Mail.

In addition to the published notice required by Section 30-95, Notice by Publication hereof, the Assessment Coordinator shall provide notice of the proposed Assessment by first class mail to the owner of each parcel of property subject to the Assessment. The mailed notice shall conform to the requirements set forth in the Uniform Assessment Collection Act. Such notice shall include (A) the purpose of the Assessment; (B) the total Assessment to be levied against each parcel of property including a Maximum Assessment Rate in the event one was adopted by the Initial Assessment Resolution; (C) the Assessment Unit to be applied to determine the Assessment; (D) the number of such Assessment Units contained in each parcel; (E) the total revenue to be collected by the Assessment; and (F) a statement that failure to pay the Assessment will cause a tax certificate to be issued against the property or foreclosure proceedings may be instituted, either of which may result in a loss of title to the property; (G) a statement that all affected property owners have a right to appear at the hearing and to file written objections with the City Commission within 20 days of the notice; and (H) the date, time and place of the hearing. Notice shall be mailed at least 20 calendar days prior to the hearing to each property owner at such address as is shown on the Tax Roll at least thirty (30) days prior to the date of mailing; provided, however, that failure to mail or receive such notice shall not invalidate any Assessment imposed hereunder. Notice shall be deemed mailed upon delivery thereof to the possession of the U.S. Postal Service. The Assessment Coordinator may provide proof of such notice by affidavit. Notwithstanding anything herein to the contrary, notice of a proposed Assessment may be given in any manner authorized by law.

Section 30-97 Adoption of Final Assessment Resolution.

1. At the time named in such notices, or to which an adjournment or continuance may be taken, the City Commission shall conduct a public hearing to receive written objections and hear testimony of interested persons and may then, or at any subsequent meeting of the City Commission, adopt the Final Assessment Resolution which shall:

- a. confirm, modify or repeal the Initial Assessment Resolution with such amendments, if any, as may be deemed appropriate by the City Commission;
- b. create the Assessment Area;
- c. establish the maximum amount of the Assessment for each Assessment Unit;
- d. approve the Assessment Roll, with such amendments as it deems just and right;

and

e. determine the method of collecting the Assessments and when collection shall commence.

2. In any instance where the public hearing is adjourned or continued prior to adoption of the Final Assessment Resolution or any Annual Assessment Resolution requiring mailed notice as provided in Section 30-98 hereof, the City shall not be required to provide additional notices pursuant to Sections 30-95, Notice by Publication and/or 30-96, Notice by Mail, hereof, provided:

a. The public hearing is continued to a time and date certain as determined by majority vote of the City Commission at the public hearing included in the original mailed notices; and

b. Such time and date certain is within sixty (60) days of the public hearing date included in the original mailed notices.

Section 30-98 Annual Assessment Resolution.

The City Commission shall adopt an Annual Assessment Resolution during its budget adoption process for each Fiscal Year in which Assessments will be imposed to approve the Assessment Roll for such Fiscal Year. The Final Assessment Resolution shall constitute the Annual Assessment Resolution for the initial Fiscal Year. The Assessment Roll, as prepared in accordance with the Initial Assessment Resolution and confirmed or amended by the Final Assessment Resolution, shall be confirmed or amended by the Annual Assessment Resolution to reflect the then applicable portion of the cost of the Capital Improvements or Essential Services, or both, to be paid by Assessments. If the proposed Assessment for any parcel of property exceeds the Maximum Assessment Rate established in the Initial Assessment Resolution for the area and described in the notices provided pursuant to Sections 30-95, Notice by Publication and/or 30-96, Notice by Mail, hereof or if an Assessment is imposed against property not previously subject thereto, the City Commission shall provide notice to the owner of such property in accordance with Section 30-96, Notice by Mail hereof and conduct a public hearing prior to adoption of the Annual Assessment Resolution. In the case of an Annual Assessment Resolution which approves an Assessment against property not previously subject thereto, notice and public hearing shall not be required if all owners of the newly affected property provide written consent to the imposition of the Assessment. Failure to adopt an Annual Assessment Resolution during the budget adoption process may be cured at any time.

Section 30-99 Effect of Assessment Resolutions.

