

CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

AGENDA • MAY 27, 2025

City Commission Chamber

Regular City Commission Meeting

6:00 PM

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

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



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

CITY COMMISSION MEMBERS

Mayor
John Penny

District 1 - Commissioner
Debra Snow

District 3 - Commissioner
Jeffrey DeLanoy

District 2 - Commissioner
Penny Currie

District 4 - Commissioner
Roy Johnson

CITY MANAGER
Joseph Forte

CITY CLERK
Valerie Manning

1. CALL TO ORDER

- a. Roll Call
- b. Invocation by Mayor John Penny
- c. Pledge of Allegiance

2. PRESENTATION

- 1. Mid Year Budget Review FY 2024-2025
(Requested by Michele Moore, Finance)

3. PUBLIC COMMENTS

This is the time for the public to come forward with any comments they may have on any subject related to city business not listed on the Regular Agenda or under Public Hearings. Prior to commenting, individuals are asked to clearly state their name and city of residence for the record. Each individual shall be afforded no more than three (3) minutes to speak unless such time is extended by a majority vote of the City Commission. The City Clerk's Office is required to retain any documents, photographs, drawings, etc., that are shown to the City Commissioners. All comments shall be directed to the presiding officer.

4. APPROVAL OF MINUTES

- 1. Minutes - May 13, 2025 - Regular City Commission Meeting
(Requested by Valerie Manning, City Clerk)

5. CONSENT AGENDA - ITEMS (1 - 5)

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 -2025-R-36 A Resolution of the City Commission of the City of Holly Hill, Florida, Authorizing the City Manager to Execute Change Order No. 2 with All State Civil Construction, Inc., for the Construction of the Tidal Backflow Preventers Project for Field Conditions that Require Changes to the Bid Price in the Amount of \$70,530.50 and Increasing Contract Time by 90-Days; Providing for Severability; and Providing for an Effective Date.
(Requested by Josef Grusauskas, Public Works)
- 2. Resolution -2025-R-38 A Resolution of the City Commission of the City of Holly Hill, Florida, Amending the Fiscal Year 2024-2025 Annual Operating Budget, Appropriating AAA Traffic Safety Grant to the Fiscal Year 2024-2025 Budget; Setting Forth Revenues and Expenditures; Providing for Severability; and Providing for an Effective Date.
(Requested by Byron Williams, Police)

3. Resolution -2025-R-39 A Resolution of the City Commission of the City of Holly Hill, Florida, Approving the Florida Law Enforcement Agreement for Accreditation for the Holly Hill Police Department; Providing for Severability; and Providing for an Effective Date.

(Requested by Byron Williams, Police)

4. Resolution -2025-R-40 A Resolution of the City Commission of the City of Holly Hill, Florida, Approving the Authorization of Obtaining a Certified Ammunition Dealer for Trade or Purchase of .40 Caliber Ammunition; Setting Forth Revenues and Expenditures; Providing for Severability; and Providing for an Effective Date.

(Requested by Byron Williams, Police)

5. Resolution -2025-R-41 A Resolution of the City Commission of the City of Holly Hill, Florida, Declaring Identified Items as Surplus and Authorizing the Recycling of the Computers; Providing for Severability; and Providing for an Effective Date.

(Requested by Michele Moore, Finance)

6. REGULAR AGENDA - NONE

7. PUBLIC HEARINGS

Please silence any cell phone, pager or noise making device as not to interrupt the meeting. Staff will introduce each item for consideration, with comments and recommendations. The applicant or appellant will be heard first. Comments should be restricted to pertinent information regarding the agenda item under discussion. Out of courtesy to others, we ask that members of the public keep their comments brief and try to limit these comments to information not previously discussed. Members of the public who wish to speak, should state their name and city of residence clearly for the record. Each individual shall be afforded no more than three (3) minutes to speak unless such time is extended by a majority vote of the City Commission. The City Clerk's office is required to retain any documents, photographs, drawings, etc., that are shown to the City Commissioners. The City Commission may ask questions of speakers or of staff members. The Mayor will then ask the City Commission to make a recommendation or motion. Once a motion has been made and seconded, discussion will be closed to the floor. Following City Commission discussion, a vote will be taken. During voting, Commissioners who do not cast objecting votes are considered to have voted in support of the motion.

1. Ordinance -2025-O-3088 SECOND READING - an Ordinance of the City of Holly Hill, Florida, Amending Section 42-34 (Cost of Living Adjustment) of the Holly Hill Code of Ordinances to Incorporate an Amendment to the Cost of Living Adjustment as Approved During Collective Bargaining; Providing for Conflicting Ordinances; Providing for Severability; and Providing an Effective Date.

(Requested by Joseph Forte, City Manager)

8. COMMUNICATIONS

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

9. ADJOURNMENT

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

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



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



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

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



City Commission

1065 Ridgewood Ave
Holly Hill, FL 32117

SCHEDULED

PRESENTATION (ID # 4890)

Meeting: 05/27/25 06:00 PM

Department: Finance

Category: Presentation

Prepared By: Michele Moore

Initiator: Michele Moore

Sponsors:

DOC ID: 4890 A

2.1

Mid Year Budget Review FY 2024-2025

Presentation of mid-year budget review of fiscal year 2024-2025, conducted by the Finance Department in preparation for fiscal year 2025-2026 budget workshops.

FISCAL

ANALYSIS:

The finance staff identified the following necessary budget amendments:

- 1) Post VAB adjustment increases to Volusia County CRA ad-valorem revenue \$80,722, and Interlocal Share TIF \$96,678. Attachment B.
- 2) Record reimbursements from insurance claims and Wire3 for damages to City infrastructure. Attachment A.
- 3) Create budget for FEC rebuilding the crossings at Walker Street and 8th Street not previously budgeted but to take place in this fiscal year and for additional TNR services from the Humane Society. Attachment C.

STAFF RECOMMENDATION:

Approve the Budget Resolution for increases to revenue resulting from Post VAB values, reimbursements from insurance for claims and Wire3 for damages to City infrastructure and to budget for FEC crossing rebuilding and additional TNR services from the Humane Society.

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.



HOLLY HILL

Mid-Year Budget Report FY 2024 - 2025



City of Holly Hill

Mid-Year Budget Report
For the six-month period ending March 31, 2025

This Mid-Year Budget Report for the Fiscal Year 2024-2025 covers the six-month period ending March 31, 2025. It provides a status update on the City's revenue and expenditures in the General Fund, Community Redevelopment Fund, and Enterprise Funds. It also provides an opportunity to make budget amendments, if necessary.

Government Wide Total Budget and Year to Date Activity

REVENUE			
Government Wide Activity Year To Date as of March 31, 2025			
Fund	Total Revised Budget FY 2024-25	Year to Date Activity March 31, 2025	YTD % of Budget
001 - GENERAL FUND	12,467,538	7,274,336	58.35%
002 - LOCAL OPTION FUEL TAX	1,548,556	415,548	26.83%
004 - PERMITTING	406,629	315,063	77.48%
006 - FIRE DONATIONS FUND	-	24	N/A
010 - HURRICANE MATTHEW	-	-	N/A
015 - HURRICANE IRMA	-	-	N/A
101 - LAW ENFORCEMENT IMPACT FEE	-	4,135	N/A
102 - FIRE IMPACT FEE TRST ACCT	-	4,731	N/A
103 - ROAD IMPACT FEE TRST ACCT	-	12,293	N/A
104 - PARK IMPACT FEE TRST ACCT	-	10,865	N/A
110 - LAW ENFORCEMENT TRUST FD	18,527	834	N/A
130 - COMMUNITY REDEVELOPMENT	3,420,602	3,521,496	102.95%
135 - CRA FOUNTNHD INCENT-LAND	-	-	N/A
139 - CRA PROJECTS FUND	3,646,929	650,859	17.85%
301 - CAPITAL PROJECTS	4,413,263	313,966	7.11%
400 - WATER & SEWER FUND	37,826,160	4,015,336	10.62%
401 - WATER IMPACT FEES	-	20,889	N/A
402 - SEWER IMPACT FEES	-	28,885	N/A
407 - PROPRIETARY R&R FUND	7,772,729	1,139,761	14.66%
460 - STORMWATER FUND	1,193,270	1,096,527	91.89%
461 - STORMWTR CAP PROJECTS	2,196,155	200,536	9.13%
495 - SOLID WASTE ENTERPRISE	5,133,479	1,660,540	32.35%
605 - POLICE EXPLORERS	150	90	60.00%
Total Revenue:	80,043,987	20,686,711	25.84%

EXPENDITURES			
Government Wide Activity Year To Date as of March 31, 2025			
Fund	Total Revised Budget FY 2024-25	Year to Date Activity March 31, 2025	YTD % of Budget
1101 - COMMISSION	201,940	85,985	42.58%
1201 - CITY MANAGER	666,771	298,512	44.77%
1301 - ACCOUNTING	808,510	322,034	39.83%
1303 - CUSTOMER SERVICE	536,888	255,794	47.64%
1306 - ADMIN SVCS/IT	596,865	287,452	48.16%
1310 - PERSONNEL	244,454	111,665	45.68%
2110 - LAW ENFORCEMENT	3,836,358	1,599,746	41.70%
2210 - FIRE OPERATIONS	2,013,091	851,987	42.32%
2410 - PLANNING & CODE ENF	535,567	212,513	39.68%
2415 - BLDG & FIRE INSPECT	406,629	202,941	49.91%
3001 - WATER & SEWER ADMIN	405,433	227,501	56.11%
3010 - WATER UTILITY	2,717,520	1,128,758	41.54%
3020 - SEWER SERVICES	3,383,760	1,411,178	41.70%
3040 - SOLID WASTE	4,871,070	2,171,122	44.57%
3080 - STORMWATER MGMT	785,766	324,826	41.34%
4141 - ROADS & STREETS	1,083,624	224,062	20.68%
4160 - PUBLIC WORKS/FLEET	329,783	151,440	45.92%
4172 - BLDG & GROUNDS/FACI	1,310,984	720,053	54.92%
4173 - ADULT CTR/PICKLEBAL	248,426	130,211	52.41%
5510 - GENERAL ADMINIS	574,423	222,110	38.67%
8110 - NON-DEPARTMENTAL	54,486,124	14,034,295	25.76%
Total Expenditures:	80,043,987	24,974,185	31.20%

General Fund

The revised General Fund Budget for Fiscal Year 2024-2025 is approximately \$12.47 million. As of March



City of Holly Hill

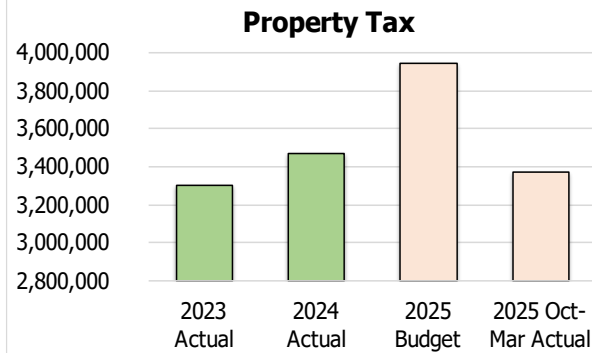
Mid-Year Budget Report
For the six-month period ending March 31, 2025

31, 2025, the General Fund had received 58% of its revenues, or \$7.2 million. The top sources of revenue in the General Fund with data for three years is listed below:

General Funds Revenue Source	2023 Actual	2024 Actual	2025 Budget	2025 Oct-Mar Actual	% of Budget at Mid Year
Property Taxes	3,302,139	3,468,760	3,946,290	3,369,802	85.39%
Electricity Utility Service Tax	1,282,297	1,349,471	1,230,000	640,231	52.05%
Half Cent Sales Tax	904,020	852,353	871,987	341,947	39.21%
Franchise Fees	997,715	958,329	823,000	374,810	45.54%
State Shared Revenues	659,832	629,770	615,452	276,731	44.96%
Water Utility Tax	389,633	393,214	398,000	184,750	46.42%
Telecommunication Tax	396,357	335,480	391,607	159,793	40.80%
Local Option Fuel Tax	184,448	204,186	201,128	82,969	41.25%
Local Business Tax	178,347	186,078	191,000	191,803	100.42%

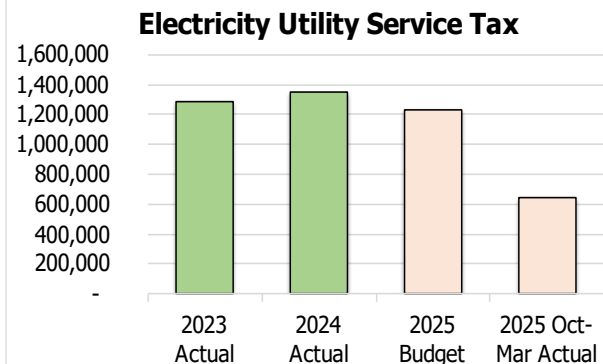
Property Tax

Property Tax is the largest revenue in the General Fund, and it is 32% of the total budgeted revenue in the FY2024-2025 General Fund budget. To date, 85% of the property tax has been received.



Electricity Utility Service Tax

Electricity Utility Service Tax is the 2nd largest revenue in the General Fund, and it is 10% of the total budgeted revenue in the FY2024-2025 General Fund budget. To date, 52% of the electricity utility service tax has been received.



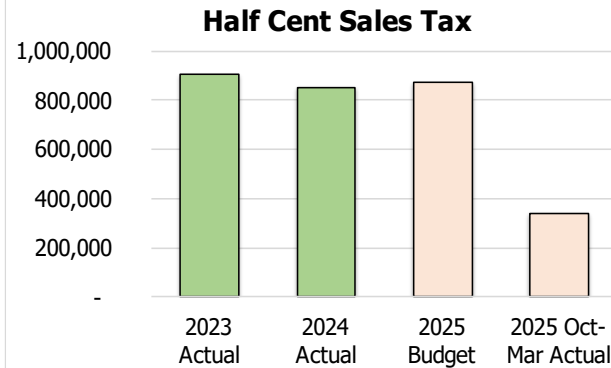


City of Holly Hill

Mid-Year Budget Report
For the six-month period ending March 31, 2025

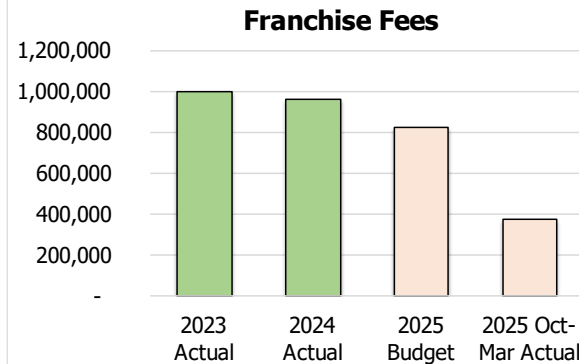
Half Cent Sales Tax

Half Cent Sales Tax is the 3rd largest revenue in the General Fund budget, and it is 7% of the total budgeted revenue in the FY2024-2025 General Fund budget. To date, 39% of the half cent sales tax has been received.



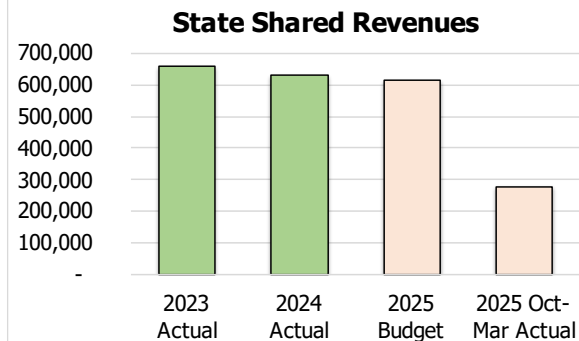
Franchise Fees

Franchise Fees from FPL and TECO are the 4th largest revenue in the General Fund, and it is 7% of the total budgeted revenue in the FY2024-2025 General Fund budget. To date, 46% of the franchise fees have been received.



State Shared Revenue

State Shared Revenue, money given to localities to be spent on purposes determined by the localities themselves, is the 5th largest revenue in the General Fund. State shared revenue is 5% of the total budgeted revenue in the FY2024-2025 General Fund budget. To date, 45% of the state shared revenue has been received.



Other General Fund Revenues

The remaining General Fund's revenue comprises 30% of the fund's budgeted revenue. The primary sources of the other General Fund revenues are summarized below:

- Direct Cost Allocation which comprises 15% (\$1,841,424) of the General Fund's budget.
- Telecommunication Tax which comprises 3% (\$391,607) of the General Fund's budget.
- Water Utility Tax which comprises 3% (\$398,000) of the General Fund's budget.
- Local Business Tax which comprises 2% (\$191,000) of the General Fund's budget.
- 1st Local Option Fuel Tax which comprises 2% (\$201,128) of the General Fund's budget.
- Hurricane Ian revenue received is \$1,040,587.

