CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

REVISED AGENDA ● MAY 12, 2015

City Commission Chamber	Regular City Commission Meeting	7:00 PM

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

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

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

CITY COMMISSION MEMBERS

Mayor
John Penny

District 1 - Commissioner
Arthur J. Byrnes

District 2 - Commissioner
Penny Currie

District 3 - Commissioner
John F. Capers

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. Sergeants Promotion Presentation

   (Requested by Steve Aldrich, Police)

2. Proclamation - Police Week 2015 - *Add-On*

   (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. –DOC-2015-20 Minutes - April 28, 2015 - Workshop and Regular City Commission Meeting

   (Requested by Valerie Manning, City Clerk)

5. CONSENT AGENDA - ITEM (1)

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 Council on Aging Lease of Sica Hall

   (Requested by Joseph Forte, City Manager)

6. REGULAR AGENDA

1. –DOC-2015-21 Charter Review Committee Recommendations

   (Requested by Joseph Forte, City Manager)

7. PUBLIC HEARING

1. Resolution A Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Amending the Budget for the City of Holly Hill for the Fiscal Year 2014-2015; and Providing for Severability; and Providing for an Effective Date.

   (Requested by Kurt Swartzlander, Finance)

8. PUBLIC PARTICIPATION - IF NEEDED

9. COMMUNICATIONS

a. City Manager & Staff Reports
b. City Attorney
c. Mayor's Report
d. Distric Commissioners Reports

10. ADJOURNMENT

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

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

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

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

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

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

MEETING DATE: **May 12, 2015**
FROM: **Steve Aldrich**
SUBJECT: **Sergeants Promotion Presentation**
NUMBER: **(ID # 1062)**
APPLICANT:
PLANNER:

DISCUSSION: The Holly Hill Police Department would proudly like to recognize the promotions of Lauren Duncan and Robert Milne to the rank of Sergeant.

Lauren Duncan has been employed as a Police Officer for four years and has been assigned to the Criminal Investigation Division for three years. Her experience and knowledge gained as an Investigator benefit her and the department as she steps forward into the role of a Patrol Sergeant.

Robert Milne is a relatively new addition to the Holly Hill Police Department, but he comes with over twenty years of training, experience, and supervisory skills. Since joining our department he had received several commendations for his demeanor and handling of calls from both citizens and his peers.

FISCAL ANALYSIS: No budgetary impact.

STAFF RECOMMENDATION: Recognition of newly appointed Sergeants.

COMMISSION GOAL: N/A deescalate

MOTION: Approve Promotions

RESULT:	PRESENTATION

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

MEETING DATE: **May 12, 2015**
FROM: **Valerie Manning**
SUBJECT: **Proclamation - Police Week 2015**
NUMBER: **(ID # 1065)**
APPLICANT:
PLANNER:

DISCUSSION:

Police Week May 10 - 16, 2015

FISCAL ANALYSIS:

STAFF RECOMMENDATION:

COMMISSION GOAL:

MOTION:

- Proclamation - Police Week - Peace Officers' Memorial Day 2015 (PDF)

RESULT: **PRESENTATION**

PROCLAMATION
BY THE MAYOR OF THE CITY OF HOLLY HILL, FLORIDA
HONORING
"NATIONAL POLICE WEEK / PEACE OFFICERS' MEMORIAL DAY"
FRIDAY, MAY 15, 2015

WHEREAS, there are approximately over 900,000 law enforcement officers serving communities across the Unites States, including the dedicated members of the Holly Hill Police Department;

WHEREAS, some 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 injuries;

WHEREAS, since the first recorded death in 1791, over 19,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty; to date, since the beginning of 2015, 38 Officers have been killed;

WHEREAS, the names of thousands dedicated public servants are engraved on the walls of the Law Enforcement Officers Memorial in Washington, DC;

WHEREAS, each May during National Police Week, new names are added to the National Law Enforcement Officers Memorial walls. Being added to the Memorial Walls this year are 273 fallen American Law Enforcement Heroes who were killed in the line of duty;

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial 27th Annual Candlelight Vigil on the evening of Wednesday, May 13, 2015;

WHEREAS, National Police Week takes place Sunday, May 10 through Saturday, May 16, 2015;

WHEREAS, May 15, 2015 is designated as Peace Officers Memorial Day in honor of fallen officers and their families.

NOW THEREFORE, I, John Penny, Mayor of the City of Holly Hill, Florida, by virtue of the authority vested in me as Mayor, and on behalf of the City Commission, do hereby proclaim Friday, May 15, 2015 as:

PEACE OFFICERS' MEMORIAL

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed this 12th day of May, 2015.

John Penny
Mayor

Attachment: Proclamation - Police Week - Peace Officers' Memorial Day 2015 (1065 : Proclamation)

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

MEETING DATE: **May 12, 2015**
FROM: **Valerie Manning**
SUBJECT: **Minutes - April 28, 2015 - Workshop and Regular City Commission Meeting**
NUMBER: **DOC-2015-20**
APPLICANT:
PLANNER:

DISCUSSION:

Minutes from the Regular City Commission meeting and workshop held on April 28, 2015

FISCAL ANALYSIS:

N/A

STAFF RECOMMENDATION:

Approve both sets of minutes from April 28, 2015

COMMISSION GOAL:

N/A

MOTION:

AS DETERMINED BY THE CITY COMMISSION.

- Minutes - April 28, 2015 - WORKSHOP - Surplus Properties on Riverside Dr. and Beautification Advisory Board (PDF)

- Minutes - April 28, 2015 - Regular City Commission meeting (PDF)

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

CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

REVISED MINUTES ● APRIL 28, 2015

City Commission Chamber **Work Session** **6:00 PM**

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

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

I. CALL TO ORDER

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	

II. RIVERSIDE DRIVE SURPLUS PROPERTIES DISCUSSION

1.

Surplus Properties - Riverside Drive Discussion

(Requested by Valerie Manning, City Commission)
Attorney Simpson gave a brief history of the surplus properties along Riverside Drive to the Mayor and City Commission and showed a PowerPoint presentation as it pertained to each parcel. The following parcels were discussed:

1) 43-14-32-05-00-0281, these parcels were given to the City for a Public Park or Road purposes. The grantor of the deed also owned the lots on the west side of the road. City could enter into agreements with current property owners to agree to release the reverter in exchange for the City transferring the property to current lot owners with certain restrictions. 2) 43-14-32-05-00-0132, these are considered two parcels and the City owns them without restrictions. They are across from 1570 / 1574 Riverside Drive and Lot #1 (North) is buildable, Lot #2 (South) is not buildable. 3) 42-14-32-50-03-0064, the City acquired this parcel without restrictions, the property is subject to County Resolutions vacating a portion of Riverside Drive. Restrictions include no structures and unity of title with property on west side of Riverside Drive. The City has not owned the property on the west side of Riverside Drive, so unity of title restrictions may not be applicable.
4) 42-14-32-50-02-0022, the City owns the lots without restrictions but questions remain about the dock that was built on City property. 5) 44-14-32-01-01-0140, LOTS 13,14 & 15 are owned by the City based on a deed from the Trustees of the Internal Improvements Fund dated 1950. Limited to be used for park purposes only.
Lot 12 - Apparently owned by Henry S. Wilder. The current owner of Lot 12 on west side of road is Jean A. Blankenship who purchased the property in 2003 from George Rider, who purchased the lot in 1990. The deed to George Rider included reference to

Attachment: Minutes - April 28, 2015 - WORKSHOP - Surplus Properties on Riverside Dr. and Beautification Advisory Board (DOC-2015-20 :

land lying east of road, but not sure why title company thinks title is in name of Henry S. Wilder, who deeded the property out of his name in the 1920's.

There was discussion amongst the Mayor, City Commissioners, Attorney Simpson and staff. The consensus from the Commission was to direct staff to look into the leasing option for the parcel that the City owns and bring back some further information. There was consensus on parcel ending in 0022 to offer a land swap and possible leasing of the property. No final decision has been made. There was consensus on parcel ending in 0281 to maintain that as a passive park. There was consensus on parcel ending in 0132 to possibly split it and offer it to the owners on the west side. No final decision has been made. The Mayor and Commissioners will wait to hear from staff in regards to leasing information option.

III. BEAUTIFICATION ADVISORY BOARD DISCUSSION

1.

Beautification Advisory Board Discussion

(Requested by Valerie Manning, City Commission)
The Mayor and Commissioners discussed the Beautification Advisory Board as to whether or not to reactivate the board. Several of the Commissioners stressed the concern for not being able to find members to serve not only on this board but other boards in the past as well as trying to find people currently for the BPAC and Fire Fighters Pension Board of Trustees. There was consensus from the Mayor and Commissioners to see if the public can come forward with names to serve on the Beautification Advisory Board and then they will look into it further. At this time, there is no interest from the community; no one has come forth to say they have time or would be interested in serving on that board.

IV. ADJOURNMENT

The Mayor adjourned the workshop at approximately 7:30 pm.

Valerie Manning, City Clerk 4/28/2015

John Penny, Mayor 4/28/2015

Attachment: Minutes - April 28, 2015 - WORKSHOP - Surplus Properties on Riverside Dr. and Beautification Advisory Board (DOC-2015-20 :

CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

REVISED MINUTES ● APRIL 28, 2015

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

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

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

1. CALL TO ORDER

A. Roll Call

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

B. Invocation
Commissioner Currie led the invocation.

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

2. PRESENTATION

Mayor Penny read the Public Works Week and Municipal Clerks Week Proclamations into the record.

1.

Public Works Week Proclamation

(Requested by Jacki Maswary, Public Works)
Mayor Penny read proclamations for Public Works Week and Municipal Clerks Week.

3. PUBLIC PARTICIPATION

The following individuals addressed the Mayor and City Commission: Steve Smith, 1410 Riverside Drive, Holly Hill; Gilles Blais, 710 Magnolia Avenue, Holly Hill; Jim Legary, 342 Burleigh Avenue, Holly Hill.

4. APPROVAL OF MINUTES

1. -DOC-2015-12

Attachment: Minutes - April 28, 2015 - Regular City Commission meeting (DOC-2015-20 : Minutes)

Workshop Minutes - April 14, 2015 - Mid-Year Budget Review FY 2014-2015 Regular City Commission and CRA Meeting - April 14, 2015

(Requested by Valerie Manning, City Commission)

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

Enacted and approved this 28th day of April, 2015, in Holly Hill

5. CONSENT AGENDA - ITEMS (1 - 8)

1. –DOC-2015-13

Agreement with the Boy Scouts of America for the Use of the Holly Hill Club House Located on Daytona Ave Behind City Hall.

(Requested by Joseph Forte, Administration)

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

Enacted and approved this 28th day of April, 2015, in Holly Hill

2. –DOC-2015-15

Labor Attorney Rate Adjustment

(Requested by Kurt Swartzlander, Finance)

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

Enacted and approved this 28th day of April, 2015, in Holly Hill

3. Resolution

RESOLUTION 2015-R-24 A Resolution of the City Commission of the City of Holly Hill, Florida Establishing a Defined Contribution Plan; Providing for Execution of Trust

Attachment: Minutes - April 28, 2015 - Regular City Commission meeting (DOC-2015-20 : Minutes)

Joinder Agreement; Providing for Adoption of Defined Contribution Plan; Providing for Acknowledgement of Master Trustees; Providing for Execution of an Adoption Agreement; Providing for Abiding by Terms and Acceptance of Services; Providing for Termination of Participation; Providing for Acknowledgement Regarding Assets; Providing for Approval by Master Trustees; Providing for Full Force and Effectiveness; Providing for Repeal of Conflicting Resolutions; and Providing an Effective Date.

(Requested by Kurt Swartzlander, Finance)

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

4. –DOC-2015-16

Solid Waste Commercial Container Audit

(Requested by Kurt Swartzlander, Finance)

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

Enacted and approved this 28th day of April, 2015, in Holly Hill

5. –DOC-2015-17

Solid Waste Contract Managment

(Requested by Kurt Swartzlander, Finance)

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

Enacted and approved this 28th day of April, 2015, in Holly Hill

6. Resolution

Attachment: Minutes - April 28, 2015 - Regular City Commission meeting (DOC-2015-20 : Minutes)

A Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Amending the Budget for the City of Holly Hill for the Fiscal Year 2014-2015; and Providing for Severability; and Providing for an Effective Date.

(Requested by Kurt Swartzlander, Finance)
Tabled to the next City Commission meeting because it needs to be a public hearing.

RESULT:	**TABLED [UNANIMOUS]**	**Next: 5/12/2015 7:00 PM**
AYES:	Byrnes, Currie, Capers, Albert, Penny	

7. -DOC-2015-18

Lift Station #6 Rehabilitation - Bid Award

(Requested by Jacki Maswary, Public Works)

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

Enacted and approved this 28th day of April, 2015, in Holly Hill

8. -DOC-2015-19

Organizational Chart Changes / Minor Re-Organization

(Requested by Joseph Forte, Administration)

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

Enacted and approved this 28th day of April, 2015, in Holly Hill

6. REGULAR AGENDA

1. -DOC-2015-14

FEC Maintenance Agreement for the Calle Grande Crossing

(Requested by Joseph Forte, Administration)

Attachment: Minutes - April 28, 2015 - Regular City Commission meeting (DOC-2015-20 : Minutes)

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

Enacted and approved this 28th day of April, 2015, in Holly Hill

7. PUBLIC HEARINGS

None

8. PUBLIC PARTICIPATION - AS NEEDED

None

9. COMMUNICATIONS

a. City Manager & Staff Reports
None

b. City Attorney
None

c. Mayor's Report
Mayor Penny mentioned the cleanup day that took place on Saturday, April 18th and thanked those who were able to attend; beach driving letter was discussed.

TO ADD TO THE AGENDA:
Commissioner Currie made a motion to review and consider the letters that were already drafted for the Commission's approval, seconded by Commissioner Albert. The motion: PASSED

Mayor Penny opened public participation.

The following individual spoke to the Mayor and City Commission: Jim Legary, 342 Burleigh Avenue, Holly Hill.

Mayor Penny closed public participation.

Commissioner Currie made a motion to approve the letter they received by e-mail at approximately 8:28 pm, seconded by Commissioner Albert.
The motion PASSED, 4-1, with Mayor Penny voting against it.

d. Distric Commissioners Reports
Commissioner Capers spoke about Hogs on the Hill and mentioned he has information he will share with the City Commission at the next meeting; attend the TPO meeting and gave info to the City Manager.

