CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

AGENDA ● MARCH 14, 2023

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 Mayor Chris Via
   c. Pledge of Allegiance

2. **RECESS THE CC MTG & CONVENE AS THE CRA**

3. **CRA AGENDA**

   1. –2023-R-19 A Resolution of the Community Redevelopment Agency of the City of Holly Hill, Florida, Authorizing the City Manager or Designee to Execute an Agreement with Charter-Spectrum to Move Forward with Phase III Utility Overhead to Undergrounding Along Ridgewood Avenue from Walker Street to the Northern City Limits; Providing for Severability; and Providing for an Effective Date.

      (Requested by Antoine Khoury, Public Works)

4. **ADJOURN AS THE CRA & RECONVENE THE CC MTG**

5. **PUBLIC COMMENTS**

6. **APPROVAL OF MINUTES**

   1. Minutes - February 28, 2023 - Regular City Commission Meeting

      (Requested by Valerie Manning, City Clerk)

7. **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 –2023-R-20 A Resolution of the City Commission of the City of Holly Hill, Florida, Authorizing the City Manager or Designee to Execute an Agreement with Charter-Spectrum to Move Forward with Phase III Utility Overhead to Undergrounding Along Ridgewood Avenue from Walker Street to the Northern City Limits; Providing for Severability; and Providing for an Effective Date.

      (Requested by Antoine Khoury, Public Works)

   2. Resolution –2023-R-21 A Resolution of the City Commission of the City of Holly Hill, Florida, Awarding the "Roadway Resurfacing Program FY2022/2023" to P&S Paving, Inc., in the Amount of $801,072.21 and Authorize the City Manager to Execute the Same; Providing for Severability; and Providing for an Effective Date.

      (Requested by Antoine Khoury, Public Works)

   3. The City of Holly Hill and Coastal Florida Police Benevolent Association Sergeant Promotional Examination Agreement

(Requested by Jeff Miller, Police)

8. REGULAR AGENDA - NONE

9. PUBLIC HEARINGS - NONE

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

10. COMMUNICATIONS

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

11. ADJOURNMENT

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

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

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

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

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

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
CRA Resolution

MEETING DATE:	**March 14, 2023**
FROM:	**Antoine Khoury**
SUBJECT:	**A Resolution of the Community Redevelopment Agency of the City of Holly Hill, Florida, Authorizing the City Manager or Designee to Execute an Agreement with Charter-Spectrum to Move Forward with Phase III Utility Overhead to Undergrounding Along Ridgewood Avenue from Walker Street to the Northern City Limits; Providing for Severability; and Providing for an Effective Date.**
NUMBER:	**2023-R-19**
APPLICANT:	
PLANNER:	

DISCUSSION:

The Community Redevelopment Agency has authorized staff to move forward with Phase III of the utility undergrounding along Ridgewood Avenue from Walker Street to northern city limits.

The City of Holly Hill, Florida is currently in an agreement with Charter-Spectrum to convert their aerial fiber and coax cables to underground as part of the Phase 3 Overhead to Underground Project.

The city has received the cost estimate of $580,388.21 from Charter-Spectrum to be paid prior to start of design of the project.

FISCAL ANALYSIS:

The funding for this project has been allocated under project # 22-ST-08 with an account number #139-8110-580-3400.

STAFF RECOMMENDATION:

Authorize the City Manager or designee to issue the check to Charter-Spectrum in the amount of $580,388.21.

COMMISSION GOAL:

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

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

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

MOTION:

AUTHORIZE THE CITY MANAGER OR DESIGNEE TO EXECUTE AN AGREEMENT WITH CHARTER-SPECTRUM TO MOVE FORWARD WITH PHASE III UTILITY OVERHEAD TO UNDERGROUNDING ALONG RIDGEWOOD AVENUE FROM WALKER STREET TO THE NORTHERN CITY LIMITS.

ATTACHMENTS:

- BHNCNST-1701 - 4095300 - City of Holly Hill - WALKERST TO CALLE GRANDE ST (PDF)

CRA Resolution No. 2023-19

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE AN AGREEMENT WITH CHARTER-SPECTRUM TO MOVE FORWARD WITH PHASE III UTILITY OVERHEAD TO UNDERGROUNDING ALONG RIDGEWOOD AVENUE FROM WALKER STREET TO THE NORTHERN CITY LIMITS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE AN AGREEMENT WITH CHARTER-SPECTRUM TO MOVE FORWARD WITH PHASE III UTILITY OVERHEAD TO UNDERGROUNDING ALONG RIDGEWOOD AVENUE FROM WALKER STREET TO THE NORTHERN CITY LIMITS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Community Redevelopment Agency has authorized staff to move forward with Phase III of the utility overhead to undergrounding along Ridgewood Avenue from Walker Street to the northern City limits; and

WHEREAS, Charter-Spectrum has submitted an agreement to at a cost of $580,388.21; and

WHEREAS, staff recommends that City Commission authorize the City Manager or designee to execute the agreement with Charter-Spectrum in the amount of $580,388.21.