The adoption of the Final Assessment Resolution or of an Annual Assessment Resolution requiring notice as provided in Section 30-98 Annual Assessment Resolution hereof, shall be the final adjudication of the issues presented (including, but not limited to, the apportionment methodology, the rate of assessment, the maximum annual Assessment of each parcel, the adoption of the Assessment Roll and the levy and lien of the Assessments), unless proper steps are initiated in a court of competent jurisdiction to secure relief within 20 days from the date of the City Commission's adoption of the Final Assessment Resolution. The Assessments for each Fiscal Year shall be established upon adoption of the Annual Assessment Resolution. If the

Assessments are to be collected pursuant to the Uniform Assessment Collection Act, the Assessment Roll, as approved by the Annual Assessment Resolution, shall be certified to the Tax Collector.

Section 30-100 Repayment of Assessments.

1. Unless determined otherwise in the applicable Initial Assessment Resolution, Final Assessment Resolution or any Annual Assessment Resolution, the Assessment imposed against any parcel of property to fund Capital Improvements shall be subject to prepayment at the option of the property owner, as follows:

a. Prior to the issuance of Obligations, the Assessment Coordinator shall provide first class mailed notice to the owner of each parcel of property subject to the Assessment of the City Commission's intent to issue such Obligations. On or prior to the date specified in such notice (which shall not be earlier than the thirtieth day following the date on which the notice is delivered to the possession of the U.S. Postal Service), or such later date as the City Commission may allow in its sole discretion, the owner of each parcel of property subject to the Assessment shall be entitled to prepay the total Assessment obligation.

b. Following the date specified in the notice provided pursuant to Section 30-100(1)(a) hereof, or such later date as the City Commission may allow in its sole discretion, the owner of each parcel of property subject to the Assessment shall be entitled to prepay the total remaining Assessment upon payment of an amount equal to the sum of (a) such parcel's share of the principal amount of Obligations then outstanding, (b) the premium associated with redemption of such parcel's share of the principal amount of Obligations then outstanding, and (c) interest on such parcel's share of the principal amount of Obligations then outstanding, from the most recent date to which interest has been paid to the next date following such prepayment on which the City can redeem Obligations after providing all notices required by the ordinance or resolution authorizing issuance of such Obligations; provided however, that during any period commencing on the date the annual Assessment Roll is certified for collection pursuant to the Uniform Assessment Collection Act and ending on the next date on which unpaid ad valorem taxes become delinquent, the City may reduce the amount required to prepay the Assessments imposed against any parcel of property by the amount of the Assessment certified for collection with respect to such parcel.

2. At the City's election, the Assessment imposed against any parcel of property may be subject to acceleration and mandatory prepayment if at any time a tax certificate has been issued and remains outstanding in respect of such property. In such event, the amount required for mandatory prepayment shall be the same as that required for an optional prepayment authorized by Section 30-100(1)(b) hereof.

3. The amount of all prepayments computed in accordance with this Section 30-100 shall be final. The City shall not be required to refund any portion of a prepayment if (1) the Capital Cost is less than the amount upon which such prepayment was computed, or (2) annual Assessments will not be imposed for the full number of years anticipated at the time of such prepayment.

Section 30-101 Lien of Assessments.

1. Upon adoption of the Annual Assessment Resolution for each Fiscal Year, Assessments

to be collected under the Uniform Assessment Collection Act shall constitute a lien against assessed property equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles and claims, until paid. The lien shall be deemed perfected upon adoption by the City Commission of the Annual Assessment Resolution and shall attach to the property included on the Assessment Roll as of the prior January 1, the lien date for ad valorem taxes.

2. Upon adoption of the Final Assessment Resolution, Assessments to be collected under the alternative method of collection provided in Section 30-106 Alternative Method of Collection hereof shall constitute a lien against assessed property equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles and claims, until paid. The lien shall be deemed perfected on the date notice thereof is recorded in the Official Records of Volusia County, Florida.

3. The lien of any Assessment imposed against any tax parcel hereunder shall survive a tax sale, and the purchaser of such parcel shall take title thereto subject to the lien of the Assessment.