Attachment: Minutes - April 28, 2015 - Regular City Commission meeting (DOC-2015-20 : Minutes)

Commissioner Currie thanked Commissioner Capers for attending the TPO meeting on her behalf; river clean up; appreciates this City Commission.

Commissioner Albert spoke about the cleanup they had on April 18th; mentioned that school will be wrapping up soon.

Commissioner Byrnes mentioned the Riverside Drive surplus properties issue; Beautification board; like how the City Commission is working together; beach driving issue.

10. ADJOURNMENT

The Mayor adjourned the meeting at approximately 8:45 pm.

Valerie Manning, City Clerk 4/28/2015

John Penny, Mayor 4/28/2015

Attachment: Minutes - April 28, 2015 - Regular City Commission meeting (DOC-2015-20 : Minutes)

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **May 12, 2015**
FROM: **Joseph Forte**
SUBJECT: **Council on Aging Lease of Sica Hall**
NUMBER: **(ID # 1058)**
APPLICANT:
PLANNER:

The lease agreement with the Council on Aging has expired. This agreement reinstates the lease and allows for the City of Holly Hill to place book shelves in Sica Hall for the use of the general public to take a book or leave a book. The term of this agreement will run through September 30, 2016 and allows for a one year renewal. The lease payment will continue to be $50.00 per month.

ATTACHMENTS:

- Council on Aging Sica Hall Lease (PDF)

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

Resolution No. (ID # 1058)

COUNCIL ON AGING LEASE OF SICA HALL

RESOLUTION NO.

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE CITY MANAGER TO SIGN A LEASE AGREEMENT BETWEEN THE CITY AND THE COUNCIL ON AGING OF VOLUSIA COUNTY, INC., ESTABLISHING THE TERMS OF THIS AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Council on Aging of Volusia County, Inc., has requested the City renew this lease agreement with the underlined changes.

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

SECTION 1. That the City Manager is hereby authorized to sign the lease agreement, attached hereto, for the use of the SICA Hall Community Center.

SECTION 2. That the term of this agreement shall commence on May 15, 2015 and end on September 30, 2016.

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

SECTION 4. That this Resolution shall take effect immediately upon its adoption. **APPROVED AND AUTHENTICATED this 12th day of May, 2015**

_____

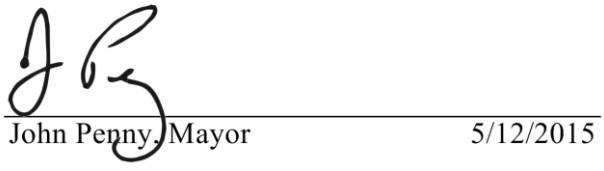
Mayor, John Penny

ATTEST:

_____

City Clerk, Valerie Manning

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



John Penny, Mayor 5/12/2015

Valerie Manning, City Clerk 5/12/2015

LEASE AGREEMENT BETWEEN CITY OF HOLLY HILL AND COUNCIL ON AGING

THIS LEASE AGREEMENT is made and entered into by and between the **CITY OF HOLLY HILL,** a municipal corporation organized and existing under the laws of the State of Florida, with its principal place of business at 1065 Ridgewood Avenue, Holly Hill, FL 32117, hereinafter referred to as "Lessor" and the **COUNCIL ON AGING OF VOLUSIA COUNTY, INC.**, a Florida non-profit corporation, with its principal place of business at 160 North Beach Street, Daytona Beach, FL 32114, hereinafter referred to as "Lessee".

SECTION 1
DESCRIPTION OF LICENSED PREMISES

Lessor hereby grants a nonexclusive lease to Lessee for the **Sica Hall Community Center,** 1065 Daytona Ave., Holly Hill, FL 32117, for use by the Council on Aging of Volusia County, Inc., for its programs. The Lessee's use of the Sica Hall Community Center shall include use of all furnishings.

The City reserves the right to use the facilities as needed for City Business with two days' phone notice to Lessee. The City reserves the right to rent the facility to other community groups anytime on weekends and after 4:00 p.m. during the weekdays. Furthermore, the City reserves the right to install book cases for the use of the general public. The public will have access to take/leave a book during the hours the Licensee is operating. Lessee will monitor public activity of access to the book area but not be responsible for the maintenance and upkeep of the book shelves.

SECTION 2
TERM OF LEASE

This Lease agreement shall commence on May 15, 2015 and end on September 30, 2016. During the term of this agreement, the Lessee shall have use of the Leased premises (as described in paragraph 1 above), on Monday, Thursday and Friday of each week between the hours of 8:00 a.m. and 2:00 p.m., and on Tuesday and Wednesday of each week between the hours of 8:00 a.m. and 4:00 p.m..

Upon two days' written notification and approval of the City Manager, the Lessee may use Leased premises after 4:00 p.m. weekdays and anytime on weekends for the sole purpose of providing programming for seniors.

Attachment: Council on Aging Sica Hall Lease (1058 : Council on Aging Lease of Sica Hall)

SECTION 3
FEES AND REVENUES

Revenues (fees and client contributions) for Lessee managed Federal and State grants, including but not limited to, Counseling, Energy Assistance, Congregate Dining, Home Delivered Meals and Transportation, and for Council on Aging fundraising activities, including, but not limited to Senior Trips and the Annual Walk for Meals on Wheels, shall be retained by the Lessee. Lessee shall also retain fees and revenues generated from memberships, activities and classes for the sole purpose of continued programming.

SECTION 4
MAINTENANCE AND UTILITIES

Lessor shall provide all custodial services, routine maintenance, repairs due to normal wear and tear, and utilities, excluding telephone and Internet, for the Leased premises.

Lessee shall be responsible for all damage caused to the leased premises due to negligent or intentional actions of the Lessee's employees, agents, independent contractors or persons served by the Lessee.

SECTION 5
SICAL HALL RULES AND REGULATIONS

The Lessee shall abide by all current Sica Hall Rules and Regulations. The Lessor reserves the right to modify the existing rules and adopt new rules during the term of this Agreement and the Lessee shall be bound by said modification(s) or new rules upon two (2) weeks written notification.

In addition to the Rules referenced above, the Lessee and Lessor hereby agree to the following:

1. The Lessee shall, at its sole cost, install a dedicated phone line for the exclusive use of the Licensee. At the end of the term of this Agreement, the Lessee shall, at its sole cost, remove the phone line if requested by the City.
2. The Lessee shall be permitted to use steam tables and warming trays.
3. All equipment used by the Licensee must be stored in a storage closet within Sica Hall when not in use not including refrigerators and steam tables.

4. The Lessee may store milk products in the refrigerator during the week, but all milk products of the Lessee must be removed by the end of the

Attachment: Council on Aging Sica Hall Lease (1058 : Council on Aging Lease of Sica Hall)

day on Friday. No milk products may be stored in the refrigerator over the weekend.

5. The Licensee is solely responsible for set-up, break down, and proper clean-up of the rooms and storage of equipment each day.

SECTION 6
PAYMENTS TO LICENSOR

Lessee hereby agrees to pay the Lessor the sum of $50.00 per month, the payment shall be due and payable on May 15, 2015, and each subsequent payment shall be due and payable on the same date of each subsequent month. Payment not received by the 10th of each month shall be deemed delinquent and a late fee of 10% shall be due and payable.

SECTION 7
SURRENDER OF PREMISES

Lessee agrees to surrender the premises at the expiration of the Lease Agreement in as good condition as they were at its commencement excepting reasonable use and wear.

SECTION 8
ASSIGNMENT

This Lease agreement may not be assigned without the written permission of the Lessor.

SECTION 9
ALTERATION TO THE BUILDING

The Lessee shall not make any alterations to the Leased premises without the prior written consent of Lessor, under penalty of forfeiture and damages. Any such alteration shall then become the property of the Lessor.

SECTION 10
USE OF PREMISES

Lessee agrees not to occupy or use the premises or permit the same to be occupied or used for any business except for activities for senior citizens in Holly

Attachment: Council on Aging Sica Hall Lease (1058 : Council on Aging Lease of Sica Hall)

Hill and the surrounding vicinity, without the advance written consent of Lessor, under penalty of forfeiture and damages.

SECTION 11
DEFAULT

If Lessee defaults under this agreement by failing to provide the consideration described herein, or default occurs in the performance of any of the agreements contained in this Lease Agreement, and such default is not cured within thirty days from the date written notice of such default is delivered to Lessee by Lessor, then at the option of Lessor, this agreement shall terminate; and Lessor shall and may reenter the premises and remove all persons from them.

SECTION 12
INSURANCE

1. **Liability Insurance.** Lessor hereby agrees, at all times during the term hereof, to obtain, maintain, and keep in force, comprehensive general public liability insurance against claims for personal injury, death or property damage occurring in, on or about the leased premises, with aggregate single limit coverage in an amount no less than ONE MILLION DOLLARS ($1,000,000). Lessee shall name Lessor as an additional insured on the aforesaid policy of insurance. Lessee shall present proof of said insurance to Lessor's City Manager upon request. Lessee additionally agrees that Lessor has the right to notice before cancellation of any insurance policies, and upon cancellation, Lessor has the right to immediately terminate this Agreement.
2. **Workers' Compensation Insurance.** Lessee shall purchase and maintain workers' compensation insurance for all its employees as required by Florida Law and present proof of said insurance to Lessor's City Manager upon request.
3. **Acts Causing Cancellation.** No use shall be made or permitted to be made of the premises, or acts done, that will cause a cancellation of any insurance policy covering the premises, or any part of the premises. Lessee shall not permit to be kept or used, in or about the premises, any article prohibited by the standard for fire insurance policies. Lessee shall, at its sole cost, comply with all requirements, pertaining to the managed premises, of any insurance organization or company, necessary for the maintenance of insurance, as herein provided, covering any building and appurtenances at any time located on the premises.

Attachment: Council on Aging Sica Hall Lease (1058 : Council on Aging Lease of Sica Hall)

SECTION 13
NECESSARY FURNISHINGS AND RECREATIONAL EQUIPMENT

Lessee's use of its own furnishings and recreation equipment at the premises shall be at its own risk. Lessee waives any right to bring a claim for damages or negligence against Lessor, and holds Lessor harmless, for any loss or destruction of any or all of the Lessee's furnishings and recreational equipment arising out of fire, flood, theft, vandalism, riot, civil disturbance, or any other cause.

SECTION 14
INDEMNITY

Lessee covenants and agrees to hold harmless and indemnify the Lessor from any and all liability that might arise from the interest created in this Lessee Agreement, and from the use of care of the said property described herein and leased by the Lessee.

SECTION 15
NOTICE

All notices to be given with respect to this Agreement shall be in writing unless stated otherwise. Each notice shall be sent by registered or certified mail, postage prepaid and return receipt requested, to the party to be notified at the address set forth herein or at such other address as either party may from time to time designate in writing.

Every notice shall be deemed to have been given at the time it shall be deposited in the United States mail in the manner prescribed herein. Nothing contained herein shall be construed to preclude personal service of any notice in the manner prescribed for personal service of a summons or other legal process.

SECTION 16
SEVERABIILTY

Should any term, covenant, condition, provision, sentence or part thereof of this Agreement be held invalid or unenforceable by any court of competent jurisdiction, the remaining terms and provisions shall, nevertheless, remain in full force and effect.

Attachment: Council on Aging Sica Hall Lease (1058 : Council on Aging Lease of Sica Hall)

SECTION 17
CONSTRUCTION

The headings and subheadings used throughout this Agreement are for convenience only and have no significance in the interpretation of the body of this Agreement.

SECTION 18
ATTORNEY'S FEES AND COSTS

In any litigation arising out of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs.

The City of Holly Hill and Council on Aging of Volusia County, Inc. agree and declare that it is their intent that the aforesaid Sections constitute the complete and final expression of their Agreement.

SECTION 19
RENEWAL

At least thirty (30) days before the expiration of the Lease, either party shall have the option to provide written notice to the other party of their intent not to renew this agreement. In the event neither party provides the other party with such written notice as required herein, this agreement shall be extended for an additional year on the same terms and conditions.

SECTION 20
FIRE INSPECTION

The Lessor will forward a copy of its signed annual Fire Inspection Report to the Lessee.

SECTION 21
RELOCATION

Lessor shall have the right to relocate this operation to the Holly Hill Community Complex located at 1200 Center Street, Holly Hill, FL 32117 with sixty (60) days' written notice. The Lessor will pay the cost of all relocation of equipment and kitchen.

Attachment: Council on Aging Sica Hall Lease (1058 : Council on Aging Lease of Sica Hall)

SECTION 22
TERMINATION NOTICE

Both parties reserve the right to terminate this Agreement , with or without cause, upon 60 days written notice to the other party.

IN WITNESS WHEREOF, the parties have hereunto executed this Agreement on the ___ day of_____, 2015.

City of Holly Hill

By:_____
Joseph Forte, City Manager

Date:_____

Council on Aging of Volusia County, Inc.

By:_____
Charly Poniatowski
Title: V.P. DAA & Senior Programs

Date: 7" C)-j/r

Attachment: Council on Aging Sica Hall Lease (1058 : Council on Aging Lease of Sica Hall)

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

MEETING DATE: **May 12, 2015**
FROM: **Joseph Forte**
SUBJECT: **Charter Review Committee Recommendations**
NUMBER: **DOC-2015-21**
APPLICANT:
PLANNER:

DISCUSSION:

On February 10, 2015, the City Commission passed a Resolution creating a Charter Review Committee whose objectives were to: A) The Charter Review Committee will provide input to the City Commission regarding amendments and revisions to the Charter. B) The Charter Review Committee shall review the Home Rule Charter and propose any given amendments or revisions, which may be advisable for placement on the election ballot.

The City Commission shall not be restricted or limited to consider only the proposed amendments submitted by the Charter Review Committee for consideration. The City Commission shall have the discretion to reject some or all of the proposed amendments recommended by the Charter Review Committee and the City Commission may consider an amendment not considered or even rejected by the Charter Review Committee.

The City Manager and the City Clerk served as the staff liaisons and gave technical and policy advice to the Charter Review Committee. The City Attorney served to provide technical and legal opinions to the Charter Review Committee and documented the changes as provided and supported by the Charter Review Committee.