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

SECTION 1. That the Community Redevelopment Agency of the City of Holly Hill authorize the City Manager or designee to execute the agreement with Charter-Spectrum in the amount of $580,388.21.

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 14th day of MARCH, 2023.

Invoice #:	BHNCNST-1701
Date:	2/22/2023
PRISM ID:	4095300

Spectrum

2251 Lucien Way
Maitland, FL 32751

Invoice

Bill To:	City of Holly Hill
Name	Antoine Khoury
Address	453 LPGA Blvd
City, State, Zip	Holly Hill FL 32117
Contact	Antoine Khoury
Phone	386-248-9493
Email address:	akhoury@hollyhillfl.org
Fax#:	

Please make check payable to:
Charter Communications Holding LLC

Mail To:
Spectrum
Attn: Diana McDowell
2251 Lucien Way
Maitland, FL 32751

Please show invoice number on check and return a copy of this invoice with payment.

Date	Description		Total
2/20/2023	AID TO CONSTRUCTION-HOLLY HILL U/G PH3		$580,388.21
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
		Sub Total	$580,388.21
	Cost Estimate is good for 90 days.	**Total**	$580,388.21

Account Coding: **61520000-249- 2491202.M.RRC.01.16L1**

Please show invoice number on check and return a copy of this invoice with payment.

If you have questions concerning this invoice, please contact:

	Coordinator	Supervisor
Name:	Jake Newnham	Stacy Stafford
Phone:	386-872-6913	407-532-8614
e-mail:	jake.newnham@charter.com	stacy.stafford@charter.com

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

MEETING DATE: **March 14, 2023**
FROM: **Valerie Manning**
SUBJECT: **Minutes - February 28, 2023 - Regular City Commission Meeting**
NUMBER: **(ID # 4055)**
APPLICANT:
PLANNER:

DISCUSSION:

Minutes from the February 28, 2023 regular City Commission meeting.

MOTION:

Approve the minutes as submitted by staff.

- Minutes - February 28, 2023 - Regular City Commission meeting (PDF)

CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

MINUTES ● FEBRUARY 28, 2023

City Commission Chamber **Regular City Commission Meeting** **6:00 PM**

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

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

1. CALL TO ORDER

a. Roll Call

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

b. Invocation by City Commissioner Roy Johnson
Commissioner Johnson led the invocation.

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

2. PRESENTATION

1.

Water Conservation Month - April 2023

(Requested by Valerie Manning, City Clerk)

RESULT:	**NO VOTE NEEDED**

3. PUBLIC COMMENTS

The following individual spoke to the Mayor and City Commissioners:

Jim Legary, Holly Hill.

4. APPROVAL OF MINUTES

1.

Minutes - February 14, 2023 - Regular City Commission and CRA Meeting

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

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

Enacted and approved this 28th day of February, 2023, in Holly Hill

5. CONSENT AGENDA - ITEMS (1 - 2)

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

1. 2023-R-17 Resolution

A Resolution of the City Commission of the City of Holly Hill, Florida, Selecting Stratum Contracting and Construction Management as the Low Bidder for the Interior Build-Out of the Public Works Building and Approving a Contract in the Amount of $78,601, and Authorizing the City Manager to Execute the Same; 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, Johnson

RESOLUTION
2023-R-17
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, SELECTING STRATUM CONTRACTING AND CONSTRUCTION MANAGEMENT AS THE LOW BIDDER FOR THE INTERIOR BUILD-OUT OF THE PUBLIC WORKS BUILDING AND APPROVING A CONTRACT IN THE AMOUNT OF $78,601, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, SELECTING STRATUM CONTRACTING AND CONSTRUCTION MANAGEMENT AS THE LOW BIDDER FOR THE INTERIOR BUILD-OUT OF THE PUBLIC WORKS

BUILDING AND APPROVING A CONTRACT IN THE AMOUNT OF $78,601, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City has budgeted $210,000 for the replacement of a metal building in the Public Works yard; and

WHEREAS, there is $125,767 remaining in the budget for the interior build-out of this building; and

WHEREAS, five bids have been received and reviewed Public Works staff and the apparent low bidder has been vetted by the City's Architectural Consultant, Hall and Ogle, Architects; and

WHEREAS, the City's Architectural Consultant and Public Works staff agree to recommend the award of this contract to Stratum Contracting and Construction Management in the amount of $78,601.

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 selects Stratum Stratum Contracting and Construction Management as the low bidder for the interior build-out of the Public Works building and approves a contract in the amount of $78,601.00, and authorize the City Manager to execute the same.

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 28th day of FEBRUARY, 2023.