Section 30-102 Revisions to Assessments.

If any Assessment made under the provisions of this Article is either in whole or in part annulled, vacated or set aside by the judgment of any court, or if the City Commission is satisfied that any such Assessment is so irregular or defective that the same cannot be enforced or collected, or if the City Commission has omitted the inclusion of any property on the Assessment Roll which property should have been so included, the City Commission may take all necessary steps to impose a new Assessment against any property benefited by the Capital Improvement or Essential Service, following as nearly as may be practicable the provisions of this Article, and in case such second Assessment is annulled, the City Commission may levy and impose other Assessments until a valid Assessment is imposed.

Section 30-103 Procedural Irregularities.

Any informality or irregularity in the proceedings in connection with the levy of any Assessment under the provisions of this Article shall not affect the validity of the same after the approval thereof, and any Assessment as finally approved shall be competent and sufficient evidence that such Assessment was duly levied, that the Assessment was duly made and adopted, and that all proceedings related to such Assessment were duly had, taken and performed as required by this Article; and no variance from the directions hereunder shall be held material unless it be clearly shown that the party objecting was materially injured thereby. Notwithstanding the provisions of this Section 30-103, Procedural Irregularities, any party objecting to an Assessment imposed pursuant to this Article must file an objection with a court of competent jurisdiction within the time periods prescribed herein.

Section 30-104 Corrections of Errors and Omissions.

1. No act of error or omission on the part of the City Commission, Assessment Coordinator, Property Appraiser, Tax Collector, or their deputies or employees, shall operate to release or discharge any obligation for payment of any Assessment imposed by the City Commission under

the provisions of this Article.

2. The number of Assessment Units attributed to a parcel of property may be corrected at any time by the Assessment Coordinator, including upon presentation of competent substantial evidence by the owner of such parcel. Any such correction which reduces an Assessment shall be considered valid from the date on which the Assessment was imposed and shall in no way affect the enforcement of the Assessment imposed under the provisions of this Article. Any such correction which increases an Assessment or imposes an assessment on omitted property shall first require notice to the affected owner at the address shown on the Tax Roll notifying the owner of the date, time and place that the City Commission will consider confirming the correction and offering the owner an opportunity to be heard.

3. After the Assessment Roll has been delivered to the Tax Collector in accordance with the Uniform Assessment Collection Act, any changes, modifications or corrections thereto shall be made in accordance with the procedures applicable to errors and insolvencies for ad valorem taxes.

Section 30-105 Method of Collection.

Unless directed otherwise by the City Commission, Assessments (other than Assessments imposed against Government Property) shall be collected pursuant to the Uniform Assessment Collection Act, and the City shall comply with all applicable provisions thereof, including but not limited to (1) entering into a written agreement with the Property Appraiser and the Tax Collector for reimbursement of necessary expenses, (2) certifying the Assessment Roll to the Tax Collector, and (3) adopting a Resolution of Intent after publishing weekly notice of such intent for four consecutive weeks preceding the hearing. The Resolution of Intent may be adopted either prior to or following the Initial Assessment Resolution; provided, however, that the Resolution of Intent must be adopted prior to January 1 (March 1 with consent of the Property Appraiser and Tax Collector) of the year in which the Assessments are first collected on the ad valorem tax bill. This section shall not be construed to require adoption of an additional Resolution of Intent, and notice thereof, if a Resolution of Intent was previously adopted and is currently in effect for the area in question. Any hearing or notice required by this Article may be combined with any other hearing or notice required by the Uniform Assessment Collection Act.

Section 30-106 Alternative Method of Collection.

In lieu of using the Uniform Assessment Collection Act, the City may elect to collect the Assessment by any other method which is authorized by law or provided by this Section 30-106 as follows:

1. The City shall provide Assessment bills by first class mail to the owner of each affected parcel of property, other than Government Property. The bill or accompanying explanatory material shall include (1) a brief explanation of the Assessment, (2) a description of the Assessment Units used to determine the amount of the Assessment, (3) the number of Assessment Units attributable to the parcel, (4) the total amount of the parcel's Assessment for the appropriate period, (5) the location at which payment will be accepted, (6) the date on which the Assessment is due, and (7) a statement that the Assessment constitutes a lien against assessed property equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments.