After several meetings, the Charter Review Committee agreed to the changes as set forth in the attached strike through and underline document which is presented for the City Commissions discussion and consideration.

Since there are several changes recommended by the Charter Review Committee, the Committee recommended the City Commission group the changes into five categories creating five referendum ballot questions.

The categories recommended are:

City Manager issues - Sections 17 and 18;

Election issues - Sections 8, 9 and 28;

State Law Controlled issues - Sections 23-27, 29, 30, 33 and 36;

Charter Review Committee issues - Section 39; and

Civil Service Board issues - Section 22 and Subpart "B".

FISCAL ANALYSIS:

Costs to hold an election will be added to the proposed FY 2015 - 2016 budget and are estimated to be $5,000.00.

STAFF RECOMMENDATION:

Staff recommends the City Commission review the prepared recommended changes to the City Charter by the Charter Review Committee. Approve, disapprove or amend those changes the Charter Review Committee sent to the City Commission and authorize the City Attorney to draft an ordinance establishing the referendum questions, as directed, and to hold a ballot election in accordance with the Supervisor of Election's Office. Ballot questions will be provided to the Supervisor of Election's Office by September 8, 2015 with the date of the election scheduled for November 3, 2015.

COMMISSION GOAL:

Goal #1:

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

MOTION:

To be determined based on City Commission discussion.

- Charter Review Committee Recomendation 2015 (DOCX)

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

PART I - CHARTER AND RELATED LAWS

Subpart A - CHARTER

ARTICLE I. - CITY CREATED

Sec. 1. - Abolishment of municipality.

That the existing municipality of the Town of Holly Hill, in Volusia County, Florida, be and the same is hereby abolished.

Sec. 2. - Title to property reserved to new municipality.

That the title, rights and ownership of property, uncollected taxes, dues, claims, judgments, decrees and choses in action, held and owned by the Town of Holly Hill shall pass to and be vested in the municipal corporation organized and created under this Act to succeed the municipality abolished.

Sec. 3. - Obligations of former corporation unimpaired.

That no obligation or contract of the said municipality of any nature whatsoever, including bonds and other outstanding indebtedness heretofore issued, shall be impaired or avoided by this Act, but such debts and obligations shall pass to and be binding upon the new municipality which is hereby organized and created.

Sec. 4. - Officers hold until successors qualify.

That all officers heretofore elected or appointed and holding office under the said municipality shall continue to hold their respective offices and to discharge the respective duties thereof until the officers provided for in and by this Act are appointed and qualified under the provisions of this Act; and all existing ordinances of the said municipality, not in conflict with the provisions of this Act shall continue in effect and unimpaired until repealed, amended or modified by the municipality which is hereby organized and created.

Sec. 5. - Legalizing proceedings of the Town of Holly Hill.

Each and every act, proceeding and transaction of the Town of Holly Hill, and the officers thereof and the common council of said municipality, existing, performed, taken, enacted, resolved or ordained, be and the same is hereby legalized, authorized, validated and held to be legal, valid and correct; and that all acts, proceedings and transactions of the common council of the Town of Holly Hill heretofore taken and done in connection with the affairs of said municipality, be and they are hereby ratified, confirmed and legalized in every respect whatsoever, and are hereby declared to be valid, legal and binding acts, proceedings and transactions of said common council.

Sec. 6. - Establishment of new municipality.

The territory and inhabitants of the Town of Holly Hill, in Volusia County, Florida, as its limits are hereinafter established, shall continue to be a body politic and corporate to be known and designated as the "City of Holly Hill," in Volusia County, Florida, and as such shall have perpetual succession.

Sec. 7. - Territorial boundaries of city.

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

Beginning in the center of the channel of Halifax river in Volusia County, Florida, where the same is intersected by the north line of J.M. Hernandez Grant, to the same being the north line of Section 43, Township 14 South, Range 32 East produced easterly to the center of said channel; thence westerly along the north line of J.M. Hernandez grant to the intersection of the east right of way line of U.S. 1; thence southerly along the east right of way line of U.S. 1 to an intersection with the westerly extension of the

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southerly line of Lot 12, Block 14, Rio Vista. Section "B", Map Book 6, Page 150 of the public records of Volusia County, Florida; thence easterly along said southerly line of Lot 12, Block 14, to the southeast corner of said Lot 12, Block 14; thence northerly along the easterly line of Lots 12, 13 and 14, Block 14, to a point of intersection in the easterly line of said Lot 14, Block 14; thence continue along said easterly line of said Lot 14, Block 14, to an intersection with the south right of way of Arragon Street and the northeast corner of said Lot 14, Block 14; thence continue northerly crossing said Arragon Street to a point in the northerly right of way thereof; thence easterly along the northerly line of said Arragon Street to the intersection with the westerly line of South Ridgewood Avenue, a 100 foot right of way; thence northerly along the westerly line of said South Ridgewood Avenue to an intersection with the northerly line of Castilla Street, a 50 foot right of way, as shown on said plat of Rio Vista Section "B"; thence westerly along the northerly line of said Castilla Street to the easterly line of U.S. #1 (S.R. 5); thence northerly along said easterly line of U.S. #1 to an intersection with the easterly extension of the northerly line of Lot 22, Block 26, Rio Vista Section "A", Map Book 6 Page 125; thence westerly along said Lot 22, Block 26 and the easterly extension thereof to the northwest corner said Lot 22; thence southerly along the westerly said Lot 22 to the northeast corner of Lot 3, Block 26, aforesaid; thence westerly along said northerly line Lot 3, Block 26 and the westerly extension thereof to an intersection with the westerly right of way of Espanola Avenue; thence southerly along the westerly right of way said Espanola Avenue to an intersection with the northeast corner of Lot 6, Block 28, aforesaid Rio Vista Section "A"; thence westerly along the north line of said Lot 6, Block 28, to the northwest corner of said Lot 6, Block 28; thence northerly along the easterly line of Lot 4, Block 28, to the northeast corner of Lot 4, said Block 28; thence westerly along the northerly line of said Lot 4, Block 28 to the easterly right of way of Parque Drive; thence northerly along said easterly right of way to the southwesterly corner of Lot 2, Talley Subdivision as per map recorded in Map Book 8, Page 293, of the public records of Volusia County, Florida; thence easterly along the southerly line of said Lot 2 to the southeasterly corner of said Lot 2; thence northerly along the easterly line of Lots 2, 3, and 4, Talley Subdivision aforesaid, to the northeasterly corner of said Lot 4, Talley Subdivision; thence westerly along the northerly line of said Lot 4, to the northwesterly corner of Lot 4 aforesaid and the easterly right of way of Parque Drive, aforesaid; thence northerly along said easterly right of way and the northerly extension thereof to an intersection with the northerly right of way of Arroyo Parkway; thence westerly along the said northerly right of way and the extension thereof to an intersection with the westerly right of way of the Florida East Coast Railway; thence southerly along said easterly right of way to an intersection with the northerly right of way of Calle Grande; thence easterly along said northerly right of way to an intersection with the westerly right of way of U.S. Highway No. 1; thence southerly along said westerly right of way to an intersection with the centerline of Colorado Street an unopened road; thence westerly along said centerline to an intersection with the northerly extension of the westerly line Lot 17, Block 27, said Rio Vista Section "B"; thence southerly along the west line of said Lot 17, Block 27, to the centerline of a vacated 25 foot alley; thence easterly along said centerline to an intersection with the westerly right of way of U.S. No. 1; thence southerly to an intersection with the southerly right of way of Arragon Street, a 50 foot right of way; thence westerly along said southerly right of way and the westerly extension thereof, to an intersection with the westerly right of way of Parque Drive, a 50 foot street; thence northerly along the westerly right of way of Parque Drive to an intersection with the northerly right of way of Calle Grande, a 100 foot right of way reducing to an 80 foot right of way; thence westerly along said northerly right of way of Calle Grande, to an intersection with a line that lies 45 feet westerly of and parallel with the easterly line of Lot 20, Block 22, Mary C. Fleming Subdivision, as per map recorded in Map Book 1, Page 1, of the public records of Volusia County, Florida; thence departing said northerly right of way run northerly and parallel with the easterly line of the aforesaid Lot 20, Block 22, to the centerline of vacated Golf Avenue, a 50 foot right of way; thence run easterly along said centerline to an intersection with the southerly prolongation of the easterly line of Lot 24, Rio Vista Gardens, No. 3, Map Book 9, Page 211 of the public records of Volusia County, Florida; thence departing said centerline run northerly along the easterly line of Lots 24 and 23 and the southerly prolongation thereof to the northerly line of said Lot 23; thence run westerly along said northerly line to an intersection with the easterly line of Lot 27, Rio Vista Gardens, No. 3; thence run northerly along the easterly line of Lot 27 to the northerly line of said Lot 27; thence run westerly along the northerly line and the westerly prolongation thereof to the westerly right of way of Orchard Avenue, a 50 foot right of way; thence run southerly along said westerly right of way of Orchard Avenue to an intersection with the northeasterly corner of Lot 1, Golf Manor Subdivision, as per map recorded in Map Book 23, Page 8, of the public records of Volusia County, Florida; thence westerly along the northerly line of Lot 1, aforesaid, to the northwest corner

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thereof; thence southwesterly along the westerly line of Lot 1, aforesaid, to the southwest corner of Lot 1, aforesaid and the northerly right of way of Calle Grande; thence run westerly along the northerly right of way of Calle Grande to the southeast corner of Lot 51, Golf Manor Subdivision, Map Book 23, Page 8, of the public records of Volusia County, Florida; thence departing said northerly right of way of Calle Grande run northerly along said easterly line, to the northeasterly corner of said Lot 51; thence departing said easterly line run easterly to the southeasterly corner of Lot 50, Golf Manor Subdivision, Map Book 23, Page 8; thence northerly along the easterly line of Lots 50, 49, 48, 47, 46 and 45, of said Golf Manor Subdivision, to the northerly line of the southerly 20 feet of Lot 45, said Golf Manor Subdivision; thence departing said easterly line run westerly along said northerly line of the southerly 20 feet of said Golf Manor Subdivision to the easterly right of way of center street, a 66 foot right of way; thence continue westerly to the westerly right of way of said center street; thence run southerly along said westerly right of way to the northeast corner of Lot 60, Rio Vista Gardens #3, Map Book 9, Page 211, of the public records of Volusia County, Florida; thence departing said right of way run westerly along the northerly line of said Lot 60, Rio Vista Gardens #3, to the northwest corner of said Lot 60; thence run southerly along the westerly line of said Lot 60, 60 feet; thence run easterly parallel with said northerly line of Lot 60, to the westerly right of way of the aforesaid center street; thence run southerly along said westerly right of way and the southerly extension thereof to an intersection with the curved northerly right of way of Calle Grande, an 80 foot street, said curve having a radius of 930 feet; thence westerly along said curve, concave southeasterly through a central angle of 22 degrees 19 minutes 40 seconds to a point of reverse curvature; said curve concave northerly having a radius of 520 feet; thence westerly along said curve through a central angle of 18 degrees 54 minutes 20 seconds to a point of reverse curvature; said curve concave southerly having a radius of 520 feet; thence continue westerly along said curve through a central angle of 18 degrees 54 minutes 20 seconds to a point of tangency; thence westerly along the northerly right of way of Calle Grande, an 80 foot right of way, to an intersection with the east line of Riviera Oaks, a subdivision recorded at Map Book 35, Page 58, public records of Volusia County, Florida; thence departing said northerly right of way of Calle Grande run south 25 east (S25°08′13″E, plat) along the east line of said Riviera Oaks, to the southeast corner of said Riviera Oaks and the north line of a 50 foot avenue; thence south 65 degrees west (S65°22′36″W, plat) along the southerly boundary of said Riviera Oaks, for a distance of 129.93 feet; thence departing said southerly boundary run south 25 degrees east (S25°08′13″E, plat), 50 feet more or less along the easterly boundary and the southerly extension thereof, aforesaid Riviera Oaks to an intersection with the northerly line of Lot 7, Block 21, of aforesaid Mary Fleming's Subdivision in the Thomas Fitch Grant and the southerly right of way of Golf Avenue a 50 foot right of way; thence westerly along the southerly right of way line of Golf Avenue, also the northerly line of Lot 7, 8 and 9, of Block 21 to the northwest corner of Lot 9, Block 21; thence southerly along the west line of said Lot 9, Block 21 to the southwest corner of said Lot 9, Block 21; thence easterly along the southerly line of Lot 9 and the west ½ of Lot 8, Block 21 to a point that is exactly equal distance from the southwest and the southeast corners of Lot 8. Block 21; thence southerly along a line which is the westerly line of the east ½ of Lot 27, Block 21 to the aforesaid northerly right of way line of Alabama Avenue; thence westerly along said northerly line of Alabama Avenue to an intersection with a line 310 feet, more or less, easterly of the easterly line of Lot 22, Block 21, aforesaid Mary C. Fleming's Subdivision of the Thomas Fitch Grant, also known as the east line of the west 100 feet of the east 120 feet of Lot 23, Block 21, Mary C. Fleming's Subdivision in the Thomas Fitch Grant; thence northerly along easterly line aforesaid 130 feet more or less to the northerly line of the south 130 feet of the west 100 feet 0f the east 120 feet of Lot 23, Block 21, Mary C. Fleming's Subdivision in the Thomas Fitch Grant, aforesaid; thence westerly to 100 feet more or less, along the northerly line aforesaid, to an intersection with the easterly right of way of Palm Road (50' right of way, record); thence northerly along said easterly right of way to an intersection with the easterly extension of the northerly line of the north 120 feet of the south 190 feet of the west 160 feet of Lot 23, Block 21, Mary C. Fleming's Subdivision in the Thomas Fitch Grant; thence westerly along said northerly line and the easterly extension thereof, 210 feet more or less, to an intersection with the easterly line of Lot 22, Block 21, Mary C. Fleming's Subdivision in the Thomas Fitch Grant; thence run northwesterly, 770 feet more or less along the easterly line of Lot 22, Block 21 and the easterly line of Lot 13, Block 21, Mary C. Fleming's Subdivision in the Thomas Fitch Grant, to the southeasterly corner of that certain parcel described at official records Book 2260, Page 1091, public records, Volusia County, Florida; thence run southwesterly 128 feet more or less to the easterly line of the north ½ of Lot 13, except the northerly 305 feet of the easterly 128 feet, Block 21, Mary C. Fleming's Subdivision, aforesaid; thence northerly along the easterly line of the north ½ of Lot 13 and the northerly

