CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

AGENDA ● APRIL 12, 2016

City Commission Chamber **Regular City Commission Meeting** **7:00 PM**

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

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

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

CITY COMMISSION MEMBERS

Mayor
John Penny

District 1 - Commissioner
Arthur J. Byrnes

District 3 - Commissioner
John F. Capers

District 2 - Commissioner
Penny Currie

District 4 - Commissioner
Elizabeth Albert

CITY MANAGER
Joseph Forte

CITY CLERK
Valerie Manning

1. CALL TO ORDER

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

2. PRESENTATION

1. Proclamation - Water Conservation Month

   (Requested by Valerie Manning, City Clerk)

3. PUBLIC PARTICIPATION

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

4. APPROVAL OF MINUTES

1. Minutes - Feb. 23, March 8 and March 22, 2016 - Regular City Commission Meetings

   (Requested by Valerie Manning, City Clerk)

5. CONSENT AGENDA - ITEMS (1 - 2)

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

1. Resolution Firefighters Pension Fund Board of Trustees - Re-Appointment and Appointment - Resolution 2016-R-14

   (Requested by Valerie Manning, City Clerk)

2. Resolution Water System Improvements Between Us1 and Riverside Drive - Phase II - Resolution 2016-R-15

   (Requested by Mark Juliano, Public Works)

6. REGULAR AGENDA

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.

8. COMMUNICATIONS

a. City Manager & Staff Comments

1. Brown & Brown Contract Report Only

   (Requested by Kurt Swartzlander, Finance)

2. City Manager Budget Amendments - Staff Report

   (Requested by Kurt Swartzlander, Finance)

b. City Attorney Comments
c. Mayor's Comments
d. District Commissioners 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 # 1308)

Meeting: 04/12/16 07:00 PM
Department: City Clerk
Category: Presentation
Prepared By: Valerie Manning
Initiator: Valerie Manning
Sponsors:
DOC ID: 1308 A

Proclamation - Water Conservation Month

Proclamation for Water Conservation Month - April 2016

PROCLAMATION

BY THE MAYOR OF THE CITY OF HOLLY HILL, FLORIDA
DECLARING WATER CONSERVATION MONTH IN THE CITY OF HOLLY HILL, FLORIDA

WHEREAS, water is a basic and essential need of every living creature; and

WHEREAS, clean, safe and sustainable water resources and supplies are vital to Florida's environment and its people; and

WHEREAS, to support life, the average adult needs a little more than ½ gallon of water daily, yet each person in Florida uses about 120 to 150 gallons of water a day; and

WHEREAS, April, typically a dry month when water demands are highest, is annually designated as Water Conservation Month, to educate citizens about how they can help save Florida's precious water resources; and

WHEREAS, the State of Florida, Water Management District, Volusia County, Water Authority of Volusia, and member governments are working together to increase awareness about the importance of water conservation; and

WHEREAS, the City of Holly Hill and the State of Florida have designated April, typically a dry month when water demands are most acute, as Water Conservation Month, to educate citizens about how they can help save precious water resources; and

WHEREAS, the City of Holly Hill is committed to setting a good example for its citizens regarding water conservation; and

WHEREAS, every business, industry, school and citizen can make a difference and help by efficiently using water, thus promoting a healthy economy and community.

NOW, THEREFORE, I, John Penny, Mayor of the City of Holly Hill, Florida and on behalf of the City Commission, do hereby proclaim April 2016 as:

WATER CONSERVATION MONTH

in the City of Holly Hill and urge all residents and businesses to help protect our precious water resources by practicing water saving measures and becoming more aware of the need to save water.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed this 12th day of April, 2016.

City of Holly Hill, Florida

____

John Penny, Mayor

Attachment: Proclamation - Water Conservation Month - April 2016 (1308 : Proclamation)

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

MEETING DATE: April 12, 2016
FROM: Valerie Manning
SUBJECT: Minutes - Feb. 23, March 8 and March 22, 2016 - Regular City Commission Meetings
NUMBER: (ID # 1307)
APPLICANT:
PLANNER:

DISCUSSION:

Approve the minutes from the from February 23, March 8 and March 22, 2016 regular City Commission meetings. The minutes from the February 23 and March 8 meetings are being resubmitted for approval because they have been updated.

FISCAL ANALYSIS:

N/A

STAFF RECOMMENDATION:

Approve the three sets of minutes as stated above.

COMMISSION GOAL:

N/A

MOTION:

AS DETERMINED BY THE CITY COMMISSION.

- Minutes - February 23, 2016 - Regular City Commission meeting - Resubmital for Approval (PDF)
- Minutes - March 8, 2016 - Regular City Commission meeting - Resubmital for Approval (PDF)
- Minutes - March 22, 2016 - Regular City Commission meeting (PDF)

CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

MINUTES ● FEBRUARY 23, 2016

City Commission Chamber **Regular City Commission Meeting** **7:00 PM**

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

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

1. CALL TO ORDER

A. Roll Call

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

B. Invocation
Pastor Pruitt led the invocation.

C. Pledge of Allegiance to the Flag
Mayor Penny led the pledge of allegiance.

2. PRESENTATION - NONE

Mayor Penny presented Commissioner Albert with the following proclamation for Teacher of the Year.

PROCLAMATION
BY THE MAYOR OF THE CITY OF HOLLY HILL, FLORIDA
HONORING ELIZABETH ALBERT
"Teacher of the Year 2016"
TUESDAY, FEBRUARY 23, 2016

Whereas, classroom teachers are the cornerstone of our educational system where teachers open the minds of all children; and

Whereas, no one person has a greater impact on the education of a child or so many opportunities to make lasting and life-long influences in the lives of so many as does the classroom teacher; and

Whereas, Volusia County schools are filled with caring and qualified professionals who are helping students learn more and live better lives; and

Whereas, the Teacher of the Year Program recognizes the contributions of exemplary teachers who set high expectations for their students and inspire them to excel; and

Whereas, the Teacher of the Year program is an effort to honor one teacher who is a representative of all excellent teachers in Volusia County, and ***Elizabeth Albert*** has been awarded ***Teacher of the Year 2016*** from the Holly Hill K-8 School; and has been teaching for a total of 4 years at Holly Hill K-8 School and 13 years for the Volusia County School Board.

Now, Therefore, I, John Penny, Mayor of the City of Holly Hill, Florida and on behalf of the City Commission, do hereby acknowledge and show its appreciation towards ***Elizabeth Albert***, this year's ***Teacher of the Year 2016***.

3. PUBLIC PARTICIPATION

The following individuals spoke to the Mayor and City Commissioners:

Marcy Albright, 1570 Riverside Drive, Holly Hill, stated that she is here today to resolve a very interesting independent different issue that has been ongoing for quite some time. How this all started was back in 2000 when she was walking along Riverside Drive she fell in love with this house, checking into buying it, she found out it had riparian rights and she was interested because she is a water person. Ms. Albright stated she went to look up some paper work and of course it was right there and she does have copies of it and this was before she purchased this property and in 2002 she still had some paperwork that said it had riparian rights and she doesn't know the correct definition of riparian rights but she believes in her opinion, its water access. Now come to find out, there's been a lot of controversy going back and forth on this one issue and she thought it was resolved and evidently its not resolved so she is here today to see if they can resolve this issue and all she would like is to build a dock on her property. Ms. Albright stated she is not sure how far they have gone with this issue. Its been brought to her as a lease program or sale program and she would like to see if they can resolve it.

Mayor Penny asked Ms. Albright if she had any paperwork she was willing to pass out.

Ms. Albright stated she does have copies of the original before she purchased the property, she does have copies of that which have riparian rights on it. She has a copy of, with her name on it, which also states that she has riparian rights as the owner. One point of interest, on the properties all along side Riverside Drive the actual land value had not decreased and on her specific property, 1570 Riverside Drive, in this last year, her land value has actually decreased $10,000 due to the fact that she is no longer paying taxes on this property. The County took the riparian rights off last year or in the year 2014. She has been paying property tax on that 30 foot piece of property for 15 years. Ms. Albright stated she printed out the history of the land not the building just the land. Ms. Albright stated there is a website that's called City Data and she looked on that website today and it has a listing of all the addresses along Riverside Drive and it states that she has riparian rights. She did not make copies of that because this is probably not an official document but it is on the website right now. Both properties, the property to the north of her is 1574 does not have riparian rights, it never did. The property next to her is just land, they do own that property across the street, or on the river. There's no building on it, its just the land.

Mayor Penny stated he knows this issue has been kicked back and forth several times, sometimes at length and it seems like its a very complicated issue. Ms. Albright showed him this latest document a couple of weeks ago and he understands this is from the property appraisers website and he understands even though it says riparian rights, the deed may not legally include riparian rights. His perspective, personally, he thinks what they need to do is give the City Manager some direction, do they want to try and come up with a solution for the situation. As a lay person, if he purchased something and it said riparian rights before he bought it and it says riparian rights after he bought it, he would assume he could put a dock there. He understands its a much more complicated issue than that but after speaking with Ms. Albright, her only thing is she wants to put a dock up. If there are two other Commissioners that want to direct staff to come back with a solution to allow that to happen. He knows there's been talk about selling it or leasing it. Some legalities, whether riparian rights can be granted or can't be granted but that's where they are. Mayor Penny stated he needs input. They are not going to solve this tonight. They are going to give Mr. Forte some clear direction to either research some solutions or they are not talking about it anymore.

Mr. Forte stated before they do that, he wants to give them some information. All the information that Ms. Albright has provided to the Commission he is familiar with. He has seen before. What's important for the Commission to understand is that when riparian rights are issued they generally say in the deed, any and all riparian rights applicable for the property or something along those lines. In this particular case, although its on the property appraisers website and on the city data, its not in the deed, its not in the formal deed of the property. One of the reasons they can't have riparian rights on that particular property is because it already has a fee simple title to it. In other words, if somebody owns a piece of property on Riverside Drive they also own the fee simple title across the street and they can't give riparian rights to someone else. That's basically what this scenario is. There is a fee simple title to that property that is owned by the City so the City owns that asset. It has a true value. In fact, it has a higher value because technically, its a buildable lot. Mr. Forte stated the documents may say water view with riparian rights, it never existed in the deed. Setting that aside and understanding the City could never give riparian rights for that reason, there are other alternatives if the Commission wants the City to pursue. Two of those alternatives are lease a portion of the property which could be five feet of the main high water mark, sell a portion of the property five feet of the main high water mark but now they would be breaking apart a piece of what is an asset that the City owns that is on the books. That comes with a complication, right now that is one large parcel that spans both the distances of Ms. Albright's frontage as well as her neighbor to the north. They have all the information. He put together information many months ago about leasing a portion of the property and didn't get any additional direction to bring it back to the Commission for consideration so there it sits. Mr. Forte stated there are a couple of options. Leasing a portion of the land, selling a portion of the land which the City will retain the park, the picnic bench, sidewalk, public access. What they won't have is that so many feet of the main high water mark which would be leased or sold and then if Ms. Albright wants to put a dock up she can and there will be a chain that goes across that says "private dock". Ms. Albright won't be able to store anything on the property, she won't be able to leave anything on the property. She will be able to cross the property in order to have access to a dock that she owns on property that's been leased to her.

Commissioner Albert asked with what liability?

Mr. Forte asked liability for what?

Commissioner Albert stated crossing City property to get to a private dock.

Mr. Forte stated its a park, anybody can be there. Anybody can walk across that park as they do now.

Commissioner Byrnes asked Ms. Albright if she had a problem with that.

Ms. Albright stated, no. She has where it once was considered to be divided to be sold as an option. She has no intention of changing the sidewalk. She has no intentions of making it private or making it where people can't use that little area for a park. She has no problem with that. She has no intention of changing anything at all. She would just like permission to put a dock up.