Enacted and approved this 28th day of February, 2023, in Holly Hill

2. –2023-R-18 Resolution

A Resolution of the City of Holly Hill, Florida, Appointing a Member to Serve as the City's Representative on the Volusia County Opioid Abatement Funding Advisory Board; 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, Johnson

RESOLUTION
2023-R-18
A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, APPOINTING A MEMBER TO SERVE AS THE CITY'S REPRESENTATIVE ON THE VOLUSIA COUNTY OPIOID ABATEMENT FUNDING ADVISORY BOARD; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY OF HOLLY HILL APPOINTING A MEMBER TO SERVE AS THE CITY'S REPRESENTATIVE ON THE VOLUSIA COUNTY OPIOID ABATEMENT FUNDING ADVISORY BOARD; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, a local, state, and national crisis arose as a result of the manufacture, distribution and over-prescribing of opioid analgesics ("opioids") and resulted in opioid overdoses and addictions throughout municipalities, counties, states and the nation; and

WHEREAS, on December 14, 2021 the City Commission approved a Memorandum of Understanding with the State of Florida relating to allocation and use of proceeds from such settlements by distribution into a State Fund, Regional Funds, and individual City/County Funds; and

WHEREAS, on October 25, 2022 the City Commission approved an Interlocal Agreement between Volusia County and participating cities in Volusia County, including The City of Holly Hill, governing use of Volusia County regional opioid settlement funds; and

WHEREAS, the Interlocal Agreement provides for establishment of an Opioid Abatement Funding Advisory Board, with board members to be appointed by each participating local government entity in Volusia County, which shall review and make recommendations for

Volusia's County's opioid abatement plan and funding considerations consistent with the State Memorandum of Understanding; and

WHEREAS, the City desires to appoint a member to serve as the City's representative on the Volusia County Opioid Abatement Funding Advisory Board; and

WHEREAS, the appointee will serve as a voting member reviewing proposals submitted for consideration to be funded by opioid settlement regional funds for the mitigation and prevention of opioid abuse; and

WHEREAS, the appointee must have experience with law enforcement, fire rescue, substance abuse treatment, or other relevant experience, and will serve for a two-year term at the pleasure of the City Commission.

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

SECTION 1. The City Commission hereby appoints Captain Chris Yates to serve as the City's representative on the Volusia County Opioid Abatement Funding Advisory Board to serve as a voting member, as referenced in the Recitals.

SECTION 2. The person appointed herein shall be a member of the Volusia County Opioid Abatement Funding Advisory Board only so long as he remains qualified.

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

APPROVED AND AUTHENTICATED on this 28th day of FEBRUARY, 2023.

Enacted and approved this 28th day of February, 2023, in Holly Hill

6. REGULAR AGENDA - NONE

7. PUBLIC HEARINGS - NONE

8. COMMUNICATIONS

A. City Manager Comments

Mr. Forte informed the Mayor and Commissioners that he will be scheduling a workshop item to discuss the future of the CRA and that staff will be moving the sidewalk funds to the paving and do sidewalks next year and he will put together an agenda item for that for the Commission to approve.

B. City Attorney Comments

None.

C. City Commission Comments

The Commissioners mentioned the concert that was held last Friday night at Pictona with the Army Field Band and shared their comments on how great and pleased they thought it was. Great crowd and overheard many positive comments and it was nice to see the community coming together for such an event.

Commissioner Danio mentioned that tomorrow will be the 35th Anniversary of Sorrento's.

Commissioner Johnson mentioned that the other night the Volusia Sports Center had a light-opening and there was a great turnout and they will be opening very soon. Commissioner Johnson is proud to mention that finally the transportation concerns are coming together.

D. Mayor's Comments

Mayor Via suggested to Mr. Legary that he take some time to listen to the last City Commission where they discussed the city board - community board idea; that clear objectives and goals would need to be known and then a workshop could be scheduled because at this time there is no specific objectives but that the Commission does support the idea.

9. ADJOURNMENT

The meeting adjourned at approximately 6:25 PM.

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **March 14, 2023**
FROM: **Antoine Khoury**
SUBJECT: **A Resolution of the City Commission of the City of Holly Hill, Florida, Authorizing the City Manager or Designee to Execute an Agreement with Charter-Spectrum to Move Forward with Phase III Utility Overhead to Undergrounding Along Ridgewood Avenue from Walker Street to the Northern City Limits; Providing for Severability; and Providing for an Effective Date.**
NUMBER: **2023-R-20**
APPLICANT:
PLANNER:

DISCUSSION:

The City Commission has authorized staff to move forward with Phase III of the utility undergrounding along Ridgewood Avenue from Walker Street to northern city limits.

Charter-Spectrum submitted a cost estimate to convert their aerial fiber and coax cables to underground as part of the Phase 3 Overhead to Underground Project. The cost estimate for this conversion is estimated to be $580,388.21 to be paid prior to start of plan preparation and construction of conversion of Charter-Spectrum facilities to an underground utility.