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extension thereof to an intersection with the northerly right of way of Golf Avenue; thence run southwesterly along said northerly right of way to an intersection with the easterly line of Lot 22, Block 20, Mary C. Fleming's Subdivision in the Thomas Fitch Grant, aforesaid, thence departing said northerly right of way, run northwesterly along the easterly line of Lot 22, Block 20, aforesaid, 280 feet, more or less to the northerly line of the southerly 280 feet of Lot 22, Block 20 aforesaid; thence southwesterly along said northerly line 110 feet to the westerly line of the easterly 110 feet of Lot 22, Block 20, aforesaid; thence southeasterly along said westerly line 140 feet to the southerly line of the northerly 140 feet of the southerly 280 feet of Lot 22, Block 20 aforesaid; thence southwesterly along said southerly line to the westerly line of the easterly 142 feet of Lot 22, Block 20 aforesaid; thence southeasterly 70 feet to the northerly line of the southerly 70 feet of Lot 22, Block 20 aforesaid; thence southwesterly along said northerly line of the southerly 70 feet of Lot 22, Block 20 aforesaid to an intersection with the easterly right of way of State Road 415, also known as Nova Road and also known as State Road 5A; thence northerly along said easterly right of way to an intersection with the easterly extension of the northerly line of the southerly 350 feet of the northerly 385 feet of Lot 21, Block 20, Mary C. Fleming's Subdivision in the Thomas Fitch Grant, aforesaid; thence westerly along said northerly line and the easterly extension thereof, to the westerly line of Lot 21, Block 20, Mary C. Fleming's Subdivision in the Thomas Fitch Grant, aforesaid; thence southerly to the southerly right of way of Golf Avenue, a 50 foot right of way of record: thence easterly along the southerly right of way of Golf Avenue aforesaid, to an intersection with the westerly right of way of Nova Road aforesaid; thence southerly along the westerly line of Nova Road to an intersection with a line that is 220 feet more or less, northerly of the northerly right of way of Alabama Avenue, a 55 foot right of way, also known as the northerly line of that parcel recorded in official records Book 4877, Pages 3244 and 3245, public records, Volusia County, Florida; thence westerly along said northerly line 193 and 1/3 feet more or less to the westerly line of the aforesaid parcel; thence southerly along said westerly line to an intersection with the northerly right of way of Alabama Avenue, a 55 foot right of way; thence westerly along said northerly right of way to an intersection with the northerly extension of the westerly right of way of Granada Avenue, a 50 foot right of way; thence southerly along said westerly right of way to an intersection with the westerly extension of the southerly line of Lot 12, Block 21, Highland Park Subdivision as per map recorded in Map Book 10, Page 64 of the public records of Volusia County, Florida; thence easterly along said southerly line and the extension thereof to the southeasterly corner aforesaid Lot 12, Block 1; thence southerly along the westerly line of Lot 18, Block 1, Highland Park aforesaid to the southwesterly corner of said Lot 18, Block 1; thence easterly along the southerly line of said Lot 18, Block 1, to an intersection with the westerly right of way of Nova Road; thence southerly along the westerly right of way of Nova Road to an intersection with the northerly line of Lot 22, Block 1, Highland Park Subdivision, as per map recorded in Map Book 10, Page 64 of the public records of Volusia County, Florida; thence southwesterly, departing said westerly right of way, along the northerly line of Lots 22 and 7, Block 1, and the westerly extension thereof to the westerly right of way of Granada Avenue, Highland Park Subdivision, aforesaid; thence southeasterly along said westerly right of way to an intersection with the southerly right of way of Alcazar Street as shown on plat of Highland Park Subdivision aforesaid; thence northeasterly along said southerly right of way to an intersection with the westerly right of way of State Road 415, also known as Nova Road and also known as State Road 5A. thence southerly along the westerly line of Nova Road to an intersection with the northerly line of Lot 14, Block 1, Larsen Subdivision, Map Book 11, Page 252, public records Volusia County, Florida; thence run along said northerly line to the northwest corner of said Lot 14, Block 1; thence run northwesterly to the northeast corner of Lot 23, Block 1, aforesaid Larsen Subdivision; thence run southwesterly along the northerly line of said Lot 23 to the westerly line of the easterly 100 feet of said Lot 23, Block 1, Larsen Subdivision; thence run southeasterly along said westerly line to the southeast corner of said easterly 100 feet of Lot 23, Block 1; thence run northeasterly along the northerly line of Lot 22, Block 1, aforesaid; thence run southeasterly along the westerly line and the southerly extension thereof of Lots 15, 16, 17, and 18, Block 1, aforesaid to an intersection with the southerly right of way of 15th street, a 50 foot right of way; thence northeasterly along the southerly line of 15th Street to the northwest corner of the easterly 30 feet of Lot 7, Block 1, Lawreg Subdivision, Map Book 26, Page 23, public records Volusia County, Florida; thence run southeasterly along said westerly line of the east 30 feet of said Lot 7, Block 1, Lawreg Subdivision to the southerly line of said Lot 7, Block 1, aforesaid; thence run northeasterly along the southerly line of Lots 7, 8, 9 and 10, Block 1, to the southeast corner of said Lot 10, Block 1; thence run southeasterly along the westerly line of Lot 12, Block 1, aforesaid, to the southwest corner of the north ½ of said Lot 12, Block 1; thence run southeasterly along said southerly line to the westerly line of Block C,

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Flemming Park, Map Book 19, Page 140, public records Volusia County, Florida; thence run southeasterly along said westerly line to the northeast corner of Lot 23, Block 34, aforesaid Mary C. Fleming Subdivision; thence run southwesterly along the northerly line of said Lot 23, Block 34, and a portion of Lot 22, Block 34, to the northwest corner of the easterly 140 feet of said Lot 22, Block 34; thence run southeasterly along the westerly line of the easterly 140 feet of said Lot 22, Block 34, to the southeast corner of the northerly 70 feet of the westerly 160 feet of said Lot 22, Block 34; thence run southwesterly along the southerly line of the said northerly 70 feet of the easterly 160 feet of said Lot 22, Block 34, to the easterly right of way of Old Kings Road, a 60 foot right of way; thence run southeasterly along said easterly right of way of Old Kings Road to the southerly line of the northerly 190 feet of said Lot 22, Block 34; thence run northeasterly along said southerly line to the westerly line of the easterly 140 feet of said Lot 22, Block 34; thence run southeasterly along the westerly line of said easterly 140 feet of Lot 22, Block 34, to the southerly line of said Lot 22, Block 34, and the northerly line of amended plat of Flemming Park, Map Book 26, Page 110, public records Volusia County, Florida; thence run southwesterly along said northerly line to the northwest corner of Lot 3, Block B, aforesaid amended plat of Flemming Park; thence run southeasterly to an intersection with the northerly line of the southerly 20 feet of Lot 1, Block B, aforesaid; thence run southwesterly to the easterly right of way of aforesaid Old Kings Road; thence run southeasterly along said easterly right of way to the northwest corner of Lot 1, Block A, and the southerly line of 13th Street; thence run northeasterly along the northerly line and the easterly line of said Block A, to an intersection with the northerly line of 13th Street, also known as Walker Street; thence northeasterly along said Walker Street to an intersection with the southerly line of Lots 22 and 23, Block C, amended plat of Flemming Park, aforesaid; thence run northwesterly along said westerly line and southerly extension thereof of said Lots 22 and 23, Block C, aforesaid, to the northwest corner of said Lot 23, Block C; thence run northeasterly along the northerly line of said Lot 23, Block C, aforesaid, to the northwest corner of the easterly 60 feet of Lot 23, Block C, aforesaid; thence run southeasterly along the easterly line of said easterly 60 feet of Lot 23, Block C and the easterly line of the easterly 60 feet of Lot 22, Block C, aforesaid, to the southerly right of way of Walker Street, aforesaid; thence run northeasterly along said southerly right of way of Walker Street to an intersection with the westerly right of way of Mistletoe Drive, a 50 foot right of way; thence south 57 degrees 34 minutes east along the westerly line of said Mistletoe Drive a distance of 213.58 feet more or less to a point of intersection; thence south 25 degrees east along the said westerly line of Mistletoe Drive a distance of 475 feet more or less to an intersection with the southwesterly extension of the southerly line of that certain property described at official records Book 3875, Page 2370, public records, Volusia County, Florida; thence departing said westerly line, north 65 degrees east and parallel to said L.P.G.A. Boulevard (formerly 11th Street), a distance of 381.10 feet more or less to a point in the westerly line of said Nova Road aforesaid; thence run southeasterly along the westerly right of way line of Nova Road, State Road 5A, as shown on Florida Department of Transportation Right of way Map, Section 79190-2509, W.P.I. 2000319, to an intersection with a line that lies 200 feet northerly of and parallel with L.P.G.A. Boulevard; thence run southwesterly along said line to an intersection with the westerly right of way of Mistletoe Drive, a 50 foot right of way; thence run southeasterly along said westerly right of way to an intersection with the southerly right of way of L.P.G.A. Boulevard; thence run northeasterly along said southerly right of way to an intersection with the westerly right of way of Hickory Avenue, a 50 foot right of way as shown on the plat of Wilkerson Replat, Map Book 23, Page 112, public records, Volusia County, Florida; thence run southeasterly along said westerly right of way to an intersection with the westerly extension of the southerly line of the northerly 25 feet of Lot 44, aforesaid Wilkerson Replat; thence northeasterly along said southerly line and the westerly extension thereof to an intersection with the westerly line of Lot 47, said Wilkerson Replat; thence continue northeasterly along the southerly line of the north 200 feet of Lot 47, Wilkerson Replat, aforesaid to an intersection with the westerly right of way of Nova Road, State Road 5A; thence S 25 degrees E along said westerly right of way to an intersection with the northerly line of the southerly 109 feet of Lot 47, Wilkerson's Replat, aforesaid; thence southwesterly along said northerly line of the southerly 109 feet of said Lot 47 to an intersection with the easterly right of way of Hickory Avenue, a 50 foot right of way and the westerly line of Lot 40, Wilkerson Replat, aforesaid; thence southeasterly along said easterly right of way of Hickory Avenue to the southwesterly corner of Lot 39, Wilkerson Replat, aforesaid; thence southwesterly along the westerly extension of Lot 39, aforesaid, to an intersection with the westerly line of the easterly 390.5 feet of Lot 9, Block 4, Mason and Carswell's Subdivision, Map Book 2, Page 90 of the public records of Volusia County, Florida; thence southeasterly along said westerly line 68.5 feet; thence departing said westerly line northeasterly 179.5 feet; thence northwesterly 6.5 feet; thence northeasterly to

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an intersection with the westerly right of way of Nova Road; thence southeasterly 64 feet, more or less, along said Nova Road to an intersection with the northerly line of that certain parcel identified as parcel number 4244-01-04-0093; thence southwesterly along the northerly line of said parcel, 73.29 feet more or less; thence departing said northerly line run northwesterly 17 feet, more or less, to the northerly line of said parcel; thence southwesterly along said northerly line to the westerly line of Lot 9, Block 4, Mason and Carswell's Subdivision as per map recorded in Map Book 2, Page 90, public records, Volusia County, Florida; thence southeasterly 206 feet, more or less, to an intersection with the southerly line of that certain parcel identified as 4244-01-04-0093; thence northeasterly to an intersection with the westerly right of way of Nova Road; thence southeasterly along said westerly right of way of Nova Road to an intersection with the northerly line of the northerly ½ of Lot 5, Block 7, except the north 101 feet, Mason and Carswell's Subdivision as recorded in Map Book 2, Page 90, of the public records of Volusia County, Florida; thence departing aforesaid right of way, S 65 degrees W parallel with the southerly line of aforesaid Lot 5, Block 7 to an intersection with the westerly line of aforesaid Lot 5, Block 7, west of Nova Road, except the easterly 570.75 feet; thence N 25 degrees W along the westerly line of the easterly 570.75 feet of the northerly 101 feet of aforesaid Lot 5, Block 7, to an intersection with the southerly right of way of 10th street, a 50 foot right of way of record; thence S 65 degrees W along said right of way to the westerly line of Lot 5, Block 7 aforesaid; thence s 25 degrees e parallel with aforesaid Nova Road (S.R. 5A), along said westerly line of Lot 5, Block 7 aforesaid and the westerly line of Lot 8, Block 7, Mason and Carswell's subdivision aforesaid to the southerly line of the northerly ½, aforesaid Lot 8, Block 7; thence N 64°19′47″E along the southerly line of the northerly ½ of said Lot 8, Block 7, a distance of 330 feet more or less to an intersection with the westerly line of the easterly ½ of the southerly ½, aforesaid Lot 8, Block 7; thence s 25 degrees w along said westerly line and the southerly extension thereof of the southerly ½ of Lot 8, Block 7, 365 feet more or less to the southerly right of way of 8th Street, a 50 foot right of way of record; thence N 65 degrees E, along said southerly right of way of 8th Street, 265 feet more or less to the westerly right of way of Nova Road, State Road 5A, aforesaid; thence run southeasterly along said Nova Road, State Road 5A to an intersection with the northerly line of the southerly 40 feet of Lot 5, Block 1, replat of unit one home acres, as per map recorded in Map Book 11, Page 64 of the public records of Volusia County, Florida; thence departing said westerly right of way of Nova Road, State Road 5A, westerly along the said northerly line of the southerly 40 feet of Lot 5, Block 1, to an intersection with the easterly right of way of Holly Street, a 40 foot right of way of record; thence northerly along said easterly right of way to an intersection with the southerly right of way of 8th Street, a 50 foot right of way of record; thence westerly along said southerly right of way, to an intersection with the northerly extension of the centerline of Ivy Street, a vacated 40 foot right of way; thence southerly along said centerline to an intersection with the westerly extension of the southerly line of the northerly 208.75 feet of Lot 6, Block 17, Mason and Carswell's subdivision of Holly Hill, Map Book 2, Page 90, of the public records of Volusia County, Florida; thence westerly along said southerly line to an intersection with the westerly line of the easterly 104.39 feet of Lot 6, Block 17, Mason and Carswell's subdivision, aforesaid; thence northerly along said westerly line to an intersection with the southerly right of way of 8th Street, aforesaid; thence westerly along said southerly right of way of 8th Street, aforesaid, to an intersection with the westerly line of Lot 6, Block 17, Mason and Carswell's Subdivision, aforesaid; thence southerly along said westerly line to an intersection with the southerly line of Lot 7, Block 17, except the southerly 626.26 feet, Mason and Carswell's Subdivision, aforesaid; thence easterly along said southerly line to an intersection with the centerline of Ivy Street, a vacated 40 foot right of way of record, thence northerly to an intersection with the centerline of Jersey Street, a vacated 40 foot right of way of record; thence easterly along the centerline of Jersey Street, aforesaid, to an intersection with the westerly right of way of Holly Street, a 40 foot right of way of record; thence southerly along the westerly right of way of Holly Street, aforesaid, to an intersection with the westerly extension of the southerly line of Lot 1, Block 4, replat of Unit Number One Home Acres, Map Book 11, Page 64, public records of Volusia County, Florida; thence easterly along said southerly line and westerly extension thereof to an intersection with the westerly right of way of Nova Road, State Road 5A; thence southerly along said westerly right of way to an intersection with the centerline of 6th Street; thence easterly along the center line of said 6th street to a point that is 70 feet easterly from the westerly line of Lot 6 Block 20, Mason and Carswell Subdivision as recorded in Map Book 2, Page 90 public records of Volusia County Florida thence southerly and parallel to the westerly line of said Lot 6 to a point in the northerly line of said Lot 6, being also the southerly right of way line of 6th Street; thence easterly along the southerly right of way line of said 6th Street, being also the northerly line of Lots 6, 5 and 4 of said Block 20, Mason and Carswell's Subdivision