Commissioner Byrnes stated, and as much as he agrees with her, that its pretty bad governing that she pays taxes for all of those years on a piece of property that she thought some time in the future she would be able to use, and she's paid thousands and thousands of dollars and suddenly the County just takes it off, that to him, is just wrong. He thinks there are property things that the City Attorney can tell them that if my fence encroaches on my neighbor's yard, they don't discover it for 20 years then that sort of becomes my property after so many years. He thinks that since she's been paying the taxes for all those years, that he thinks its only fair that the City find a way, either through the lease or the purchase. He would prefer the purchase. He would love to break up that piece of property because he doesn't want it a buildable property. He doesn't want to see any other houses on that side of Riverside Drive than what they have now.

Mayor Penny stated they will have Mr. Forte bring back some alternatives if there is another Commission that wants to talk about it. They don't need to discuss the details of it tonight. They just need to give Mr. Forte direction to come back with solutions. Does anyone else want to have the City Manager come back with some solutions?

Commissioner Albert stated she's interested, they've gone around this at least twice before and so she doesn't know if they're going to get any new information but apparently, Ms. Albright, in all respect, they do need to find a solution one way or another. To be respectful to Ms. Albright, they owe it to her to bring this back around again and to have an agenda item to where they can talk about it and they can put some finality to this. There are other areas in the City where they have lingering issues and its not good. They do need to get Ms. Albright a solution.

Commissioner Currie agrees to put some finality to it. One way or the other.

Mayor Penny stated he thinks the last time it came up, they never took any formal action on it. It just died. It withered. So there are issues they need to make a decision on, yes or no and not just maybe.

Ms. Albright stated it is her dream property. If they all bought a house in her situation, on the river, eventually being able to afford to put in a dock, they would feel what she feels right now.

Commissioner Albert stated they do need to recognize that this situation is not generated by the City of Holly Hill. This situation is generated by the property appraisers office, the arbitrary removal of that from her tax information is suspicious as well but that's not for this discussion.

Mr. Forte stated the only thing that has any weight is what the deed says and that's when he met with Ms. Albright many months ago and this was presented to him, they went back and pulled the deed and that's when they discovered it never existed in the deed and that's why a lot of times in those scenarios, they will have property that says any and all riparian rights applicable. In this case, they're implacable.

Attorney Simpson stated he would also add that even if a deed says that they'll say any and all riparian rights applicable. The courts have voluntarily said that even if that's contained in the warranty deed, the courts have interpreted it to say there's no guarantee you have riparian rights. If you have any, it goes with them but there's no warranty as you get the warranty deed for riparian rights even if it were to say that. The riparian rights are not even mentioned here. Mr. Forte said you can't separate riparian rights from the water that abuts the land. They are one in the same and it may be, what it says in here Ms. Albright, water view riparian rights. Sometimes riparian rights also include view of the water not only use of the water. They will look and see what the options are.

Robin Hanger, 950 Ridgewood Avenue, Holly Hill, stated he also owns property on Riverside Drive. Since Mr. Forte is going to go through and figure out and make a formal letter explaining what Ms. Albright can and cannot do, he would like to have a copy how other people have docks there. How other people built them in the past because when his father bought that house, 1208 Riverside Drive, it too, was always said that they had riparian rights on it and they used to park cars over there, they never had a problem until just a year or two ago when the sidewalk got put in, now they get a ticket for parking over there and were told they can't leave anything over there. There was a bench that his mother used to sit on looking at the water and that was removed and discarded. He thinks an explanation as to what the rights of the people who have a house across the street from the river what rights do they have to that water, an explanation as to how the people have a dock there now verses the people who want to put one there in the future.

Attorney Simpson stated it depends on whether your north of 14th Street, not everyone is in the same situation.

Mr. Hanger stated the particular house at 1208, now that they said about the deed, he will pull the deed on it.

Mr. Forte stated you probably have riparian rights but you don't have rights to the land to put stuff on it.

Attorney Simpson stated he has researched all of this, that property never abutted the water even going back to the original plat so Mr. Hanger never had riparian rights. The right of way went all the way to the water's edge. Many years ago the City asked the County because there's people along through there, built docks and the City had an issue at the park which caused him to research the whole thing and he knew at that point, he said how did these people get docks, they don't have riparian rights. There was a lawsuit which involved Doug Kneller did they acquire title action on his property and joined the County and the County asserted that the owners of all the land line east of Riverside Drive. As a result of that, that kind of brought docks to a halt, south of 14th Street and the City got the County to vacate their right of way. North of 14th Street, the land went all the way to the water's edge. South of 14th Street, the right of way went to the water's edge, that's why it depends on which way you go. The County vacated the right of way lying east of Riverside Drive retaining, he believes, 50 foot right of way, they vacated all the land line east of that right of way they retained but in some areas when you head further south, there are some areas that are not so wide, so they at least vacated one foot above the main high water mark. When you vacate right of way, the land goes to the property owner who's property was given up to create the right of way. The intent was to hopefully the property owners lying west of Riverside Drive, across the street from that land, now that they vacated that right of way, would now be the owners of that land.
Now if you own that land that abuts the water, you now own riparian rights. That was the whole purpose of doing it. South of 14th Street, hopefully everybody has riparian rights, which they won't be able to get title insurance for it, but the City could at least issue dock permits for it.

Mr. Hanger asked if they can get something formally wrote up?

Mr. Forte stated only on a case-by-case basis. If a resident wants to come in and have it explained, he will explain it to them but he can't put it out for everyone because the conditions are different.

Attorney Simpson stated and because the house right there at 14th Street, where the City owns the lot, that one's not applicable.

4. APPROVAL OF MINUTES

1.

Minutes - February 9, 2016 - Regular City Commission Meeting & Workshop Minutes (Requested by Valerie Manning, City Clerk)

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

Enacted and approved this 23rd day of February, 2016, in Holly Hill

5. CONSENT AGENDA - ITEMS (1 - 2)

Mayor Penny asked if any member from the audience or Commission would like to remove any item on the Consent Agenda for further discussion. No one pulled any item and no one spoke.

1. Resolution

Scada System Upgrade - Engineering - Resolution 2016-R-07

(Requested by Mark Juliano, Public Works)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Penny Currie, District 2 - Commissioner
SECONDER:	John F. Capers, District 3 - Commissioner
AYES:	Byrnes, Currie, Capers, Albert, Penny

RESOLUTION

Enacted and approved this 23rd day of February, 2016, in Holly Hill

2. Resolution

Special Events Calendar - Updated - Resolution 2016-R-08

(Requested by Valerie Manning, City Clerk)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Penny Currie, District 2 - Commissioner
SECONDER:	John F. Capers, District 3 - Commissioner
AYES:	Byrnes, Currie, Capers, Albert, Penny

RESOLUTION

Enacted and approved this 23rd day of February, 2016, in Holly Hill

6. **REGULAR AGENDA**

Attorney Simpson read all three Ordinances titles at once, then each one will be voted on separately.

Tom Harowski, City Planner stated the package of applications before them today is generated by an application they received from the Holly Hill Self Storage, LLC to annex 4/10 of an acre on the south side of 10th Street west of Nova Road. This is the fourth parcel from the corner. The intention of the business that requested the annexation is to expand the self storage operation into this location. Mr. Harowski stated they have a staff report that's detailed and he will go through a couple of elements from that. The first thing they need to do is annex the property into the City and then the other actions are to designate a future land use for the parcel and amend it to the City's comprehensive plan and future land use map recommending general commercial and then to apply a City zoning to the parcel and they are recommending CC1 commercial corridor which is the zoning that is applied to Self Storage business as it currently exists. The process that they are using here is a little bit different from a comprehensive plan amendment than they do with some others, this is a small scale amendment that will be adopted locally completely and then send it to the State and to the Volusia Growth Management Commission for their review. The intent is to access this property internally from within the existing self storage facility so there's not going to be an access from 10th Street, traffic won't be coming in and out of there unless they feel they need to put some kind of an emergency access there but that will be an issue for the site plan discussion. There will be some landscaping that will buffer the residential areas that are across the street. He spent some time in the staff reports discussing the character of the neighborhood and how that's changing. There's some residential on the north side although under the current County land use and zoning, that's actually a commercial zoned property and designated for that on the comprehensive plan. The Planning Board heard this at their regularly meeting on February 1st and recommended to the Commission the annexation, general commercial and the CC1 zoning.

Commissioner Byrnes asked, its about 4/10 of an acre. There's three buildings and then there's a vacant land and a bunch of trees. Are the trees part of that?

Mr. Harowski stated there are some trees on the parcel, yes. Its the vacant parcel. The building that sits to the east, they will see that as a single family house on the property tax records but if they go look at it, clearly its a commercial property.

Steven Disbrow, owner of Holly Hill Self Storage, LLC stated they are happy to be a part of the community. They think it makes sense, its not a very large growth but its making use of the property that's there and will work together with Mr. Harowski to do the right approach for the expansion.

Mayor Penny opened public participation. No one spoke.

1. Ordinance

   Annexation - 1011 10Th Street - Ordinance 2970 - Second and Final Reading

   (Requested by Thomas Harowski, Board of Planning and Appeals)
   No one spoke from the audience.

RESULT:	**APPROVED AT 1ST READING [UNANIMOUS]**	**Next: 3/8/2016 7:00 PM**
MOVER:	Elizabeth Albert, District 4 - Commissioner	
SECONDER:	Penny Currie, District 2 - Commissioner	
AYES:	Byrnes, Currie, Capers, Albert, Penny	

ORDINANCE

Enacted and approved this 23rd day of February, 2016, in Holly Hill

2. Ordinance

Comprehensive Plan Amendment - 1011 10Th Street - Ordinance 2971 - Second and Final Reading

(Requested by Thomas Harowski, Board of Planning and Appeals)
No one spoke from the audience.

RESULT:	**APPROVED AT 1ST READING [UNANIMOUS]**	**Next: 3/8/2016 7:00 PM**
MOVER:	Penny Currie, District 2 - Commissioner	
SECONDER:	Elizabeth Albert, District 4 - Commissioner	
AYES:	Byrnes, Currie, Capers, Albert, Penny	

ORDINANCE

Enacted and approved this 23rd day of February, 2016, in Holly Hill

3. Ordinance

Rezoning - 1011 10Th Street - Ordinance 2972 - Second and Final Reading

(Requested by Elizabeth Nelson, Board of Planning and Appeals)
No one spoke from the audience.

RESULT:	**APPROVED AT 1ST READING [UNANIMOUS]**	**Next: 3/8/2016 7:00 PM**
MOVER:	Arthur J. Byrnes, District 1 - Commissioner	
SECONDER:	Elizabeth Albert, District 4 - Commissioner	
AYES:	Byrnes, Currie, Capers, Albert, Penny	

ORDINANCE

Enacted and approved this 23rd day of February, 2016, in Holly Hill

4.

827 Hibiscus Avenue - Request for Lien Reduction

(Requested by Joseph Forte, City Manager)
Mr. Forte stated a citizen came in requesting a lien reduction for the property at 827 Hibiscus Avenue. This is the property that had $17,729.93 in liens. The owner where the liens had originated had passed away and Mr. Davidson acquired the property through foreclosure on the mortgage he had held. It didn't go through the typical lien search so he didn't know there were any liens on the property. Mr. Davidson, has since and many years ago, cleaned the property up, cleared it, maintained it and now has an offer for sale on the property. Staff is recommending because he qualifies for a lien reduction that the City reduce the lien from $17,729.93 to the administrative cost totaling $1,139.30 those cost include staff time including code enforcement, finance department, police department and the special master cost.

The motion is based on "contingent of payment by March 15, 2016."

Mark Davidson stated he would like to thank the City for treating him kindly and gently during this. This entire property situation is a sterling example of a "no good deed going unpunished" and he won't go through the details on that but really appreciate the City's help. Mr. Davidson stated he is happy to pay the reduced amount.

Mayor Penny opened public participation. No one spoke.

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

Enacted and approved this 23rd day of February, 2016, in Holly Hill

7. PUBLIC HEARINGS

1. <u>Resolution</u>

Street Resurfacing Fund Balance Appropriation of Gas Tax Transfer of Funds - Resolution 2015-R-06

(Requested by Mark Juliano, Public Works)
Commissioner Capers stated he would like to say that he recently brought this matter to the City Manager's attention and he appreciates him recognizing the sense of urgency and also commend him for his immediate action on this. Well done, thank you.