FISCAL ANALYSIS:

The funding for this project has been allocated under project # 22-ST-08 with an account number #139-8110-580-3400.

STAFF RECOMMENDATION:

Authorize the City Manager or designee to issue the check to Charter-Spectrum in the amount of $580,388.21 for the Phase III Undergrounding project.

COMMISSION GOAL:

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

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

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

MOTION:

AUTHORIZE THE CITY MANAGER OR DESIGNEE TO EXECUTE AN AGREEMENT WITH CHARTER-SPECTRUM TO MOVE FORWARD WITH PHASE III UTILITY OVERHEAD TO UNDERGROUNDING ALONG RIDGEWOOD AVENUE FROM WALKER STREET TO THE NORTHERN CITY LIMITS.

ATTACHMENTS:

- BHNCNST-1701 - 4095300 - City of Holly Hill - WALKERST TO CALLE GRANDE ST (PDF)

Resolution No. 2023-20

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE AN AGREEMENT WITH CHARTER-SPECTRUM TO MOVE FORWARD WITH PHASE III UTILITY OVERHEAD TO UNDERGROUNDING ALONG RIDGEWOOD AVENUE FROM WALKER STREET TO THE NORTHERN CITY LIMITS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE AN AGREEMENT WITH CHARTER-SPECTRUM TO MOVE FORWARD WITH PHASE III UTILITY OVERHEAD TO UNDERGROUNDING ALONG RIDGEWOOD AVENUE FROM WALKER STREET TO THE NORTHERN CITY LIMITS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission has authorized staff to move forward with Phase III of the utility overhead to undergrounding along Ridgewood Avenue from Walker Street to the northern City limits; and

WHEREAS, Charter-Spectrum has submitted a cost estimate to convert their aerial fiber and coax cables to underground as part of the Phase 3 Overhead to Underground Project at a cost of $580,388.21; and

WHEREAS, staff recommends that City Commission authorize the City Manager or designee to execute the agreement with Charter-Spectrum in the amount of $580,388.21.

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 authorize the City Manager or designee to execute the agreement with Charter-Spectrum in the amount of $580,388.21.

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 14th day of MARCH, 2023.

Invoice #: BHNCNST-1701
Date: 2/22/2023

PRISM ID: 4095300

Spectrum

2251 Lucien Way
Maitland, FL 32751

Invoice

Bill To:	City of Holly Hill
Name	Antoine Khoury
Address	453 LPGA Blvd
City, State, Zip	Holly Hill FL 32117
Contact	Antoine Khoury
Phone	386-248-9493
Email address:	akhoury@hollyhillfl.org
Fax#:	

Please make check payable to:
Charter Communications Holding LLC

Mail To:
Spectrum
Attn: Diana McDowell
2251 Lucien Way
Maitland, FL 32751

Please show invoice number on check and return a copy of this invoice with payment.

Date	Description		Total
2/20/2023	AID TO CONSTRUCTION-HOLLY HILL U/G PH3		$580,388.21
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
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			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
		Sub Total	$580,388.21
	Cost Estimate is good for 90 days.	**Total**	$580,388.21

Account Coding: **61520000-249- 2491202.M.RRC.01.16L1**

Please show invoice number on check and return a copy of this invoice with payment.

If you have questions concerning this invoice, please contact:

	Coordinator	Supervisor
Name:	Jake Newnham	Stacy Stafford
Phone:	386-872-6913	407-532-8614
e-mail:	jake.newnham@charter.com	stacy.stafford@charter.com

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **March 14, 2023**
FROM: **Antoine Khoury**
SUBJECT: **A Resolution of the City Commission of the City of Holly Hill, Florida, Awarding the "Roadway Resurfacing Program FY2022/2023" to P&S Paving, Inc., in the Amount of $801,072.21 and Authorize the City Manager to Execute the Same; Providing for Severability; and Providing for an Effective Date.**
NUMBER: **2023-R-21**
APPLICANT:
PLANNER:

DISCUSSION:

The city of Holly Hill, requested bids from all 6 vendors on the Seminole County Road Resurfacing contract. All of the bidders that have asphalt plants outside Volusia County has declined the request for bids. The City received 2 bids for FY 22/23 Roadway Resurfacing that are listed below:

Street Name	Area	Distance
12th Street	Ridgewood Ave to Riverside Dr	1,775 LF
15th Street	Linda Ave to Hammock Dr	2,936 LF
3rd Street	Riverside Dr to Ridgewood Ave	1,346 LF
Avondale Ave	7th St to 10th St	2,002 LF
Cordova Ave	Flomich St to Granada St	1,300 LF
Cherokee Ranch Rd	10th St to North End	1,459 LF

On behalf of the city, Mead & Hunt, Inc., has received bids for this program from Halifax Paving and P&S Paving, Inc. The lowest bidder was P&S Paving, with a cost of $801,072.21. The bid tabulation is attached as "Exhibit A".