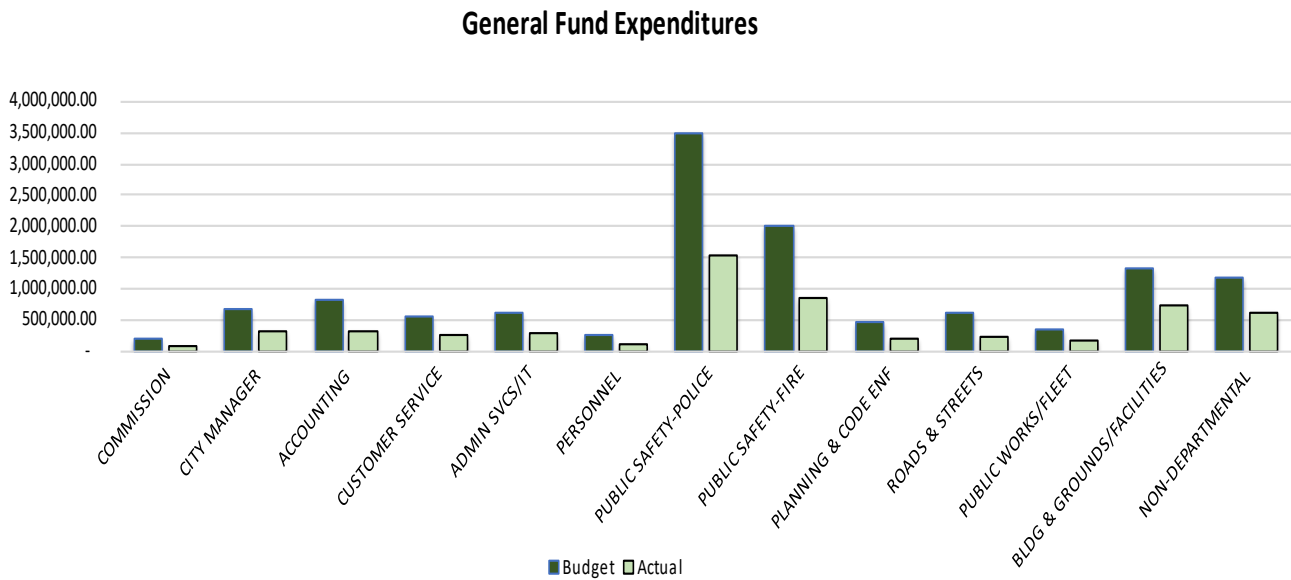


City of Holly Hill

Mid-Year Budget Report
For the six-month period ending March 31, 2025

General Fund Expenditures

General Funds Expenditure Source	2023 Actual	2024 Actual	2025 Budget	2025 Oct-Mar Actual	% of Budget at Mid Year
Salaries	4,234,067	4,528,312	5,241,071	2,295,477	43.80%
Benefits	2,283,201	2,353,541	2,809,784	1,124,539	40.02%
Professional & Other Services	823,555	872,476	936,126	491,965	52.55%
Leases & Maintenance	1,345,095	1,482,658	1,504,417	851,622	56.61%
Supplies & Fuel expenses	376,637	350,544	646,122	216,300	33.48%
Machinery & Equipment	395,773	339,888	598,150	300,603	50.26%
Grants & Aids	28,500	25,181	42,000	21,029	50.07%
Transfers	2,188,017	2,613	689,868	323,803	46.94%





City of Holly Hill

Mid-Year Budget Report
For the six-month period ending March 31, 2025

Community Redevelopment

CRA Funds Revenue Source	2023 Actual	2024 Actual	2025 Budget	2025 Oct-Mar Actual	% of Budget at Mid Year
Property Taxes	1,461,831	1,579,299	1,570,658	1,651,380	105.14%
Interlocal Share Tif	1,490,704	1,684,721	1,658,597	1,759,174	106.06%
ECHO Grant	270,146	-	-	-	0.00%
Events	28,043	19,889	5,000	3,035	60.71%

CRA Funds Expenditure Source	2023 Actual	2024 Actual	2025 Budget	2025 Oct-Mar Actual	% of Budget at Mid Year
Salaries	187,612	206,873	334,028	104,108	31.17%
Benefits	73,695	78,724	132,526	39,183	29.57%
Supplies & Other Expenses	671,079	667,668	712,400	318,817	44.75%
Grants & Aids	113,442	17,170	51,360	-	0.00%

The current CRA Project is Phase 3 Overhead to Underground Conversion. The total budget for this project is \$5,002,946.

The project status is as follows:

All underground and above ground Easements have been acquired. FPL is preparing to start construction upon acquiring FDOT Permit in July 2025 and construction to last 4 to 6 months. ITS existing conduit to be inspected and repaired to start in June. AT&T service conversions are complete. Spectrum to start the work after FP&L complete the conversions.

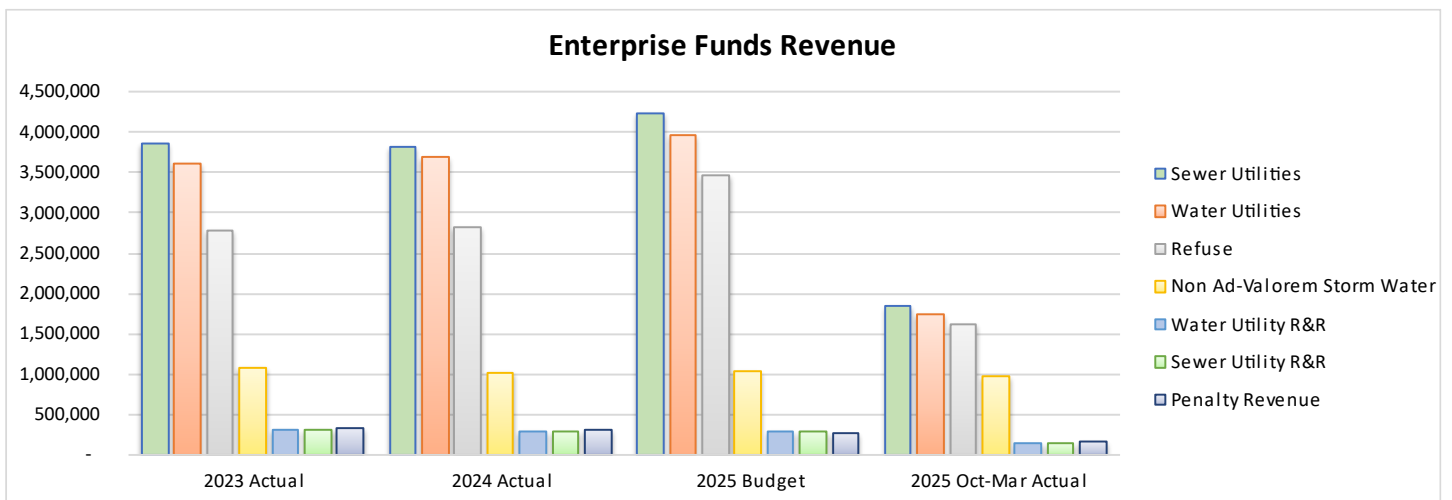


City of Holly Hill

Mid-Year Budget Report
For the six-month period ending March 31, 2025

Enterprise Funds

Enterprise Funds Revenue Source	2023 Actual	2024 Actual	2025 Budget	2025 Oct-Mar Actual	% of Budget at Mid Year
Sewer Utilities	3,870,721	3,826,093	4,246,956	1,842,615	43.39%
Water Utilities	3,608,481	3,690,713	3,960,747	1,730,898	43.70%
Refuse	2,786,653	2,823,996	3,478,200	1,609,848	46.28%
Non Ad-Valorem Storm Water	1,069,213	1,020,877	1,038,423	968,683	93.28%
Water Utility R&R	297,508	286,078	290,000	134,505	46.38%
Sewer Utility R&R	297,936	286,389	290,000	134,427	46.35%
Penalty Revenue	324,826	302,995	255,000	162,645	63.78%



The City increased water fees by 2% and sewer fees by 4.0% to maintain a revenue sufficiently adequate enough to fund upcoming operating and capital requirements as recommended by the utility rate study completed by Raftelis in July 2024. Currently there are 6,028 active utility accounts serviced by Holly Hill.

Billing is done in four cycles, reads are done weekly and reviewed for accuracy. Once complete, the billing packet process is run, file is sent to Enco to be mailed or emailed by depending on customer choice. Customers have a due date of a minimum of 21 days from invoice date. One to two business days after due date all unpaid accounts are penalized (15% of the outstanding balance) and phone notifications are sent to customers. From the date of the notification call the customers are given five business days to make payment before being disconnected.

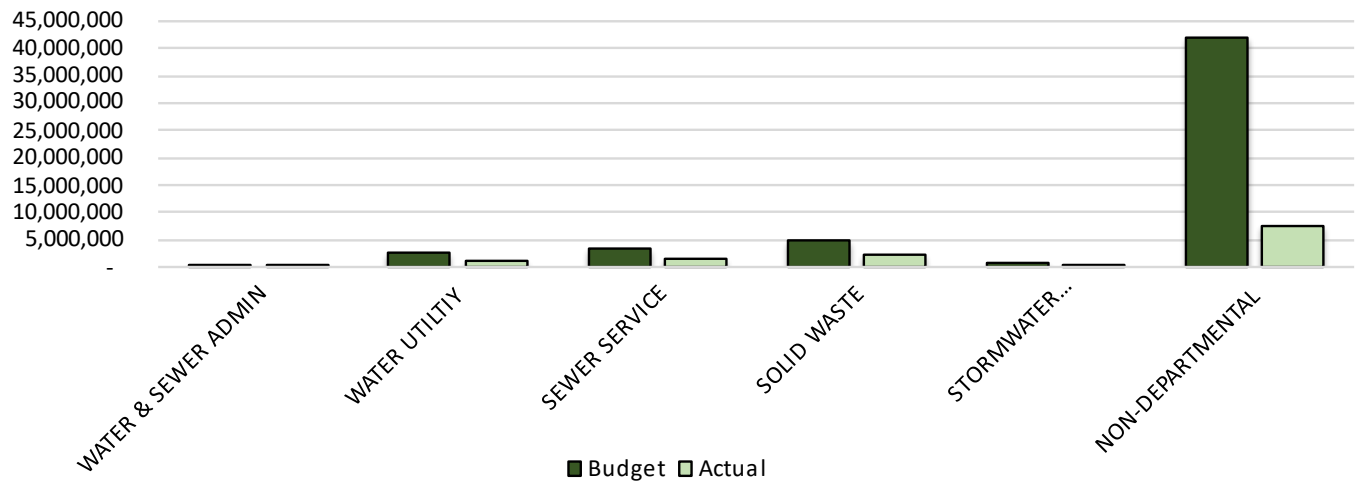


City of Holly Hill

Mid-Year Budget Report
For the six-month period ending March 31, 2025

Enterprise Funds Expenditure Source	2023 Actual	2024 Actual	2025 Budget	2025 Oct-Mar Actual	% of Budget at Mid Year
Salaries	1,678,860	1,737,769	1,813,770.00	829,076.65	45.71%
Benefits	930,554	619,814	725,980.00	349,261.79	48.11%
Professional Services	4,160,502	2,876,806	4,779,376.52	1,905,045.18	39.86%
Repairs & Maintenance	3,093,051	3,485,788	3,700,788.34	1,806,496.58	48.81%
Equipment, Supplies, & Fuel	2,655,934	2,589,884	1,143,634.00	373,505.04	32.66%

Enterprise Fund Expenditures



Professional Services Funds for advertising, landscaping, water treatment, & Waste Pro services.

Repairs & Maintenance Funds for rentals and leases, utility services, and insurance. This group also funds the repair and maintenance of fleet vehicles, generators, and equipment.

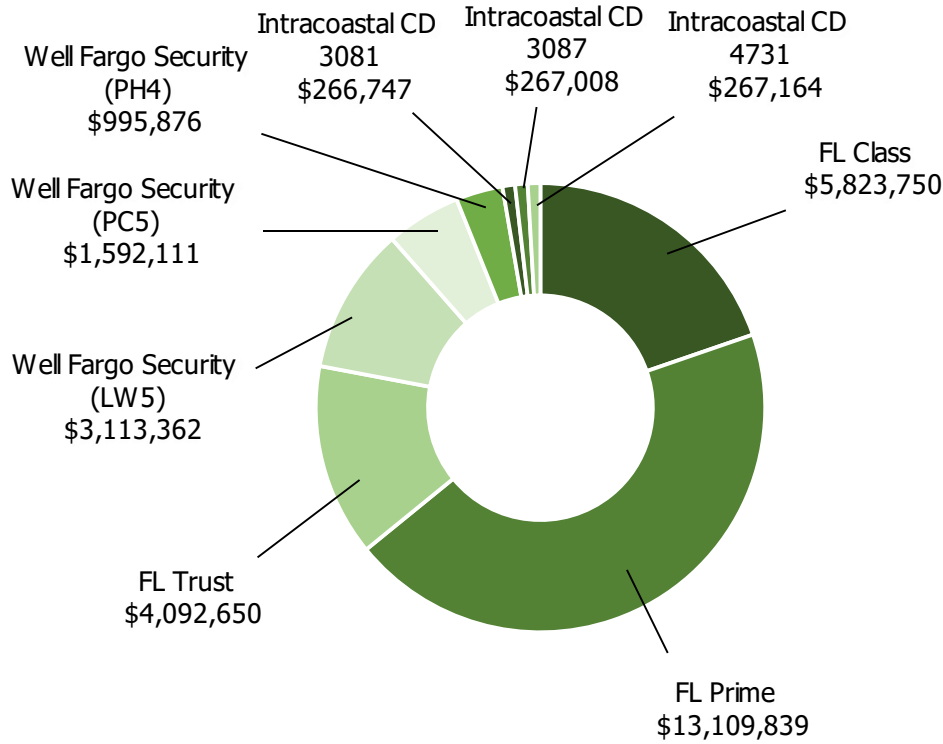
Equipment, Supplies & Fuel Purchases of operating supplies for water & sewer, equipment, and small tools. This also includes fleet vehicle fuel.