Mr. Forte stated these are not General Fund dollars. These are Gas Tax dollars specifically for paving on projects that were carried over from last year. Staff realized they didn't carry over properly in the budget so they do exist, they are road paving dollars.

Mayor Penny opened public participation. No one spoke.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	John F. Capers, District 3 - Commissioner
SECONDER:	Elizabeth Albert, District 4 - Commissioner
AYES:	Byrnes, Currie, Capers, Albert, Penny

RESOLUTION

Enacted and approved this 23rd day of February, 2016, in Holly Hill

2. <u>Ordinance</u>

Ordinance 2969 - Fire Pension Investments - Second and Final Reading - Ordinance 2969

(Requested by Kurt Swartzlander, Finance)
Mayor Penny opened public participation. No one spoke.

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

ORDINANCE

Enacted and approved this 23rd day of February, 2016, in Holly Hill

8. COMMUNICATIONS

a. City Manager & Staff Comments
Mr. Forte stated under his agenda item for comments, he wants to inform the Commissioners that he signed the authorization letter to Mr. Dolenar, the Airborne Operations Inspection Supervisor for mosquito control to do low-level fly overs for surveying and treating mosquitoes in the Holly Hill area.

1. DOC-2016-7

Mosquito Low Level Airborne Operations Authorization

(Requested by Joseph Forte, City Manager)
For informational purposes only.

RESULT:	**PRESENTATION**

Enacted and approved this 23rd day of February, 2016, in Holly Hill

b. City Attorney Comments
None.

c. Mayor's Comments
Mayor Penny thanked the Holly Hill Police Department and all the staff at the Holly Hill K-8 School and all the students at the school that were involved in a situation last week. Mayor Penny thanked Commissioner Albert and thanked her for allowing him to present her with a Teacher of the Year Proclamation for a well recognition, congratulate her, that's a great honor to receive Teacher of the Year.

d. District Commissioners Comments
Commissioner Albert thanked everyone who gave up part of their Tuesday evening to come and celebrate with her. The honor of being Teacher of the Year for Holly Hill K-8 School. When you're recognized by your extended family it means a whole lot, thank you. Commissioner Albert discussed the incident at the school last week. She sent an email that she believes some of the Commissioners were able to see but again, to the Police Chief and to the City Manager, her deepest gratitude and thanks to their quick and ever present response. Last Thursday there was a non-specific bomb threat called in to the school. Initially, when the teachers were notified they were just told to go on lockdown so they didn't know what was going on. About an hour or so later the teachers received word that it was a bomb threat. The teachers didn't know so it was scary and the kids were scared and of course it was right before lunch time and of course everyone had to go to the bathroom. It was this great big dramatic situation and it took about four hours from soups to nuts to move through the whole situation and finally get the all-clear. It was kind of scary and they can't really tell the kids what's happening but she knew the City's Police Department was on site and was on the parameters and they were helping them. The Sheriff's Department also responded and lawn dogs from St. Johns County come so they knew it would end alright but again, thank you. Commissioner Albert stated her children from her class wanted to thank the Police Department as well, she gave Chief Aldrich some handcrafted "thank you's".

Commissioner Capers congratulated Commissioner Albert for Teacher of The Year.

Commissioner Currie congratulated Commissioner Albert for Teacher of The Year, well deserved. She knows that Commissioner Albert has been a huge proponent of the youth and herself and Commission Albert completely agree in that fashion. Thanked staff for the situation that Commissioner Albert spoke about at the school. Commissioner Currie thanked Chief Aldrich and his staff.

Commissioner Byrnes stated that he would like to find some way that the Police Chief or the City Manager can notify the Commissioners because there was never an email except for Commissioner Albert's email that said anything about what had happened and he learned about it from the news when he got home. It would be nice as a Commissioner to know what's going on in the City so that if people call him.

Mr. Forte stated that's his responsibility and he will go ahead and make sure they are emailed but don't expect a lot of detail. Its just going to be "there's a bomb threat" because that's all he knew. He will make sure they are aware of that the next time, if it should ever happen again, and then he will follow up as information is made available.

Commissioner Byrnes stated thank you. Commissioner Byrnes congratulated Commissioner Albert on Teacher of The Year. When they updated the Special Events calendar, he thinks it would be neat to have Jeep Beach event as a small part in the City to see people around the State and around the country in Holly Hill.

Mayor Penny stated he has a couple of things he would like to share with the Commission. He has been on a Homeless Task Force for over a year and there's a lot in the paper about the homeless situation, Safe Harbor. He thinks, as a community, they have taken their eye off the ball and that is Safe Harbor is supposed to be a coordinated entry point. Its not about a homeless center. Its not about a permanent solution. There are four categories of homelessness - chronic homeless, family homeless, homeless veterans, and situationally homeless people. Its a very comprehensive problem and they also have at-risk homelessness. The current system, if you are homeless, where do you get sent? You get sent to one of the seven categories and there's no rhyme or reason. The agencies don't speak to each other. The left hand doesn't know what the right hand is doing a lot of times. Safe Harbor is in the middle and its the coordinated entry. Its their first point of contact. They assess you, they triage you then they send you where you need to go. There's been a lot of misinformation disseminated around the County. If anyone wants a copy of this PowerPoint he can get it to them. They just need to drop their shields and fix it. Do the work. The Salvation Army is to be applauded for stepping up. The sense of urgency they recently had on Beach Street in Daytona. It started about January 12th and these are some statistics and the goal is to perform something called VI-SPDAT Test on every person that's homeless throughout the entire County. What this does it helps them asses someone's needs. The old model was first come first serve. If you showed up at the Salvation Army and you were the first one there, you got the bed. You may not need it as badly as the next person and the person behind that one may need it even worse. So this prioritizes the need. Its a drastic change in thinking as to who is going to get the bed. The crisis started January 12th as of February 12th, 149 SPDAT tests have been administered. As of February 12th, 48 of the 149 people have been placed in permanent housing placements. A week later, February 19th, an additional 29 SPDAT's were done for a total of 170 and out of the 21 that were done in that one week, 15 were placed in permanent housing solutions. Out of the 170 tests that have been administered, 63 people have been placed into permanent housing solutions. This is an on-going thing. The idea is to perform a SPDAT test on every person that is identified as homelessness in Volusia and Flagler Counties then they can be assessed and get them into the needs and case management is the key. These people didn't get homeless over night. They're not going to get un-homelessness over night. He can't say enough about how much the Salvation Army has stepped up and the City of Daytona Beach has stepped up. They're paying the salaries of people to go and work at the Salvation Army. City employees are going down and filling in doing the extra lifting. There's a lot of political baggage going back and forth over who moves my cheese, what do we need, what shelter do we need, where does it need to be but these are the facts. There's a lot of good work going on in the community and the whole goal is to transition these people. There will be constantly people coming in and taking those beds, there are 86 beds at the Salvation Army. There were 23 new people took some of those beds; 23 of the 86 shuffled out. There's a lot of work going on. The County and Daytona just need to quit fighting. The Salvation Army, what they're doing, they're modeling after, there's a Federal Grant....Flagler County under the leadership of the Salvation Army and Volusia County now have announced Zero Veterans Homelessness in Flagler and Volusia County.

Commissioner Byrnes asked as a goal?

Mayor Penny stated, its done. Every homeless person that has been identified as a Veteran that wants assistance, is in permanent housing now. Now that doesn't mean that there might be some guy that moves in tonight that the Salvation Army doesn't know about but every person that has been identified and labeled as a Veteran is in housing. There's federal money for this. This is one of the few Salvation Army's that has accomplished this goal. The smart thing to do is let them keep doing what they're doing. If it can work for a Veteran, it can work for the homeless situation. There's a lot of good work. There are some deadlines that have been drawn in the line out there. Its unrealistic to think that some of these deadlines are going to be made but he has to tell the Commission after serving on the Committee for over a year, if you told me this solution wouldn't have been in front of us, he would have told them there is a very slim chance of this to come together. Out of the crisis, even though the crisis was not good, some good has come out of it. Its forced some agencies to react. There is some good news out there. Mayor Penny stated one thing he has to say about our school, they're applauding the school teachers and the reaction to the school but some very unsettling statistics are coming out about Volusia County School systems and the headlines in the paper says the Volusia County schools get a B or an A; hit the drop down button and see where the Holly Hill school is, its a D, 3 years in a row. The first year it was an F because you can't drop more than one grade letter per-calendar year. So its been an F, D, and D. If those were any of your children's report cards there would be some explaining to be done. He is doing a lot of studying on it and trying to gather data and not be emotional about it but this is near and dear to our hearts. The school is a huge economic factor in a community. Plus, what's to say, what is the education these kids are getting? How far are they behind? Its no surprise to most who have been around education. There's a strong, overwhelming correlation between ratio of free and reduced lunches and school grades. It just means, kids going to poor schools are getting poor grades. He doesn't know what the solution is. He's just saying there's a lot of data out there that needs to be dissented and its no disrespect to our hard working teachers, its the system that we have towards schools that performs A's and B's he thinks should be flipped and that money should be sent down to the schools that are getting C's, D's, and F's. That is his opinion. He will report to the Commission as he has meetings with members of the school board but its a tough ship to turn but they can't stand around ideally and do nothing about it.

Commissioner Albert stated she thinks, just perhaps, to the people who don't have a perspective, we should make sure that everyone knows that the Holly Hill School is the only Pre-K through 8 or K-8 public school in all of Volusia County. As far as the State goes, there are only 13 public K-8's in the entire State which is 67 counties. The model that we have here in Volusia County, we are graded with schools that don't fit our model. So, are we comparing elementary testing scores, are we comparing middle school test scores, and that's part of the information that Mayor Penny is trying to get disseminated. There are some other issues related to attendance, related to mind sets for parents and socioeconomics situations as well. She thinks what Mayor Penny is saying is completely valid but she thinks everyone needs to understand how we fit, we're a round peg trying to fit in a square hole. Its been an interesting few years since the model was developed here in Holly Hill. We have to see if we stay this course or if it changes.

Mr. Forte stated the Fire Chief just brought this to his attention, he just wanted to make the Commission aware that after two years of budgeting and carrying forward dollars, $40,000 the department has now put in play their new airpacks. They have fire packs, 13 bottles and each are assigned to each firefighter individually because they're custom fit. The Fire Department is now part of a standard airpack with all of the other cities on the east side of Volusia County. Its a great effort that everybody is in the same pack, if they are on the fire ground, packs can be exchanged and people are familiar with everything that's on them. They're a little bit heavier than what he remembers by nine pounds but its a good step in the right direction for this department to have that same level of pack as all of the other agencies. Mr. Forte thanked South Daytona for loaning us their packs while we transitioned into these new ones.

9. ADJOURNMENT

The meeting adjourned at approximately 8:05 PM.

CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

MINUTES ● MARCH 8, 2016

City Commission Chamber **Regular City Commission Meeting** **7:00 PM**

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

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

1. CALL TO ORDER

A. Roll Call

Motion to excuse Commissioner Byrnes from the City Commission meeting made by Commissioner Currie, seconded by Commissioner Albert. **PASSED, 4-0**.

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

B. Invocation

The invocation was led by Pastor John Pruitt from Faith Baptist Church, Holly Hill.

C. Pledge of Allegiance to the Flag

Mayor Penny led the Pledge of Allegiance to the Flag.