The city & Mead and Hunt, Inc., have experience working with P&S Paving, Inc., on numerous successful projects of a similar nature in the past. Mead and Hunt, Inc., recommends that the city award the bid to P&S Paving, Inc., in the amount of $801,072.21. Mead and Hunt's recommendation is attached as "Exhibit B".

FISCAL ANALYSIS:

The cost for completing the FY 22/23 Resurfacing Program is $801,072.21 and will be funded under project 22-ST-03 and reallocating $200,000 from projects 22-ST-04 Center Avenue and 22-ST-05 Flomich Street sidewalks rehab since these sidewalks are not yet ready to start construction until summer of 2024.

STAFF RECOMMENDATION:

Staff recommends that the City Commission approve the "Roadway Resurfacing Program FY2022/2023" be awarded to P&S Paving, Inc., in the amount of $801,072.21.

COMMISSION GOAL:

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

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

MOTION:

APPROVE THE AWARD OF THE "ROADWAY RESURFACING PROGRAM FY2022/2023" TO P&S PAVING, INC., IN THE AMOUNT OF $801,072.21 AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE SAME.

ATTACHMENTS:

- Exhibit A-Roadway Resurfacing FY22-23 Bid Tabulation (PDF)
- Exhibit B-Mead & Hunt Recommendation of Award (PDF)

Resolution No. 2023-21

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AWARDING THE "ROADWAY RESURFACING PROGRAM FY2022/2023" TO P&S PAVING, INC., IN THE AMOUNT OF $801,072.21 AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AWARDING THE "ROADWAY RESURFACING PROGRAM FY2022/2023" TO P&S PAVING, INC., IN THE AMOUNT OF $801,072.21 AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City has planned for a "Roadway Resurfacing Program FY2022/2023"; and

WHEREAS, Mead & Hunt, Inc., has received two (2) bids for this program; and

WHEREAS, the low bidder is P&S Paving, Inc., with a bid of $801,072.21; and

WHEREAS, Mead & Hunt, Inc., and staff recommend awarding the "Roadway Resurfacing Program FY2022/2023" to P&S Paving, Inc.

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

SECTION 1. That the City Commission of the City of Holly Hill approve the award of the "Roadway Resurfacing Program FY2022/2023" to P&S Paving, Inc., in the amount of $801,072.21 and authorize the City Manager to execute the same.

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 14th day of MARCH, 2023.

CITY OF HOLLY HILL ROADWAY RESURFACING FY2022
BID TABULATION
SEMINOLE COUNTY CONTRACT NO. IFG-603616-19/BJC

Pay Item No.	Description	Unit	Est Qty	P&S PAVING, INC. Bid Unit Cost	P&S PAVING, INC. Extended Cost	HALIFAX PAVING, INC. Bid Unit Cost	HALIFAX PAVING, INC. Extended Cost
101-1	Mobilization Charge (not to exceed 5% of contract total)	LS	1	$ 30,000.00	$ 30,000.00	$ 40,000.00	$ 40,000.00
102-1	Maintenance of Traffic includes labor/equipment/materials (not to exceed $1500 per day)	LS	1	$ 26,600.00	$ 26,600.00	$ 25,000.00	$ 25,000.00
102-99	Portable Changeable Message Sign	Day	75	$ 21.00	$ 1,575.00	$ 20.00	$ 1,500.00
327-70D	Milling Existing Asphalt Pavement (Milled Material delivered to location within 5 miles of project site) 24,490 SY shown on plans	0-999 SY/job			$ 163,150.00		$ 75,300.00
		1000-1999 SY/job					
		2000-2999 SY/job	25,100	$ 6.50		$ 3.00	
		3001 SY/job and Over					
334-1-53	Superpave Asphaltic Concrete, Traffic Level C, FC-12.5 (PG 76-22) 2,024 Tons shown on plans	0-50 tons/job			$ 271,638.25		$ 238,625.00
		51-399 tons/job					
		400-1999 tons/job					
		2000-3999 tons/job	2,075	$ 130.91		$ 115.00	
		4004 tons/job and Over					
	Credit per ton for use of Superpave 9.5 Asphaltic Concrete non-friction course 2,024 Tons shown on plans	TONS	2,075	$ (9.00)	$ (18,675.00)	$ (20.00)	$ (41,500.00)
339-1	Miscellaneous Asphalt Pavement - 2,033 Tons shown on plans	0-50 tons/job			$ 260,625.00		$ 417,000.00
		51-399 tons/job					
		400-1999 tons/job					
		2000-3999 tons/job	2,085	$ 125.00		$ 200.00	
		4007 tons/job and Over					
425-6	Water Valve or similar cover adjustment - 10 shown on plans	EA	12	$ 166.83	$ 2,001.96	$ 100.00	$ 1,200.00
425-7	Manhole Ring Adjustment 27 shown on plans	EA	30	$ 250.25	$ 7,507.50	$ 200.00	$ 6,000.00
710-11-111	Temporary Pavement Marking -Paint - White Solid Stripe 6" - 0 LF shown on plans	LF	60	$ 0.33	$ 19.80	$ 0.50	$ 30.00
710-11-221	Temporary Pavement Marking -Paint - Yellow Solid Stripe 6" - 8,819 LF shown on plans	LF	9,040	$ 0.33	$ 2,983.20	$ 0.50	$ 4,520.00
710-11-125	Temporary Pavement Marking -Paint - Stop Bar 24" White - 288 LF shown on plans	LF	295	$ 4.00	$ 1,180.00	$ 6.00	$ 1,770.00
	Subtotal, Seminole County Contract Items				$ 748,605.71		$ 769,445.00
711-11103	Thermoplastic, Standard, White, Solid, 12", for Interchange Markings 647 LF shown on plans	LF	665	$ 5.50	$ 3,657.50	$ 10.00	$ 6,650.00
711-11125	Thermoplastic, Standard, White, Solid, 24", for Stop Sign and Crosswalk - 288 LF shown on plans	LF	295	$ 11.00	$ 3,245.00	$ 13.00	$ 3,835.00
711-11160	Thermoplastic, Standard, White, Message or Symbol - 4 shown on plans	EA	6	$ 274.00	$ 1,644.00	$ 300.00	$ 1,800.00
711-15201	Thermoplastic, Standard, Yellow, Solid, 8,819 LF shown on plans	LF	9,040	$ 1.75	$ 15,820.00	$ 1.00	$ 9,040.00
425-11	Modify Existing Drainage Structure - 8 shown on plans	EA	10	$ 2,800.00	$ 28,000.00	$ 2,000.00	$ 20,000.00
706-3	Retro-Reflective/Raised Pavement Markers - 0 shown on plans	EA	10	$ 10.00	$ 100.00	$ 10.00	$ 100.00
	Subtotal, Non-Seminole County Contract Items			$	52,466.50	$	41,425.00
	GRAND TOTAL			$	**801,072.21**	$	**810,870.00**