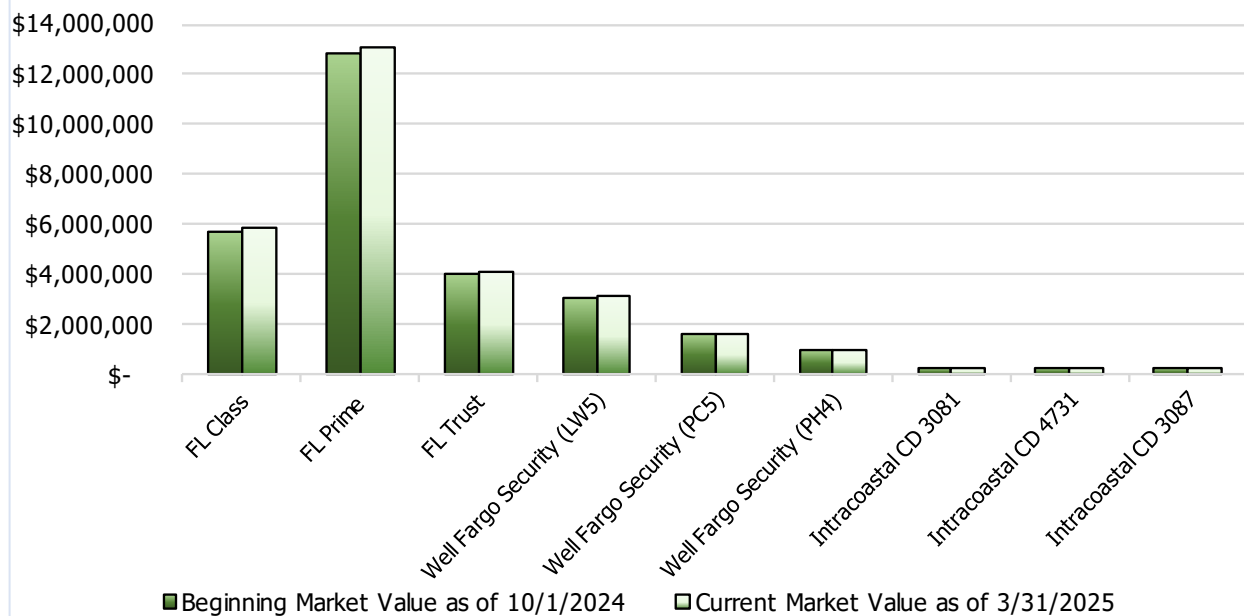
City of Holly Hill

Mid-Year Budget Report
For the six-month period ending March 31, 2025

Investment Balance as of March 31, 2025



Investment Market Value as of March 31, 2025

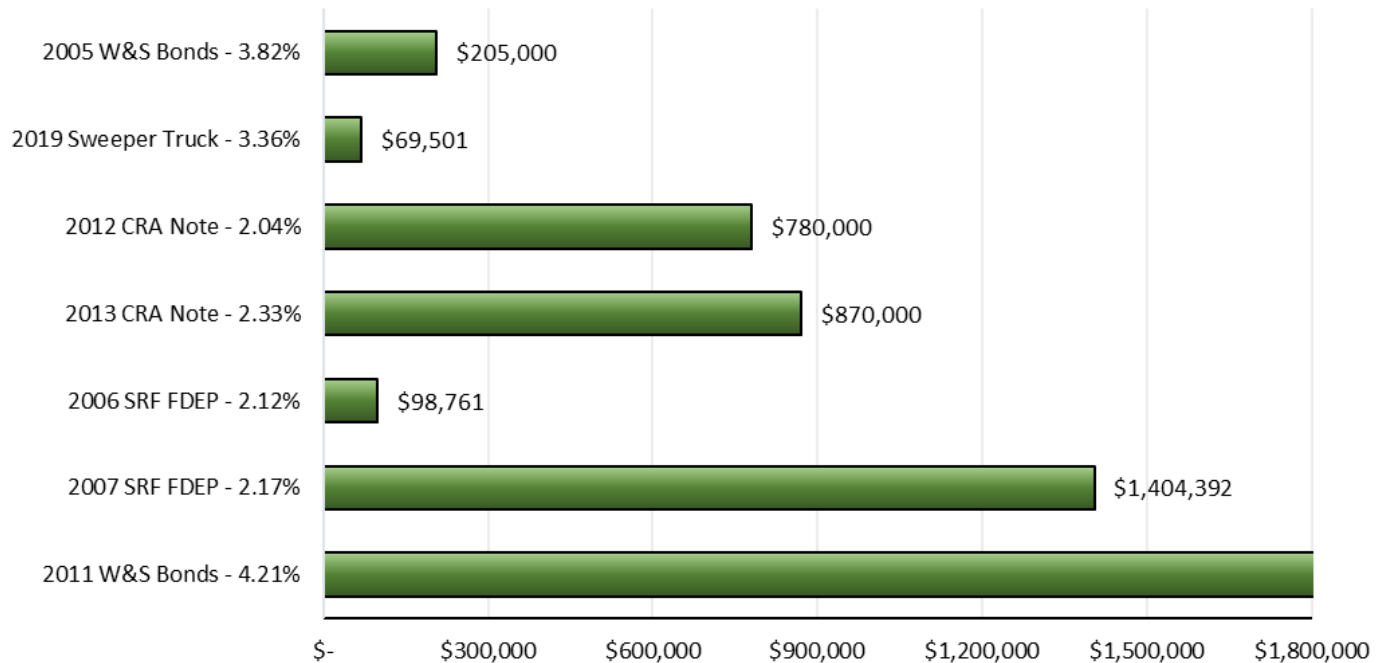




City of Holly Hill

Mid-Year Budget Report
For the six-month period ending March 31, 2025

Notes & Loans as of 3/31/2025 - Principal Balance



Notes & Loans as of 3/31/2025	Maturity Date	Principal Balance as of 10/1/2024	Principal Balance as of 3/31/2025	Principal Paid
2005 W&S Bonds - 3.82%	10/1/2025	\$ 205,000	\$ 105,000	\$ 100,000
2019 Sweeper Truck - 3.36%	11/30/2025	\$ 69,501	\$ 40,047	\$ 29,454
2012 CRA Note - 2.04%	5/1/2026	\$ 780,000	\$ 590,000	\$ 190,000
2013 CRA Note - 2.33%	5/1/2026	\$ 870,000	\$ 655,000	\$ 215,000
2006 SRF FDEP - 2.12%	4/15/2027	\$ 98,761	\$ 79,423	\$ 19,338
2007 SRF FDEP - 2.17%	3/15/2029	\$ 1,404,392	\$ 1,254,999	\$ 149,393
2011 W&S Bonds - 4.21%	10/1/2030	\$ 2,030,000	\$ 1,770,000	\$ 260,000
		\$ 5,457,653	\$ 4,494,468	\$ 963,185

Attachment: Holly Hill Mid-Year Report FY25 (4890 : Mid Year Budget Review FY 2024/25)



City of Holly Hill

Mid-Year Budget Report

For the six-month period ending March 31, 2025

Project Status Report as of 03/31/2025					
Project Number	Project Name	Total Project Budget	Total Activity	Encumbrance	Budget Remainin
Vehicles					
25FD01	Ford F-150 Crew Cab - Fire	54,570.00	54,569.27	-	0.7
Streets					
22ST08	PHASE 3 OVER-UNDERGROUND CONVERSION	5,002,946.43	4,789,920.11	163,487.27	49,539.0
25ST02	Annual Paving Program	569,809.49	-	482,895.00	86,914.4
25ST03	Annual Sidewalk Replacment Program	661,481.30	41,583.30	58,230.70	561,667.3
26ST01	US 1 Undergrounding Phase III Electrical Service Conversions				
Building & Grounds					
22BG09	OLD FIRE STATION CONVERSION	100,000.00	-	-	100,000.0
22BG10	SEAWALL RIVERSIDE PARK	777,880.00	29,460.00	733,841.50	14,578.5
22BG12	SUNRISE PARK IMPROVEMENTS	616,986.00	112,977.50	55,429.24	448,579.2
24BG04	SUNRISE PARK IMPROVEMENTS (playground)	350,000.00	174,976.07	174,976.06	47.8
25BG01	Air Conditioner Replacements	40,000.00	21,062.00	-	18,938.0
25BG02	YMCA Air Conditioner Replacements	20,000.00	-	-	20,000.0
25BG03	City Hall Vinyl Flooring	35,000.00	-	-	35,000.0
25BG04	PW Admin Flooring	35,000.00	8,980.00	13,470.00	12,550.0
25BG05	City Hall Electric (Lawn Center)	25,000.00	-	7,400.00	17,600.0
25BG06	City Hall Parking Lot Resurfacing	175,000.00	-	39,950.00	135,050.0
25BG08	Tennis Court Resurfacing - YMCA	19,455.00	-	-	19,455.0
25BG09	Sunrise Park N, Dog Park Doors & Frames	42,000.00	12,998.79	-	29,001.2
25BG10	7th Street Park Playground	102,966.00	-	101,325.04	1,640.9
Water					
23WA02	AERATOR TANK COATING	20,000.00	-	-	20,000.0
24WA01	CLEARWELL PUMPS, PIPING	924,894.98	517,035.07	48,367.29	359,492.6
24WA04	TANK CLEANINGS	10,000.00	-	-	10,000.0
24WA06	SAHFI WATER	11,305,500.00	240,015.58	951,518.25	10,113,966.1
25WA01	Water Plant Offices Roof	100,000.00	-	-	100,000.0
25WA02	3rd St Water Main	1,080,000.00	170,310.90	890,928.67	18,760.4
25WA03	Restoration of Pipe Gallery	19,000.00	-	18,983.90	16.1
25WA04	Hydrant Repair & Replacement	41,000.00	2,300.00	10,279.50	28,420.5
25WA05	Meters - Retrofits w/Cell	1,094,431.24	-	-	1,094,431.2
25WA06	Galvanized Pipe Replacement	350,000.00	-	-	350,000.0
Wastewater					
22WW06	COMPLIANCE SB #64	452,226.82	179,513.90	16,757.50	255,955.4
22WW08	ARPA BTU #3	9,707,060.00	5,333,763.50	3,768,477.08	604,819.4
24WW02	NEW GOLF COURSE FLOW VALVE	94,085.18	51,316.72	16,192.94	26,575.5
24WW07	SEWER SERVICE EXTENSION	1,360,000.00	448,165.73	5,701.25	906,133.0
24WW08	SAHFI WASTEWATER	9,345,000.00	53,233.78	1,645,870.78	7,645,895.4
24WW09	SEWER PIPE LINING	79,000.00	-	78,440.00	560.0
25WW01	Lift Station #4 Rehab	923,705.00	22,768.58	900,936.42	-
25WW02	Resurface/Seal Manholes - Truncating	60,000.00	3,700.00	32,175.00	24,125.0
25WW04	Sewer Lining	461,295.00	96,762.30	116,266.80	248,265.9
25WW03	Lift Station Upgrades/Bypass Pumps	38,000.00	12,974.00	-	25,026.0
25WW05	Lift Station Pump Replacements	80,000.00	10,668.00	27,136.00	42,196.0
25WW06	SB 64 Compliance	343,307.00	26,707.56	39,625.00	276,974.4
25WW07	Sewer Spotter Truck - Used	75,000.00	69,600.00	-	5,400.0
25WW08	FEMA H1114 Grant LS 7, 14, 16	456,789.00	2,284.05	30,215.95	424,289.0
25WW09	Utility Chemical Tank (CDBG-DR Transform 360)	600,000.00	-	-	600,000.0
25WW10	LS 20 BYPASS PUMP (CDBG)	15,000.00	-	15,000.00	-

Attachment: Holly Hill Mid-Year Report FY25 (4890 : Mid Year Budget Review FY 2024/25)



City of Holly Hill

Mid-Year Budget Report
For the six-month period ending March 31, 2025

Project Status Report as of 03/31/2025					
Project Number	Project Name	Total Project Budget	Total Activity	Encumbrance	Budget Remaining
Stormwater		-			
22SW04	MIRAGE DRAINAGE POND	576,805.00	3,948.01	20,371.99	552,485.00
23SW01	VULNERABILITY STUDY	75,000.00	69,000.00	6,000.00	-
24SW01	TIDAL FLOW PREVENTERS /RIVERSIDE DUCKBILL	1,165,434.75	357,826.62	355,251.47	452,356.66
25SW01	Pipe Lining of Stormwater pipes	200,000.00	-	25,000.00	175,000.00
25SW03	Stormwater Lining Project (CDBG-DR Transform 360)	-	-	-	-
TOTALS ALL PROJECTS		49,680,628.19	12,918,421.34	10,850,500.60	25,911,706.25
Completed Purchases/Projects this year:					
25PD01	Ford Interceptor - PD		39,952.05		
25PD02	Ford Interceptor - PD - VEH 243		56,316.17		
25PD03	Ford Interceptor - PD - VEH 242		60,444.17		
25ST01	Ford F-150 - Streets		35,918.04		
25SW02	Cat 420 Backhoe Loader		144,296.00		
22BG06	FIRE STATION		3,734,917.58		
25BG07	PW Western Fence		23,545.00		
25BG11	Fleet A/C Machine		7,699.99		
21WW04	LIFT STATION #19 REHAB		541,911.45		
24WW03	LIFT STATION PUMP REPLACEMENTS		132,512.00		
24WW06	RESURFACE/SEAL WALL OF MANHOLES		114,026.00		
Total completed projects during fiscal year			4,891,538.45		

Attachment: Holly Hill Mid-Year Report FY25 (4890 : Mid Year Budget Review FY 2024/25)

5/27/202

80,722.00

Total	177,400.00
-------	------------

177.400.00

Total	177,400.00
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To update CRA budget based on final post VAB property values.

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

Date _____

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

Resolution #

CITY OF HOLLY HILL
Budget Amendment Request
Fiscal Year 2024-2025

Requesting Department

FINANCE

Date

5/27/2

ADD FUNDS TO ACCOUNT NUMBER:	PROJECT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
130-0000-369-3030		SETTLEMENTS	36,535.
139-0000-381-0130		TRANSFER FROM 130 FUND	36,535.
001-0000-369-3030		SETTLEMENTS	147,542.
400-0000-366-3000		SETTLEMENTS	40,795.
301-8110-381-1001		TRANSFER FROM GENERAL FUND	131,848.
Total			393,258.

ADD FUNDS TO ACCOUNT NUMBER:	PROJECT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-8110-581-9131		TRSFER TO CAP PROJECTS	131,848.
001-2110-521-4650		FLEET	9,600.
001-4172-572-4601		REPAIR & MAINTENANCE	650.
001-4172-572-4650		FLEET	5,443.
130-8110-581-0139		TRSFER TO CRA CAPITAL	36,535.
139-8110-580-6300		INFRASTRUCTURE	36,535.
301-8110-580-6300		INFRASTRUCTURE	131,848.
400-3020-535-4601		REPAIR & MAINTENANCE	40,795.
Total			393,258.

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

To budget for reimbursements received from insurance claims and Wire 3 damages as part of the mid year review.

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 -----

Finance Review

Finance Director Signature

Date

Resolution #

Attachment: Attachment A - Mid Year BAR (4890 : Mid Year Budget Review FY 2024/25)

CITY OF HOLLY HILL
Budget Amendment Request
Fiscal Year 2024-2025

Requesting Department		Date	
FINANCE		5/27/2	
ADD FUNDS TO ACCOUNT NUMBER:	PROJECT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-0000-389-1000		Prior Year Carryover	343,728.
Total			343,728.
ADD FUNDS TO ACCOUNT NUMBER:	PROJECT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-4141-541-4910		Other Services	335,728.
001-2410-524-3490		Humane Society Services	8,000.
Total			343,728.
Purpose of Transfer: (include as much detail as possible)			
To budget for FEC rebuilding the crossings at Walker Street and 8th St and for additional TNR services from the Humane Society.			
Note: Funds can only be transferred within the <u>same</u> fund and <u>same</u> department without requiring further commission action. In addition funds can only be expended after amendment is completed.			
----- Management Approvals -----			
Department Head Signature		Date	
City Manager Signature		Date	
----- For Finance Use Only -----			
Finance Review			
Finance Director Signature	Date	Resolution #	

Attachment: Attachment C - Mid Year BAR (4890 : Mid Year Budget Review FY 2024/25)



**STAFF REPORT
CITY OF HOLLY HILL, FLORIDA**

**City Commission
Agenda Item**

4.1

MEETING DATE: May 27, 2025
FROM: Valerie Manning
SUBJECT: Minutes - May 13, 2025 - Regular City Commission Meeting
NUMBER: (ID # 4894)
APPLICANT:
PLANNER:

DISCUSSION:

Minutes from the May 13 2025 regular City Commission meeting.

MOTION:

Approve the minutes as submitted by staff.

- Minutes - May 13, 2025 - Regular City Commission meeting (PDF)
- Executed FORM 8B - Mayor John Penny - May 13th CC meeting(PDF)



CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

MINUTES • MAY 13, 2025

City Commission Chamber

Regular City Commission Meeting

6:00 PM

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

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

1. CALL TO ORDER

a. Roll Call

Attendee Name	Title	Status	Arrived
John Penny	Mayor	Present	
Debra Snow	City Commissioner	Present	
Penny Currie	City Commissioner	Present	
Jeffrey DeLanoy	City Commissioner	Present	
Roy Johnson	City Commissioner	Present	

b. Invocation by Mayor John Penny

Mayor Penny led the invocation.

c. Pledge of Allegiance

Mayor Penny led the Pledge of Allegiance to the Flag.

2. PRESENTATIONS

A. Retirement Proclamation - Antoine Khoury - 7 Years of Service to the Public Works Department

1.

Retirement Proclamation - Antoine Khoury - Recognizing and Honoring 7 Years of Service to the City of Holly Hill

(Requested by Josef Grusauskas, Public Works)

RESULT: NO VOTE NEEDED



B. Retirement Proclamation - Michael Ballentine - 10 Years of Service to the Holly Hill Police Department

1. -DOC-2025-3

Retirement Proclamation - Michael Ballentine - 10 Years of Service to the HHPD

(Requested by Valerie Manning, City Clerk)

Attachment: Minutes - May 13, 2025 - Regular City Commission meeting (4894 : Minutes)

RESULT:	PRESENTATION
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Enacted and approved this 13th day of May, 2025, in Holly Hill



3. PUBLIC COMMENTS

The following individual spoke to the Mayor and City Commissioners:

Ray Plate, Holly Hill.

4. APPROVAL OF MINUTES

1.

Minutes - April 22, 2025 Regular City Commission and CRA Meeting

(Requested by Valerie Manning, City Clerk)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Penny Currie, City Commissioner
SECONDER:	Debra Snow, City Commissioner
AYES:	Penny, Snow, Currie, DeLanoy, Johnson

Enacted and approved this 13th day of May, 2025, in Holly Hill



5. CONSENT AGENDA - ITEMS (1 - 3)

Mayor Penny asked if there was anyone from the audience that wished to speak to any item on the Consent Agenda or if any member of the City Commission wished to pull an item for further discussion. Mayor Penny stated he would like to pull Item No. 2 for discussion.

1. -2025-R-37 Resolution

A Resolution of the City Commission of the City of Holly Hill, Florida, Authorizing the City Manager to Execute the Second of the (1) One-Year Extensions to Agreement RFP 19-PW-16 with Phillips & Jordan, Inc., Crowder Gulf Joint Venture, Inc., and Ceres Environmental Services, Inc., for Emergency Debris Hauling with an Increase of 2.8% to Their Respective Rate Schedules and Authorizing the City Manager to Execute the Second of the (1) One-Year Extensions to Agreement RFP 19-PW-15 with Tetra Tech, Inc., Rostan Solutions, LLC and Thompson Consulting Services, LLC for Emergency Debris Monitoring at Their Current Rates; Providing for Severability; and Providing for an Effective Date.