2. PRESENTATION - NONE

3. PUBLIC PARTICIPATION

The following individuals spoke to the Mayor and City Commission:

Mike Chuven, 407 Miriam Avenue, Holly Hill, stated he has had problems with issues in his neighborhood and he just wants to say the Police Department has been on his street so many times he suggested the put up a substation but their professionalism and their dedication to the community along with problems he's dealing with across the street plus at the Holly Hill Elementary school, he thinks they deserve a bunch of kudos. Mr. Chuven stated has anybody heard of the 31 Million Word Deficit? Unfortunately, what that is, is children that come from homes of lower financial status by the time they get to kindergarten they already have a deficit of 31 million words. They obviously haven't heard any words growing up. They can Google it, 31 million words deficit and there's about 30 different places you can go. The question is, how do we cure that? They discussed it at the SAC meeting at the school the other day in trying to come up with ways that we can involve the parents and get them to help the children and obviously, when they get in to kindergarten 31 million words short they are lagging way behind the other children that are in the school and it creates that deficit of having....not lowering the standards but the teachers having to teach down to the lower educated children to try and bring them up to speed. It cheats the more educated children or the more fluent children as it appears. So they need to figure out a way to bring up the children before they get to kindergarten. It was discussed and asked by Mayor Penny at the meeting, how can the City of Holly Hill help? Mr. Chuven stated he's been thinking about it and its a hard answer. The only thing he can think of is what if the City with the YMCA can possibly with their summer program or reading program that they can invite the poor of our community to bring their children there, pre-elementary children to the reading so that they can hear what's being told and try to introduce them to more words that way. If there's a way to try and get to the community, into the homes of the poor and help them to improve in their homes the ability to teach their children or have their children learn more words. The City has a free library at the YMCA, there's a way for maybe them to get over there. Its a very well stocked library. There's ways to get books for the kindergarten, pre-kindergarten children that can be distributed somehow to the different families and help them and maybe introduce them and try to get them to start a reading program. Its a hard task, its hard to figure out what to do. Its not simple but its something if we all put our minds together, we should be able to come up with something to at least help. They can't do anything for the adults that are out there now but if we can improve the children coming up, we can improve their status on life when they become adults and their children.

Dorothy Featherston, owner of Artsy Fartsy Antiques, 109 Ridgewood Avenue, Holly Hill, stated she's been in business here for about two years and she is always looking for new ways and creative ways to bring our customers in the door. Two weeks ago she spoke with Lee and Jennifer who are owners of Southern State of Mind Food Truck and their food is amazing and they have a very loyal following of customers throughout the area. Ms. Featherston stated she thought it would be fantastic to have them set up in Artsy Fartsy's parking lot. They were very interested in serving their awesome food here in Holly Hill on a recurring basis. After asking a few questions of Mr. Harowski and Mr. Forte, they both confirmed that there is just no provisions in our code to allow her to host them in her parking lot. Ms. Featherston shared a little bit more of mobile food vendors. They offer affordable, high quality menu items at a low cost way to rejuvenate public spaces and increase economic activity in the city. Ms. Featherston stated she believes offering Holly Hill residents and professionals some more options for lunch during the week would be welcomed. With proper planning and reasonable permitting process in place, food trucks can pave the way for new restaurants to open up in Holly Hill. There's a document that the City Clerk passed out for me published by the National League of Cities that gives some great recommendations for integrated food trucks into the City. Ms. Featherston stated she is asking for the Commission to consider researching what it would take for Holly Hill to give permitting for food vendors on a recurring basis. She would like to even offer Artsy Fartsy's parking lot as a test pilot location. If the City needs more substantiation about whether or not this works for Holly Hill and she would be happy to bear the cost of advertising and permitting for those vendors on her lot. This would increase weekly lunch time traffic.

Roger Healey, 1211 Charter Oaks Circle, Holly Hill, stated he wanted to follow up with Mr. Chuven's comments. Maybe the City can organize a movie program, an educational movie program during the summer through the YMCA where people come, watch a movie, participate maybe in the swimming or something like that but do it in a combination of an hour or so of movies instructing reading, spelling, or whatever. We should be able to get that through the library system and keep it going through the summer so that when they come back in the Fall, they at least have some knowledge of what schools about. That's something in addition to reading. You can tell a kid they're going to go work on their reading, they're going to run in the other direction but if they have a movie to watch that may be more appealing to the young person.

4. APPROVAL OF MINUTES

1.

Minutes - February 23, 2016 - Workshop Minutes and Regular City Commission Meeting

(Requested by Valerie Manning, City Clerk)

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

Enacted and approved this 8th day of March, 2016, in Holly Hill

5. CONSENT AGENDA - NONE

6. REGULAR AGENDA - NONE

7. PUBLIC HEARINGS

Attorney Simpson read Ordinances 2970, 2971, and 2972 for second and final readings at once and each one was voted on separately for second and final reading.

Mayor Penny opened public participation for all three Ordinances. No one spoke.

1. Ordinance

Annexation - 1011 10Th Street - Ordinance 2970 - Second and Final Reading

(Requested by Thomas Harowski, Board of Planning and Appeals)

RESULT:	**ADOPTED AT 2ND READING [UNANIMOUS]**
MOVER:	Elizabeth Albert, District 4 - Commissioner
SECONDER:	John F. Capers, District 3 - Commissioner
AYES:	Currie, Capers, Albert, Penny
ABSENT:	Byrnes

ORDINANCE

Enacted and approved this 8th day of March, 2016, in Holly Hill

2. Ordinance

Comprehensive Plan Amendment - 1011 10Th Street - Ordinance 2971 - Second and Final Reading

(Requested by Thomas Harowski, Board of Planning and Appeals)

RESULT:	**ADOPTED AT 2ND READING [UNANIMOUS]**
MOVER:	Elizabeth Albert, District 4 - Commissioner
SECONDER:	John F. Capers, District 3 - Commissioner
AYES:	Currie, Capers, Albert, Penny
ABSENT:	Byrnes

ORDINANCE

Enacted and approved this 8th day of March, 2016, in Holly Hill

3. Ordinance

Rezoning - 1011 10Th Street - Ordinance 2972 - Second and Final Reading

(Requested by Elizabeth Nelson, Board of Planning and Appeals)

RESULT:	**ADOPTED AT 2ND READING [UNANIMOUS]**
MOVER:	Elizabeth Albert, District 4 - Commissioner
SECONDER:	John F. Capers, District 3 - Commissioner
AYES:	Currie, Capers, Albert, Penny
ABSENT:	Byrnes

ORDINANCE

Enacted and approved this 8th day of March, 2016, in Holly Hill

4. Ordinance

Police Pension Ordinance Amendment - Ordinance 2973 - Second and Final Reading

(Requested by Steve Aldrich, Police)
Mayor Penny opened public participation. No one spoke.

RESULT:	**APPROVED AT 1ST READING [UNANIMOUS] Next: 3/22/2016 7:00 PM**
MOVER:	Penny Currie, District 2 - Commissioner
SECONDER:	John F. Capers, District 3 - Commissioner
AYES:	Currie, Capers, Albert, Penny
ABSENT:	Byrnes

ORDINANCE

Enacted and approved this 8th day of March, 2016, in Holly Hill

8. COMMUNICATIONS

a. City Manager & Staff Comments

Mr. Forte stated as they may be aware, the County and the widening of LPGA the City's raw waterline that comes from the western well fields into the City is in the way and have to be moved. Part of the bid process that the County went through is a two part bid. One was for the work the County has to do and one is for the relocation of the City's raw waterline. When the County went out to bid the lowest bid for the County portion of the line is not the lowest bid for the total bid. The options that the City have are, the City can either pull our portion out and pay for it separately and its about $166,000. In doing that, the City would pay the lower cost for the City's work but we have to pay the higher cost difference for the County work which would exceed about $180,000 or the City goes with the County's low bid, the City would pay $166,000 for the City's work which is about twice what we had in the budget. We had $85,000 in the budget but its going to cost the City $166,000 to get that work done. The cheaper of the two alternatives is to go ahead and let the County issue their notice to proceed with their low bid contractor, the City's portion is a little bit higher but if we went with our portion, we would have to pay the entire project difference which would be over $180,000. The cheaper of the two would be for the County to issue a notice to proceed with their low bid contractor. Where the City would get the funds from the City is when Ms. Maswary was here last year she had budgeted for a land acquisition fund for the water and wastewater department that he doesn't think they're going to need so staff will come back with a budget amendment and allocate the funds from the land acquisition to go ahead and pay for the additional $180,000 more that they will need for that project. Mr. Forte stated the reason he is bringing it up tonight, they have to within 10 days, a letter he received from the County which was dated March 1st, he's not sure when staff actually got it in their hands, he only got it this week, the City has to respond to the County within 10 days to say the City is either going to go with their bid or with our lower bid. His recommendation is to go with the County's lower bid for the overall project and the City reallocated funds in the land acquisition and go ahead and pay that difference.

Commissioner Albert stated its nice to know its not coming out of the Fund Balance.

Mr. Forte stated its not coming out of the Fund Balance but it is coming out of an acquisition fund.

Commissioner Currie asked, Mr. Forte, what is the reason that the City has to pay the difference for the County?

Mr. Forte stated he hopes he's explaining it right. The way the bid went out is its a total bid but its an A and B - A portion is what the County cost is for their work and the B portion is the work for the City's. Unfortunately, they're both not proportionate. The one where the City's bid is lower, the County bid is higher. Where the County bid is lower, the City's bid is higher. Where the County bid is lower and the City's bid is higher, its higher by about $80,000 than the City expected. On the part where the City's bid is lower, the County bid is higher by $180,000. Its cheaper for the City to pay and we can't separate the bid. It would be good to have a motion to go ahead and issue them the letter saying they can go ahead with their low bid and at the next City Commission meeting, he will have a budget amendment to move those funds.

Commissioner Currie made a motion to direct the City Manager to go ahead and have communication with the County on the issue of the raw waterline, seconded by Commissioner Albert. **Passed, 4-0.**

Mayor Penny opened public participation. No one spoke.

Commissioner Capers stated he has one question. What could we do to prevent this from occurring in the future? Is there something that the City did wrong?

Mr. Forte stated we really can't. Its nothing the City did wrong. The raw waterline has been there for many, many years. Its the well fields out on the west side of 95 on LPGA that come down into our plant, clean it up and make portable water with it. It just so happens that it runs in an exiting right of way but when the County started widening LPGA, the City's raw waterline is now, it will be underneath the roadway so they have to move it out from underneath the road back into right of way area so because of the widening, that's what happened.

Commissioner Capers asked, they're not moving existing piping, they're moving that and putting brand new...

Mr. Forte stated he would suspect that they are going to put in new piping because that's the City's water supply. Its going to be a very short period of time that they have to reconnect those pipes to feed that raw waterline in and then there's a period of time to get it in there. The City has interconnects between Daytona Beach and Ormond Beach that during that time period the City will get water from them to make sure the City sustains its production but it should be a very quick turn over and once it passes the DPA requirement for the water to get through then the City will be back to production.

Commissioner Albert stated just anticipating future situations they're dealing with the County, are they to anticipate an issue like this in the whole Rio Way where the City is moving pipe in that area as well.

Mr. Forte stated Rio Way, where the County purchased the property and they're putting in a retention pond, there's a stormwater pipe that runs through that section, south, and that is the joint project agreement that the City has with the County where they're going to pay for the portion of the pipe in the area that they are developing but because the whole line is being moved, the City has to pay for that portion of the pipe that's in the City's area.

The motion passed, 4-0.

Mr. Forte stated to follow up from the discussion at the last Commission meeting, what he projects he will be bringing forward to the Commission to vote on is the lease option property on Riverside Drive, across the street from Ms. Albright's house. After some discussion with the City Attorney and the property owner, he thinks that's an option. There are two options there but the lease option maintains the integrity of the park and everything that's there.
Mr. Forte reminded them that there are a couple of board appointments that need to be filled by the Commission still.

b. City Attorney
None.

c. Mayor's Comments
Mayor Penny briefly discussed the food truck issue that Ms. Featherston spoke about during public participation. He's been talking to Mr. Forte about this for several weeks. There was some interest from some other property owners who have wanted to invite food trucks into their place of business and he talked to a couple of the food trucks coming for a food truck festival once a month or once every other month like they do in Palm Coast. As Ms. Featherston found out, there is no ordinance to allow the City to do this. They have to be cognoscente of the brick and mortar restaurants that are here that the City doesn't step on their toes. He has talked with a couple of them and he knows Mr. Forte has talked to at least one of the business owners that didn't have any major objections at this point. He thinks Mr. Forte has talked to most of or all of the Commissioners about it. At this time he would like to see if they can give Mr. Forte direction to bring back an ordinance. Mayor Penny stated he is in favor of exploring it, its something that's trending.