2. A general notice of the lien resulting from imposition of the Assessments shall be recorded in the Official Records of Volusia County, Florida. Nothing herein shall be construed to require that individual liens or releases be filed in the Official Records.

3. The City shall have the right to appoint or retain an agent to foreclose and collect all delinquent Assessments in the manner provided by law. An Assessment shall become delinquent if it is not paid within thirty (30) days from the due date. The City or its agent shall notify any property owner who is delinquent in payment of an Assessment within sixty (60) days from the date such Assessment was due. Such notice shall state in effect that the City or its agent will initiate a foreclosure action and cause the foreclosure of such property subject to a delinquent Assessment in a method now or hereafter provided by law for foreclosure of mortgages on real estate, or otherwise as provided by law.

4. All costs, fees and expenses, including reasonable attorney fees and title search expenses, related to any foreclosure action as described herein shall be included in any judgment or decree rendered therein. At the sale pursuant to decree in any such action, the City may be the purchaser to the same extent as an individual person or corporation. The City may join in one foreclosure action the collection of Assessments against any or all property assessed in accordance with the provisions hereof. All delinquent property owners whose property is foreclosed shall be liable for an apportioned amount of reasonable costs and expenses incurred by the City and its agents, including reasonable attorney fees, in collection of such delinquent Assessments and any other costs incurred by the City as a result of such delinquent Assessments including, but not limited to, costs paid for draws on a credit facility and the same shall be collectible as a part of or in addition to, the costs of the action.

5. In lieu of foreclosure, any delinquent Assessment and the costs, fees and expenses attributable thereto, may be collected pursuant to the Uniform Assessment Collection Act; provided, however, that (1) notice is provided to the owner in the manner required by law and this Article, and (2) any existing lien of record on the affected parcel for the delinquent Assessment is supplanted by the lien resulting from certification of the Assessment Roll to the Tax Collector.

Section 30-107 Responsibility for Enforcement.

The City and its agents, if any, shall maintain the duty to enforce the prompt collection of Assessments by the means provided herein. The duties related to collection of Assessments may be enforced at the suit of any holder of Obligations in a court of competent jurisdiction by mandamus or other appropriate proceedings or actions.

Section 30-108 Government Property.

1. If Assessments are imposed against Government Property, the City shall provide Assessment bills by first class mail to the owner of each affected parcel of Government Property. The bill or accompanying explanatory material shall include (1) a brief explanation of the Assessment, (2) a description of the Assessment Units used to determine the amount of the Assessment, (3) the number of Assessment Units attributable to the parcel, (4) the total amount of the parcel's Assessment for the appropriate period, (5) the location at which payment will be accepted, and (6) the date on which the Assessment is due.

2. Assessments imposed against Government Property shall be due on the same date as Assessments against other property within the Assessment Area and, if applicable, shall be subject to the same discounts for early payment.
3. An Assessment shall become delinquent if it is not paid within thirty (30) days from the due date. The City shall notify the owner of any Government Property that is delinquent in payment of its Assessment within sixty (60) days from the date such Assessment was due. Such notice shall state in effect that the City will initiate a mandamus or other appropriate judicial action to compel payment.
4. All costs, fees and expenses, including reasonable attorney fees and title search expenses, related to any mandamus or other action as described herein shall be included in any judgment or decree rendered therein. All delinquent owners of Government Property against which a mandamus or other appropriate action is filed shall be liable for an apportioned amount of reasonable costs and expenses incurred by the City or its agents, including reasonable attorney fees, in collection of such delinquent Assessments and any other costs incurred by the City as a result of such delinquent Assessments including, but not limited to, costs paid for draws on a credit facility and the same shall be collectible as a part of, or in addition to, the costs of the action.
5. As an alternative to the foregoing, an Assessment imposed against Government Property may be collected on the bill for any utility service provided to such Government Property. The City Commission may also contract for such billing services with any utility not owned by the City.
6. Nothing herein shall require the imposition of Assessments against Government Property.