(Requested by Josef Grusauskas, Public Works)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Penny Currie, City Commissioner
SECONDER:	Debra Snow, City Commissioner
AYES:	Penny, Snow, Currie, DeLanoy, Johnson

RESOLUTION**2025-R-37**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE THE SECOND OF THE (1) ONE-YEAR EXTENSIONS TO AGREEMENT RFP 19-PW-16 WITH PHILLIPS & JORDAN, INC., CROWDER GULF JOINT VENTURE, INC., AND CERES ENVIRONMENTAL SERVICES, INC., FOR EMERGENCY DEBRIS HAULING WITH AN INCREASE OF 2.8% TO THEIR RESPECTIVE RATE SCHEDULES AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SECOND OF THE (1) ONE-YEAR EXTENSIONS TO AGREEMENT RFP 19-PW-15 WITH TETRA TECH, INC., ROSTAN SOLUTIONS, LLC AND THOMPSON CONSULTING SERVICES, LLC FOR EMERGENCY DEBRIS MONITORING AT THEIR CURRENT RATES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE THE SECOND OF THE (1) ONE-YEAR EXTENSIONS TO AGREEMENT RFP 19-PW-16 WITH PHILLIPS & JORDAN, INC., CROWDER GULF JOINT VENTURE, INC., AND CERES ENVIRONMENTAL SERVICES, INC., FOR EMERGENCY DEBRIS HAULING WITH AN INCREASE OF 2.8% TO THEIR RESPECTIVE RATE SCHEDULES AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SECOND OF THE (1) ONE-YEAR EXTENSIONS TO AGREEMENT RFP 19-PW-15 WITH TETRA TECH, INC., ROSTAN SOLUTIONS, LLC AND THOMPSON CONSULTING SERVICES, LLC FOR EMERGENCY DEBRIS MONITORING AT THEIR CURRENT RATES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the first extension of current agreements for emergency debris hauling and emergency debris monitoring are set to expire on June 11, 2025; and

WHEREAS, it is of paramount importance to have debris hauling and monitoring agreements in place in the event that disaster strikes; and

WHEREAS, the City of Holly Hill retains the sole right to determine whether renewal options should be granted; and

WHEREAS, all debris haulers from agreement RFP 19-PW-16 have requested that the second of the of (1) one-year extensions include an increase of their respective rate schedules negotiated to a rate of 2.8% based on CPI and all debris monitors from agreement RFP

19-PW-15 have agreed to the second of the (1) one-year extensions with no price increases.

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

SECTION 1. That the City Commission does hereby approve the second of the (1) one-year extensions to agreement RFP 19-PW-16 with Phillips & Jordan, Inc., Crowder Gulf Joint Venture, Inc., and Ceres Environmental Services, Inc., for emergency debris hauling and approve increases to their respective rate schedules in the amount of 2.8%.

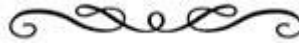
SECTION 2. That the City Commission does hereby approve the second of the (1) one-year extensions to agreement RFP 19-PW-15 with Tetra Tech, Inc., Rostan Solutions, LLC and Thompson Consulting Services, LLC for emergency debris monitoring at their current rates.

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

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

APPROVED AND AUTHENTICATED on this 13th day of MAY, 2025.

Enacted and approved this 13th day of May, 2025, in Holly Hill



2.

Brown & Brown - Third One-Year Renewal Agreement - Employee Benefits Insurance
Agent of Record

(Requested by Joseph Forte, City Manager)

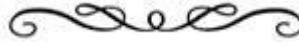
**Consent Agenda Item No. 2 - Brown & Brown - Third One-Year Renewal
Agreement - Employee Benefits Insurance Agent of Record**

Mayor Penny informed the Commission that he would be abstaining from voting for this item because he may or may not be inured to the special gain or loss of his relative. Mayor Penny stated that he will complete *FORM 8B Memorandum of Voting Conflict for County, Municipal and other Local Public Officers* and submit it to the City Clerk and will accompany these minutes for the record.

Mayor Penny opened public participation. No one spoke.

RESULT:	APPROVED [4 TO 0]
MOVER:	Debra Snow, City Commissioner
SECONDER:	Penny Currie, City Commissioner
AYES:	Snow, Currie, DeLanoy, Johnson
ABSTAIN:	Penny

Enacted and approved this 13th day of May, 2025, in Holly Hill



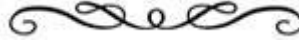
3.

Community Rating System (CRS) Program for Public Information (PPI) - 2024 Annual Evaluation Report

(Requested by Valerie Manning, City Clerk)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Penny Currie, City Commissioner
SECONDER:	Debra Snow, City Commissioner
AYES:	Penny, Snow, Currie, DeLanoy, Johnson

Enacted and approved this 13th day of May, 2025, in Holly Hill



6. REGULAR AGENDA

1.

Request for a Lien Reduction - 1032 Riverside Drive

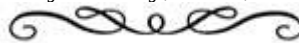
(Requested by Joseph Forte, City Manager)

Mr. Walker briefly went through the staff report provided in the agenda packet for the audience. This is a request for a lien reduction for the property located at 1032 Riverside Drive, Holly Hill. The property was previously owned by William Schnell, who passed away on December 1, 2024. Following probate proceedings, his daughter, Vanesa Schnell, has been appointed as the Personal Representative of the estate. Ms. Schnell has never resided at the property and does not intend to retain or manage it. The property is currently in compliance with City codes, qualifying it for a potential lien reduction. It has been listed for sale, and a buyer is actively negotiating a purchase contingent upon a reduced lien amount. The lien payment will be made at closing. Although the property is currently in compliance, future monitoring will be conducted by Code Enforcement once new ownership is established. Staff approves the reduction of the lien from \$134,050 to \$15,748.10, with payment to be made no later than June 20, 2025. Upon receipt of payment, the City will issue a Release of Lien.

Mayor Penny opened public participation. No one spoke.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Debra Snow, City Commissioner
SECONDER:	Roy Johnson, City Commissioner
AYES:	Penny, Snow, Currie, DeLanoy, Johnson

Enacted and approved this 13th day of May, 2025, in Holly Hill

2. -2025-O-3088 Ordinance

FIRST READING - an Ordinance of the City of Holly Hill, Florida, Amending Section 42-34 (Cost of Living Adjustment) of the Holly Hill Code of Ordinances to Incorporate an Amendment to the Cost of Living Adjustment as Approved During Collective Bargaining; Providing for Conflicting Ordinances; Providing for Severability; and Providing an Effective Date.

(Requested by Joseph Forte, City Manager)

RESULT:	APPROVED AT 1ST READING [UNANIMOUS] Next: 5/27/2025 6:00 PM
MOVER:	Penny Currie, City Commissioner
SECONDER:	Jeffrey DeLanoy, City Commissioner
AYES:	Penny, Snow, Currie, DeLanoy, Johnson



7. PUBLIC HEARINGS

1. -2025-O-3085 Ordinance

SECOND READING - an Ordinance of the City of Holly Hill, Volusia County, Florida, Annexing by Voluntary Petition Approximately 1.028 Acres Identified as Parcel Number 4242-04-21-0140 Contiguous to the City of Holly Hill; Redefining Boundaries of the City of Holly Hill to Include Said Property and the Adjacent Right-Of-Way of Nova Road; Directing the City Clerk to File the Ordinance with the Clerk of the Circuit Court, with the Chief Administrative Officer of Volusia County and with the Department of State; Providing for Conflicting Ordinances; Providing for Severability; and Providing for an Effective Date.

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

Mayor Penny opened public participation. No one spoke.

RESULT:	ADOPTED AT 2ND READING [UNANIMOUS]
MOVER:	Roy Johnson, City Commissioner
SECONDER:	Debra Snow, City Commissioner
AYES:	Penny, Snow, Currie, DeLanoy, Johnson

ORDINANCE

2025-O-3085

SECOND READING - AN ORDINANCE OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, ANNEXING BY VOLUNTARY PETITION APPROXIMATELY 1.028 ACRES IDENTIFIED AS PARCEL NUMBER 4242-04-21-0140 CONTIGUOUS TO THE CITY OF HOLLY HILL; REDEFINING BOUNDARIES OF THE CITY OF HOLLY HILL TO INCLUDE SAID PROPERTY AND THE ADJACENT RIGHT-OF-WAY OF NOVA ROAD; DIRECTING THE CITY CLERK TO FILE THE ORDINANCE WITH THE CLERK OF THE CIRCUIT COURT, WITH THE CHIEF ADMINISTRATIVE OFFICER OF VOLUSIA COUNTY AND WITH THE DEPARTMENT OF STATE; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

VOLUSIA COUNTY, FLORIDA ANNEXING BY VOLUNTARY PETITION APPROXIMATELY 1.028 ACRES IDENTIFIED AS PARCEL NUMBER 4242-04-21-0140 CONTIGUOUS TO THE CITY OF HOLLY HILL; REDEFINING BOUNDARIES OF THE CITY OF HOLLY HILL TO INCLUDE SAID PROPERTY AND THE ADJACENT RIGHT-OF-WAY OF NOVA ROAD; DIRECTING THE CITY CLERK TO FILE THE ORDINANCE WITH THE CLERK OF THE CIRCUIT COURT, WITH THE CHIEF ADMINISTRATIVE OFFICER OF VOLUSIA COUNTY AND WITH THE DEPARTMENT OF STATE; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Robert Kennedy is the owner of the real property described herein;

and

WHEREAS, Robert Kennedy, pursuant to Florida Statue 171.044, has filed a petition for voluntary annexation of said property as described in **Attachment A** into the municipal limits of the City of Holly Hill; and

WHEREAS, the City Commission of the City of Holly Hill, has determined that all of the property which is proposed to be annexed into the City of Holly Hill is within an unincorporated area of Volusia County, is contiguous to the City of Holly Hill, and is reasonably compact; and

WHEREAS, **Attachment A** is the legal description of the property which is proposed to be annexed into the City of Holly Hill; and

WHEREAS, the map attached hereto as **Attachment B** shows the property, which is proposed to be annexed into the City of Holly Hill.

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

SECTION 1. The City Commission of the City of Holly Hill, based upon the above findings, hereby annexes into the City of Holly Hill by voluntary petition the following described property:

(Tax Parcel Number 4242-04-21-0140 and the adjacent right-of-way of Nova Road)

LEGAL DESCRIPTION: See Attached **Exhibit A**.

SECTION 2. The City of Holly Hill city boundary is hereby amended to incorporate the above described property.

SECTION 3. That within seven (7) days of the adoption of this Ordinance, the City Clerk shall file a copy of said Ordinance with the Clerk of the Court, with the Chief Administrative Officer of Volusia County, and with the Department of State.

SECTION 4. That upon approval on first reading, the City Clerk is hereby directed to publish the Notice of Annexation required by Section 171.044(2), Florida Statutes, at least once each week for two (2) consecutive weeks in a newspaper of general circulation in the City of Holly Hill.

SECTION 5. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance, or application hereof, is for any reason held invalid or unconstitutional by any Court, such portion or application shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions or application hereof.

SECTION 6. That all ordinances made in conflict with this Ordinance are hereby repealed.

SECTION 7. That this Ordinance shall become effective immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 13th day of MAY, 2025 for
second and final reading.

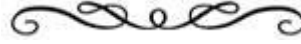
ATTACHMENT A
LEGAL DESCRIPTION

Attachment: Minutes - May 13, 2025 - Regular City Commission meeting (4894 : Minutes)

ATTACHMENT B

PROPERTY MAP

Enacted and approved this 13th day of May, 2025, in Holly Hill



2. -2025-O-3086 Ordinance

SECOND READING - ORDINANCE 3086 - an Ordinance of the City of Holly Hill, Florida, Amending the Comprehensive Plan by Amending the Future Land Use Map Designation of Certain Property Identified as 1152 S Nova Road (4242-04-21-0140), by Virtue of a Small Scale Future Land Use Map Amendment; Changing the Future Land Use Map Designation from MXZ (Mixed Use Zone) Volusia County to General Commercial Holly Hill; Providing for Conflicting Ordinances; Providing for Severability; and Providing for an Effective Date. AND SECOND READING - ORDINANCE 3087 - an Ordinance of the City of Holly Hill, Florida, Amending the Land Development Regulations by Amending the Official Zoning Map to Designate the Property Described in Exhibit "A" from I-3 (Light Industrial) Volusia County to CC-1 (Commercial Corridor District) Holly Hill; Providing for Conflicting Ordinances; Providing for Severability; and Providing for an Effective Date.

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

ORDINANCE 3086 - SECOND READING

Commissioner Johnson made a motion to ***ADOPT ORDINANCE 3086 OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE COMPREHENSIVE PLAN BY AMENDING THE FUTURE LAND USE MAP DESIGNATION OF CERTAIN PROPERTY IDENTIFIED AS 1152 S NOVA ROAD (4242-04-21-0140), BY VIRTUE OF A SMALL SCALE FUTURE LAND USE MAP AMENDMENT; CHANGING THE FUTURE LAND USE MAP DESIGNATION FROM MXZ (MIXED USE ZONE) VOLUSIA COUNTY TO GENERAL COMMERCIAL HOLLY HILL,*** seconded by Commissioner Snow.

Mayor Penny opened public participation. No one spoke.

PASSED, 5-0.

ORDINANCE 3087 - SECOND READING

There was NO ex parte communication between the City Commission and the applicant.

Commissioner Johnson made a motion to ***ADOPT ORDINANCE 3087 OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE LAND DEVELOPMENT REGULATIONS BY AMENDING THE OFFICIAL ZONING MAP TO DESIGNATE THE PROPERTY DESCRIBED IN EXHIBIT "A" FROM I-3 (LIGHT INDUSTRIAL) VOLUSIA COUNTY TO CC-1 (COMMERCIAL CORRIDOR DISTRICT) HOLLY HILL,*** seconded by Commissioner Snow.

Mayor Penny opened public participation. No one spoke.

PASSED, 5-0.

RESULT:	ADOPTED AT 2ND READING [UNANIMOUS]
MOVER:	Roy Johnson, City Commissioner
SECONDER:	Debra Snow, City Commissioner
AYES:	Penny, Snow, Currie, DeLanoy, Johnson

ORDINANCE

2025-O-3086

SECOND READING - ORDINANCE 3086 - AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE COMPREHENSIVE PLAN BY AMENDING THE FUTURE LAND USE MAP DESIGNATION OF CERTAIN PROPERTY IDENTIFIED AS 1152 S NOVA ROAD (4242-04-21-0140), BY VIRTUE OF A SMALL SCALE FUTURE LAND USE MAP AMENDMENT; CHANGING THE FUTURE LAND USE MAP DESIGNATION FROM MXZ (MIXED USE ZONE) VOLUSIA COUNTY TO GENERAL COMMERCIAL HOLLY HILL; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. AND SECOND READING - ORDINANCE 3087 - AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE LAND DEVELOPMENT REGULATIONS BY AMENDING THE OFFICIAL ZONING MAP TO DESIGNATE THE PROPERTY DESCRIBED IN EXHIBIT "A" FROM I-3 (LIGHT INDUSTRIAL) VOLUSIA COUNTY TO CC-1 (COMMERCIAL CORRIDOR DISTRICT) HOLLY HILL; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 3086

AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE COMPREHENSIVE PLAN BY AMENDING THE FUTURE LAND USE MAP DESIGNATION OF CERTAIN PROPERTY IDENTIFIED AS 1152 S NOVA ROAD (4242-04-21-0140) BY VIRTUE OF A SMALL SCALE FUTURE LAND USE MAP AMENDMENT; CHANGING THE FUTURE LAND USE MAP DESIGNATION FROM MXZ (MIXED USE ZONE) VOLUSIA COUNTY TO GENERAL COMMERCIAL HOLLY HILL; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Holly Hill, Volusia County, Florida, has adopted a comprehensive plan pursuant to, and in compliance with 163.3161 et. Seq., Florida Statutes; and

WHEREAS, the City Commission has reviewed the future land use designation

for the parcel described in **Attachment A** and determined that it is necessary to amend its Future Land Use Map as herein provided in order to more effectively implement its adopted comprehensive plan.

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

SECTION 1. The Future Land Use Map for the City of Holly Hill, is hereby amended to designate the parcels identified as 1152 S Nova Road - (Parcel ID # 4242-04-21-0140) as described in **Attachment A**, as General Commercial.

SECTION 2. The City Manager is authorized and directed to submit the proposed amendment to the Florida Department of Commerce and the Volusia Growth Management Commission, as required by law.

SECTION 3. The proposed amendment will not become final until certification of consistency is provided by the Volusia Growth Management Commission and approval is noticed by the Florida Department of Commerce.

SECTION 4. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance, or application hereof, is for any reason held invalid or unconstitutional by any Court, such portion or application shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions or application hereof.

SECTION 5. That all ordinances made in conflict with this Ordinance are hereby repealed.

APPROVED AND AUTHENTICATED on this 13th day of MAY, 2025 for second and final reading.

ATTACHMENT "A"

A bounds description for Volusia County Parcel No. 424204210140 as recorded at Volusia County Official Records Book 8560 pp 2208-2210 for the purposes of annexation into the City of Holly Hill, Florida.

A Portion of Lot 14, Block 21, Mary Fleming's Subdivision of the Thomas Fitch Grant being described as follows: Beginning at the intersection of the westerly right of way of South Nova Road an existing 100 feet wide right of way, with the northerly line of Volusia County Parcel No. 424204210140 as recorded at Volusia County Official Records Book 8560, pages 2208-2210; thence westerly along the northerly line of said Volusia County Parcel No. 414104210140 to an intersection with an easterly line of Volusia County Parcel No. 424204210135 as recorded at Volusia County Official Records Book 6049, page 3899 and 3900; thence southerly along the easterly lines of Volusia County Parcel No. 424204210135 and Volusia County Parcel No. 424204210147 as recorded at Volusia County Official Records Book 2742, page 116 to the southwesterly corner of aforesaid Volusia County Parcel No. 424204210140 and the northwesterly corner of Volusia County Parcel No. 424204210213 as recorded at Volusia County Official Records Book 2433, page 1583; thence easterly along the southerly line of the aforesaid Volusia County Parcel No. 424204210140 and the northerly line of Volusia County Parcel No. 424204210213 to an intersection with the westerly right of way of South Nova Road; thence northerly along said westerly right of way to the northeasterly corner of said Volusia County Parcel No. 424204210140 and the Point of Beginning.