Mr. Forte stated there's two avenues for this. One is, what some cities do or they host a food truck night on city property or government property, that's one aspect of it. The other aspect of it is what Ms. Featherston had discussed by allowing food trucks to provide services on private property or business property. Those are two avenues they can look at it. It would have to go before the Planning and Appeals first unless the City does some type of special exception for the government.

Attorney Simpson stated if it was just government it would be more of a regulatory as opposed to a zoning regulation but when you start putting it on private property that probably deems more of a land development regulation which should go through the Planning and Appeals and come back to the Commission with a recommendation. If that has to go there, the City may want to have both avenues looked at.

Mayor Penny stated he knows at least one of the popular food trucks has been asked to go to Florida Health Care once a week and they can't do it right now. He is in favor of Mr. Forte bringing something back.

Commissioner Currie stated she would also like to be able to have something brought back on both avenues, on a government property and private property.

Mr. Forte stated it would likely not come back to the Commission until the end of May beginning of June based on getting it to the Planning and Appeals and through the time process.

Commissioner Currie asked does it have to be so long? She would think that would be a nice area to capture during spring time.

Mr. Forte stated he would like to do it next week if possible but in order to get it in front of the Planning and Appeals Board, if its a land development regulation, their next meeting is April 4th and there's no item to bring to them for that meeting so it would probably make their May meeting then to the City Commission for approval on the ordinance which is two readings, the end of May beginning of June.

Mayor Penny asked if they could be separated then? Can they look at the governmental property faster?

Mr. Forte stated he thinks they can do that if they want to have a special event and try to host it on the City property. One of the suggestions was hosting it on the 4th Tuesday of the month on a Commission meeting night where there is a built-in audience where there are members of the public coming to the meeting, Commissioners coming in and staff that is here and of course, try to attract members of the public driving by City Hall seeing the food trucks may want to come in and try it. They could sample that and see if it would work. In the meantime, still do the land development regulations.

Commissioner Currie stated she would agree with that. She would also like to expand that not only here but possibly, every quarter...whatever they can come up with in hosting something like that or twice a year during some of our events that we already have established.

Mayor Penny stated he thinks Palm Coast does it every 60 days.

Mr. Forte stated they do it every other month.

Commissioner Currie stated the food trucks have gotten very popular. She thinks they do it down south in one of those cities too.

Commissioner Albert stated she doesn't know about all that but she thinks it would be neat if they could just generate some foot traffic right around here and she thinks having the trucks here on a Commission meeting night would be a good thing. She would like to support it as quickly as possible and then if they have to leg work on the private property, in the meantime, she thinks they should do that.

Commissioner Capers stated one of the things he was curious about, are we going to try and do the music in the park that failed last year? Because to him, to have an event, and then have food come in other than just having people to try and come to the food. He doesn't know if the City has a founders day or races for the kids or could do something like that then have the food trucks come in. Its funny to him because and no disrespect to these food trucks but we always called them roach coaches, it was kind of the last place you would want to eat.

Mayor Penny stated its a lot different. Its a whole different menu.

Mr. Forte stated these are different. The roach coach are the prepared meals, usually a deli kind of thing, wrapped sandwiches and they go out and sell them. These food trucks are fresh food that is prepared on the truck. They're basically mobile catering kitchens. The quality of food is substantially different than what Commissioner Capers had mentioned and he, too, is very familiar with those.

Commissioner Capers stated he thinks its a good idea.

Mr. Forte stated and if it works out, they can have somebody play music on the steps of City Hall to try to be an attraction and of course try to grow it. But just remember, and he hasn't talked to any of the food vendors, typically, the little research that he did, is they have to take money also. What he read about, like what Commissioner Capers was talking about, they try to get 60 patrons to their window during that event. We're not going to get that here. We would have to get 120 people for two food vendors in order to make it work. Odds are, they're not going to make money on these first couple of trips. Does the City charge them a fee to do this? Typically, the City would but in this case, he doesn't think they're going to make money so he doesn't think the City would charge them a fee and by the same token, if any of the City's local businesses wanted to set up tents and sell their goods, they certainly can at no cost to them as well. Its kind of a trial basis to see if it looks like it would get any attention and the only ones that are going to be able to tell us it works is the food vendors. Maybe during the Trunk or Treat event get some vendors out there as well.

Commissioner Albert stated they have to be considerate to those who have always been at those events too.

Commissioner Currie stated she thinks if they allow their businesses here locally to set up as well, if they desire, kinds of evens things out.

Commissioner Capers stated the problem with that is, if you have too many trucks, and he knows this from the car shows, if you have too many food vendors then there's not enough business and nobody wins.

Mayor Penny stated there are three main food trucks in town and they rotate days. The gentleman that approached him is the same gentleman that Ms. Featherston spoke to. He said he would volunteer to organize it and work it out. Maybe they just have one the first time and as it builds they add a second one. Mayor Penny stated he thinks they would be setting it up for failure if they invited all three of them at once. The details can be worked out. Mr. Forte will bring that back to the Commission. Mayor Penny stated he wanted to acknowledge Florida Power and Light and their team of volunteers. They showed up at the Boys and Girls Club this past Saturday. They did some pressure cleaning, painting, and laying sod. There are two events that the Commission needs to RSVP to. One is the Volusia League of Cities dinner in Oak Hill on March 24th and there is a FAITH meeting which is March 14th at 6:30 PM at Bethune-Cookman. There are two questions that they are going to ask you if you go as a representative of the city, those should be in your email that was sent.

Mr. Forte stated he would hate for any of them to go to that meeting without an answer, the Mayor and himself talked about it this afternoon, asking where did they come up with the $62,000 fee representing Holly Hill's portion of that and whether or not any of the other agencies within Volusia County responded. At this point, he thinks it would be fiscally irresponsible for the City to commit any dollar amount not in a budget process. They just can't arbitrarily take a number out of thin air and say okay this is what we're going to allocate unless they go through a budget process and determine what the fair share amount is. Anybody that goes to that meeting, he knows it puts everybody on the spot, are you going to commit this money or not and really the answer is, we're not in the budget process and we don't know what the funds are or the revenue source would be to sustain any dollar amount at this time. Although he does agree that Holly Hill does have some obligation to address this issue but we just don't know what the dollar amount is right now.

Mayor Penny stated for those who didn't get the email or haven't looked at your email. The two questions are, do you believe homelessness is a countywide problem and the second question is, will you be an advocate for and vote for funding up to $62,336.23 from your city in the 2016-2017 budget towards operating a countywide homelessness assistance center. He just doesn't think the City has enough information to say yes to that right now.

Commissioner Albert asked Mayor Penny if FAITH is partners with his group, the Mayors group?

Mayor Penny stated, no. They do come to one of the subcommittee meetings, they have representation there. The difficulty is, until we know what the costs are and know what our fair share is, he doesn't think its prudent to commit that amount of money and it would probably be a five year commitment that they're looking for. If any of the Commissioners can attend, RSVP and if you can't, RSVP and tell them you can't but if you do attend, be prepared to be asked those two questions. Mayor Penny reminded everyone about the annual Easter Egg Hunt on Saturday, March 19th at 10:00 am to 12:00 pm on the front lawn of City Hall.

d. District Commissioners Comments

Commissioners Currie, Capers and Albert discussed what could be done to help the school kids with their reading. Commissioner Currie suggested handing out books during special events and mentioned during the Kids on The Hill event, books are handed out to the kids; suggested maybe a movie night at the YMCA with the kids or a summer camp with them.

Commissioner Albert discussed the volunteers during the summer time for the kids at the school, free tutoring is offered to the kids as well, there are many places now that offer VPK for 4 year olds now and informed everyone that Dolly Parton has that Imagination Library that she has created for the kids as well that parents can get involved with.

Commissioner Capers informed the Mayor and Commissioners that Jason Myers from Synergy Billing was in the paper again, good recognition for Holly Hill and asked about the underground utilities, when that was going to start to take place.

Mr. Forte stated the first phase is running the conduit from the right of way to the buildings and once that conduit is in they will take a power line from the meter box through the underground up the pole, that will be for the next six months they will be working on that. The next phase would be the notice to proceed for the primary line which runs north and south on US1. Once that is in place then they go through and make those connections to the underground utilities. At that point, the power company will come by and top off the top of the pole which has their power on it. Then there will be Brighthouse and AT&T that have to run their conduit, that will take place during the first phase. They will come in after FPL is done and run their primary down US1 and make connection.

9. ADJOURNMENT

The meeting adjourned at approximately 7:55 pm.

CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

MINUTES ● MARCH 22, 2016

City Commission Chamber **Regular City Commission Meeting** **7:00 PM**

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

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

1. CALL TO ORDER

A. Roll Call

Commissioner Albert made a motion to excuse Commissioner Currie from the meeting, seconded by Commissioner Byrnes. **Passed, 4-0.**

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

B. Invocation

Mayor Penny led the invocation.

C. Pledge of Allegiance to the Flag

Mayor Penny led the Pledge of Allegiance.

2. PRESENTATION - NONE

Mayor Penny presented the Countywide Food Drive Trophy to the City and congratulated the employees for donating. Mayor Penny stated Holly Hill is the only one to have ever won this trophy.

3. PUBLIC PARTICIPATION

The following individual spoke to the Mayor and City Commission:

Ray Plate, 1580 Riverside Drive, Holly Hill, stated he wanted to come in and tell everybody thank you for all the help, they got it completed and one day they are going to have a house warming party for everybody but now we're going through a little medical stuff it will work out. On top of that, he didn't know, whether sooner or later, they might decide to lease any of the park across the street. He hopes they really don't because its part of the reason he bought his home and its also a safety thing for predators and so on and so forth. Even today he saw people over there fishing, using the picnic table so he does hope the Commission takes that into consideration if they decide to get rid of any park, in any city as far as that goes. Just like the Mayor said earlier tonight about Brussells, maybe if they had a place to play instead of spreading hate and discontent. He wanted to thank everyone again for allowing him to make his home better and hopefully it reflects on Holly Hill.

Mayor Penny closed public participation.

4. APPROVAL OF MINUTES

1.

Minutes - March 8, 2016 - Regular City Commission Meeting

(Requested by Valerie Manning, City Clerk)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Elizabeth Albert, District 4 - Commissioner
SECONDER:	John F. Capers, District 3 - Commissioner
AYES:	Byrnes, Capers, Albert, Penny
ABSENT:	Currie

Enacted and approved this 22nd day of March, 2016, in Holly Hill

5. CONSENT AGENDA - ITEMS (1 - 5)

Mayor Penny asked if any member of the Commission would like to pull an item from the Consent Agenda or any member from the audience would like to discuss an item. No one spoke.

1.

Purchase of Emergency Generators

(Requested by Mark Juliano, Public Works)

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

Enacted and approved this 22nd day of March, 2016, in Holly Hill

2. Resolution

Flomich Street Sidewalk: Authorization to Submit an Application to the TPO for Sidewalk Improvements of Flomich Street Between Decatur Avenue and US 1 Including Commitment of the 10% Required Local Match - Resolution 2016-R-09

(Requested by Thomas Harowski, Board of Planning and Appeals)

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

RESOLUTION

Enacted and approved this 22nd day of March, 2016, in Holly Hill

3. Resolution

15Th Street Sidewalk Improvements: Authorizing Submittal of an Application to the TPO for a Feasibility Study for Sidewalks Improvements on 15Th Street Between Nova Road and Center Avenue and Including a Commitment for 10% Matching Funds - Resolution 2016-R-10

(Requested by Thomas Harowski, Board of Planning and Appeals)

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

RESOLUTION

Enacted and approved this 22nd day of March, 2016, in Holly Hill

4.

Surplus of City Assets

(Requested by Mark Juliano, Public Works)

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

Enacted and approved this 22nd day of March, 2016, in Holly Hill

5.