Section 30-109 Issuance of Obligations - General Authority.

1. The City Commission shall have the power and is hereby authorized to provide by ordinance or resolution, at one time or from time to time in series, for the issuance of Obligations to fund Capital Improvements and any amounts to be paid or accrued in connection with issuance of such Obligations including but not limited to capitalized interest, transaction costs and reserve account deposits.
2. The principal of and interest on each series of Obligations shall be payable from Pledged Revenue. At the option of the City Commission, the City may agree, by ordinance or resolution, to budget and appropriate funds to make up any deficiency in the reserve account established for the Obligations or in the payment of the Obligations, from other non-ad valorem revenue sources. The City Commission may also provide, by ordinance or resolution, for a pledge of or lien upon proceeds of such non-ad valorem revenue sources for the benefit of the holders of the Obligations. Any such ordinance or resolution shall determine the nature and extent of any pledge of or lien upon proceeds of such non-ad valorem revenue sources.

Section 30-110 Issuance of Obligations - Terms of the Obligations.

The Obligations shall be dated, shall bear interest at such rate or rates, shall mature at such times as may be determined by ordinance or resolution of the City Commission, and may be made redeemable before maturity, at the option of the City, at such price or prices and under such terms and conditions, all as may be fixed by the City Commission. Said Obligations shall

mature not later than forty (40) years after their issuance. The City Commission shall determine by ordinance or resolution the form of the Obligations, the manner of executing such Obligations, and shall fix the denominations of such Obligations, the place or places of payment of the principal and interest, which may be at any bank or trust company within or outside of the State of Florida, and such other terms and provisions of the Obligations as it deems appropriate. The Obligations may be sold at public or private sale for such price or prices as the City Commission shall determine by ordinance or resolution. The Obligations may be delivered to any contractor to pay for the provision of Capital Improvements or may be sold in such manner and for such price as the City Commission may determine by ordinance or resolution to be for the best interests of the City.

Section 30-111 Issuance of Obligations - Variable Rate Obligations.

At the option of the City Commission, Obligations may bear interest at a variable rate.

Section 30-112 Issuance of Obligations - Temporary Obligations.

Prior to the preparation of definitive Obligations of any series, the City Commission may, under like restrictions, issue interim receipts, interim certificates, or temporary Obligations, exchangeable for definitive Obligations when such Obligations have been executed and are available for delivery. The City Commission may also provide for the replacement of any Obligations which shall become mutilated, destroyed or lost. Obligations may be issued without any other proceedings or the happening of any other conditions or things other than those proceedings, conditions or things which are specifically required by this Article.

Section 30-113 Issuance of Obligations - Notes.

In anticipation of the sale of Obligations, the City Commission may, by ordinance or resolution, issue notes and may renew the same from time to time. Such notes may be paid from the proceeds of the Obligations, the proceeds of the Assessments, the proceeds of the notes and such other legally available moneys as the City Commission deems appropriate by ordinance or resolution. Said notes shall mature within five (5) years of their issuance and shall bear interest at a rate not exceeding the maximum rate provided by law. The City Commission may issue Obligations or renewal notes to repay the notes. The notes shall be issued in the same manner as the Obligations.

Section 30-114 Issuance of Obligations - Taxing Power Not Pledged.

Obligations issued under the provisions of this Article shall not be deemed to constitute a general obligation or pledge of the full faith and credit of the City within the meaning of the Constitution of the State of Florida, but such Obligations shall be payable only from Pledged Revenue and, if applicable, proceeds of the Assessments, in the manner provided herein and by the ordinance or resolution authorizing the Obligations. The issuance of Obligations under the provisions of this Article shall not directly or indirectly obligate the City to levy or to pledge any form of ad valorem taxation whatsoever. No holder of any such Obligations shall ever have the right to compel any exercise of the ad valorem taxing power on the part of the City to pay any such Obligations or the interest thereon or to enforce payment of such Obligations or the interest thereon against any property of the City, nor shall such Obligations constitute a charge, lien or encumbrance, legal or equitable, upon any property of the City, except the Pledged Revenue.

Section 30-115 Issuance of Obligations - Trust Funds.