Notes

1. Neither P&S Paving nor Halifax Paving opted to submit pricing via Volusia County contract. Request for proposals for Seminole County contract were also sent to Middlesex, Hubbard, Preferred Materials and Ranger Construction.

Address: __________

Submitted by: __________

Contractor: __________

Telephone: __________ FAX: __________

State of Florida Certified General Contractor or Underground Contractor (Required Information)

Licensee: __________ License No. __________

Mead & Hunt

March 1, 2023

Antoine Khoury, P.E.
City Engineer/Public Works Director
City of Holly Hill
453 LPGA Blvd
Holly Hill, FL 32117

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

RE: ROAD RESURFACING FY22/23

Dear Mr. Khoury,

On behalf of the City, we received two (2) bids on the above referenced project including, Halifax Paving submitted on January 12, 2023 and P&S Paving Inc. submitted on January 20, 2023. P&S Paving submitted the lowest bid of $801,072.21. See attached bid tabulation.

As these bids were submitted via a proposed piggy-back arrangement of the current Seminole County paving contract, we compared the submitted bids to that contract. It is our understanding that per the Seminole County contract, the contractors can bid up to, but not exceed the contract unit prices. Both P&S's and Halifax's bids include some unit prices that exceed (and some that fall under) the contract unit prices. We suspect these variations are due to the limited scope of work of the City's project versus the larger quantity of work through the Seminole County contract. P&S's higher unit prices as bid result in approximately $48K higher cost as compared to the Seminole County contract.

We defer to the City regarding the decision to allow the higher unit pricing by P&S. Given that we had no bidders upon our first request and had to motivate Halifax and P&S multiple times to submit bids, compounded by rapidly increasing costs of most commodities, P&S may not be willing to negotiate.

The City and our firm have worked with P&S Paving, Inc. on numerous successful projects of a similar nature in the past. If the City is receptive to accept P&S's bidding variations, we recommend that the City award the bid to P&S Paving, Inc. in the amount of $801,072.21.

Do not hesitate to contact the office if you have questions.

Sincerely,

John Mischle
Project Manager

JM:bf
Attachment: Bid Tabulation

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

MEETING DATE:	**March 14, 2023**
FROM:	**Jeff Miller**
SUBJECT:	**The City of Holly Hill and Coastal Florida Police Benevolent Association Sergeant Promotional Examination Agreement**
NUMBER:	**(ID # 4054)**
APPLICANT:	
PLANNER:	

DISCUSSION:

The City of Holly Hill and the Coastal Florida Police Benevolent Association recognize the importance of education, experience, and performance upon evaluating candidates for the promotion of Sergeant.

In addition, this agreement will allow for the utilization of an innovative examination process that ultimately strengthens the core of the Holly Hill Police Department, and allow its officers to better serve, and protect the citizens of Holly Hill.