JAG Grant 2016 Traffic Crash Investigative Equipment Contract # 2016-JAGD-VOLU-6-H4-064

(Requested by Steve Aldrich, Police)

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

Enacted and approved this 22nd day of March, 2016, in Holly Hill

6. REGULAR AGENDA

1. Resolution

Sunrise South Park Boat Ramp Improvements - Resolution 2016-R-11

(Requested by Mark Juliano, Public Works)
Mayor Penny opened public participation. No one spoke on either Resolution. (**Resolution 2016-R-11 and 12**)

Commissioner Albert made a motion to adopt ***Resolution 2016-R-12****, seconded by Commissioner Byrnes*. **Passed, 4-0.**

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Elizabeth Albert, District 4 - Commissioner
SECONDER:	John F. Capers, District 3 - Commissioner
AYES:	Byrnes, Capers, Albert, Penny
ABSENT:	Currie

RESOLUTION

Enacted and approved this 22nd day of March, 2016, in Holly Hill

2. Resolution

Raw Water Main Relocation Jimmy Ann Blvd to Derbyshire (CONSTRUCTION) - Resolution 2016-R-13

(Requested by Mark Juliano, Public Works)
Mayor Penny opened public participation. No one spoke.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Elizabeth Albert, District 4 - Commissioner
SECONDER:	John F. Capers, District 3 - Commissioner
AYES:	Byrnes, Capers, Albert, Penny
ABSENT:	Currie

RESOLUTION

Enacted and approved this 22nd day of March, 2016, in Holly Hill

7. PUBLIC HEARINGS

1. Ordinance

Police Pension Ordinance Amendment - Ordinance 2973 - Second and Final Reading

(Requested by Steve Aldrich, Police)
Mayor Penny opened public participation. No one spoke.

RESULT:	**ADOPTED AT 2ND READING [UNANIMOUS]**
MOVER:	Elizabeth Albert, District 4 - Commissioner
SECONDER:	Arthur J. Byrnes, District 1 - Commissioner
AYES:	Byrnes, Capers, Albert, Penny
ABSENT:	Currie

ORDINANCE

Enacted and approved this 22nd day of March, 2016, in Holly Hill

8. COMMUNICATIONS

a. City Manager & Staff Comments
Mr. Forte mentioned that a lady from the Forty & 8 Box Car contacted him and would like to have a rededication ceremony on June 14th which is Flag Day for the Forty & 8 Boxcar. There was ***consensus*** from the Mayor and Commissioners to move forward with that. Mr. Forte will send out more information about it.

b. City Attorney Comments
None.

c. Mayor's Comments
Mayor Penny thanked all the staff for holding a special event this past Saturday, the Easter Egg Hunt. It was a great event. Mayor Penny stated he continues to work on the homeless subcommittee and he shared some statistics with the Commission at the last

meeting. He just wants to bring them up to speed. The VI-SPDAT which is the entrance test which is given to homeless people to determine there need, medical, physical, and level of homelessness. He thinks when he reported to the Commission the last time there was about 175 people that had been put into the system. As of March 18th, 251 have been entered into the database out of those 251, 130 have been successfully legally placed in permanent housing. Its amazingly working with what the Salvation Army is doing. One of the biggest bangs for the buck and we have to thank the City of Daytona Beach for funding this, is the travelers aide. So many people have come to the area, their job didn't work out, their relationship didn't work out, and they're stuck here. Out of the 130 that have permanently placed in housing, 56 were sent home through travelers aide and its $153.00 each. Its very cost effective to get them back to family, back to where they came from and have a fresh start.

d. District Commissioners Comments

Commissioners Capers and Albert enjoyed the Easter Egg Hunt, he had a great time with his grandson. Commissioner Capers thanked Mr. Plate for doing a good job on his property and expressing his concerns on the park across the street from his property. The neighborhood looks good and its good for the City.

Commissioner Albert stated after the Easter Egg Hunt the Mayor and herself went over and checked out the Tuff Baseball program at Hollyland Park, although there was just a few, it does have a lot of potential and there are scholarships available.

Commissioner Byrnes stated there's been more spring breakers since the 90's, its really amazing when you look at the problems that Daytona has to go through its sad.

9. ADJOURNMENT

The meeting adjourned at approximately 7:20 PM.

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **April 12, 2016**
FROM: **Valerie Manning**
SUBJECT: **Firefighters Pension Fund Board of Trustees - Re-Appointment and Appointment - Resolution 2016-R-14**
NUMBER: **(ID # 1305)**
APPLICANT:
PLANNER:

DISCUSSION:

In accordance with City Code Section 42-63, Board of Trustees, and as defined by Florida Statute Chapter 175.06(1), the City Code states the following: (a) The Board shall consist of five trustees, two of whom, unless otherwise prohibited by law, shall be legal residents of the city, who shall be appointed by the Holly Hill City Commission, and two of whom shall be members of the system, who shall be elected by a majority of the firefighters who are members of the system. The fifth trustee shall be chosen by a majority of the previous four trustees as provided herein, and such person's name shall be submitted to the Holly Hill City Commission. Upon receipt of the fifth person's name, the Holly Hill City Commission shall, as a ministerial duty, appoint such person to the board as a fifth trustee.

Staff has reviewed the members of this board and there has been a vacant position available that needs to be filled by the City Commission according to the City's Code of Ordinances for this Board.

There has been some misunderstanding as to who was appointed for which position on the board and the expiration terms for said members who recently joined. Therefore, to allow the Firefighters Pension Fund Board of Trustees to fall into place on the same schedule as the Police Pension and Planning and Appeals board members, this Resolution is being presented to re-appoint the current board members and appoint one new board member until their terms will expire in December 2016, at which time a new election will take place and those members will serve a two year term expiring December 2018.

Currently, there is one vacant position available and Arthur W. Morris has submitted his application for the City Commissioners consideration. Please see attached application.

FISCAL ANALYSIS:

N/A

STAFF RECOMMENDATION:

Approve Resolution 2016-R-14.

COMMISSION GOAL:

N/A

MOTION:

APPROVE RESOLUTION 2016-R-14.

ATTACHMENTS:

- Arthur W. Morris - Firefighters Pension Fund Board Application (PDF)

Resolution No. (ID # 1305)

FIREFIGHTERS PENSION FUND BOARD OF TRUSTEES - RE-APPOINTMENT AND APPOINTMENT - RESOLUTION 2016-R-14

RESOLUTION 2016-R-14

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, RE-APPOINTING CURRENT MEMBERS TO THE FIREFIGHTERS PENSION FUND BOARD OF TRUSTEES AND APPOINTING ONE MEMBER TO THE BOARD; SETTING FORTH THE TERM EXPIRATION DATE FOR SAID MEMBERS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in accordance with City Code Section 42-63, Board of Trustees, and as defined by Florida Statute Chapter 175.06(1), the City Code states the following; and

WHEREAS, the Board shall consist of five trustees, two of whom, unless otherwise prohibited by law, shall be legal residents of the city, who shall be appointed by the Holly Hill City Commission, and two of whom shall be members of the system, who shall be elected by a majority of the firefighters who are members of the system. The fifth trustee shall be chosen by a majority of the previous four trustees as provided herein, and such person's name shall be submitted to the Holly Hill City Commission. Upon receipt of the fifth person's name, the Holly Hill City Commission shall, as a ministerial duty, appoint such person to the board as a fifth trustee.

WHEREAS, the terms of office for members of said board shall be two years, beginning in December 2016 after a new election has taken place.

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

SECTION 1. That the City Commission does hereby re-appoint the following individuals and appoint a new member to the Firefighters Pension Fund Board of Trustees:

CURRENT MEMBERS

Bill Kimmy **Chairman/Firefighter** **Term Expires December 2016**

Thomas Sejnowski **Secretary/Firefighter** **Term Expires December 2016**

Charlie Cobb **5th Member Appt. by Board** **Term Expires December 2016**

Joseph Pirtle **Commission Appt.** **Term Expires December 2016**

NEW MEMBER

Arthur W. Morris **Commission Appt.** **Term Expires December 2016**

SECTION 2. That this Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 12th day of April, 2016.

The City of Holly Hill

ADVISORY BOARD APPOINTMENT APPLICATION FORM

PLEASE CHECK THE APPROPRIATE BOX(ES) OF INTEREST:

- ☐ Beautification Advisory Board
- ☐ Holly Hill Youth Advisory Council
- ☐ Board of Planning & Appeals
- ☐ Civil Service Board
- ☑ Firefighters Pension Fund Board of Trustees
- ☐ Police Pension Fund Board of Trustees
- ☐ Volusia Growth Management Committee

Name of Applicant: Arthur W. Morris

Home Address: 397 Silver Beach Drive

Holly Hill Phone: 732-407-0278

E-Mail Address: awmorris247@yahoo.com

Do you own and/or manage a business in the City of Holly Hill? ✓ Yes ___ No

Business Name and Address: Home Central Inc. 397 Silver Beach Dr.

Holly Hill Business Phone: 732-407-0278

Employer Name: Self

Job Position: President

Work Experience: Sr. V. P. and Sr. Loan Officer First Fidelity Bank, N.J (Now Wells Fargo) 1971-1991, Pres. Century 21 Home Central, 2001-2010, Partner Auto Parts (1991-2000)

Education: B.S. Bryant University, Smithfield, RI, 1st Lt Army Corps of Engineers

Why do you desire to serve on a City Board? I can use my talent and experience to aid and support the City I live in.

Are you a resident of Holly Hill? Yes How long? 9 yrs years/months

Have you previously served on a city Board? Yes ( ) / No (X)

Name of Board: ___

Community Involvement: ___

I hereby acknowledge in conjunction with Board membership that I understand the responsibilities associated with being a Board member and that I have adequate time to serve the City as a Board member. I will become familiar with and abide by the Florida Sunshine Law and I understand that all my comments as a Board member are a matter of public record. If applying for membership to a Pension Board, Civil Service Board, or the Board of Planning and Appeals, I understand that I must file a limited financial disclosure each year and that filing late may result in a fine.

Date: 3-10-2016 Signature: [signature]

RECEIVED 3/10/16 vm 11:30 am

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: April 12, 2016
FROM: Mark Juliano
SUBJECT: Water System Improvements Between Us1 and Riverside Drive - Phase II - Resolution 2016-R-15
NUMBER: (ID # 1309)
APPLICANT:
PLANNER:

DISCUSSION:

In 2013/2014 the City let a construction project known as "Water System Improvements Between US1 and Riverside Drive," hereinafter referred to as Phase I. As part of Phase I, contract documents (plans and specifications) for replacement of all small diameter water mains between US1 and Riverside Drive from Plaza Grande Avenue to Mason Avenue were developed.

The project included design and permitting for the entire section. While the majority of the water mains were constructed, the section between 4th Street and Mason Avenue were not completed due to insufficient funding.

The Public Works Department is requesting approval to complete the construction of the remaining area, to be known as Phase II. The attached proposal from Quentin L. Hampton Associates, Inc. Is provided for Bidding Assistance, FDOT Permitting, Construction Administration and Inspection Services only. Once completed, the project will be put out for bids and will come back to City Commission for consideration of award of construction.

The Scope of Services and Fee Estimate are in conformance with our Continuing Consulting Services Agreement between the City of Holly Hill and Quentin L. Hampton Associates, Inc.

FISCAL ANALYSIS:

Currently there is $400,000 appropriated in account # 480-3010-538-6100 that was originally set aside to purchase additional land around Well#11. It was recently determined that purchase of the additional land was no longer feasible. We are proposing to Transfer these funds to 480-3010-533-6300 to complete the Phase 2 Improvements for this project. QLH's proposal to complete the permitting, bidding, and construction engineering inspection services totals $49,490.00 leaving an approximate balance of $350,000.00 for construction.

STAFF RECOMMENDATION:

Approve Resolution authorizing the City Manager to enter into an agreement with Quentin L. Hampton Associates, Inc., for the permitting, bidding, and engineering services during construction for the Water System Improvements Between US1 and Riverside Drive Phase II.