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to a point that is 180 feet westerly of the northeast corner of said Lot 4, Block 20; thence southerly and parallel to the easterly line of said Lot 5, Block 20, to the southerly line of the northerly 464 feet thereof; thence easterly and parallel to the northerly line of said Lot 4, Block 20, a distance of 10 feet; thence southerly and parallel to the easterly line of said Lot 4, Block 20, to a point that is 20 feet northerly from the southerly line of said Lot 4 Block 20; thence westerly along a line that is 20 feet northerly of and parallel to the southerly line of Lots 4, 5 and 6, Block 20 to a point that is 320 feet easterly of the westerly line of said Lot 6 Block 2; thence northerly and parallel to the westerly line of said Lot 6, Block 20, to the northerly line of the southerly 450 feet thereof; thence westerly and parallel to the southerly line of said Lot 6, Block 20 a distance of 250 feet to the easterly right of way line of Main Canal and Nova Road; thence southerly along the easterly right of way line of Main Canal and Nova Road to a point that is midway between 2nd and 3rd Street; thence easterly along a line that is midway between 2nd and 3rd Streets to the westerly right of way of F.E.C. Railway; thence southerly along the westerly right of way line of F.E.C. Railway to a point in the center line of Mason Avenue as mapped out in Mason and Carswell's Subdivision of the southerly portion in the Thomas Fitch Grant; thence northeasterly along the center line of said Mason Avenue to a point in the westerly side of Beach Street, commonly known as Dixie Highway or Ormond-Daytona Road; thence northerly along the westerly side of Beach Street commonly known as the Dixie Highway, or Ormond-Daytona Road, to a point in the south side of 2nd Street, formerly Forest Avenue, in said Mason and Carswell's Subdivision; thence easterly on a line that is the south line of said 2nd Street, formerly Forest Avenue, produced easterly to the center of the channel of the Halifax River; thence northerly along the center of the channel of the Halifax River to the place of beginning.

Sec. 8. - Boundaries of districts; city wide elections.

(a) [Text deleted.]

(b) The city commission of the City of Holly Hill shall, by ordinance, change the boundaries of said districts so as to allocate the constituents approximately even between the four districts ~~keep the number of registered electors of said respective four districts approximately equal~~ at all times but in no event shall the City of Holly Hill have more than four districts.

(c) [Text deleted.]

(d) All municipal elections held hereafter in the City of Holly Hill shall be citywide.

ARTICLE II. - THE CITY ADMINISTRATION

Sec. 9. - The city commission—Creation; term; oath; compensation.

There is created a city commission composed of five qualified electors of the city, consisting of four commissioners and one mayor. Beginning with the election held in ~~2010~~ 2016, the mayor and commissioners shall serve ~~two-year~~ four-year staggered terms. ~~The office of mayor is hereby limited to two consecutive terms beginning with the election held in 2010.~~

The present mayor and commissioners shall hold office until their respective successors are duly elected and qualified and take office as herein provided.

All commissioners and officers of the city shall, before entering upon their duties, take and subscribe to an oath or affirmation, to be filed and kept in the office of the city clerk, which oath shall be in the form prescribed for state officers by the Constitution of Florida.

Sec. 10. - Same—Judge of its own election.

The city commission shall be the judge of the election and qualification of its own members subject to review by the courts.

Sec. 11. - Forfeiture of office.

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(a) A commissioner shall forfeit his/her office upon determination by the commission, acting as a body, that he/she:

(1) Lacks at any time, or fails to maintain during his/her term of office, any qualifications for the office prescribed by this Charter or otherwise required by law;

(2) Is convicted of a felony, or enters a plea of guilty or nolo contendere to a crime punishable as a felony, even if adjudication of guilt has been withheld;

(3) Is convicted of a first degree misdemeanor arising directly out of his/her official conduct or duties or enters a plea of guilty or nolo contendere thereto, even if adjudication of guilt has been withheld;

(4) Is found to have violated any standard of conduct or code of ethics established by law for public officials and has been suspended from office by the Governor, unless subsequently reinstated as provided by law; or

(5) Is absent from three consecutive regular commission meetings without being excused by the commission.

(b) A permanent vacancy shall be declared when a member of the commission dies, resigns, is declared judicially incompetent, or for any violations listed in section 11(a).

Sec. 12. - Filling vacancies.

(a) If a permanent vacancy occurs in the office of mayor, the vice-mayor shall serve as mayor until a new mayor is elected. When the vice-mayor serves as mayor under this Section, the vice-mayor's commission seat shall be deemed temporarily vacated, not a permanently vacated. If there is more than one year from the date of permanent vacancy in the office of Mayor until the next regularly scheduled City election, the City Commission shall within 30 days following the occurrence of such vacancy, by a majority vote, call a special election for the purpose of filling the vacancy. If there is one year or less from the date of permanent vacancy in the office of Mayor until the next regularly scheduled City election, the vice-mayor shall serve in the office of Mayor until said election.

If any permanent vacancy occurs in the office of any commissioner, and there is more than one year from the date of permanent vacancy until the next regularly scheduled City election, the City Commission shall within 30 days following the occurrence of such vacancy, by a majority vote, call a special election for the purpose of filling the vacancy. If there is one year or less from the date of permanent vacancy until the next regularly scheduled City election, the commission seat shall remain vacant until said election. In the event there is an unexpired term in the office of commissioner as of the date the newly elected commissioner is to take office, the newly elected commissioner shall serve only the unexpired term.

Sec. 13. - Tie-vote procedure.

In the event of a tie vote for mayor or commissioner, the city commission, at its first regularly scheduled meeting, shall elect one of the said candidates who have tied by a majority vote of the members of the city commission. In the event the members of the city commission are unable to agree, by majority vote on the election of mayor or commissioner, then the mayor or commissioner shall be chosen by lot, conducted by the city clerk, in the presence of at least a majority of the members of the city commission, who shall certify the result of such lot.

Sec. 14. - Mayor/vice-mayor.

(a) The mayor shall preside at all meetings of the city commission and perform such other duties consistent with his office as may be imposed by it; and shall have a voice and vote in the proceedings of the city commission, but no veto power. He may use the title of mayor in any case in which legal instruments of writing or other necessity, arising from the general laws of the state, so require. He shall be recognized as the official head of the municipality by the courts for the purpose of serving civil processes; by the government in the exercise of military law, and for all ceremonial purposes. The powers and duties of the mayor shall be such as are conferred upon him by the city commission in

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pursuance of the provisions of this Act, and no others. In the absence of the mayor and the vice-mayor or the inability of either to otherwise perform the duties of the mayor, the city commission shall select one of their number to perform the duties of mayor. In case of their inability to select one of their number, then such selection shall be made as provided for in the preceding section of this Act.

(b) The city commission shall, at the time of its organizational meeting, elect one of its members vice-mayor, in the same manner as the mayor may be elected by the city commission in the event of a tie vote, for a term of one year. In the absence of the mayor, or the inability of the mayor to serve, or disqualification of the mayor to perform the duties of his office, the vice-mayor shall perform the duties of mayor.

(c) In the event of a vacancy in the office of vice-mayor of said city, the city commission shall elect another of its members as vice-mayor, in the same manner outlined in section 14(b).

Sec. 15. - Special meetings; how called.

Special meetings may be held at the call of the mayor, or, in his/her absence, at the call of the vice-mayor. The city shall provide not less than 12 hours prior notice of the meeting to the public, where practical.

Sec. 16. - City attorney—Appointment and duties of.

The city commission shall appoint a city attorney, who shall serve at its pleasure. The city commission may authorize the city attorney to employ an assistant whenever it is deemed necessary or expedient to employ such additional counsel, such assistant to be selected by the city attorney and his compensation to be fixed and determined by the city commission.

ARTICLE III. - APPOINTMENT, DUTIES AND RESPONSIBILITIES OF CITY MANAGER AND CITY CLERK

Sec. 17. - City manager—Appointment, qualification, compensation.

The city commission, by a four-fifths vote of its total membership, shall appoint a city manager for an indefinite term and fix the manager's compensation. The city manager shall be appointed solely on the basis of executive and administrative qualifications and shall serve at the pleasure of the city commission. The city manager need not be a resident of the city or state at the time of the appointment, but may reside outside the city while in office only with the approval of the commission. Terms and conditions of the city manager's employment shall be set forth in an employment agreement.

Sec. 18. - Same—Removal of.

The city manager may be suspended by a resolution approved by three-fifths of the city commission which shall set forth the reasons for suspension and proposed removal. ~~A copy of such resolution shall be served immediately upon the city manager. The city manager shall have 15 calendar days in which to reply thereto in writing, and upon request, shall be afforded a public hearing, which shall occur not earlier than five days nor later than ten days after such hearing is requested. In the event that the above dates end on a weekend or holiday, the time period will be extended to the next business day. After the public hearing, if one is requested, and after full consideration, the city commission by a three-fifths vote may adopt a final resolution of removal.~~ The city manager may be terminated at the discretion of the city commission, with or without cause. ~~The city manager shall continue to receive full salary until the effective date of a final resolution of removal. During the suspension of the city manager, the city commission shall appoint an acting city manager to serve until such time as the suspended city manager is reinstated or a new city manager is hired.~~

Sec. 19. - Same—Acting.

By letter filed with the mayor, the city manager shall designate a city officer or employee to exercise the powers and perform the duties of city manager during the manager's temporary absence or disability.

Sec. 20. - Same—Powers and duties.

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The city manager shall be the chief administrative officer of the city, responsible to the commission for the administration of all city affairs placed in the manager's charge by or under this Charter. The city manager shall:

(1) Appoint and when necessary for the good of the city, suspend or remove all city employees and appointive administrative officers, except as otherwise provided by law, this Charter or personnel rules adopted pursuant to this Charter. The city manager may authorize any administrative officer subject to the manager's direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency;

(2) Direct and supervise the administration of all departments, offices and agencies of the city, except as otherwise provided by this Charter or by law;

(3) Attend all city commission meetings. The city manager shall have the right to take part in discussion but shall not vote;

(4) See that all laws, provisions of this Charter and acts of the city commission, subject to enforcement by the city manager or by officers subject to the manager's direction and supervision, are faithfully performed;

(5) Prepare and submit the annual budget, capital programs and organizational chart to the city commission;

(6) Submit to the city commission and make available to the public a complete report on the finances and administrative activities of the city as of the end of each fiscal year and make such other reports as the city commission may require;

(7) Make recommendations to the city commission concerning the affairs of the city;

(8) Prepare the agendas for each city commission meeting; and

(9) Perform such other duties as specified in this Charter or may be required by the city commission.

Sec. 21. - Same—Accountability to city commission; noninterference by city commission.

The city manager shall be accountable directly to the city commission for the proper discharge of the duties of this office and for all actions taken or performed by the city manager and by all city employees under the city manager's supervision or control. In order to maintain the concept of such accountability and to preserve the integrity of the office of city manager, neither the city commission nor any of its commissioners shall attempt to direct any city employee under the supervision or control of the city manager to take any action or condone to be done anything that will interfere with or impair the authority of the city manager with respect to such employee or with respect to the employment or dismissal of such employee; provided that the city commission shall have the right at any time to discuss with the city manager any matter relating to the performance of the duties of the city manager's office, including the performance of and other matters relating to city employees under the city manager's supervision or control and to express opinions and make recommendations concerning the same. This provision shall not prohibit a commissioner from speaking with city employees for the purpose of obtaining information only.

Sec. 22. - City clerk—Appointment; duties and responsibilities.