FISCAL ANALYSIS:

There is no cost to enter into this Agreement to utilize the new Sergeants Promotional Exam Agreement. However, for complete transparency, the examination fee is $3,000.00, which is created by a local Police Chief.

STAFF RECOMMENDATION:

Approve the Agreement between the City of Holly Hill and Coastal Florida Police Benevolent Association Sergeant Promotional Exam Agreement.

COMMISSION GOAL:

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

MOTION:

MOTION TO APPROVE THE CITY OF HOLLY HILL'S ENTRY INTO AN AGREEMENT WITH THE COASTAL FLORIDA POLICE BENEVOLENT CENTER FOR LAW ENFORCEMENT SERGEANT'S EXAMINATION AGREEMENT.

- Sergeant Promotional Process (PDF)
- PBA MOU ref Sgt Promo Exam (PDF)
- Qualifications for the position of Police Sergeant (PDF)

HOLLY HILL POLICE DEPARTMENT

Jeffrey J. Miller, Chief of Police

PROMOTIONAL EXAMINATION COVER SHEET

The Sergeant examination will cover five (5) areas including a written exam, proficiency/experience, education, oral board and Chief's interview. Qualified applicants must first pass the written exam with at least a score of 80% or higher before moving to steps B through E. These areas will be scored in the following manner:

A. **Written Exam – 25 points**

B. **Proficiency and Experience – 20 points**

C. **Education – 20 points**

D. **Oral Board – 25 points**

E. **Chief's Interview – 10 points**

To receive points for "Education", applicants must complete the attached "Educational Qualifier Sheet". An "official" college transcript(s) is required to receive college credit. The "Educational Qualifier Sheet" must be submitted to the Chief's Office no later than (Insert Date).

Testing Dates: (Insert Date)

Oral Board: (Insert Date)

Written Exam: (Insert Date)

PROMOTIONAL SCORING METHOD

Written (25 points)

The written exam is 100 questions, with the number of correct answers resulting in a numerical score, which is then multiplied by .25 resulting in a final exam score. A candidate must score a minimum of 20 points (80%) to move forward in the selection process. The below formula will then be utilized for candidates moving forward.

Example - 85 correct answers x .25 = 21.25 points.

The questions from the written exam will be from the following three sources.

- Holly Hill Police Department Policy and Procedure Directives (Dated)
- Florida State Statutes (as of 6/16/2020)
- Effective Police Leadership (4th Edition) (See Link Below)

https://www.amazon.com/gp/product/1608851818/ref=dbs_a_def_rwt_bibl_vppi_i7

Proficiency and Experience (20 points)

Proficiency (10 points) - The last three **annual** City of Holly Hill evaluations are compiled for a potential maximum score of 180, which is divided into the actual scores. Maximum amount on each evaluation is worth 60 points. Points collected from Overall Evaluation Rating. If an applicant is using prior evaluations from another department and the scale does not rate with the HHPD, the Chief and Captain will obtain the prior evaluations and rank them using HHPD's system. The ranking is final.

Evaluation Breakdown	Exceeds Standards = 60 points
	Meets Standards = 40 points
	Needs Improvement = 0 points
	Fails to Meets Standards = 0 points

Total Example - 60+60+40=160 divided by 180 = .8888. This number is then multiplied by 10 which equals 8.88 points.

Experience (10 points) - Number of full-time years as a police officer multiplied by .50, plus the number of part time years as a police officer multiplied by .25, for a maximum total of 10.

Example - 15 years as a full time LEO and 4 years as a part-time LEO
15 x .50 = 7.5, plus 4 x .25 = 1 for a total score of 8.5

In this example the candidate would receive a total score of 17.38 points (8.88+8.5).

Education (20 points)

Points are assigned based on the college credit hours obtained as well as career development or advanced law enforcement training courses taken.

See "Educational Qualifier" sheet attached for further information.

Oral Board (25 points)

Assessment team will be made up of at least three assessors from outside the Holly Hill Police Department. A score sheet with prepared law enforcement type questions and scenarios will be provided to each assessor. A combined score will be obtained for a final `numerical score.

Chief's Interview (10 points)

The Chief's Interview will be completed on (Insert Date). The Chief will convene with each of the available Sergeants in order to receive feedback. (see memo attached).