The Pledged Revenue received pursuant to the authority of this Article shall be deemed to be trust funds, to be held and applied solely as provided in the Ordinance from which this Article is derived and in the ordinance or resolution authorizing issuance of the Obligations. Such Pledged Revenue may be invested by the City, or its designee, in the manner provided by the ordinance or resolution authorizing issuance of the Obligations. The Pledged Revenue upon receipt thereof by the City shall be subject to the lien and pledge of the holders of any Obligations or any entity other than the City providing credit enhancement on the Obligations.

Section 30-116 Issuance of Obligations - Remedies of Holders.

Any holder of Obligations, except to the extent the rights herein given may be restricted by the ordinance or resolution authorizing issuance of the Obligations, may, whether at law or in equity, by suit, action, mandamus or other proceedings, protect and enforce any and all rights under the laws of the state or granted hereunder or under such ordinance or resolution, and may enforce and compel the performance of all duties required by this part, or by such ordinance or resolution, to be performed by the City.

Section 30-117 Issuance of Obligations - Refunding Obligations.

The City may, by ordinance or resolution of the City Commission, issue Obligations to refund any Obligations issued pursuant to this Article, or any other obligations of the City issued to finance Capital Improvements, and provide for the rights of the holders hereof. Such refunding Obligations may be issued in an amount sufficient to provide for the payment of the principal of, redemption premium, if any, and interest on the outstanding Obligations to be refunded. If the issuance of such refunding Obligations results in an annual Assessment that exceeds the estimated maximum annual Assessments set forth in the notice provided pursuant by these regulations, the City Commission shall provide notice to the affected property owners and conduct a public hearing in the manner required by Article V of this Article.

Section 30-118 Definitions.

Assessment means a special assessment imposed by the City Commission pursuant to this Code to fund the capital cost of capital improvements or the service cost of essential services. The term "assessment" and the reference to non-ad valorem assessments herein means those assessments which are not based upon millage and which can become a lien against a homestead as permitted by Article X, Section 4 of the Florida Constitution.

Assessment area means any of specific areas created by resolution of the City Commission pursuant to Article V that specially benefit from capital improvements or essential services.

Assessment Coordinator means the City Manager or such person's designee.

Assessment roll means the special assessment roll relating to capital improvements or essential services containing the information specified in Article V, approved by a final assessment resolution or an annual assessment resolution pursuant to Article V.

Assessment unit means the apportionment unit utilized to determine the assessment for

each parcel of property, as set forth in the initial assessment resolution. "Assessment units" may include, by way of example and not limitation, one (1) or a combination of the following: Front footage, land area, improvement area, equivalent residential connections or units, equivalent benefit units, permitted land use, trip generation rates, rights to future trip generation capacity under applicable concurrency management regulations, property value or any other physical characteristic or reasonably expected use of the property that is related to the capital improvements or essential services to be funded from proceeds of the assessment.

Capital cost means all or any portion of the expenses that are properly attributable to the acquisition, design, construction, installation, reconstruction, renewal or replacement (including demolition, environmental mitigation and relocation) of capital improvements under generally accepted accounting principles; and including reimbursement to the city for any funds advanced for capital cost and interest on any interfund or intrafund loan for such purposes.

Capital improvements means capital improvements constructed or installed by the city which provide a special benefit to lands within an assessment area

Essential services mean the services, facilities, or programs which provide a special benefit to, or relieve a burden attributable to, lands within an assessment area.

Obligations means bonds or other evidence of indebtedness including but not limited to, notes, commercial paper, capital leases or any other obligation issued or incurred to finance capital improvements and secured, in whole or in part, by proceeds of the assessments.

Service cost means all or any portion of the expenses that are properly attributable to the provision of essential services under generally accepted accounting principles; and including reimbursement to the City for any funds advanced for such expenses and interest on any interfund or intrafund loan for such purposes.

SECTION 3. 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 4. That all ordinances made in conflict with this Ordinance are hereby repealed.

SECTION 5. That this Ordinance shall become effective immediately upon its adoption.

**APPROVED AND AUTHENTICATED on this 12th day of MARCH, 2024
for second and final reading.**