There shall be a city clerk who shall be hired and terminated by the city manager. The city clerk shall be responsible for recording all public meetings in compliance with the Sunshine Law or other applicable laws, shall be the custodian of the city seal, shall be the custodian of the public records, shall be responsible for the city's election, except for those election services that the commission decides to contract with the supervisor of elections and any other duties assigned by the city manager. The positions of city manager and city clerk shall not be filled on a permanent basis by the same individual. ~~The position of city clerk shall be an exempt position under the Civil Service Act.~~

ARTICLE IV. - ELECTIONS

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~~Sec. 23. - Voting machines.~~

~~Voting machines which comply with the General Election Laws of the State of Florida shall be used at all municipal elections, and the requirements of the General Election Laws of the State of Florida in reference to the operation of said voting machines, fixing of ballots thereon and the holding of elections with voting machines shall be complied with.~~

~~Sec. 24. - Holding elections; publishing notice.~~

~~The city commission shall make all necessary arrangements for holding all municipal elections, The city commission shall issue a proclamation calling any general or special election, except as herein otherwise provided for, stating therein where the same shall be held, and naming the different offices to be filled or questions to be decided, and shall cause the same to be published in accordance with State Law.~~

~~Sec. 25. - Polling place.~~

~~Until such time as the respective districts of said municipality shall each have five hundred duly qualified registered electors, or subject to the determination of the city commission, the city commission shall arrange for one centrally located polling place wherein all duly qualified electors may vote for the respective issues of election and respective candidates for commissioners from the respective districts.~~

~~Sec. 26. - Canvass of returns; certificate of election.~~

~~The city commission has the authority to use the Volusia County canvassing board to canvass the returns for city elections or to create a five member canvassing board consisting of those elected officials of the city who are not on the ballots and as many citizens of the City of Holly Hill selected by the city commission as are necessary to have a full board. In the event the city commission elects to create a five-member canvassing board, the results of the voting at each polling place, when ascertained, shall be transmitted to the canvassing board at a meeting to be held on the day of a general, run-off or special election. At such meeting the canvassing board shall canvass the returns and the result as shown by such returns shall be by the canvassing board declared to be the result of the election. The city clerk shall, not later than noon of the second day after the election, furnish a certificate of election to each person shown to have been elected.~~

~~Sec. 27. - Ballots.~~

~~The ballots shall conform as nearly as possible to the form of ballots prescribed by the General Election Laws of the State of Florida.~~

Sec. 28. - Nomination of candidates for city commissioner and mayor.

(1) A person seeking to become a candidate for the office of city commissioner from the several districts of the city, or for mayor at large of the city, may become a candidate for such office by filing a notice of intention to become a candidate with the request that the person's name be placed on the ensuing city election ballot. Such notice of intention shall state the following:

   (a) The name of the person whose name is presented for a place upon the election ballot; and the address of the person's place of residence in the city.

   (b) That the person is a candidate for the office of city commissioner from the district named in such notice of intention; or that the person is a candidate for the office of mayor at large for the city. ~~No person shall be a candidate for mayor and a candidate for commissioner at the same time, and no person shall occupy both offices at the same time.~~

(2) Each notice of intention shall be personally signed by the person desiring to become a candidate.

(3) Each notice of intention shall be accompanied by and have attached thereto a sworn affidavit by the person seeking to qualify as such candidate stating that:

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(a) The person is a qualified elector of the City of Holly Hill and shall provide a copy of the person's voter registration;

(b) The address of the person's bona fide place of residence in the City of Holly Hill and shall provide evidence of residency such as deed, lease, utility bills or such other documentation that establishes residency as required in Sections 3(b) and (d) herein;

(c) The name and number of the district in which the person resides, and that the person desires to become a candidate for city commissioner from said district; or

~~(d)~~ ~~T~~that the person desires to become a candidate for the office of mayor at large for the city; and ~~No person shall be a candidate for mayor and a candidate for city commissioner at the same time.~~

(~~e~~d) That the person is currently and has been a permanent resident and registered voter of the City of Holly Hill for at least 12 months and a permanent residence of the district for which he or she seeks to represent at least 12 months prior to the execution of the notice of intention.

(4) The City of Holly Hill shall be governed by the notice requirements for all elections as contained in the General Election Law as set forth in the Laws of Florida.

(5) At the time of filing such notice of intention to become a candidate, the candidate so filing shall pay a qualifying fee of ten dollars for the office for which the person desires to become a candidate, or may qualify by filing a petition signed by 25 registered voters in the city; and the city clerk shall give a written receipt thereof, and shall note the method of qualifying and if qualified by payment of the fee the amount of payment and receipt of such qualifying fee on the notice of intention for which such fee or fees is paid. The city will not accept any other forms of qualifying for an election and will not waive the above fee because of undue burden or financial hardship.

(6) In the event a qualified candidate becomes unable to proceed through the election process, either from death, illness, or a decision to withdraw, and there are less than two remaining qualified candidates, the election for said office shall be deemed cancelled and the single qualified candidate shall take office as provided in section 31 of this Act.

Sec. 29. - Name of candidate to be placed on ballot.

When all of the provisions of this Act requiring the filing of notice of intention, affidavit, and the payment of qualifying fee, or submission of a petition, have been performed and complied with and compliance with applicable State Election laws, then the city clerk shall cause the name of such candidate to be printed upon the ballot to be used for the municipal election, as provided for by law; otherwise, his name shall not appear upon the ballot.

~~Sec. 30. - Procedure when tie vote.~~

~~A tie vote between any two candidates running in any district in any municipal election shall be decided by lot to be conducted by the city clerk as provided by section 13 of this Charter.~~

Sec. 31. - When term of office commences.

Officers elected shall assume their duties at the first regularly scheduled commission meeting in November following a general election, or runoff election if necessary, of all elected offices in said election. Officers elected in special elections shall assume their duties at the first regularly scheduled meeting following said special election.

Sec. 32. - General laws to apply.

All elections shall be conducted, except as otherwise specifically provided under this Act, under the rules and conditions prescribed by law, and subject to the General Election Laws of the State.

Sec. 33. - Provisions for elections.

Attachment: Charter Review Committee Recomendation 2015 (DOC-2015-21 : Charter Review Committee Recommendations)

General elections shall be held ~~in even-numbered years~~ on the date that would be established by the Florida Election Code for the primary election. If necessary, runoff elections shall be held on the date established by the Florida Election Code for the general election; provided that the mayor and each commissioner shall hold office until their respective successors are duly elected or appointed and qualified. The expense of the election, and all other elections thereafter held as provided by this act, shall be paid out of the general fund of the City of Holly Hill.

(a) When two or more candidates are nominated for any elective office in the City of Holly Hill, then it shall be the duty of the city commission of the City of Holly Hill to call an election, to be participated in by the qualified electors of the City.

(b) Whenever a candidate in any election shall receive a majority of all of the votes cast, then he shall be declared elected for the office in which he was nominated and receive a certificate of election.

(c) In the event a candidate does not receive a majority of the votes cast in the election, the two candidates receiving the highest number of votes shall have his or her name placed on the ballot for a runoff election.

ARTICLE V. - MISCELLANEOUS PROVISIONS

Sec. 34. - Saving clause.

If any section, subsection, sentence, clause, phrase, or word of this Act is for any reason held or declared to be unconstitutional, inoperative or void, such holding invalidity shall not affect the remaining portions of this Act, and it shall be construed to have been the legislative intent to pass this Act without such unconstitutional, inoperative or invalid part therein; and the remainder of this Act after the exclusion of such part or parts shall be deemed and held to be as valid as if such excluded parts had not been included herein; or if this Act or any provision thereof shall be held inapplicable to any person, groups of persons, property, kind of property, circumstances or set of circumstances, such holding shall not affect the applicability thereof to any other person, property or circumstance.

Sec. 35. - [Repealer.]

All laws and parts of laws in conflict herewith insofar as they apply to the City of Holly Hill be and the same are hereby repealed.

Sec. 36. - ~~[~~Effective date ~~and referendum.]~~

The Charter, and all amendments thereto, shall become effective as provided by law.

~~That this Act shall take effect July 1st, A.D. 1941 unless, prior to said July 1st, A.D. 1941, the same shall be disapproved by a majority of the registered voters of the Town of Holly Hill at a special election that may be held in the Town of Holly Hill as now constituted for the approval or disapproval of this Act. Notice of said election may be given and the said election may be called, held and conducted, and the results thereof canvassed substantially in the same manner and at the same place as now is provided by Ordinances of the said Town of Holly Hill governing municipal elections in the said municipality.~~

~~That upon petition of twenty-five percent of the registered voters of the Town of Holly Hill, the Common Council of the Town of Holly Hill may call said special election.~~

~~All persons shall be allowed to vote at said election who reside within the said Town of Holly Hill, who shall be qualified to vote at General Municipal elections in the said Town of Holly Hill. The ballot to be used at the said special election, if called and held, shall be in simple form, plainly providing for a vote either for or against the approval of this Act, and the form thereof shall be prescribed by the Common Council of the said Town of Holly Hill, and may be substantially as follows:~~

~~OFFICIAL BALLOT~~

Attachment: Charter Review Committee Recomendation 2015 (DOC-2015-21 : Charter Review Committee Recommendations)

~~SPECIAL ELECTION FOR APPROVAL OR DISAPPROVAL OF CHAPTER _____ Acts of 1941, LAWS OF FLORIDA.~~

~~_____For New Charter~~

~~_____Against New Charter~~

[Sec. 37. - Hours of sale of alcoholic beverages.]

To permit the sale, service, and/or consumption of alcoholic beverages on the premises of any establishment or place licensed by the State Beverage Department within the City to be permitted between the hours of 7:00 a.m. and 2:00 a.m. the following day.

Sec. 38. - Fluoridation of drinking water.

The City of Holly Hill drinking water supply system shall be fluoridated in accordance with standards adopted by the United States Environmental Protection Agency and the State of Florida Department of Environmental Regulation.

Sec. 39. – Charter Review.

The City Commission shall establish a Charter Review Committee to review and make recommended changes, if any, to the entire City Charter at least every ten (10) years.

~~Subpart B - RELATED LAWS~~

~~ARTICLE I. - CIVIL SERVICE ACT~~

~~Sec. 1.01. - Adoption of civil service system.~~

~~There shall be a civil service system for the employees of the City of Holly Hill. The city council shall, within twelve (12) months of the adoption of this charter, enact, by a vote of three-fifths (3/5) of the full council, such ordinances as may be necessary to fully implement the civil service principles mandated by this charter.~~

~~Sec. 1.02. - Employment policy.~~

~~The civil service system shall provide for the qualifications for employment by the city and shall, as implemented by ordinance, certify personnel for employment, promotion, demotion, transferral, dismissal and compensation. Such certification shall be solely on the basis of merit and qualification without regard to religion, political affiliations, race, color, sex, national origin or any other circumstances, with the exception that the person must be a citizen of the United States. It shall be the duty of the city to carry out an affirmative action program by actively recruiting qualified employees from traditionally underrepresented minority groups as defined by law.~~

~~Sec. 1.03. - Competitive, noncompetitive, exempt service.~~

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

~~A. The exempt service which shall comprise the following offices and positions: (1) elected officials and those appointed to fill vacancies in elected offices; (2) the city manager; (3) the city attorney and assistants to the city attorney; (4) the city auditor; (5) the city engineer; (6) persons employed in temporary employment for brief periods, but not in excess of ninety (90) days, because of a temporary increase in volume of work or emergency conditions, unless the civil service board shall grant additional extensions in ninety-day increments; (7) persons under contract to conduct special studies or perform special services.~~

Attachment: Charter Review Committee Recomendation 2015 (DOC-2015-21 : Charter Review Committee Recommendations)

B. Noncompetitive service shall include the heads of administrative departments appointed by the city manager.

C. The competitive service shall comprise all positions not specifically enumerated as exempt or noncompetitive.

D. The city council shall determine whether new offices or positions are under the competitive, noncompetitive or exempt service.

Sec. 1.04. - Residency requirement.

The city manager, all employees in the competitive service and all employees in the noncompetitive service shall reside within Volusia County, Florida, or, if outside of Volusia County, Florida, within thirty (30) driving miles of the municipal limits of Holly Hill, Florida.

Sec. 1.05. - Confidentiality of employee record.

It shall be the policy of the City of Holly Hill, in the maintenance of files and records, to protect the right to privacy of city employees to the maximum extent permitted by law. All letters and other confidential advisory materials pertaining to the qualifications or character of the employee shall be maintained in a separate confidential file and shall not be made available for inspection by anyone, including the employee, without special authorization by the civil service board. In this regard, Laws of Florida, ch. 27615 (1951), § 8 B.6.(f) records is retained without amendment.

Sec. 1.06. - Personnel administration.

It shall be the responsibility of the city manager, or the city manager's designee, to direct the administration of the personnel policies set by the council through ordinance, to maintain the personnel files of all city employees, and together with the civil service board, ensure compliance with applicable federal and state personnel laws.

Sec. 1.07. - Civil service board.

A. There shall be a civil service board consisting of five (5) members appointed by the city council for terms of four (4) years. Within thirty (30) days following the occurrence of any vacancy, the council shall appoint a successor who shall serve the remainder of the unexpired term.

B. Members of the civil service board shall be registered electors of the City of Holly Hill, who shall have resided in the City of Holly Hill, who shall have resided in the City of Holly Hill for at least one (1) year and shall hold no other appointed or elected municipal office. Any board member who shall cease to have or possess any of the qualifications herein imposed shall forfeit his office, and the vacancy created shall be filled by the city council as provided by this article. A member of the civil service board may be removed by a vote of four-fifths (4/5) of the full council, but only for cause and after being given a written statement of the charges against him and a public hearing if he so requests.

C. Members of the civil service board shall serve without compensation.

D. The civil service board shall hold an organizational meeting not later than March first of each calendar year, at which time it shall elect one of its members as chairman and another as vice-chairman. Thereafter, it shall meet at such times as the membership of the board determines. The chairman or any three (3) members of the board shall have authority to call a special meeting, subject to the notice requirements prescribed by law.

E. The civil service board shall adopt its own rules of procedure and, subject to approval by the city council and consistent with the charter and ordinances of the city, shall determine the rules and regulations governing the hearing of personnel appeals.

F. The civil service board shall function as an advisory board to the city council in all matters relating to the conduct of the personnel affairs of the city. The board shall monitor the administration of policies, rules and regulations of the civil service to determine that they are being implemented in accordance

Attachment: Charter Review Committee Recomendation 2015 (DOC-2015-21 : Charter Review Committee Recommendations)

with the provisions of this charter and applicable ordinances and shall report violations or discrepancies to the city manager. Any discrepancy judged by the board to be a threat to the integrity of the civil service shall be reported in writing to the city council.

G. Except for those employees whose rights are addressed by collective bargaining agreements, any person covered by the competitive or noncompetitive service shall be entitled, after exhausting other channels of appeal defined in the implementing ordinances, to request a review by the civil service board of any action taken by the administration of the city government pertaining to his employment or employment rights established under the rules and regulations of the civil service system. The civil service board shall determine whether such action constituted an abuse of discretion and shall reverse the action taken upon a finding that such action constituted an abuse of discretion. The decision of the civil service board shall be final, and such decision may be reviewed by certiorari in the circuit court in accordance with Florida Rules of Appellate Procedure. For those employees whose salary or wage benefits and employment policies are determined by contract negotiated by the city and the bargaining unit, the contract shall define the grievance and personnel appeal procedure which shall apply. The contract may utilize the civil service system created by this article or a special ad hoc procedure to be agreed upon, but not both.