ORDINANCE 3087

AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE LAND DEVELOPMENT REGULATIONS BY AMENDING THE OFFICIAL ZONING MAP TO DESIGNATE THE PROPERTY DESCRIBED IN EXHIBIT "A" FROM I-3 (LIGHT INDUSTRIAL) VOLUSIA COUNTY TO CC-1 (COMMERCIAL CORRIDOR DISTRICT) HOLLY HILL; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Holly Hill, Volusia County, Florida, has adopted a comprehensive plan pursuant to, and in compliance with 163.3161 et. Seq., Florida Statutes; and

WHEREAS, the City Commission, as authorized by 163.3202, Florida Statutes, has enacted and does enforce the Land Development Regulations, based on, related to, and as a

means to implement its adopted comprehensive plan; and

WHEREAS, the City Commission has determined that it is necessary to amend its Land Development Regulations as herein provided in order to more effectively implement its adopted comprehensive plan; and

WHEREAS, the City Commission has determined that the proposed amendment to the Land Development Regulations is consistent with its adopted comprehensive plan,

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

SECTION 1. The Official Zoning Map of the City of Holly Hill is hereby amended to designate the property described in **Attachment A** as CC-1 (Commercial Corridor District.)

SECTION 2. Development of the property described in **Attachment A** shall conform to the Land Development Regulations of Holly Hill.

SECTION 3. This Ordinance shall become effective following approval of the related future land use map amendment by the Florida Department of Commerce and certification of the same amendment by the Volusia Growth Management Commission.

SECTION 4. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance, or application hereof, is for any reason held invalid or unconstitutional by any Court, such portion or application shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions or application hereof.

SECTION 5. That all ordinances made in conflict with this Ordinance are hereby repealed.

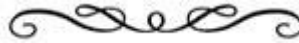
**APPROVED AND AUTHENTICATED on this 13th day of MAY, 2025 for
second and reading.**

ATTACHMENT “A”

A bounds description for Volusia County Parcel No. 424204210140 as recorded at Volusia County Official Records Book 8560 pp 2208-2210 for the purposes of annexation into the City of Holly Hill, Florida.

A Portion of Lot 14, Block 21, Mary Fleming’s Subdivision of the Thomas Fitch Grant being described as follows: Beginning at the intersection of the westerly right of way of South Nova Road an existing 100 feet wide right of way, with the northerly line of Volusia County Parcel No. 424204210140 as recorded at Volusia County Official Records Book 8560, pages 2208-2210: thence westerly along the northerly line of said Volusia County Parcel No. 414104210140 to an intersection with an easterly line of Volusia County Parcel No. 424204210135 as recorded at Volusia County Official Records Book 6049, page 3899 and 3900; thence southerly along the easterly lines of Volusia County Parcel No. 424204210135 and Volusia County Parcel No. 424204210147 as recorded at Volusia County Official Records Book 2742, page 116 to the southwesterly corner of aforesaid Volusia County Parcel No. 424204210140 and the northwesterly corner of Volusia County Parcel No. 424204210213 as recorded at Volusia County Official Records Book 2433, page 1583; thence easterly along the southerly line of the aforesaid Volusia County Parcel No. 424204210140 and the northerly line of Volusia County Parcel No. 424204210213 to an intersection with the westerly right of way of South Nova Road: thence northerly along said westerly right of way to the northeasterly corner of said Volusia County Parcel No. 424204210140 and the Point of Beginning.

Enacted and approved this 13th day of May, 2025, in Holly Hill



8. COMMUNICATIONS

A. City Manager Comments
None.

B. City Attorney Comments
None.

C. Mayor's Comments
Mayor Penny mentioned the new parade route this year and that information has been posted on social media and letters will be going out to the businesses along the route; the Christmas balloons, similar to the Macy’s Christmas parade but not as large, will be in the parade this year; reminded everyone about their FORM 1 due by July 1st; status of the CRA extension with the County; encouraged the elected officials to reach out to their representatives; May 22nd is the VLC awards dinner; spoke briefly on a couple Bills from the State Legislature in Tallahassee that are out there.

D. District City Commission Comments
The Commissioners enjoyed the Community Block Party that was held a couple of weeks ago. They thought it was a great event, a lot of good and valuable information was available to the parents.

Commissioner Johnson mentioned that the RV Park on Flomich is still moving along; and there's a new car wash coming on the corner of Nova Rd. and Flomich.

E. Mayor's Conclusion Comments

9. ADJOURNMENT

The meeting adjourned at approximately 6:45 PM.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME PENNY JOHN G		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CITY OF HOLLY HILL	
MAILING ADDRESS 119 7TH ST.		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Holly Hill	COUNTY Volusia	☒ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 05/13/25		NAME OF POLITICAL SUBDIVISION: CITY OF HOLLY HILL	
		MY POSITION IS: ☒ ELECTIVE ☐ APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

MAY 14 2025

CITY CLERK DEPT. 

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, JOHN PENNY, hereby disclose that on MAY 13, 20 25:

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☒ inured to the special gain or loss of my relative, SCOTT PENNY;
- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

INSURANCE Agent of Record. My Brother is a Corporate officer of Brown and Brown which is THE Agent of Record.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

05/14/25
Date Filed

[Signature]
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



**STAFF REPORT
CITY OF HOLLY HILL, FLORIDA**

**City Commission
Resolution**

MEETING DATE: May 27, 2025
FROM: Josef Grusauskas
SUBJECT: A Resolution of the City Commission of the City of Holly Hill, Florida, Authorizing the City Manager to Execute Change Order No. 2 with All State Civil Construction, Inc., for the Construction of the Tidal Backflow Preventers Project for Field Conditions that Require Changes to the Bid Price in the Amount of \$70,530.50 and Increasing Contract Time by 90-Days; Providing for Severability; and Providing for an Effective Date.

NUMBER: 2025-R-36
APPLICANT:
PLANNER:

DISCUSSION:

The City Commission entered into a \$ 615,960.00 contract with All State Civil Construction, Inc., for a total of 8 Backflow Preventers along Riverside Drive between 2nd Street and 3rd Street. The construction plans were approximately 3 years ago in late 2022. Since that time some of the field conditions have changed to include the replacement of an outfall pipe that was collapsed across Riverside Drive that required replacement as part of the project prior to the installation of the backflow preventer at that location #8. In addition, one of the pipes was totally submerged by water at the manhole and could not be verified in the field without a diver at the time of construction plans preparation. City records stated that the pipe is a 42" pipe. When the contractor diver went into the structure it was determined that the actual pipe size is actually a 48" pipe outfall that required the contractor to increase the size of the backflow preventer from 42" to 48". These changes in field conditions required 2 Change orders to the contract that adds a total cost of \$106,128.55. Change Order #1, in the amount of \$35,598.05 was processed by the City Manager on April 14, 2025. The purpose of this agenda item is to have the City Commission approve and authorize the City Manager to execute change order #2 at a cost of \$70,530.50 with a time extension of the contract time by 90 days due the lead time that is required to manufacture the 48" backflow preventer. Change Order #2 is attached as Exhibit A.

The City has received a cost sharing of the project at 50% matching funding by FDEP with a not to exceed \$400,000 limit. The total project cost with these 2 change orders does not exceed the total funding cost of \$800,000 limit.

FISCAL ANALYSIS:

Available funding for this project is available in account 461-8110-580-6300 under project #24-SW-01 Riverside Tidal Flow Preventers.

STAFF RECOMMENDATION:

Review and approve Change Order # 2 with All State Civil Construction, Inc., in the amount of \$70,530.50 and authorize the City Manager execute the Change Order.

COMMISSION GOALS:

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

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

MOTION:

AUTHORIZE THE CITY MANAGER TO EXECUTE CHANGE ORDER #2 IN THE AMOUNT OF \$70,530.50 AND AN INCREASE OF 90-DAYS FOR COMPLETION WITH ALL STATE CIVIL CONSTRUCTION, INC., FOR THE CONSTRUCTION OF THE TIDAL BACKFLOW PREVENTER PROJECT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

ATTACHMENTS:

- Exhibit A - HH Tidal Backflow Preventers - Change Order #2 Remobilization-Outfall 4-Outfall 7 for City execution (1) (PDF)

Resolution No. 2025-36

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER NO. 2 WITH ALL STATE CIVIL CONSTRUCTION, INC., FOR THE CONSTRUCTION OF THE TIDAL BACKFLOW PREVENTERS PROJECT FOR FIELD CONDITIONS THAT REQUIRE CHANGES TO THE BID PRICE IN THE AMOUNT OF \$70,530.50 AND INCREASING CONTRACT TIME BY 90-DAYS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER NO. 2 WITH ALL STATE CIVIL CONSTRUCTION, INC., FOR THE CONSTRUCTION OF TIDAL BACKFLOW PREVENTERS PROJECT FOR FIELD CONDITIONS THAT REQUIRE CHANGES TO THE BID PRICE IN THE AMOUNT OF \$70,530.50 AND INCREASING CONTRACT TIME BY 90-DAYS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City entered into a contract with All State Civil Construction, Inc., for the construction of the Tidal Backflow Preventers Project; and

WHEREAS, Changes orders are required from time to time to address changing field conditions; and

WHEREAS, Change Order #1, in the amount of \$35,598.05 was processed by the City Manager on April 14, 2025 under the City Manager's authority; and

WHEREAS, Staff requests the authorization of the City Manager to execute Change Order #2 at a cost of \$70,530.50 with a time extension of the 90-days to the contract.

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

SECTION 1. That the City Commission of the City of Holly Hill accept Change Order # 1 and approve Change Order #2 and authorize the City Manager to execute the same.

SECTION 2. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or

impair the validity, force, or effect of any other section or part of this Resolution.

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

APPROVED AND AUTHENTICATED on this 27th day of MAY, 2025.

CHANGE ORDER FORM

Project: ***City of Holly Hill***
Tidal Backflow Preventers

DATE OF ISSUANCE: 5/1/2025

CHANGE ORDER #2

EFFECTIVE DATE: Date of Execution

CONTRACTOR: All State Civil Construction

OWNER'S CONTRACT NO.: Bid No. 24-SW-01

The following changes are hereby made to the Contract Documents:

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price	Original Contract Times – NTP 1/27/25
\$615,960.00	Substantial Completion: 120 days – 5/27/25 Final Completion: + 30 days – 6/26/25
Net changes from previous Change Orders:	Net changes from previous Change Orders
\$35,598.05	0 days
Contract Price prior to this Change Order	Contract Times prior to this Change Order
\$651,558.05	Substantial Completion: 120 days – 5/27/25 Final Completion: + 30 days – 6/26/25
Net Increase of this Change Order	Net Increase (decrease) of this Change Order
\$70,530.50	90 days
Contract Price with all approved Change Orders	Contract Times with all approved Change Orders
\$722,088.55	Substantial Completion: 210 days – 8/25/25 Final Completion: + 30 days – 9/24/25

CHANGES ORDERED:

I. GENERAL: This change order is necessary to cover changes in the work to be performed under this Contract.

II. REQUIRED CHANGES:

CONTRACT PRICE: The Contract Price will be increased by \$70,530.50

CONTRACT TIME: The Contract Time will be increased by 90 days

III. JUSTIFICATION:

CONTRACT PRICE: Contract price will be increased to reflect additional cost required for the following:

Re-Mobilization	\$5,000.00
MOT (Additional Time)	\$2,837.51
Insurance	\$1,500.00
Bond	\$3,331.30
Total - \$12,668.81	
Outfall #4 – Water Main conflict/repair (2/18/25)	\$2,500.00
Outfall #7 - 42" to 48" additional depth cost difference	
48" Pipe Plug Cost Increase	\$4,587.50
48" RCP Pipe Increase	\$ 916.80
48" Inline Check Valve Cost Increase	\$32,376.01
Demolition	\$ 1,550.00
Install 48" RCP	\$13,025.00
Install 48" Inline Check Valve	\$ 1,693.75
Trench Safety	\$ 1,212.63
Total - \$55,361.69	

See attached All State Civil's proposed pricing dated 4/29/25

CONTRACT TIME: An additional 90 contract days are required for manufacturing lead time and to perform this additional scope of work.

IV. PAYMENT: Payment will be per line item as work is completed.

V. APPROVAL AND CHANGE AUTHORIZATION:

Acknowledgments:

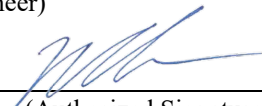
The aforementioned change, and work affected thereby, is subject to all provisions of the original contract not specifically changed by this Change Order; and,

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

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

RECOMMENDED BY:

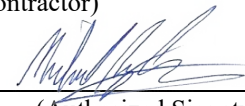
Mead & Hunt
(Engineer)

By:  5/1/25
(Authorized Signature) (Date)

Noah Adamoski, PM

ACCEPTED BY:

All State Civil Construction
(Contractor)

 5/1/2025
(Authorized Signature) (Date)

Michael Anderson, Treasurer

APPROVED BY:

City of Holly Hill
(Owner)

By: _____
(Authorized Signature) (Date)

**QUOTE**

Chris Mehegan
Phone: 386-681-8105
Email: cmehegan@allstatecivilconstructionfl.com

Quote Number ASCC2025-0429
Quote Date April 29, 2025

Quote To: Noah Adamoski
Mead & Hunt
Address: 4401 East Port Pkwy
Port Orange, FL 32127
Phone: 386-761-6810
E-mail: Noah.Adamoski@meadhunt.com
Fax:

ITB 24-SW-01 - Tidal Backflow Preventers - CHANGE ORDER REQUEST #1

DESCRIPTION	QTY	UM	UNIT PRICE	EXT PRICE
MOBILIZATION				
RE-MOBILIZATION	1	LS	\$5,000.00	\$5,000.00
MOT (ADDITIONAL TIME)	1	LS	\$2,837.51	\$2,837.51
INSURANCE	1	LS	\$1,500.00	\$1,500.00
BOND	1	LS	\$3,331.30	\$3,331.30
			SUBTOTAL =	\$12,668.81
OUTFALL #4 (WATERMAIN CONFLICT)				
WATERMAIN REPAIR (2/18/2025)	1	LS	\$2,500.00	\$2,500.00
			SUBTOTAL =	\$2,500.00
OUTFALL #7 (42" TO 48" & ADDITIONAL DEPTH COST DIFFERENCE)				
48" PIPE PLUG COST INCREASE	1	LS	\$4,587.50	\$4,587.50
48" RCP COST INCREASE	8	LF	\$114.60	\$916.80
48" INLINE CHECK VALVE COST INCREASE (90-120 DAYS FROM RELEASE)	1	LS	\$32,376.01	\$32,376.01
DEMOLITION	1	LS	\$1,550.00	\$1,550.00
INSTALL 48" RCP	1	LS	\$13,025.00	\$13,025.00
INSTALL 48" INLINE CHECK VALVE	1	LS	\$1,693.75	\$1,693.75
TRENCH SAFETY (>1' DEEPER EXCAVATION @ OUTFALL #7)	1	LS	\$1,212.63	\$1,212.63
			SUBTOTAL =	\$55,361.69
			GRAND TOTAL =	\$70,530.50

Thank you for your business!

Attachment: Exhibit A - HH Tidal Backflow Preventers - Change Order #2 Remobilization-Outfall 4-Outfall 7 for City execution (1) (2025-R-36 :

Proposal



All State Civil Construction Inc.

Owner Information

Name Noah Adamoski
 Address 4401 East Port Pkwy
 City, State ZIP Daytona Beach, FL
 Phone 386-761-6810
 Email Noah.Adamoski@meadhunt.com
 Project name ITB 24-SW-01 - Tidal Backflow Preventers - CHANGE ORDER

Contractor Information:

Company All State Civil Construction, Inc.
 Name Chris Mehegan
 Address 1301 Beville Rd. suite 16
 City, State ZIP Daytona Beach, FL 32119
 Phone 386-681-8105
 Email cmehegan@allstatecivilconstructionfl.com
 Contract Price _____

Scope of Work

Includes: cost for 6" D.I. water main repair and cost increase of 48" backflow in lieu of 42" backflow at Outfall #7.

Not Included

Company Proposal

The revisions required for Outfall #7 will require additional time added to the Contract as a direct result of manufacturing lead time.

Chris Mehegan

4/29/2025

Submitted by (Company Representative)

Date

Owner Acceptance

I, _____, accept the above scope of work as proposed for the contract amount specified.