COMMISSION GOAL:

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

MOTION:

Approve Staff recommendation and Resolution 2016-R-15.

ATTACHMENTS:

- QLHA Proposal (PDF)

Resolution No. (ID # 1309)

WATER SYSTEM IMPROVEMENTS BETWEEN US1 AND RIVERSIDE DRIVE - PHASE II - RESOLUTION 2016-R-15

RESOLUTION 2016-R-15

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH QUENTIN L. HAMPTON ASSOCIATES, INC. TO PROVIDE PROFESSIONAL SERVICE FOR THE PROJECT WATER SYSTEM IMPROVEMENTS BETWEEN US1 AND RIVERSIDE DRIVE PHASE II; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Holly Hill previously authorized Phase I Improvements for this project completed in 2013; and

WHEREAS, the section of this project south of 4th Street to Mason Avenue was not completed; and

WHEREAS, the City desires to complete Phase II of the remaining water main replacements, and

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

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

SECTION 1. That the City Commission of the City of Holly Hill does hereby authorize the City Manager to enter into an agreement with Quentin L. Hampton Associates, Inc. to provide professional services for the project Water System Improvements between US1 and Riverside Drive Phase II.

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

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption by the City Commission.

APPROVED AND AUTHENTICATED this 12th day of April, 2016.

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

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

TELEPHONE: (386) 761-6810
FAX: (386) 761-3977
EMAIL: qlha@qlha.com

March 22, 2016

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

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

CITY OF HOLLY HILL
WATER SYSTEM IMPROVEMENTS
BETWEEN US1 AND RIVERSIDE DRIVE – PHASE II
-SCOPE OF SERVICES AND FEE ESTIMATE-

Dear Walt,

We appreciate the opportunity to offer this proposal for the above referenced project. Quentin L. Hampton Associates, Inc. (QLH) is well qualified to provide the City with these services. Our firm helped complete Phase I of this project in 2014. Phase II will complete the southern portion of the water main replacement.

The attached scope of services describes in detail the services which we understand are required and intend to provide for this project. Also, the enclosed fee estimate is in conformance with the payment schedule in our continuing services agreement.

We look forward to continuing service with the City of Holly Hill on this project. If you have any questions or require additional information, please contact our office.

Sincerely,
QUENTIN L. HAMPTON ASSOCIATES, INC.

Bernadette [signature]

For: Andrew M. Giannini, P.E.
Project Manager

[signature]
Kevin A. Lee, P.E.
Project Manager

AMG/KAL:bf
Enclosure – Scope of Services and Fee Estimate

CITY OF HOLLY HILL
WATER SYSTEM IMPROVEMENTS
BETWEEN US1 AND RIVERSIDE DRIVE – PHASE II
-SCOPE OF SERVICES-

GENERAL

This Scope of Services and Fee Estimate are in conformance with our Continuing Services Agreement between the City of Holly Hill (City) and Quentin L. Hampton Associates, Inc. (QLH).

TASK 1 – PERMITTING

Basis of Design: Phase I of this project included contract documents (plans and specifications) for replacement of all small diameter water mains between US1 and Riverside Drive from Plaza Grande Avenue to Mason Avenue. The project included design and permitting for the entire section; the majority of the water main was constructed in 2013 and 2014. At this time, the City would like to bid the remaining sections that were not constructed. The remaining area, to be constructed in Phase II, is between 4th Street and Mason Avenue.

Permitting: QLH will assist the City in applications for the FDOT right-of-way use permit for Mason Avenue. The PWS permits from original project are valid until November 2017.

TASK 2 – BIDDING PHASE

Contract Documents: QLH will prepare contract documents including construction plans and technical specifications (per City standard documents). QLH will also prepare a revised opinion of probable construction cost along with this work.

Bidding Assistance: QLH will assist the City in the advertisement for bids. QLH will distribute copies of the project documents to bidders, answer questions from bidders, issue addenda as necessary, attend pre-bid conference, and attend the bid opening, if needed.

Bid Evaluation: QLH will evaluate all submitted bids for accuracy/completeness and prepare bid tabulation. The qualifications of the low bidder(s) will be evaluated. This work also includes the evaluation of any alternate bid work or materials. QLH will deliver the bid tabulation and a 'Recommendation of Award' letter to the City.

TASK 3 – CONSTRUCTION PHASE

Contract Administration: QLH will provide project management with the coordination of the project construction, assembly of conformed contract documents, coordination of a preconstruction conference, review/approval of shop drawings, attendance at project coordination meetings, review/processing of contractor's pay requests, respond to contractor's questions, etc. The Project Manager, Kevin A. Lee, P.E., is expected to complete/manage this work during this phase. Quality control will be completed by the Peer Engineer in the form of work product review and consultation.

Resident Project Inspection: QLH will supply one fully qualified resident project inspector for full time inspection for the duration of the project. The Inspector will observe the construction activities, verify conformance with contract documents, review/observe all required tests, maintain a detailed log including red-lined construction drawings, field verify all work quantities, collect/forward citizen complaints, and field direct the contractor as necessary. Quality control will be completed by our Inspection Department Manager and the Project Manager in the form of field visits and work product review.

Project Closeout: QLH will complete/collect all of the required closeout paperwork including warranties, as-builts surveys, operations and maintenance manuals, certifications, and permit agency approvals. QLH will also annotate and amend the contractor supplied as-builts with additional information collected by the Resident Project Inspector during the project.

Schedule: It is assumed that the construction contract period shall be three (3) months with full time resident project inspector being provided. The estimated actual construction time frame is to be 4 months.

Fee Estimate: QLH will complete the above tasks for the following fees:

TASK DESCRIPTION	**LUMP SUM**
Task 1 –Permitting	$2,310
Task 2 – Bidding Phase	$3,340
Task 3 – Construction Phase Construction Administration ($8,020) Inspection (3 mo x 8 hrs/day x 22 day/mo x $65/hr = $34,320)	$42,340
Permit Fee Allowance	$500
Printing/Reimbursable Allowance	$1,000
TOTAL ESTIMATED FEE	**$49,490**

Except for Task 3 (Inspection) and allowances, all fees shall be invoices on a lump sum basis. Inspection shall be billed for actual hours expended. For estimating purposes, three (3) months, 22 work days/month, 8 hours/day at $65/hour was assumed.

EXCLUSIONS:

It should be noted that the above does not include land title searches, surveying work, or utility easement sketch preparation or coordination with property owners or other entities needed to adequately design.

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

Prepared By:
QUENTIN L. HAMPTON ASSOCIATES, INC.
-Consulting Engineers-
March 22, 2016

CITY OF HOLLY HILL
WATER MAIN REPLACEMENTS BETWEEN US-1 AND RIVERSIDE DR
PHASE II
FEE ESTIMATE AND MANHOURS

Task No.	Description	Project Manager (hours)	Project Engineer (hours)	CAD Technical (hours)	Clerical (hours)	Allowance Items	Total Task ($
	Hourly Rate	$175	$140	$75	$50	See Below	See Below
1	**Permitting**						
	Permit Application Preparation and RAI response	0	2	4	2	$ -	$68
	Final Design Drawings and Specifications	2	2	8	8	$ -	$1,63
	Design Subtotals	2	4	12	10	$ -	**$2,31**
2	**Bidding**						
	Preparation of bidding documents per City standards	2	2	0	16	$ -	$1,43
	Preparation/Issuance of any addenda	2	2	0	4	$ -	$83
	Addressing all potential bidder questions	0	2	0	0	$ -	$28
	Attend and preside over pre-bid meeting	0	2	0	0	$ -	$28
	Prepare certified bid tabulation	0	1	0	2	$ -	$24
	Investigate low bidder(s) qualifications	0	2	0	0	$ -	$28
	Bidding Subtotals	4	11	0	22	$ -	**$3,34**
3	**Construction Phase**						
	Schedule and preside over preconstruction conference	0	2	0	2	$ -	$38
	Review shop drawings/material submittals	2	8	0	8	$ -	$1,87
	Address Contractor/City questions	4	8	4	8	$ -	$2,52
	Coordination Meetings	0	4	0	4	$ -	$76
	Review of monthly Contractor pay requests	0	2	0	4	$ -	$48
	Prepare final record drawings, utilizing Contractor as-builts and inspector sketches, etc.	0	2	16	4	$ -	$1,68
	Provide final inspection	0	2	0	1	$ -	$33
	Inspection - 8 hrs/day x 22 days/mo x 3 mo x $65					$ 34,320	$34,32
	Construction Phase Subtotals	6	28	20	31	$ 34,320	**$42,34**
NA	**Permit Fee Allowance (FDOT R/W Use)**					$ 500	**$50**
N/A	**Printing/Reimbursables Allowance**	0	0	0	0	$ 1,000.00	**$1,00**
	TOTAL ALL TASKS						**$49,49**

(1) City to provide survey .

Prepared By:
QUENTIN L. HAMPTON ASSOCIATES, INC.
Consulting Engineers
March 2016

CITY OF HOLLY HILL
WATER SYSTEM IMPROVEMENTS REMAINING PORTION
PHASE II
ESTIMATED PROJECT COST

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
A.	***POTABLE WATER***				
1	**Water Main (w/restrained joint fittings)**				
	b) 4" PVC C900 (884 LF Shown)	925	LF	$ 25.00	$ 23,125.00
	c) 6" PVC C900 (1,145 LF Shown)	1,200	LF	$ 30.00	$ 36,000.00
2	**Horizontal Directional Drill**				
	a) 2" Poly Water Line (792 LF Shown)	825	LF	$ 20.00	$ 16,500.00
	b) 4" HDPE DR11 (677 LF Shown)	700	LF	$ 35.00	$ 24,500.00
	c) 6" HDPE DR11 (90 LF Shown)	100	LF	$ 45.00	$ 4,500.00
3	**Tapping Sleeve & Valve w/box & concrete collar**				
	d) 10" x 4" (1 Shown)	1	EA	$ 3,200.00	$ 3,200.00
	e) 8" x 6" (1 Shown)	1	EA	$ 3,000.00	$ 3,000.00
	f) 8" x 4" (1 Shown)	1	EA	$ 2,800.00	$ 2,800.00
	g) 6" x 6" (1 Shown)	1	EA	$ 3,000.00	$ 3,000.00
	h) 6" x 4" (1 Shown)	1	EA	$ 2,700.00	$ 2,700.00
4	**Resilient Seat Gate Valve & Box w/collar**				
	a) 2" (0 Shown)	1	EA	$ 650.00	$ 650.00
	b) 4" (3 Shown)	3	EA	$ 800.00	$ 2,400.00
	c) 6" (4 Shown)	4	EA	$ 1,000.00	$ 4,000.00
5	**Water Services**				
	a) 1" Short (14 Shown)	20	EA	$ 500.00	$ 10,000.00
	b) 1" Long (29 Shown)	35	EA	$ 750.00	$ 26,250.00
6a	**Line Stops (none Shown)**				
	6"	1	EA	$ 5,900.00	$ 5,900.00
	4"	1	EA	$ 5,000.00	$ 5,000.00
6b	**Insertion Valve (none Shown)**				
	6"	1	EA	$ 7,400.00	$ 7,400.00
	4"	1	EA	$6,000.00	$ 6,000.00
7	**Cap or Plug and Abondon Existing Lines(both ends)**	3	EA	$ 200.00	$ 600.00
8	**Fire Hydrant Assembly**				
	a) Provide and Install Fire Hydrant Assembly	2	EA	$ 4,000.00	$ 8,000.00
9	**DIP Fittings Add or Delete**	1	TN	$ 5,000.00	$ 2,500.00
10	**"Cut-In" Valves (none shown)**				
	a) 6"	1	EA	$ 2,200.00	$ 2,200.00
	b) 2"	1	EA	$ 1,300.00	$ 1,300.00
	c) 1 1/2"	1	EA	$ 1,000.00	$ 1,000.00
11	**Concrete Encasement**	20	LF	$ 175.00	$ 3,500.00
	Subtotal Part A Potable Water				**$ 206,025.00**
B.	***RESTORATION***				
1	**Open Cut and Repair Asphalt**	140	SY	$ 125.00	$ 17,500.00
2	**Mill and Resurface Asphalt**	150	SY	$ 30.00	$ 4,500.00
3	**Concrete Pavement Remove and Replace (3,000 PSI)**				
	b) 6" Thick Driveway/Pavement	500	SY	$ 45.00	$ 22,500.00
	a) 4" Thick Sidewalk	80	SY	$ 30.00	$ 2,400.00
4	**New Concrete Sidewalk 4" Thick (3,000 PSI)**	20	SY	$ 30.00	$ 600.00
5	**Landscaping Allowance**	1	LS	$ 5,000.00	$ 5,000.00
	Subtotal Part B Restoration				**$ 52,500.00**