H. The civil service board shall have the authority to hire independent legal counsel for the purpose of providing legal assistance to the board when it sits in its official capacity.

I. The civil service board shall be authorized to conduct investigations related to the powers, duties and responsibilities assigned to it by this charter.

J. The city council shall provide funds in the form of an approved budget for each fiscal year in an amount not less than one percent of the estimated total annual payroll of the competitive service for the annual operations of the civil service board, with any unexpended amount thereof to revert back to the general operating fund of the city at the end of each fiscal year.

Attachment: Charter Review Committee Recomendation 2015 (DOC-2015-21 : Charter Review Committee Recommendations)

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **May 12, 2015**
FROM: **Kurt Swartzlander**
SUBJECT: **A Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Amending the Budget for the City of Holly Hill for the Fiscal Year 2014-2015; and Providing for Severability; and Providing for an Effective Date.**
NUMBER: **(ID # 1051)**
APPLICANT:
PLANNER:

This is a mid-year budget amendment based on year-to-date actual revenues and expenditures for fiscal year 2014-2015.

ATTACHMENTS:

- Mid-Year Budget Amendment Summary (PDF)
- Attachment A 5-12-15 (PDF)

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

Resolution No. (ID # 1051)

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2014-2015; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

RESOLUTION 2015-R-23

A Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Amending the Budget for the City of Holly Hill for the Fiscal Year 2014-2015; and Providing for Severability; and Providing for an Effective Date.

WHEREAS, the City of Holly Hill of Volusia County Florida, set forth the amended appropriations and revenue estimate for the Budget for Fiscal Year 2014-2015.

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

SECTION 1. The Fiscal Year 2014-2015 Budget shall be amended per "Attachment A".

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

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

The within and foregoing Resolution was read before the City Commission of the City of Holly Hill, Florida at its regular meeting held in Commission Chambers at City Hall, 1065 Ridgewood Avenue, Holly Hill, Florida on the 12th day of May, 2015.

Approved and Authenticated this 12th day of May, 2015

City of Holly Hill, Florida

_____

John Penny, Mayor

Attest:

Valerie Manning, City Clerk

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

John Penny, Mayor 5/12/2015

Valerie Manning, City Clerk 5/12/2015

City of Holly Hill
Mid-Year Budget Amendment Summary
Fiscal Year 2014-2015

Fund	Type	Original Budget	Amended Budget
001	Revenue	$8,855,800	$8,958,000
001	Expense	$8,855,800	$8,958,000
003	Revenue	$3,000	$16,000
003	Expense	$3,000	$16,000
004	Revenue	$276,400	$278,500
004	Expense	$276,400	$278,500
140	Revenue	$78,000	$88,500
140	Expense	$78,000	$88,500
150	Revenue	$0	$4,700
150	Expense	$0	$4,700
480	Revenue	$1,375,600	$1,378,500
480	Expense	$1,375,600	$1,378,500
488	Revenue	$0	$29,000
488	Expense	$0	$29,000
	TOTAL AMENDED REVENUE	**$10,588,800**	**$10,753,200**
	TOTAL AMENDED EXPENSE	**$10,588,800**	**$10,753,200**

Attachment: Mid-Year Budget Amendment Summary (1051 : Budget Amendment Fiscal Year 2014-2015)

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 10/04/11

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

Requesting Department	Date
City Manager	4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	001-1201-512-22-00	3,200.00
TAKE FUNDS FROM ACCOUNT NUMBER:	001-1201-512-23-00	1,200.00
TAKE FUNDS FROM ACCOUNT NUMBER:	001-1201-512-41-00	600.00
TAKE FUNDS FROM ACCOUNT NUMBER:	001-1301-513-34-00	3,500.00
TAKE FUNDS FROM ACCOUNT NUMBER:		
TAKE FUNDS FROM ACCOUNT NUMBER:		
	Total	8,500.00

ADD FUNDS TO ACCOUNT NUMBER:	001-1201-512-11-00	7,500.00
ADD FUNDS TO ACCOUNT NUMBER:	001-1201-512-21-00	900.00
ADD FUNDS TO ACCOUNT NUMBER:	001-1201-512-25-00	100.00
	Total	8,500.00

Purpose of Transfer:

Amend budget for new City Manager compensation expenses per contract, beginning 11/24/14

Note: Funds can only be transferred within the same fund and same department without requiring further commission action.

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

Request entered in to HTE ☐ Yes ☐ No

HTE Group # 379

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 10/04/11

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

Requesting Department	Date
All	10/30/2014

		AMOUNT
TAKE FUNDS FROM ACCOUNT NUMBER:	001-1301-513-34-00	32,500.00
TAKE FUNDS FROM ACCOUNT NUMBER:	001-1301-513-34-00	2,100.00
TAKE FUNDS FROM ACCOUNT NUMBER:	004-0000-381-60-00	2,100.00
TAKE FUNDS FROM ACCOUNT NUMBER:	130-5510-552-31-01	3,700.00
TAKE FUNDS FROM ACCOUNT NUMBER:	400-3010-533-45-00	4,400.00
TAKE FUNDS FROM ACCOUNT NUMBER:	400-3010-533-46-01	800.00
TAKE FUNDS FROM ACCOUNT NUMBER:	400-3010-533-52-01	800.00
TAKE FUNDS FROM ACCOUNT NUMBER:	400-3020-535-45-00	4,400.00
TAKE FUNDS FROM ACCOUNT NUMBER:	400-3020-535-52-01	1,200.00
TAKE FUNDS FROM ACCOUNT NUMBER:	460-3080-538-63-00	1,600.00
	Total	53,600.00

ADD FUNDS TO ACCOUNT NUMBER:	001-1201-512-12-00	500.00
ADD FUNDS TO ACCOUNT NUMBER:	001-1201-512-22-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	001-1201-512-25-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	001-1301-513-11-00	1,000.00
ADD FUNDS TO ACCOUNT NUMBER:	001-1301-513-12-00	1,700.00
ADD FUNDS TO ACCOUNT NUMBER:	001-1301-513-21-00	200.00
ADD FUNDS TO ACCOUNT NUMBER:	001-1301-513-22-00	300.00
ADD FUNDS TO ACCOUNT NUMBER:	001-1301-513-25-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	001-1303-513-12-00	1,300.00
ADD FUNDS TO ACCOUNT NUMBER:	001-1303-513-21-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	001-1303-513-22-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	001-1303-513-23-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	001-1303-513-25-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	001-1306-516-12-00	700.00
ADD FUNDS TO ACCOUNT NUMBER:	001-1306-516-13-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	001-1306-516-22-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	001-1306-516-25-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	001-1310-513-12-00	500.00
ADD FUNDS TO ACCOUNT NUMBER:	001-1310-513-21-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	001-2110-521-11-00	700.00
ADD FUNDS TO ACCOUNT NUMBER:	001-2110-521-12-00	9,000.00
ADD FUNDS TO ACCOUNT NUMBER:	001-2110-521-13-00	400.00
ADD FUNDS TO ACCOUNT NUMBER:	001-2110-521-14-00	600.00
ADD FUNDS TO ACCOUNT NUMBER:	001-2110-521-21-00	800.00
ADD FUNDS TO ACCOUNT NUMBER:	001-2110-521-22-00	200.00
ADD FUNDS TO ACCOUNT NUMBER:	001-2110-521-23-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	001-2110-521-25-00	200.00
ADD FUNDS TO ACCOUNT NUMBER:	001-2210-522-11-00	800.00
ADD FUNDS TO ACCOUNT NUMBER:	001-2210-522-12-00	5,500.00

Revision Date: 10/04/11

ADD FUNDS TO ACCOUNT NUMBER:	001-2210-522-14-00	900.00
ADD FUNDS TO ACCOUNT NUMBER:	001-2210-522-21-00	600.00
ADD FUNDS TO ACCOUNT NUMBER:	001-2210-522-25-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	001-4160-519-12-00	1,100.00
ADD FUNDS TO ACCOUNT NUMBER:	001-4160-519-21-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	001-4160-519-22-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	001-4141-541-11-00	200.00
ADD FUNDS TO ACCOUNT NUMBER:	001-4141-541-12-00	1,300.00
ADD FUNDS TO ACCOUNT NUMBER:	001-4141-541-21-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	001-4141-541-22-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	001-4141-541-25-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	001-4172-572-11-00	200.00
ADD FUNDS TO ACCOUNT NUMBER:	001-4172-572-12-00	1,800.00
ADD FUNDS TO ACCOUNT NUMBER:	001-4172-572-21-00	200.00
ADD FUNDS TO ACCOUNT NUMBER:	001-8110-581-91-04	2,100.00
ADD FUNDS TO ACCOUNT NUMBER:	004-4124-524-12-00	1,700.00
ADD FUNDS TO ACCOUNT NUMBER:	004-4124-524-21-00	200.00
ADD FUNDS TO ACCOUNT NUMBER:	004-4124-524-22-00	200.00
ADD FUNDS TO ACCOUNT NUMBER:	130-5510-552-12-00	900.00
ADD FUNDS TO ACCOUNT NUMBER:	130-5510-552-25-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	130-5520-552-12-00	2,200.00
ADD FUNDS TO ACCOUNT NUMBER:	130-5520-552-14-00	200.00
ADD FUNDS TO ACCOUNT NUMBER:	130-5520-552-21-00	200.00
ADD FUNDS TO ACCOUNT NUMBER:	130-5520-552-25-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	400-3010-533-11-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	400-3010-533-12-00	4,800.00
ADD FUNDS TO ACCOUNT NUMBER:	400-3010-533-13-00	300.00
ADD FUNDS TO ACCOUNT NUMBER:	400-3010-533-21-00	400.00
ADD FUNDS TO ACCOUNT NUMBER:	400-3010-533-22-00	300.00
ADD FUNDS TO ACCOUNT NUMBER:	400-3010-533-25-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	400-3020-535-11-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	400-3020-535-12-00	4,600.00
ADD FUNDS TO ACCOUNT NUMBER:	400-3020-535-14-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	400-3020-535-21-00	400.00
ADD FUNDS TO ACCOUNT NUMBER:	400-3020-535-22-00	300.00
ADD FUNDS TO ACCOUNT NUMBER:	400-3020-535-25-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	460-3080-538-11-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	460-3080-538-12-00	1,300.00
ADD FUNDS TO ACCOUNT NUMBER:	460-3080-538-21-00	100.00
ADD FUNDS TO ACCOUNT NUMBER:	460-3080-538-25-00	100.00
	Total	53,600.00

Purpose of Transfer:

Adjustment compensation expense related budgets to include 2% raises approved by commission 10/14/14 retroactive to 10/1/14; increase transfer budgets between general fund and permitting

Note: Funds can only be transferred within the same fund and same department without requiring further commission action.

#321

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department	Date
General Fund Various	4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-4141-541-12-00	Streets Regular Salaries & Wages	8,500.00
001-4141-541-21-00	Streets FICA/Medicare Taxes	700.00
001-4141-541-22-00	Streets Retirement Contribution	700.00
001-4172-572-46-01	Bldg & Grounds Repairs & Maintenance	1,000.00
001-4172-572-52-50	Bldg & Grounds Fuel & Oil Supplies	900.00
	Total	11,800.00

ADD FUNDS TO ACCOUNT NUMBER:		
001-1301-513-11-00	Finance Executive Salaries	2,200.00
001-4172-572-12-00	Bldg & Grounds Regular Salaries & Wages	8,000.00
001-1301-513-21-00	Finance FICA/Medicare Taxes	200.00
001-1301-513-22-00	Finance Retirement Contribution	200.00
001-4172-572-21-00	Bldg & Grounds FICA/Medicare Taxes	600.00
001-4172-572-22-00	Bldg & Grounds Retirement Contribution	600.00
	Total	11,800.00

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

Transfer budget from Building & Grounds Repairs & Maintenance and Fuel & Oil Supplies to facilitate amending Building & Grounds and various other General Fund Salary and Wages, Payroll Taxes and Retirement Contribution Expense budget line items as required to accommodate Organizational Chart modifications

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

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 11,99

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department		Date
City Commission		4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-1101-511-23-00	Life & Health Insurance	1,300.00
	Total	1,300.00

ADD FUNDS TO ACCOUNT NUMBER:		
001-1101-511-47-00	Printing & Binding	400.00
001-1101-511-51-00	Office Supplies	400.00
001-1101-511-52-05	Meeting Expense	300.00
001-1101-511-52-20	Clothing & Equipment	200.00
	Total	1,300.00

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

Transfer funds from Life & Health Insurance Budget:
- to increase Printing & Binding Budget for Commission portraits and print not included in original budget;
- to establish an Office Supplies Budget for Name Plates and Plaques for new Committee and Commission members;
- to establish a Meeting Expense Budget for Commission Meeting related expenses;
- to establish a Clothing Expense Budget for Commissioners' Logo'd shirts

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

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 1540

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department		Date
City Commission		4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-1101-511-23-00	Life & Health Insurance	200.00
	Total	200.00

ADD FUNDS TO ACCOUNT NUMBER:		
001-1101-511-52-05	Meeting Expense	200.00
	Total	200.00

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

Transfer funds from Life & Health Insurance Budget to increase Meeting Expense Budget for Commission Day.

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

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 1604

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department		Date
City Manager		4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-0000-347-40-50	Special Event Passthru-Registration Rev	1,200.00
001-0000-366-90-50	Sponsorships Revenue	3,500.00
	Total	4,700.00

ADD FUNDS TO ACCOUNT NUMBER:		
001-1201-512-48-10	Promotional Activities-Special Events	3,000.00
001-1201-512-82-50	Passthru Contribution	1,700.00
	Total	4,700.00

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

Establish Revenue & Expense Budgets for the Jingle Bell Jog Special Event

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

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 1541

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department	Date
City Manager	4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-1201-512-25-00	Unemployment Compensation	900.00
	Total	900.00

ADD FUNDS TO ACCOUNT NUMBER:		
001-1201-512-42-00	Postage, Frt, Express	900.00
	Total	900.00

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

Transfer funds from Unemployment Compensation Budget to increase Postage Budget in accordance with historical data.