Submitted by (home owner or authorized representative)

Date

Attachment: Exhibit A - HH Tidal Backflow Preventers - Change Order #2 Remobilization-Outfall 4-Outfall 7 for City execution (1) (2025-R-36 :



**STAFF REPORT
CITY OF HOLLY HILL, FLORIDA**

**City Commission
Resolution**

MEETING DATE: May 27, 2025
FROM: Byron Williams
SUBJECT: A Resolution of the City Commission of the City of Holly Hill, Florida, Amending the Fiscal Year 2024-2025 Annual Operating Budget, Appropriating AAA Traffic Safety Grant to the Fiscal Year 2024-2025 Budget; Setting Forth Revenues and Expenditures; Providing for Severability; and Providing for an Effective Date.
NUMBER: 2025-R-38
APPLICANT:
PLANNER:

DISCUSSION:

The Holly Hill Police Department applied for the AAA Traffic Safety Grant through the AAA foundation and was awarded \$7,543.00 to purchase a mobile traffic radar trailer. This trailer will aid in implementing the Traffic Radar Trailer Initiative which is set to enhance traffic safety and enforcement efforts. It aims to reduce speeding, improve traffic flow, and enhance public awareness of speed limits contributing to safer roadways for motorists, pedestrians, and cyclists.

FISCAL ANALYSIS:

The total estimated cost of the purchase of the mobile traffic radar trailer is \$7543.00. The acceptance of the AAA Traffic Safety Grant for \$7543.00 will leave the City with no fiscal obligation. A budget amendment for the receipt of the grant and subsequent expenditure from the Police Department Operating Supplies budget (001-2110-521-5201) is attached as “Attachment A”.

STAFF RECOMMENDATION:

Staff recommends the approval of this Resolution.

COMMISSION GOAL:

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

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

MOTION:

APPROVE AMENDING THE FISCAL YEAR 2024-2025 ANNUAL OPERATING BUDGET, APPROPRIATING THE AAA TRAFFIC SAFETY GRANT TO THE FISCAL YEAR 2024-2025 BUDGET; SETTING FORTH REVENUES AND EXPENDITURES.

ATTACHMENTS:

- Budget Detail - HHPD Traffic Radar Initiative (1) (1) (DOCX)
- Quote 43410- Holly Hill, FL (1) Street Scout (1) (PDF)
- Project Description (DOCX)
- Program Evaluation for the Holly Hill Police Department Traffic Radar Trailer Initiative (DOCX)
- RESOLUTION 2025 AAA (DOCX)
- Attachment A - BAR AAA Traffic Safety Grant (PDF)

Resolution No. 2025-38**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE FISCAL YEAR 2024-2025 ANNUAL OPERATING BUDGET, APPROPRIATING AAA TRAFFIC SAFETY GRANT TO THE FISCAL YEAR 2024-2025 BUDGET; SETTING FORTH REVENUES AND EXPENDITURES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE FISCAL YEAR 2024-2025 ANNUAL OPERATING BUDGET, APPROPRIATING AAA TRAFFIC SAFETY GRANT TO THE FISCAL YEAR 2024-2025 BUDGET; SETTING FORTH REVENUES AND EXPENDITURES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Holly Hill Police Department applied for a \$7,543.00 AAA Traffic Safety Grant through the AAA Foundation; and

WHEREAS, The City Of Holly Hill Police Department seeks to utilize these awarded funds towards a mobile traffic radar trailer; and

WHEREAS, The City of Holly Hill Police Department intends to implement a Traffic Radar Trailer Initiative; and

WHEREAS, the City of Holly Hill Commission adopted Resolution 2024-R-66 approving the Annual Operating Budget for Fiscal Year 2024-2025; and

WHEREAS, the City of Holly Hill, by subsequent Resolutions 2024-R-95, R-85, R-77, R-68, R-71, and R-72, R-9, R-101, R-3, and R-20 amending the operating budget for Fiscal Year 2024-2025; and

WHEREAS, the City requires all expenditures to be fully budgeted and requires a budget amendment to identify the revenue source and encumber the expenditure; and

WHEREAS, the City of Holly Hill City Commission desires to set forth and appropriate certain revenues and expenses.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION

OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. BUDGET AMENDMENT. The grant award funds are hereby appropriated as set forth in Composite Exhibit ‘A’ attached hereto, which reflects revenues and corresponding expenditures for the designated projects for fiscal year 2024-2025 budget.

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 apart of this Resolution.

SECTION 3. EFFECTIVE DATE. The Budget item adopted in the preceding section shall govern the expenditures relating to operations and projects for the City during the current fiscal year effective October 1, 2024 through September 30, 2025. This Resolution shall become effective immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 27th day of MAY, 2025.

HOLLY HILL Police Department

Professionalism . Accountability . Integrity
Chief Byron K. Williams



Budget Detail – Holly Hill Police Department Traffic Radar Trailer Initiative

Item	Description	Cost Estimate
Radar Speed Trailer	Portable trailer with LED speed display, solar power, and data collection features (vehicle count, speed trends). Includes durable frame, battery system, and weather-resistant enclosure.	\$5,638.00
Battery Assembly		\$206.00
Solar Kit	50W Solar Kit	\$263.00
Speedview, Traffic, Data Collection		\$837.00
 TOTAL PROJECT COST \$7,543.00 		

MPH Industries, Inc.
316 East 9th Street
Owensboro KY 42303
Phone: 888-689-9222
Fax: 270-685-6288

Date: 4/1/2025
Expires: 5/31/2025
Reference:
Terms: NET 30 DAYS



5.2.b

Sales Person: Brandy Atherton
Phone: 888-689-9222
Fax: 270-685-6288
Email: bmatherton@mphindustries.com

QUOTE: 43410

Quote To: HOLLY HILL POLICE DEPT.
1065 RIDGEWOOD AVE
HOLLY HILL FL 32117
USA

Phone: Fax:

Email:

Customer #: 321171

Ship To: HOLLY HILL POLICE DEPT.
1065 RIDGEWOOD AVE
HOLLY HILL, FL 32117
USA

Phone #: Fax #:

Email:

Ship Via: Best Way GND

USD

Line	Part	Description	Rev
1	SCOUT-BAS	Street Scout trailer with two 12in-digit speed display and Slow Down message, tuning fork	-

Sales Kit

Kit Components			
Kit Seq.	Part Number	Description	Qty Per
11.001	903389	FORK, TUNING, 35MPH K	1 EA
11.002	991207M01	TRAILER ASSY, STREET	1 EA
11.003	910854	PALLET, SHIPPING, STRE	1 EA
11.004	990856A	DISPLAY ASSY, 12"	1 EA
11.005	910828	RADAR, DRU3 W/CABLE	1 EA
11.006	910961	CHRG, BATT, 12V, 35A, 3	1 EA
11.007	910922	SUPPORT, TRAILER, SHIP	1 EA
		Quantity	1 EA
		Unit Price	5,638.00
		Ext Price:	5,638.00

Line	Part	Description	Rev
2	951720	BATT ASSY, GROUP 24	ND
		Quantity	1 EA
		Unit Price	
		Ext Price:	

Line	Part	Description	Rev
3	951720	BATT ASSY, GROUP 24	ND
		Quantity	1 EA
		Unit Price	206.00
		Ext Price:	206.00

Line	Part	Description	Rev
4	951719	KIT, SOLAR, 50W, VALUE LINE	ND
		Quantity	1 EA
		Unit Price	263.00
		Ext Price:	263.00

Line	Part	Description	Rev
5	951770	KIT, SPEEDVIEW, TRAF, DATA, COLL	-
		Quantity	1 EA
		Unit Price	837.00
		Ext Price:	837.00

QUOTE - Miscellaneous Charge -

Freight - Outbound 599.00

Total: 7,543.00

Plus shipping and any applicable taxes

Thank you for an opportunity to quote.

Project Description: Holly Hill Police Department Traffic Radar Trailer Initiative

Project Overview:

The Holly Hill Police Department seeks to enhance traffic safety and enforcement efforts by implementing a **Traffic Radar Trailer Initiative**. With the support of the AAA Traffic Safety Grant, we plan to acquire a **mobile traffic radar trailer** capable of displaying vehicle speeds while collecting real-time data on traffic volume and speed trends. This initiative aims to **reduce speeding, improve traffic flow, and enhance public awareness of speed limits**, ultimately contributing to safer roadways for motorists, pedestrians, and cyclists.

Project Objectives:

1. **Speed Reduction & Public Awareness:** The radar trailer will serve as a visible deterrent to speeding by alerting drivers of their current speed, encouraging voluntary compliance with posted speed limits.
2. **Data Collection & Analysis:** The device will record vehicle speeds and traffic counts, providing valuable data to assess problem areas and prioritize enforcement efforts.
3. **Targeted Traffic Enforcement:** By analyzing speed trends, officers can strategically deploy patrols to high-risk areas, improving efficiency in traffic law enforcement.
4. **Community Engagement & Education:** The radar trailer will be deployed in school zones, residential neighborhoods, and high-traffic areas to raise awareness of speed limits and promote safe driving behaviors.
5. **Accident & Risk Reduction:** By proactively addressing speeding concerns, the department aims to decrease the likelihood of traffic crashes, injuries, and fatalities.

Implementation Plan:

- **Deployment in High-Risk Areas:** The radar trailer will be rotated through locations with known speeding concerns, school zones, and community-requested areas.
- **Data-Driven Enforcement:** Officers will review collected data to identify speeding trends and adjust enforcement strategies accordingly.
- **Public Awareness Campaign:** The department will use social media, community meetings, and local partnerships to educate residents on the purpose and benefits of the radar trailer.
- **Performance Monitoring & Reporting:** The department will analyze traffic data over time and provide reports on speed compliance trends, using insights to inform future roadway safety initiatives.

Expected Impact:

- **Increased compliance with speed limits** through real-time driver feedback.

- **More efficient law enforcement efforts** by identifying and addressing high-risk locations.
- **Enhanced roadway safety** for drivers, pedestrians, and cyclists.
- **Improved community relations** by addressing public concerns about speeding and traffic enforcement.

By securing the **AAA Traffic Safety Grant**, the Holly Hill Police Department can implement this proactive traffic safety solution, ultimately fostering a safer transportation environment for all road users.

Program Evaluation for the Holly Hill Police Department Traffic Radar Trailer Initiative

To measure the effectiveness of the Traffic Radar Trailer Initiative, the Holly Hill Police Department will implement a structured evaluation process based on data analysis, enforcement outcomes, and community feedback. The program will be assessed using the following key performance indicators (KPIs):

1. Speed Compliance Improvement

- **Baseline Data Collection:** Before deploying the radar trailer, speed data will be collected in designated locations to establish a baseline for average vehicle speeds and speed limit compliance.
- **Post-Deployment Analysis:** After the trailer is placed, collected speed data will be compared to pre-deployment figures to determine if there is a reduction in speeding violations.

2. Traffic Volume and High-Risk Area Identification

- The radar trailer will collect vehicle count data, helping to identify high-traffic areas and peak speeding times.
- Data will be used to adjust enforcement strategies and determine if additional traffic control measures are needed.

3. Targeted Enforcement Effectiveness

- Speeding citations and warnings issued before and after trailer deployment will be tracked to measure any changes in violations.
- Officers will assess whether targeted patrols in high-risk areas, based on radar trailer data, lead to a reduction in speed-related offenses.

4. Crash Reduction in Key Areas

- Traffic accident reports from locations where the radar trailer is deployed will be analyzed to assess any reduction in speed-related crashes.
- Comparisons will be made between historical crash data and post-deployment statistics to evaluate safety improvements.

5. Community Feedback & Public Perception

- Resident feedback will be collected through community meetings, online surveys, and direct engagement with officers to gauge public perception of the program.
- Complaints and concerns regarding speeding in problem areas will be monitored to determine if the trailer's presence has positively impacted community concerns.

6. Long-Term Impact Assessment

- The department will conduct periodic reviews of collected data to assess sustained improvements in speed compliance.

- Success will be measured by a continued reduction in speeding violations, improved driver awareness, and fewer traffic-related incidents over time.

By utilizing a **data-driven approach**, tracking enforcement actions, and engaging with the community, the Holly Hill Police Department will ensure that the Traffic Radar Trailer Initiative is effectively reducing speeding and enhancing roadway safety.

Would you like to include any additional evaluation metrics or reporting methods for accountability?

RESOLUTION 2025-R-<>

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE FISCAL YEAR 2024-2025 ANNUAL OPERATING BUDGET, APPROPRIATING AAA TRAFFIC SAFETY GRANT TO THE FISCAL YEAR 2024-2025 BUDGET; SETTING FORTH REVENUES AND EXPENDITURES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Holly Hill Police Department applied for a \$7,543.00 AAA Traffic Safety Grant through the AAA Foundation; and

WHEREAS, The City Of Holly Hill Police Department seeks to utilize these awarded funds towards a mobile traffic radar trailer; and

WHEREAS, The City of Holly Hill Police Department intends to implement a Traffic Radar Trailer Initiative; and

WHEREAS, the City of Holly Hill Commission adopted Resolution 2024-R-66 approving the Annual Operating Budget for Fiscal Year 2024-2025; and

WHEREAS, the City of Holly Hill, by subsequent Resolutions 2024-R-95, R-85, R-77, R-71, and R-72, amending the operating budget for Fiscal Year 2024-2025; and

WHEREAS, the City requires all expenditures to be fully budgeted and requires a budget amendment to identify the revenue source and encumber the expenditure; and

WHEREAS, the City of Holly Hill City Commission desires to set forth and appropriate certain revenues and expenses.

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

Attachment: RESOLUTION 2025 AAA (2025-R-38 : AAA Traffic Safety Grant)

SECTION 1 BUDGET AMENDMENT. The grant award funds are hereby appropriated as set forth in Composite Exhibit ‘A’ attached hereto, which reflects revenues and corresponding expenditures for the designated projects for fiscal year 2024-2025 budget.

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 apart of this Resolution.

SECTION 3 EFFECTIVE DATE. The Budget item adopted in the preceding section shall govern the expenditures relating to operations and projects for the City during the current fiscal year effective October 1, 2024 through September 30, 2025. This Resolution shall become effective immediately upon its adoption.

ADOPTED AND AUTHENTICATED ON THIS 27th DAY OF MAY, 2025.

CITY OF HOLLY HILL
Budget Amendment Request
Fiscal Year 2024-2025

Requesting Department

Police Department

Date

5/27/20

ADD FUNDS TO ACCOUNT NUMBER:	PROJECT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-0000-366-9000		Contributions/Donations Priv Scourse	7,543.00
Total			7,543.00

ADD FUNDS TO ACCOUNT NUMBER:	PROJECT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
001-2110-521-5201		Operating Supplies	7,543.00
Total			7,543.00

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

To create budget for receipt of the AAA Traffic Safety Grant to be used for the purchase of a mobile traffic radar trailer.

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 -----

Finance Review

Finance Director Signature

Date

Resolution #

Attachment: Attachment A - BAR AAA Traffic Safety Grant (2025-R-38 : AAA Traffic Safety Grant)



**STAFF REPORT
CITY OF HOLLY HILL, FLORIDA**

5.3

**City Commission
Resolution**

MEETING DATE: May 27, 2025
FROM: Byron Williams
SUBJECT: A Resolution of the City Commission of the City of Holly Hill, Florida, Approving the Florida Law Enforcement Agreement for Accreditation for the Holly Hill Police Department; Providing for Severability; and Providing for an Effective Date.
NUMBER: 2025-R-39
APPLICANT:
PLANNER:

DISCUSSION:

The City of Holly Hill Police Department (HHPD) seeks to become an accredited agency through the Commission for Florida Law Enforcement Accreditation, Inc. (CFA). To achieve accreditation, HHPD wishes to enter into an accreditation agreement with CFA. The purpose of this agreement is to establish relationships between, and set responsibilities of, the parties to the agreement by assessing HHPD's compliance with the standards established by the CFA in order for the CFA to determine if HHPD is eligible for accredited status and by maintaining compliance with those standards by which HHPD was accredited until they are reaccredited.

The \$450 fee affiliated with the accreditation is towards software in order to upload to and communicate with FDLE presently. The accreditation itself will be completed in 2026.

FISCAL ANALYSIS:

The fee for assessment for eligible accreditation through CFA is based off of number of current sworn officers and is \$450.00 for 10-24 current sworn officers. HHPD has 20 current sworn officers. HHPD shall be responsible for Assessor costs, including travel, lodging, and per diem paid. Funds are available in the fiscal year 2024-2025 Police Department professional services budget account 001-2110-521-3101.

STAFF RECOMMENDATION:

Approve the Florida Law Enforcement Agreement for accreditation with for the Police Department and authorize the City Manager to execute the same.

COMMISSION GOAL:

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

MOTION:

APPROVING THE FLORIDA LAW ENFORCEMENT AGREEMENT FOR ACCREDITATION FOR THE HOLLY HILL POLICE DEPARTMENT AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT.

ATTACHMENTS:

- Florida Law Enforcement Accreditation Agreement (PDF)

Resolution No. 2025-39**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE FLORIDA LAW ENFORCEMENT AGREEMENT FOR ACCREDITATION FOR THE HOLLY HILL POLICE DEPARTMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE FLORIDA LAW ENFORCEMENT AGREEMENT FOR ACCREDITATION FOR THE HOLLY HILL POLICE DEPARTMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Holly Hill Police Department is currently in the process of becoming an accredited agency; and

WHEREAS, The City of Holly Hill Police Department wishes to enter into an accreditation agreement with the Commission for Florida Law Enforcement Accreditation, Inc., (CFA); and

WHEREAS, the purpose of this agreement is to establish the relationships between, and set responsibilities of, the parties to this agreement by assessing Holly Hill Police Department's compliance of standards; and

WHEREAS, by the CFA's assessing Holly Hill Police Department's continuing compliance with applicable standards; and

WHEREAS, Holly Hill Police Department is responsible for complying with all terms and conditions of the agreement during the accreditation process; and

WHEREAS, this is a capital project identified in the FY 24-25 budget cycle; and

WHEREAS, the fee to CFA for assessment based off of number of current sworn

officers is \$450.00 for 10-24 current sworn; and

WHEREAS, Holly Hill Police Department shall be responsible for Assessor costs, including travel, lodging, and per diem paid.