CITY OF HOLLY HILL
WATER SYSTEM IMPROVEMENTS REMAINING PORTION
PHASE II
ESTIMATED PROJECT COST

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
C.	***GENERAL***				
1	**Video Taping**	1	LS	$ 2,000.00	$ 2,000.00
2	**Field Locate and Expose Existing Utilities**	1	LS	$ 5,000.00	$ 5,000.00
3	**Traffic Control**	1	LS	$ 5,000.00	$ 5,000.00
4	**Compliance with Florida "Trench Safety Act"**	1	LS	$ 2,000.00	$ 2,000.00
5	**Unsuitable Material Excavation**	10	CY	$ 45.00	$ 450.00
6	**Crushed Rock or Shell Trench Subgrade Material**	10	CY	$ 45.00	$ 450.00
7	**Rock Excavation**	10	CY	$ 60.00	$ 600.00
8	**"Record" Drawing Preparation**	1	LS	$ 7,500.00	$ 7,500.00
	Subtotal Part C General				**$ 23,000.00**
	Estimated Construction Cost				**$ 281,525.00**
	Contingency @15%				**$ 42,228.75**
	TOTAL Estimated Project Cost				**$ 323,754.00**

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

MEETING DATE: **April 12, 2016**
FROM: **Kurt Swartzlander**
SUBJECT: **Brown & Brown Contract Report Only**
NUMBER: **(ID # 1310)**
APPLICANT:
PLANNER:

DISCUSSION: Our current contract with Brown & Brown, Inc. for agent of record for insurance services agreement created a budgetary conflict for the City. The current contract runs for fourteen months and overlapped for the first two months with the prior contract and created a situation where the current contracts payment schedule would force the city to go over budget during the current year. Staff executed an memorandum of understanding (MOU) with Brown & Brown, Inc. amending the final payment date from 8/15/16 until 10/15/16. This change only impacts the timing of the payment not any other terms of the contract which runs through November 30, 2016.

FISCAL ANALYSIS: This MOU change does not require the City to amends its budget that it would have otherwise had to do.

STAFF RECOMMENDATION: Report Only

COMMISSION GOAL: N/A

MOTION: N/A

- MOU Brown & Brown (PDF)

MEMORANDUM OF UNDERSTANDING

RE: Insurance Consulting Services Agreement
Term: 10/15/15-11/30/16

This Memorandum of Understanding (MOU) is made and entered into by and between the City of Holly Hill and Brown and Brown, Inc.

Both Parties agree that the City of Holly Hill shall remit to Brown and Brown, Inc. the sum of $5,000.00 as final and complete payment for services rendered under the current contract on October 15, 2016 (10/15/16) rather than August 15, 2016 (8/15/16) as currently stated in the contract. This change shall not change any other terms of the contract, only the final payment date.

This change shall become effective upon execution by both Parties.

City of Holly Hill	Brown & Brown, Inc.
Joseph A. forte	Alan Florez
Title: City Manager	Title: Executive Vice President
Date: 3-31-2016	Date: 3/31/16

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

MEETING DATE:	**April 12, 2016**
FROM:	**Kurt Swartzlander**
SUBJECT:	**City Manager Budget Amendments - Staff Report**
NUMBER:	**(ID # 1311)**
APPLICANT:	
PLANNER:	

City Manager Budget Amendments - Staff Report Only - No City Commission Action Required.

- CM Budget Level Adjustments - Report Only (PDF)

Revision Date: 5/11/15

CITY OF HOLLY HILL
Budget Amendment Request
Fiscal Year 20~~14~~15-20~~15~~16

Requesting Department	Date
Public Works	12/10/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-4141-541-4610	Traffic Light Repairs	$200.00
	Total	200.00

ADD FUNDS TO ACCOUNT NUMBER:		
001-4141-541-4612	Street Light Repairs - Nova Road	$200.00
	Total	200.00

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

Funds are necessary to complete repairs to Nova Road Street Lights

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

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

Department Head Signature — Date: 12/10/15

City Manager Signature — Date: 12-14-2015

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

Step 1: Finance Review

Finance Director Signature — Date: 12/15/15

Step 2: Budget Adjustment Entry

Funds are available for this request? ☒ Yes ☐ No

Cm Colwell

Employee Signature — Date: 12/15/15

HTE Group #: 560

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Revision Date: 3/11/15

CITY OF HOLLY HILL
Budget Amendment Request
15 16
Fiscal Year 2014-2015

Requesting Department	Date
Fire	11/16/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-2210-522-64-00	Machinery & Equipment	11,500.00
	Total	11,500.00

ADD FUNDS TO ACCOUNT NUMBER:		
001-2210-522-52-01	Operating Supplies	11,500.00
	Total	11,500.00

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

Transfer budget for SCBA Supplemental Accessories that don't meet capitalization criteria from Machinery & Equipment to Operating Supplies

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

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

J. R. Shmel	11/18/15
Department Head Signature	Date
[signature]	11-18-2015
City Manager Signature	Date

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

Step 1: Finance Review

[signature]	11/20/15
Finance Director Signature	Date

Step 2: Budget Adjustment Entry

Funds are available for this request? ☑ Yes ☐ No

		HTE Group #
CM Colwell	11/25/15	435
Employee Signature	Date	

Revision Date: 3/11/15

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

Requesting Department	Date
Public Works	3/28/2016

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
480-3010-533-61-00	R&R/Land	400,000.00
	Total	400,000.00

ADD FUNDS TO ACCOUNT NUMBER:		
480-3010-533-63-00	R&R/Infrastructure	400,000.00
	Total	400,000.00

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

Funds were initially approved in the budget to purchase 100 feet of additional land around Well #11. It has recently been determined that purchase of the land is no longer feasible. In 2013/2014 the City began working on Phase I of the Water System Improvements from US-1 to Riverside Drive. There were insufficient funds remaining to complete all of the work. Transferring funds from the Well #11 land purchase to Infrastructure Improvements will provide the necessary funding to complete the project in its entirety.

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

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

Mark Julian — 3/29/16

Department Head Signature — Date

[signature] — 3-29-2016

City Manager Signature — Date

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

Step 1: Finance Review

[signature] — 3/29/16

Finance Director Signature — Date

Step 2: Budget Adjustment Entry

Funds are available for this request? ☒ Yes ☐ No

CM Colwell — 3/29/16 — HTE Group # 1426

Employee Signature — Date

Revision Date: 3/11/15

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

Requesting Department		Date
Building & Zoning		3/31/2016

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
004-4124-524-23-00	Life & Health Insurance	3,000.00
	Total	3,000.00

ADD FUNDS TO ACCOUNT NUMBER:		
004-4124-524-31-01	Professional Services	500.00
004-4124-524-41-00	Communications	300.00
004-4124-524-42-00	Postage & Freight	600.00
004-4124-524-46-50	Vehicle Maintenance	100.00
004-4124-524-47-00	Printing & Binding	200.00
004-4124-524-51-00	Office Supplies	200.00
004-4124-524-52-19	Uniform Expense	400.00
004-4124-524-54-00	Books/Subscriptions/Memberships	700.00
	Total	3,000.00

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

Transfer remaining balance from Life & Health Insurance budget created by 4 month staff vacancy to increase operating line item budgets for Code Enforcement Officer.

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

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

Department Head Signature — Date: 4.5.16

City Manager Signature — Date: 4.5.2016

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

Step 1: Finance Review

Finance Director Signature — Date: 4/5/16

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group #

Employee Signature — Date

Revision Date: 3/11/15

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

Requesting Department	Date
Water & Sewer Renewal & Replacement	3/2/2016

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
480-3010-533-64-00	Renew&Replace/Machinery & Equipment	155,000.00
480-3010-533-64-00	Renew&Replace/Machinery & Equipment	325,000.00
480-3010-533-64-00	Renew&Replace/Machinery & Equipment	45,000.00
480-3010-533-64-00	Renew&Replace/Machinery & Equipment	30,000.00
480-3020-535-64-00	Renew&Replace/Machinery & Equipment	155,000.00
480-3020-535-64-00	Renew&Replace/Machinery & Equipment	40,000.00
	Total	750,000.00

ADD FUNDS TO ACCOUNT NUMBER:		
480-3010-533-63-00	Renew&Replace/Infrastructure	155,000.00
480-3010-533-63-00	Renew&Replace/Infrastructure	325,000.00
480-3020-535-63-00	Renew&Replace/Infrastructure	45,000.00
480-3010-533-63-00	Renew&Replace/Infrastructure	30,000.00
480-3020-535-63-00	Renew&Replace/Infrastructure	155,000.00
480-3020-535-63-00	Renew&Replace/Infrastructure	40,000.00
	Total	750,000.00

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

Transfer "Carryover-WA & WW Plant Generator Upgrade"(WA&WW), "Generator for Western Wellfield"(WA) and "Belt Press Roller Replacement/Recoating" (WW) from Machinery & Equipment to Infrastucture for proper classification. Transfer $45,000 of $75,000 "Generator & Controls for Well #11 and Elevated Tank" (WA) Machinery & Equipment to WW Infrastructure Budget to purchase a more powerful generator for LS#6, while moving LS#6 old generator (WW) to Well #11 (WA) in lieu of purchasing a new one, and transfer the remaining $30,000 to WA Infrastructure Budget.

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

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

Department Head Signature — Date: 3/2/16

City Manager Signature — Date: 4-5-2016

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

Step 1: Finance Review

Finance Director Signature — Date

Step 2: Budget Adjustment Entry

Funds are available for this request? ☒ Yes ☐ No

HTE Group #: 1040

CM Colwell

Employee Signature — Date: 3/2/16

Revision Date: 3/11/15

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

Requesting Department	Date
Wastewater	3/1/2016

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
480-3020-535-63-00	Infrastructure	25,000.00
	Total	25,000.00

ADD FUNDS TO ACCOUNT NUMBER:		
400-3020-535-34-00	Other Services	25,000.00
	Total	25,000.00

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

Reclassify budgeted Smoke Testing project to proper G/L account.

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

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

Mark Johnson
Department Head Signature — Date: 3/1/16

City Manager Signature — Date: 4-5-2016

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

Step 1: Finance Review

Finance Director Signature — Date

Step 2: Budget Adjustment Entry

Funds are available for this request? ☒ Yes ○ No

Cm Colwell
Employee Signature — Date: 3/1/16

HTE Group #: 1202 S

Revision Date: 3/11/15

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

Requesting Department	Date
IT	2/10/2016

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-1306-516-64-00	Machinery & Equipment	11,800.00
	Total	11,800.00

ADD FUNDS TO ACCOUNT NUMBER:		
001-1306-516-52-02	Computer Supplies & Equipment	11,800.00
	Total	11,800.00

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

Reclass budget for the purchase of (16) HP Prodesk 600 G2s from Machinery & Equipment to Computer Supplies & Equipment in accordance with City's Capital Asset Threshold.

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

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

Department Head Signature — Date: 4/5/16

City Manager Signature — Date: 4-5-2016

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

Step 1: Finance Review

Finance Director Signature — Date

Step 2: Budget Adjustment Entry

Funds are available for this request? ☒ Yes ☐ No

Employee Signature: CM Caldwell — Date: 2/17/16

HTE Group #: 1045 S