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

Management Approvals

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

For Finance Use Only

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 1608

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department		Date
Finance		4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-1301-513-51-00	Office Supplies	100.00
	Total	100.00

ADD FUNDS TO ACCOUNT NUMBER:		
001-1301-513-46-01	Repairs & Maintenance	100.00
	Total	100.00

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

Transfer budget from Office Supplies to Repairs & Maintenance for FinLaser Printer.

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

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 1700

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department		Date
Administrative Services		4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-1301-513-51-00	Office Supplies	100.00
001-1310-514-31-01	Legal Services / Professional Services	200.00
	Total	300.00

ADD FUNDS TO ACCOUNT NUMBER:		
001-1301-513-52-01	Operating Supplies	100.00
001-1310-513-49-01	Misc Expense	200.00
	Total	300.00

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

Transfer funds from Finance Office Supplies Budget to establish an Operating Supplies Budget for Utility Billing Supplies; Transfer funds from HR Legal Services Budget to establish a Misc. Expense Budget for a Memorial Plaque for a deceased employee

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

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 1543

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department	Date
Human Resources	4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-1310-513-45-01	Insurance Contingency	3,000.00
	Total	3,000.00

ADD FUNDS TO ACCOUNT NUMBER:		
001-1310-513-12-00	Regular Salaries & Wages	2,600.00
001-1310-513-21-00	FICA/Medicare Taxes	200.00
001-1310-513-22-00	Retirement Contribution	200.00
	Total	3,000.00

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

Transfer funds from the Insurance Contingency to increase Salary and Benefit Expense line item budgets for new HR Manager

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

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 1549

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department	Date
Police Department	4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-2110-521-25-00	Unemployment Compensation	500.00
001-2110-521-13-00	Other Salaries & Wages	15,000.00
	Total	15,500.00

ADD FUNDS TO ACCOUNT NUMBER:		
001-2110-521-46-01	Repairs & Maintenance	500.00
001-2110-521-14-00	Overtime	15,000.00
	Total	15,500.00

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

Transfer funds from Unemployment Compensation Budget to increase Repairs & Maintenance Expense Budget to re-band radios to P25 Phase I Compliance;
Transfer funds from Other Salaries & Wages Budget to increase Overtime Budget due to several open positions requiring OT work on the part of the existing staff.

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

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 1552

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department		Date
Fire Department		4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-0000-380-10-00	Appropriated Fund Balance	24,400.00
	Total	24,400.00

ADD FUNDS TO ACCOUNT NUMBER:		
001-2210-522-64-00	Machinery & Equipment	24,400.00
	Total	24,400.00

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

-Appropriate $24,400 from Appropriated Fund Balance to fund Machinery & Equipment Pickup Truck for Truck for which funds had been encumbered in the previous fiscal year but not carried over to the current 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 _____

City Manager Signature _____ Date _____

---------- 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 # 1555

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department	Date
Fire Department	4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-2210-522-64-00	Machinery & Equipment	1,500.00
001-2210-522-64-00	Machinery & Equipment	2,800.00
001-2210-522-64-00	Machinery & Equipment	200.00
001-2210-522-64-00	Machinery & Equipment	2,500.00
001-2210-522-64-00	Machinery & Equipment	600.00
	Total	7,600.00

ADD FUNDS TO ACCOUNT NUMBER:		
001-2210-522-52-19	Uniforms	1,500.00
001-2210-522-15-00	Incentive Pay	2,600.00
001-1301-513-64-00	Machinery & Equipment	2,900.00
001-2210-522-42-00	Postage,Frt,Express Delivery	600.00
	Total	7,600.00

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

Transfer $1,500 from Machinery & Equipment-Rain Gear Budget to Uniforms Budget to correct line item budgets;
Transfer $2,600 from Machinery & Equipment Cardiac Monitor Excess Budget to increase Incentive Pay Budget for increase in eligible Personnel;
Transfer $200 from Machinery & Equipment Cardiac Monitor Excess Budget PLUS $200 Washer & Dryer Excess Budget PLUS $2,500 Ventilation Saw Budget not needed because item was purchased in the last fiscal year for a total of $2,900 transferred to Finance Machinery & Equipment Budget for the Computer Replacement Program;
Transfer $600 from Machinery & Equipment SCBA Budget to increase Postage, Frt, Express Budget for return of fire hose to vendor due to damaged lengths and return of defibrillator trade-In equipment.

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

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 1558

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department		Date
Fire Department		4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-0000-369-30-30	Insurance Settlement Revenue	3,100.00
	Total	3,100.00

ADD FUNDS TO ACCOUNT NUMBER:		
001-2210-522-52-01	Operating Supplies	3,100.00
	Total	3,100.00

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

Establish budget for Insurance Settlement Revenue for Reimbursement of 2 sets of Bunker Gear damaged during chlorine accident in January 2015.

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

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 1701

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department	Date
Public Works	4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-4141-541-42-00	Postage, Frt, Express Mail	400.00
001-4160-519-42-00	Postage, Frt, Express Mail	600.00
001-4172-572-52-50	Fuel & Oil Supplies	600.00
001-4172-572-52-01	Operating Supplies	1,000.00
	Total	2,600.00

ADD FUNDS TO ACCOUNT NUMBER:		
001-4141-541-14-00	Overtime	400.00
001-4160-519-46-01	Repairs & Maintenance	600.00
001-4172-572-48-10	Promotional Activities-Special Events	600.00
001-4172-572-51-00	Office Supplies	1,000.00
	Total	2,600.00

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

Transfer funds from Roads & Streets Postage & Freight Budget to increase Overtime Budget for Tree Lighting and Christmas Parade;
Transfer funds from Fleet Postage & Freight Budget to increase Repair & Maintenance Budget to repair faulty power unit on equipment lift in Garage;
Transfer funds from Building & Grounds Fuel & Oil Supplies Budget to increase Promotional Activities-Special Events Budget for Tree Lighting and Christmas Parade;
Transfer funds from Building & Grounds Operating Supplies Budget to establish Office Supplies Budget for new Facilities Supervisor.

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

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 1559

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department		Date
Fleet		4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-4160-519-64-00	Furniture & Equipment	7,000.00
	Total	7,000.00

ADD FUNDS TO ACCOUNT NUMBER:		
001-4160-519-46-50	Vehicle Repairs & Maintenance	7,000.00
	Total	7,000.00

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

Transfer funds from Fleet Capital Outlay to increase Fleet Vehicle Repair and Maintenace for repairs to bucket trucks and mowers.

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

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 1703

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department		Date
Building & Grounds		4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-4172-572-63-00	Building & Grounds Infrastructure	10,000.00
	Total	10,000.00

ADD FUNDS TO ACCOUNT NUMBER:		
001-4172-572-31-01	Professional Services	10,000.00
	Total	10,000.00

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

Transfer budget from Infrastructure to Professional Services for FIND grant writing expenses for Sunrise Park Dock Repairs.

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

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 1705

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department		Date
Recreation RR&R Fund		4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
003-9010-590-99-01	Budget Reserve/Contingency	3,000.00
003-0000-380-10-00	Appropriated Fund Balance	13,000.00
	Total	16,000.00

ADD FUNDS TO ACCOUNT NUMBER:		
003-7220-572-62-00	Buildings	16,000.00
	Total	16,000.00

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

Transfer Budget from Budget Reserve Contingency, and Appropriate Funds from Appropriated Fund Balance for the replacement of multiple A/C units at the Holly Hill Y.

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

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 15616

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

vision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department	Date
Building & Zoning	4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
004-4124-524-12-00	Regular Salaries & Wages	22,500.00
004-4124-524-21-00	FICA/Medicare Taxes	1,700.00
004-4124-524-22-00	Retirement Contribution	1,700.00
004-4124-524-23-00	Life & Health Insurance	5,500.00
004-4124-524-52-50	Fuel & Oil Supplies	1,000.00
	Total	32,400.00

ADD FUNDS TO ACCOUNT NUMBER:		
004-4124-524-31-01	Professional Services	31,400.00
004-4124-524-46-50	Vehicle Repairs	1,000.00
	Total	32,400.00

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

Transfer funds from the Salaries and Benefits line item Budgets for the 9 pay periods L. Hites was gone to increase the Professional Services Budget for Quentin L. Hampton Services engaged in his absence.
Transfer funds from the Fuel & Oil Supplies Budget to increase the Vehicle Repairs Budget for tires for the Inspections Officer's vehicle and potential repairs needed for the remainder of the fiscal year.

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

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 1527

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department		Date
PAL		4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
120-7230-572-52-21	Program Supplies	100.00
	Total	100.00

ADD FUNDS TO ACCOUNT NUMBER:		
120-7230-572-49-01	Misc Expense	100.00
	Total	100.00

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

Transfer funds from the Program Supplies Budget to establish a Misc Expenses Budget for the State of Florida Annual Report Fee for PAL

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

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 15768

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department	Date
CRA	4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
130-5510-552-31-01	CRA Admin / Professional Services	20,000.00
130-5510-552-46-01	CRA Admin / Repairs & Maintenance	1,000.00
130-5520-552-42-00	CRA Public Safety / Postage,Frt,Express	200.00
	Total	21,200.00

ADD FUNDS TO ACCOUNT NUMBER:		
130-5510-514-31-01	CRA Admin / Legal Services / Professional Fees	20,000.00
130-5510-552-44-00	CRA Admin / Rentals & Leases	500.00
130-5510-552-46-11	CRA Admin / Maintenance Contracts	500.00
130-5520-552-46-01	CRA Public Safety /Repairs & Maintenance	100.00
130-5520-552-51-00	CRA Public Safety / Office Supplies	100.00
	Total	21,200.00

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

Correct Budget for Legal Services from Division 552 to 514;
Transfer funds from CRA Admin Repairs & Maintenance Budget to increase the Rentals & Leases and Maintenance Contracts Budgets for usage allocation of CHCopier;
Transfer funds from CRA Public Safety Postage & Freight Budget to: Repairs & Maintenance for repairs to CRA bicycles and a CRA vehicle radio, and to establish an Office Supplies 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 _____

City Manager Signature _____ Date _____

---------- 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 # 1569

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department		Date
CRA		4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
130-5510-552-31-01	CRA Admin / Professional Services	200.00
	Total	200.00

ADD FUNDS TO ACCOUNT NUMBER:		
130-5510-552-31-50	CRA Admin / Legal/Official Advertising	200.00
	Total	200.00

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

Transfer funds from CRA Admin Professional Services Budget to increase Legal/Official Advertising Budget for CRA Annual Report Public Notice.

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

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 16009

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department		Date
CDBG		4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
140-0000-331-50-10	Federal Grants / CDBG	10,500.00
	Total	10,500.00

ADD FUNDS TO ACCOUNT NUMBER:		
140-3020-535-63-00	Infrastructure	10,500.00
	Total	10,500.00

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

Increase CDBG Grant Revenue Budget and Infrastructure Expense Budget for Carryover from prior year CDBG project.

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

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 1574

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department	Date
Water & Sewer	4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
400-3010-533-52-01	Operating Supplies	24,000.00
400-3020-535-52-01	Operating Supplies	10,000.00
400-3020-535-31-01	Professional Services	10,000.00
400-3010-533-43-01	Utility Services	6,000.00
	Total	50,000.00

ADD FUNDS TO ACCOUNT NUMBER:		
400-3010-533-14-00	Overtime	24,000.00
400-3020-535-14-00	Overtime	26,000.00
	Total	50,000.00

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

Transfer funds from the Water & Sewer Operating Supplies Budgets, Sewer Professional Services Budget and Water Utility Services Budget to increase Overtime Expense Budgets to align budget with actual activity.

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

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 1570

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department		Date
Water Department		4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
400-3010-533-46-50	Vehicle Repairs & Maintenance	5,900.00
	Total	5,900.00

ADD FUNDS TO ACCOUNT NUMBER:		
400-3010-533-34-00	Other Services	5,400.00
400-3010-533-46-11	Maintenance Contracts	500.00
	Total	5,900.00

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

Transfer funds from Vehicle Repairs & Maintenance Budget to Other Services Budget for Badger Meter Service Renewal from Sep 2014 to Sept 2015 for Prem MRS USMAP 10,000 SERV (ref:IMS) and IMS Service Renewal for Backhaul Charges through ORION Gateways up to 10,000 ;
Transfer funds from Vehicle Repairs & Maintenance Budget to Maintenance Contracts Budget for Badger Meter Service Renewal from Apr 2015 to Apr 2016 for Trimble Ranger X Handheld Equipment

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

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 1571

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department		Date
Water & Sewer		4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
400-3010-533-31-01	Professional Services	2,800.00
	Total	2,800.00

ADD FUNDS TO ACCOUNT NUMBER:		
400-3020-535-41-00	Communications	2,800.00
	Total	2,800.00

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

Transfer funds from Water Professional Services Budget to increase Wastewater Communications Budget based on historical data.

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

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 1610

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department		Date
W&S Ser.2013 Construction Fund		4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
488-0000-380-10-00	Appropriated Fund Balance	29,000.00
	Total	29,000.00

ADD FUNDS TO ACCOUNT NUMBER:		
488-3010-533-63-00	Infrastructure	29,000.00
	Total	29,000.00

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

Appropriate Funds from Appropriated Fund Balance to complete FY13 Water Meter Retrofit Project

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

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 1572

Employee Signature _____ Date _____

Attachment: Attachment A 5-12-15 (1051 : Budget Amendment Fiscal Year 2014-2015)

Revision Date: 3/11/15

CITY OF HOLLY HILL
MID-YEAR Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department		Date
Solid Waste		4/8/2015

TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
495-9010-590-99-01	Contingency	1,000.00
	Total	1,000.00

ADD FUNDS TO ACCOUNT NUMBER:		
495-3040-534-41-00	Communications	1,000.00
	Total	1,000.00

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

Transfer funds from Contingency Budget to increase the Communications Budget for Allocation of Phone Services.

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

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

Department Head Signature _____ Date _____

City Manager Signature _____ Date _____

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

Step 1: Finance Review

Finance Director Signature _____ Date _____

Step 2: Budget Adjustment Entry

Funds are available for this request? ☐ Yes ☐ No

HTE Group # 1513

Employee Signature _____ Date _____