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

SECTION 1. That the City Commission of the City of Holly Hill approve the Florida Law Enforcement agreement for accreditation.

SECTION 2. The City Commission directs the Police Chief to develop a plan for the implementation of accreditation, including but not limited to, the selection of qualified officers, acquisition of necessary equipment, facilities, and training.

SECTION 3. Funding for the Florida Law Enforcement Agreement for accreditation shall be derived from existing law enforcement budgets, grants, community donations, or other appropriate sources as deemed necessary by the City of Holly Hill.

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

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

APPROVED AND AUTHENTICATED on this 27th day of MAY, 2025.



**THE COMMISSION FOR
FLORIDA LAW ENFORCEMENT ACCREDITATION**

LAW ENFORCEMENT AGREEMENT

This Accreditation Agreement is entered into between the **Holly Hill Police Department**, with principal offices at **1065 Ridgewood Avenue, Holly Hill, FL 32117**, hereafter referred to as the "Applicant," and The Commission for Florida Law Enforcement Accreditation, Inc., a Florida not-for-profit corporation, at P.O. Box 1489, Tallahassee, Florida, 32302, hereafter referred to as the "CFA."

The Applicant and the CFA, for and in consideration of the mutual covenants set forth in this Agreement and the compensation to be paid to the CFA by the Applicant hereinafter specified, covenant and agree to be bound by the provisions, terms, and covenants contained herein.

WHEREFORE, each party covenants and agrees as follows:

1. PURPOSE OF THIS AGREEMENT

- 1.1. The purpose of this Agreement is to establish the relationships between, and set the responsibilities of, the parties to this Agreement (a) by assessing the Applicant's compliance with the standards established by the CFA in order for the CFA to determine if the Applicant is eligible for accredited status; and, (b) by maintaining compliance with those standards by which they were accredited until the agency is reaccredited.
- 1.2. As it relates to Reaccreditation, the purpose of this Agreement is to maintain the relationships between, and set the continued responsibilities of the parties to this Agreement by the CFA's assessing the Applicant's continuing compliance with applicable standards established by the CFA.
- 1.3. The Applicant is responsible for complying with all terms and conditions of this Agreement during the accreditation process.

2. APPLICANT RESPONSIBILITIES

The Applicant agrees to:

- 2.1. Provide all information, using its best and honest judgment in good faith, requested by the CFA.
- 2.2. Provide all documents, files, records, and other data as required by the CFA unless prohibited by law.
- 2.3. Conduct a self-assessment as to the degree of compliance with standards that pertain to agency functions and provide full and accurate results thereof to the CFA.
- 2.4. Appoint one or more persons to assist the CFA's representatives, hereafter referred to as the "Assessors," provide access to files, records, and personnel and provide a workspace and equipment necessary to conduct the assessment.
- 2.5. In order to be considered for accreditation or reaccreditation, the Applicant must send an agency command level representative to appear for review before the CFA at the next general meeting following the Applicant's formal assessment. If an agency representative cannot attend the scheduled meeting, the Applicant may request a continuance of the review to the next scheduled general meeting. If a continuance is granted by the CFA, the Applicant shall appear at the next scheduled meeting. At that meeting:
 - If the Applicant is seeking initial accreditation, the effective date of accreditation (if awarded) will be the date the Applicant's representative appears before the CFA at a scheduled general meeting.
 - If the Applicant is seeking reaccreditation, the effective date of reaccreditation (if awarded) will be the date of the next general meeting following the Applicant's formal assessment.

Any questions regarding this procedure should be brought to the attention of the Applicant's program manager as soon as possible.

3. CFA'S RESPONSIBILITIES

The CFA agrees to:

- 3.1. Provide necessary documentation, forms and instructions regarding the accreditation process.
- 3.2. Develop and maintain specific requirements and prescribed standards for accreditation.
- 3.3. Provide Assessors for the purpose of conducting formal assessments as to the Applicant's compliance with standards.
- 3.4. Promptly analyze all compliance data and advise the Applicant of (a) any need for additional information, or (b) the results of the formal assessment.
- 3.5. Assess all compliance data against the standards and certify the Applicant as accredited if the relevant standards are met and compliance is accepted by the CFA.
- 3.6. If the Applicant is accredited, provide a framed certificate.
- 3.7. Following an examination of compliance with the applicable standards, if the Applicant is not accredited by the CFA, the Applicant will be notified with the reasons for such determination in writing within 30 days.

4. TIME PERIOD COVERED BY THIS AGREEMENT

- 4.1. This Agreement shall take effect when the Applicant's Chief Executive Officer or authorized representative and the CFA's authorized representative sign the Agreement.
- 4.2. The terms and covenants of this Agreement shall terminate:
 - 4.2.1. If the Applicant fails to schedule an assessment within 24 months of signing this agreement; or except as provided in Section 4.3; or
 - 4.2.2. Upon written notice by the Applicant that the Applicant intends to withdraw from the accreditation process; or
 - 4.2.3. Upon termination pursuant to Section 5.2 hereof; or

- 4.2.4. Upon notification pursuant to Section 12, that the Applicant cannot maintain compliance with standards set forth by the CFA; or
 - 4.2.5. Upon failure of the Applicant to pay all fees and costs required by this Agreement; or
 - 4.2.6. Upon expiration or revocation of the Applicant's accredited status.
- 4.3. The Applicant may submit a written request to the CFA to extend the time requirements of this Agreement in order to comply with the relevant standards for accreditation. The CFA, in its discretion, may grant an extension in accordance with the Extension Request Policy. The Commission expects an agency command level representative will attend the Commission meeting to represent the agency.

5. MODIFICATIONS

- 5.1. Applicant shall not make any modifications to this Agreement except in writing, signed by both parties, and executed with the same formalities as this document.
- 5.2. The Applicant recognizes and acknowledges it may be necessary for the CFA to make reasonable modifications and amendments to the Agreement and other related documents, including but not limited to the payment of fees as outlined in Section 6 below, and the accreditation standards and procedures related thereto and hereby agrees to endorse and agree to all such modifications and amendments. Applicant shall be notified of such modifications and/or amendments in writing. In the event the Applicant refuses to comply with any modifications or amendments, the CFA reserves the right to terminate this Agreement by giving notice to Applicant by registered or certified mail, return receipt requested, within twenty 20 days, of such refusal.

6. TIME AND MANNER OF PAYMENT

- 6.1. Payment of fees for agencies pursuing initial full compliance accreditation shall be based upon the fee structure below and must be paid prior to the formal

assessment. The fee structure is based on the number of authorized, sworn law enforcement positions within the agency at the time this Agreement is executed:

<u>NUMBER</u>	<u>FEE</u>
1-9	Donation
10-24	\$450.00
25-99	900.00
100-299	1,800.00
300-499	3,000.00
500+	3,900.00

- 6.2. The Applicant shall be responsible for Assessor costs, including travel, lodging, and per diem paid in accordance with Applicant's travel policy. The Applicant shall not be responsible for any overtime or other salary costs associated with Assessors performing duties in connection with this Agreement.
- 6.3. Applicants pursuing accreditation through the Core Competencies Program or Comparative Compliance, (those applicants currently accredited as Advanced Law Enforcement with the Commission on Accreditation for Law Enforcement Agencies (CALEA)) shall be required to pay a fee to the CFA in accordance with the fee structure below. This fee structure is based on the number of authorized sworn law enforcement positions at the time this Agreement is executed:

<u>NUMBER</u>	<u>FEE</u>
1-9	Donation
10-24	\$300.00
25-99	600.00
100-299	1,200.00
300-499	1,800.00
500+	2,400.00

- 6.4. The Applicant shall be responsible for an annual software maintenance fee for use of the Commission approved accreditation software.
- 6.5. The Applicant agrees any and all fees submitted will be forfeited if the Applicant does not schedule an assessment within two years or withdraws from the process

before the completion unless an extension is granted pursuant to Section 4.3 above.

- 6.6. After the initial accreditation is awarded, the Applicant will be billed annually for their reaccreditation fees. The annual reaccreditation fee, which is not refundable, shall be based upon one third of the fee structure set forth in Section 6.1 for full compliance agencies and Section 6.3 for comparative compliance agencies. The annual payment does not include formal assessment costs, which will be paid in accordance with Section 6.2 of this Agreement.

7. THE CFA AS AN INDEPENDENT CONTRACTOR

In all matters pertaining to this Agreement, the CFA is acting as an independent contractor, and neither the CFA, nor any officer, employee, nor agent of the CFA will be deemed an employee of the Applicant. The selection and designation of the personnel of the CFA as it relates to performance of its responsibilities under this Agreement shall be made by the CFA.

8. WARRANTY NOT INTENDED OR IMPLIED

- 8.1. It is understood the CFA's award of accreditation does not constitute a warranty, expressed or implied, of total or continued compliance by the Applicant with all applicable standards of accreditation and further, it is not a substitute for the Applicant's ongoing and in depth monitoring and evaluation of its activities and the quality of its services.
- 8.2. The CFA makes no representations or warranties, expressed or implied, of the benefit of any person or entity with regard to the aspect of the standards contained herein.

9. INTEGRATION

This instrument embodies the whole Agreement of the parties. The parties warrant there are no promises, terms, conditions, or obligations other than those contained

herein. This Agreement shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties hereto.

10. SEVERABILITY

If any provision of this Agreement or the application of such provision to any person or circumstance shall be held invalid, the remainder of this Agreement and the application of such provisions to persons or circumstances other than those to which it is held invalid shall not be affected thereby. The terms and conditions of this Agreement shall be binding on the Applicant for the entire accreditation period.

11. CHOICE OF LAW

This Agreement and the rights of the parties hereunder shall be governed by and interpreted in accordance with Florida law.

12. MAINTAINING THE APPLICANT'S ACCREDITED STATUS

- 12.1. Upon an award by the CFA of accreditation or reaccreditation, the Applicant agrees to remain in compliance with the Standards Edition under which accreditation or reaccreditation was awarded. New or amended standards are effective upon approval by the CFA; however, unless specified, accredited agencies have one year to achieve compliance with new or revised standards. The Applicant must demonstrate compliance with new and amended standards at its next formal assessment following the approval date of such standards.
- 12.2. After an award of accreditation, the Applicant is required to
 - File a brief annual report that certifies continuing standards compliance on a form provided by the CFA and
 - Promptly notify the CFA if circumstances exist that threaten noncompliance with standards under which the Agency was accredited.
- 12.3. If the CFA determines reasonable grounds exist to believe an agency is not in compliance with the standards under which accreditation was awarded, the CFA may require an immediate assessment at any time during the Applicant's

accreditation period at the expense of the Applicant. If the assessment demonstrates the Applicant is not in compliance with the standards under which it was accredited, the CFA may take action regarding the Agency's accredited status as the CFA deems appropriate, up to and including revocation of accreditation.

- 12.4. If the Commission becomes aware of events, circumstances or external criminal justice investigations that cause significant concerns regarding the agency's ability to comply with standards, the Commission has the right to defer the agency's assessment or review to a later date selected at the discretion of the Commission.
- 12.5. If such events, circumstances or external criminal justice investigations result in causing substantial doubts of the agency's compliance with standards, the Commission has the right to revoke the agency's accreditation.

13. WAIVER

Any waiver by the CFA of any breach of this Agreement by the Applicant shall relate only to that particular breach and shall not amount to a general waiver.

14. NOTICE

Any notice between the parties shall be in writing to the addresses as specified in the preamble to the Agreement or to such other address as either party may specify in writing in accordance with this section.

15. HEADINGS

The headings to this Agreement shall not be deemed part of it and shall not in any way affect its construction.

16. CONSENT TO BE BOUND

- 16.1. The Applicant's Chief Executive Officer or designee has read and agrees to be bound by the Standards set forth by the CFA.

- 16.2. All disputes arising under this Accreditation Agreement pertaining to the enforcement, execution, or any other actions, relative to this Agreement or any other standard, rule, or regulation of the CFA pertaining to the accreditation process and the maintenance of accreditation thereafter that cannot be resolved informally between the CFA and Applicant shall be resolved through voluntary binding arbitration pursuant to the Commercial Arbitration Rules of the American Arbitration Association. Both parties agree the location of the proceedings will be determined by the party not instituting the request for binding arbitration.
- 16.3. The person signing on behalf of the Applicant hereby represents and warrants he/she has the power and the authority to execute this Agreement and to bind the Applicant to all terms and conditions set herein including, but not limited to, the provisions of this Section 16.

IN WITNESS WHEREOF, the Applicant has caused this Agreement to be executed on this _____ day of _____, _____.

Signature of Chief Executive Officer

Signature of other civil authority (if required)

Printed Name

Printed Name

Title of Chief Executive Officer

Title of other civil authority

IN WITNESS WHEREOF, the CFA has caused this Agreement to be executed by its Executive Director, R. Stacy Lehman, on this _____ day of _____, _____.

Signature of R. Stacy Lehman

Executive Director

The Commission for Florida Law Enforcement Accreditation, Inc.



STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

5.4

MEETING DATE: May 27, 2025
FROM: Byron Williams
SUBJECT: A Resolution of the City Commission of the City of Holly Hill, Florida, Approving the Authorization of Obtaining a Certified Ammunition Dealer for Trade or Purchase of .40 Caliber Ammunition; Setting Forth Revenues and Expenditures; Providing for Severability; and Providing for an Effective Date.
NUMBER: 2025-R-40
APPLICANT:
PLANNER:

DISCUSSION:

The Holly Hill Police Department has accumulated 21 cases or 21,000 rounds of .40 caliber ammunition over the past 3 years, which were originally issued for duty and training purposes with department-issued .40 caliber handguns. During this time, the Department transitioned to 9mm caliber handguns to align with current law enforcement industry standards. As a result, the existing .40 caliber ammunition is no longer compatible with departmental equipment and has remained in storage without operational use. A list of this inventory is included as "Attachment A".

The Department is seeking authorization to locate a certified ammunition dealer who is willing to either:

1. **Trade** the surplus .40 caliber ammunition for 9mm caliber ammunition of equal or fair value, or
2. **Purchase** the surplus .40 caliber ammunition at a fair market price.

All transactions will be conducted in compliance with applicable local, state, and federal laws and regulations governing the sale and trade of ammunition.

FISCAL ANALYSIS:

There is no fiscal impact to the City at this time. If a trade is executed, the Department will gain usable 9mm ammunition at no cost. If a purchase is executed, any revenue generated will be returned to the appropriate departmental budget or used to support future ammunition purchases in accordance with City policy.

STAFF RECOMMENDATION:

Approve the authorization for the Holly Hill Police Department to pursue the trade or purchase of 21 cases of surplus .40 caliber ammunition in exchange for 9mm ammunition or a fair market purchase price.

COMMISSION GOAL:

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

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

MOTION:

APPROVING THE AUTHORIZATION OF OBTAINING A CERTIFIED AMMUNITION DEALER FOR TRADE OR PURCHASE OF .40 CALIBER AMMUNITION; SETTING FORTH REVENUES AND EXPENDITURES.

ATTACHMENTS:

- Attachment A - Property Transfer Form PD ammunition (PDF)

Resolution No. 2025-40**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE AUTHORIZATION OF OBTAINING A CERTIFIED AMMUNITION DEALER FOR TRADE OR PURCHASE OF .40 CALIBER AMMUNITION; SETTING FORTH REVENUES AND EXPENDITURES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE AUTHORIZATION OF OBTAINING A CERTIFIED AMMUNITION DEALER FOR TRADE OR PURCHASE OF .40 CALIBER AMMUNITION; SETTING FORTH REVENUES AND EXPENDITURES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Holly Hill Police Department accumulated 21 cases or 21,000 rounds of .40 caliber ammunition over the past three years; and

WHEREAS, originally, the rounds were issued for duty and training purposes with department-issued .40 caliber handguns; and

WHEREAS, the Holly Hill Police Department transitioned to 9mm handguns to align with current law enforcement industry standards; and

WHEREAS, the Holly Hill Police Department is seeking authorization to locate a certified ammunition dealer who is willing to either trade or purchase these rounds; and

WHEREAS, all transactions will be conducted in compliance with applicable local, state, and federal laws and regulations governing the sale and trade of ammunition.

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

SECTION 1. That the City Commission of the City of Holly Hill approve the trade or purchase of ammunition to an authorized dealer.

SECTION 2. If a purchase is executed, any revenue generated will be returned to the appropriate departmental budget or used to support future ammunition purchases.

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

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

APPROVED AND AUTHENTICATED on this 27th day of MAY, 2025.