EDUCATIONAL QUALIFIER

Applicant: ____Total Score:____________

COLLEGE

	AA/AS Degree - Year_____ College/University ________________________	5
	Partial credit for college semester hours - .05 for each successful credit hour	
	BA/BS Degree - Year _____ College/University ________________________	10

ADVANCED TRAINING

	Advanced Report Writing & Review (40 Hours)	1			Interviews and Interrogations (40 Hours)	1
	Case Preparation/ Court Presentation (40 Hours)	1			LE General Instructor Course (80 Hours)	2
	Speed Measurement (40 Hours)	1			Line Supervision (80 Hours)	2
	Crime Scene Investigations (40 Hours)	1			Middle Management (40 Hours)	1
	Crimes Against the Elderly (40 hours)	1			Narcotics/Dangerous Drugs Investigations (40 Hours)	1
	Sex Crimes Investigations (40 Hours)	1			Stress Management (40 Hours)	1
	Crisis Intervention (CIT) (40 Hours)	2			Hostage Negotiations (40 Hours)	1
	Field Training Officer (FTO) (40 Hours)	2			Injury/Death Investigation (40 Hours)	1

Points are assigned based on the college credit hours obtained as well as career development or advanced law enforcement training courses taken.

Forty-hour advanced LE classes equal one point, with the sole exception being the FTO and CIT class, which equals 2 points. Eighty-hour advanced LE classes equal 2 points.

College education points are listed above. Points for training courses are verified by departmental training records. Twenty (20) points are the maximum allowed, which are applied toward the 20% maximum overall eligibility rankings.

Candidates will initial above for each applicable point. A certified college transcript must be provided by the candidate for credit hours. When using a AS/BS Degree, the degree must be in Criminal Justice, Home Land Security, Criminology, Public Administration, Organizational Management – other degrees not listed should be presented to the Chef of Police who will have final approval.

Highest amount of points available in the Advanced Training is 15 points.

Signature:____ Date:___________

THE CITY OF HOLLY HILL AND COASTAL FLORIDA POLICE BENEVOLENT ASSOCIATION SERGEANT PROMOTIONAL EXAMINATION AGREEMENT

WHEREAS, the City of Holly Hill, herein known as the CITY, and the Coastal Florida Police Benevolent Association, herein known as the CFPBA, together known as the Parties recognize the importance of education, experience, and performance upon evaluating candidates for the promotion of Sergeant, and

WHEREAS, the PARTIES agree to modify the current promotional policy as outlined in the CFPBA and CITY Agreement (October 1, 2021 – September 30, 2024,) Article 10, Promotional Policy 10.1 and 10.2, and

WHEREAS, the PARTIES realize that this innovative process will ultimately strengthen the core of the Holly Hill Police Department, and will allow its officers to better serve and protect the citizens of Holly Hill, and

WHEREAS, the new promotional requirements for the position of Sergeant will be outlined in the attached documents labeled as the *Qualifications for the position of Sergeant, Promotional Examination Cover Sheet, the Promotional Process Method, and the Educational Qualifier*, and

THEREFORE, The CITY and the CFPBA approve, authorize, and enter into this Agreement in order to implement these new requirements as noted herein in the *Sergeant Promotional Examination, and*

IN WITNESS WHEREOF, the authorized representatives of the Organizations hereto sign on the date specified.

For the Coastal Florida Police Benevolent Association:

____
Mike Scudiero
Coastal Florida Police Benevolent Association, Executive Director
Date: _______________

For the City of Holly Hill:

____
Joseph Forte
City of Holly Hill, City Manager
Date: _______________

ANNOUNCEMENT FOR THE PROMOTIONAL OPPORTUNITY
FOR THE POSITION OF POLICE SERGEANT

Qualifications for the position of Police Sergeant:

High School graduate or possession of an acceptable equivalency diploma. 3 years experience as a certified, full-time sworn police officer with the Department or 3 years experience as a Police Supervisor or sworn full time police officer for a similar agency or larger, and must be off probation with the Holly Hill Police Department. Must have Florida CJTC certification.

Line Supervision course or an equivalent approval of a Line Supervision course within six (6) months of promotion, based on availability, if not previously attended. Florida Law Enforcement Certification required. Valid Florida Driver's License and acceptable driving record.

All candidates meeting the above qualifications for the position of Police Sergeant are eligible to participate in this promotional process:

1. Submission of a letter and Resume expressing interest in the position by candidates to the Human Resource Manager, no later than <INSERT DATE>

    a. The letter must outline what advanced courses in supervision and police management the candidate has successfully completed (per the job description attached).

2. The Captain will review each candidate's qualifications, department personnel file, and professional standards files, as appropriate, and refer qualified applicants to the next process as outlined in the Promotional Examination Cover Sheet.

3. The Chief of Police will select a candidate for promotion from the top 3 candidates scoring the highest in the promotional process. No grievances can be filed as long as one of the top three candidates are selected.

4. Candidates will remain on the eligibility list for 12 months from the date the list is established or until the next promotional examination is given, whichever occurs first, for this promotional position.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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

The City of Holly Hill shall on the basis of disability, subject no qualified individual with a disability to discrimination in employment under any service program, or activity. If a selection test is required, reasonable accommodation will be made if requested in advance.

The City of Holly Hill provides Veteran's Preference to qualified applicants pursuant to state law.

The City is committed to the recruitment off a diversified workforce reflective of the community's labor force. Military veterans, women, and minorities are encouraged to apply.