City of Holly Hill
Finance Department
1065 Ridgewood Ave.
Holly Hill, FL 32117

CITY OF HOLLY HILL PERSONAL PROPERTY TRANSFER FORM

NOTE: Each item must be individually entered on this form and have an entry for either an Asset tag or Serial number. This transfer is occurring (required): ☐ between departments ☒ to surplus

Asset # or Tag #	SERIAL NUMBER	ITEM DESCRIPTION/SURPLUS REASON/CONDITION	DISPOSAL METHOD
		- 7 cases of Blazer Brass 180 grain FMJ' s: 7,000 rounds	Trade-In ☐
		- 3 cases of Blazer Brass 165 grain FMJ' s: 3,000 rounds	Trade-In ☐
		- 7 cases of Speer Gold Dot G2 180 grain: 7,000 rounds	Trade-In ☐
		- 2 cases of Federal American Eagle 165 grain FMJ' s: 2,000 rounds	Trade-In ☐
		- 2 cases of Speer Lawman 180 grain TMJ' s: 2,000 rounds	Trade-In ☐
			Trade-In ☐
			Scrap
			Scrap
			Scrap
			Scrap

NOTE: TWO SIGNATURES REQUIRED FOR TRANSFERRED ITEMS.

The asset was purchased with State or Federal grant funds: YES ☐ NO ☒

If yes, grant obligations have been fully met: YES ☐ NO ☒

If yes, do funds received from the disposition of the asset need to be returned to the grantor agency?: YES ☐ NO ☒

DEPARTMENT NAME Police Department

CUSTODIAN/SIGNATURE Sgt. Andrew Barrett

DATE 5/15/20

RECEIVING DEPARTMENT NAME _____

RECEIVING CUSTODIAN/SIGNATURE _____

DATE _____

RECEIVING DEPT. FUND/DIVISION CODES _____

RETURN TO FINANCE DEPT.

Packet Pg. 79



**STAFF REPORT
CITY OF HOLLY HILL, FLORIDA**

**City Commission
Resolution**

MEETING DATE: May 27, 2025
FROM: Michele Moore
SUBJECT: A Resolution of the City Commission of the City of Holly Hill, Florida, Declaring Identified Items as Surplus and Authorizing the Recycling of the Computers; Providing for Severability; and Providing for an Effective Date.
NUMBER: 2025-R-41
APPLICANT:
PLANNER:

DISCUSSION:

Periodically, end of life equipment is retired and surplus. Eleven (11) Hewlett Packard computers, three (3) Acer computers, four (4) Rotary vehicle lifts, one (1) Kustom Signs smart sign trailer, and four (4) Ford vehicles have been identified as past the end of their useful lives. Staff recommend that these items be auctioned/recycled.

Surplus request lists are included under “Attachment A” and “Attachment B”.

FISCAL ANALYSIS:

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

STAFF RECOMMENDATION:

Staff recommends the City Commission declare the equipment identified in the attached exhibits as surplus and authorize the auctioning of the four (4) ford vehicles and recycling of the eleven (11) Hewlett Packard computers, three (3) Acer computers, four (4) Rotary vehicle lifts, and one (1) Kustom Signs smart sign trailer.

COMMISSION GOAL:

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

MOTION:

APPROVE DECLARING IDENTIFIED ITEMS AS SURPLUS AND AUTHORIZING THE RECYCLING OF THE COMPUTERS.

ATTACHMENTS:

- Attachment A Inventory Disposal List- IT Dept (PDF)
- Attachment B Inventory Disposal List - PW Dept (PDF)

Resolution No. 2025-41**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, DECLARING IDENTIFIED ITEMS AS SURPLUS AND AUTHORIZING THE RECYCLING OF THE COMPUTERS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, DECLARING IDENTIFIED ITEMS AS SURPLUS AND AUTHORIZING THE AUCTIONING OF THE FOUR (4) FORD VEHICLES AND RECYCLING OF THE ELEVEN (11) HEWLETT PACKARD COMPUTERS, THREE (3) ACER COMPUTERS, FOUR (4) ROTARY VEHICLE LIFTS, AND ONE (1) KUSTOM SIGNS SMART SIGN TRAILER; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Information Technology Department has identified eleven (11) HP computers and three (3) Acer computers as past their useful life; and

WHEREAS, the Public Works Department has identified four (4) Rotary vehicle lifts, one (1) Kustom Signs smart sign trailer, and four (4) Ford vehicles have been identified as past the end of their useful lives: and

WHEREAS, City staff recommends that the equipment identified by the Information Technology and the Public Works Departments' be approved for auction/recycle.

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

SECTION 1. That the City Commission does hereby declare the Information Technology items identified as surplus and authorize the recycling of eleven (11) HP computers and three (3) Acer computers.

SECTION 2. That the City Commission does hereby declare the Public Works Department items identified as surplus and authorize the auctioning four (4) Ford vehicles and recycling of four (4) Rotary vehicle lifts, one (1) Kustom Signs smart sign trailer.

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

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

APPROVED AND AUTHENTICATED on this 27th day of MAY, 2025.



Disposal Request Form

DATE: 5/27/2025

Item #	Asset #	Tag #	Asset Type Description / Model	Manufacturer	Model	Serial Number	Date of Purchase	Purchase Cost	Book Value	Location	Disposal Method
1		2023000070	HP ProDesk 600 G2 Desktop Mini PC	HP	ProDesk 600 G2	2UA60216P1		\$0.00	\$0.00	IT	Scrap
2		2023000128	HP ProDesk 600 G2 Desktop Mini PC	HP	ProDesk 600 G2	2UA60216PN		\$0.00	\$0.00	IT	Scrap
3		2023000071	HP ProDesk 600 G2 Desktop Mini PC	HP	ProDesk 600 G2	2UA60216P6		\$0.00	\$0.00	IT	Scrap
4		2023000081	HP ProDesk 600 G2 Desktop Mini PC	HP	ProDesk 600 G2	8CG7165SDM		\$0.00	\$0.00	IT	Scrap
5		2023000060	Veriton L4620G	Acer	Veriton L4620G	DTVFGAA003303062E19600		\$0.00	\$0.00	IT	Scrap
7		2023000082	HP ProDesk 600 G2 Desktop Mini PC	HP	ProDesk 600 G2	8CG7165SD5		\$0.00	\$0.00	IT	Scrap
8		2023000124	Veriton L4630G	Acer	Veriton L4620G	DTVKGAA006433005DC9600		\$0.00	\$0.00	IT	Scrap
9		2023000029	Veriton L4630G	Acer	Veriton L4620G	DTVKGAA006443009029600		\$0.00	\$0.00	IT	Scrap
10		2023000068	HP ProDesk 600 G2 Desktop Mini PC	HP	ProDesk 600 G2	2UA60216P5		\$0.00	\$0.00	IT	Scrap
11		2023000035	HP ProDesk 600 G2 Desktop Mini PC	HP	ProDesk 600 G2	8CG7390YG4		\$0.00	\$0.00	IT	Scrap
12		2023000127	HP ProDesk 600 G2 Desktop Mini PC	HP	ProDesk 600 G2	2UA60216P3		\$0.00	\$0.00	IT	Scrap
13		2023000126	HP ProDesk 600 G2 Desktop Mini PC	HP	ProDesk 600 G2	2UA60216MV		\$0.00	\$0.00	IT	Scrap
14		2023000147	HP ProDesk 600 G2 Desktop Mini PC	HP	ProDesk 600 G2	2UA60216N0		\$0.00	\$0.00	IT	Scrap

Note - Items fall under the capitalization threshold.

City Manager Signature/Date



Disposal Request Form

DATE: 5/27/2025

Item #	Asset #	Tag #	Asset Type Description / Model	Manufacturer	Model	Serial Number	Date of Purchase	Purchase Cost	Book Value	Location	Disposal Method
15		2023000042	HP ProDesk 600 G3 Desktop Mini PC	HP	ProDesk 600 G3	8CG7390Y6P		\$0.00	\$0.00	IT	Scrap

Note - Items fall under the capitalization threshold.

City Manager Signature/Date

[Signature] 5-8-2025

City of Holly Hill
Finance Department
1065 Ridgewood Ave.
Holly Hill, FL 32117



CITY OF HOLLY HILL PERSONAL PROPERTY TRANSFER FORM

NOTE: Each item must be individually entered on this form and have an entry for either an Asset tag or Serial number. This transfer is occurring (required): ☐ between departments ☒ to surplus

Asset # or Tag #	SERIAL NUMBER	ITEM DESCRIPTION/SURPLUS REASON/CONDITION	DISPOSAL METHOD
2023000070	2UA60216P1	HP ProDesk 600 G2 Desktop Mini PC, Outdated	Scrap
2023000128	2UA60216PN	HP ProDesk 600 G2 Desktop Mini PC, Outdated	Scrap
2023000071	2UA60216P6	HP ProDesk 600 G2 Desktop Mini PC, Outdated	Scrap
2023000081	8CG7165SDM	HP ProDesk 600 G3 Desktop Mini PC, Outdated	Scrap
2023000060	DTVFAA003303062E19600	Veriton L4620G, Outdated	Scrap
	2UA60216P3	HP ProDesk 600 G2 Desktop Mini PC, Outdated	Scrap <i>N</i>
2023000082	8CG7165SD5	HP ProDesk 600 G3 Desktop Mini PC, Outdated	Scrap
2023000124	DTVKGAA006433005DC9600	Veriton L4630G , Outdated	Scrap
2023000029	DTVKGAA006443009029600	Veriton L4630G , Outdated	Scrap
2023000068	2UA60216P5	HP ProDesk 600 G2 Desktop Mini PC, Outdated	Scrap

NOTE: TWO SIGNATURES REQUIRED FOR TRANSFERRED ITEMS.

The asset was purchased with State or Federal grant funds: YES ☐ NO ☒

If yes, grant obligations have been fully met: YES ☐ NO ☐

If yes, do funds received from the disposition of the asset need to be returned to the grantor agency?: YES ☐ NO ☐

DEPARTMENT NAME Information Technology

CUSTODIAN/SIGNATURE *Scott*

DATE 5/5/2025

RECEIVING DEPARTMENT NAME _____

RECEIVING CUSTODIAN/SIGNATURE _____

DATE _____

RECEIVING DEPT. FUND/DIVISION CODES _____

RETURN TO FINANCE DEPT



HOLLY HILL

FLORIDA

City of Holly Hill
Finance Department
1065 Ridgewood Ave.
Holly Hill, FL 32117

CITY OF HOLLY HILL PERSONAL PROPERTY TRANSFER FORM

NOTE: Each item must be individually entered on this form and have an entry for either an Asset tag or Serial number. This transfer is occurring (required): ☐ between departments ☒ to surplus

Asset # or Tag #	SERIAL NUMBER	ITEM DESCRIPTION/SURPLUS REASON/CONDITION	DISPOSAL METHOD
2023000035	8CG7390YG4	HP ProDesk 600 G3 Desktop Mini PC, Outdated	Scrap
2023000127	2UA60216P3	HP ProDesk 600 G2 Desktop Mini PC, Outdated	Scrap
2023000126	2UA60216MV	HP ProDesk 600 G2 Desktop Mini PC, Outdated	Scrap
2023000147	2UA60216N0	HP ProDesk 600 G2 Desktop Mini PC, Outdated	Scrap
2023000042	8CG7390YG4	HP ProDesk 600 G3 Desktop Mini PC, Outdated	Scrap
			Scrap
			Scrap
			Scrap
			Scrap
			Scrap

NOTE: TWO SIGNATURES REQUIRED FOR TRANSFERRED ITEMS.

The asset was purchased with State or Federal grant funds: YES ☐ NO ☒

If yes, grant obligations have been fully met: YES ☐ NO ☐

If yes, do funds received from the disposition of the asset need to be returned to the grantor agency?: YES ☐ NO ☐

DEPARTMENT NAME Information Technology

CUSTODIAN/SIGNATURE

[Signature]

DATE

5/5/25

RECEIVING DEPARTMENT NAME

RECEIVING CUSTODIAN/SIGNATURE

DATE

RECEIVING DEPT. FUND/DIVISION CODES _____

RETURN TO FINANCE DEPT



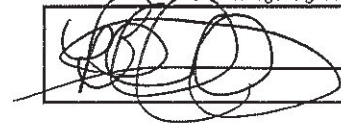
Disposal Request Form

DATE: 5/27/2025

Item #	Asset #	Tag #	Asset Type Description / Model	Manufacturer	Model	Serial Number	Date of Purchase	Purchase Cost	Book Value	Location	Disposal Method
1	2016000035		Koni Lift Model	Rotary	MCH413U1A00	HBU16B001	1/13/2016	\$29,104.66	\$3,780.76	PW	Scrap
2	2016000035		Koni Lift Model	Rotary	MCH413U1A00	HBU16B002		\$0.00	\$0.00	PW	Scrap
3	2016000035		Koni Lift Model	Rotary	MCH413U1A00	HBU16B003		\$0.00	\$0.00	PW	Scrap
4	2016000035		Koni Lift Model	Rotary	MCH413U1A00	HBU16B004		\$0.00	\$0.00	PW	Scrap
5	2006001871		Kustom Signs Smart Trailer Veh #8	Kustom Signs	Smart Trailer	1K9BS0812XK118122	7/9/1999	\$14,990.00	\$0.00	PW	Scrap
6	2016000009		2011 Ford Crown Victoria Veh #116	Ford	Crown Victoria	2FABP7BVX114041	11/12/2015	\$5,000.00	\$0.00	PW	Auction
7	2014000229		2010 Ford Crown Victoria Veh #105	Ford	Crown Victoria	2FAB7BV6AX130024	7/17/2014	\$6,750.00	\$0.00	PW	Auction
8	2013000199		2013 Ford Police Interceptor SUV Veh #996	Ford	Police Interceptor SUV	1FM5K8AR9DGB40830	3/27/2013	\$26,000.00	\$0.00	PW	Auction
9		2013000275	Veh #996 Accessories				7/22/2013	\$340.55	\$0.00	PW	Scrap
10	2013000200		2013 Ford Police Interceptor SUV Veh #134	Ford	Police Interceptor SUV	1FM5K8AR9DGB40844	3/27/2013	\$26,000.00	\$0.00	PW	Auction
11	2013000068		Veh #134 Accessories				11/29/2012	\$208.00	\$0.00	PW	Auction

Note - Items fall under the capitalization threshold.

City Manager Signature/Date

 For JF



City of Holly Hill
Finance Department
1065 Ridgewood Ave.
Holly Hill, FL 32117

CITY OF HOLLY HILL PERSONAL PROPERTY TRANSFER FORM

NOTE: Each item must be individually entered on this form and have an entry for either an Asset tag or Serial number. This transfer is occurring (required): ☐ between departments ☒ to surplus

Asset # or Tag #	SERIAL NUMBER	ITEM DESCRIPTION/SURPLUS REASON/CONDITION	DISPOSAL METHOD
N/A	HBU16B001	Koni Lift Model MCH413U1A00	Scrap
N/A	HBU16B002	Koni Lift Model MCH413U1A00	Scrap
N/A	HBU16B003	Koni Lift Model MCH413U1A00	Scrap
N/A	HBU16B004	Koni Lift Model MCH413U1A00	Scrap
2006001871	1K9BS0812XK118122	Kustom Signs Smart Trailer 8	Scrap
2016000009	2FABP7BV1BX114041	2011 Crown Victoria Vehicle 116	Scrap <i>Auction</i>
2014000229	2FAB7BV6AX130024	2010 Crown Victoria Vehicle 105	Auction
201000199; 2013000275	1FM5K8AR9DGB40830	2013 Police Interceptor SUV #996	Auction
2013000200; 2013000068	1FM5K8AR9DGB40844	2013 Police Interceptor SUV #134	Scrap <i>Auction</i>

NOTE: TWO SIGNATURES REQUIRED FOR TRANSFERRED ITEMS.

The asset was purchased with State or Federal grant funds: YES ☐ NO ☒

If yes, grant obligations have been fully met: YES ☐ NO ☐

If yes, do funds received from the disposition of the asset need to be returned to the grantor agency?: YES ☐ NO ☐

DEPARTMENT NAME Public Works/Fleet Division

CUSTODIAN/SIGNATURE

Stefan Juerg

DATE 5/13/25

RECEIVING DEPARTMENT NAME

RECEIVING CUSTODIAN/SIGNATURE

DATE

RECEIVING DEPT. FUND/DIVISION CODES _____

RETURN TO FINANCE DEPT



INVENTORY DISPOSAL FORM

PLEASE PRINT ALL INFORMATION

Equipment Description

(4) Koni Lifts

Tag # n/a**Serial #**HBU16B001; HBU16B002;
HBU16B003; HBU16B004**Manufacturer**

Koni

Model #

MCH413U1A00

Vehicle #

n/a

Reason for Request to Surplus:

These Koni Lifts were damaged during Hurricane Milton

and have been replaced

Department:

Public Works

Supervisor:
Date:

13-May-25

Please Return To: Finance Department**FINANCE DEPT USE ONLY****Authorized By****Date****Notes:** No purchasing information is available for these items.**Recommendation:** Recommend Lifts be scrapped**Approved Disposal Method:**





INVENTORY DISPOSAL FORM

PLEASE PRINT ALL INFORMATION

Equipment Description Kustom Signs Smart Trailer 8

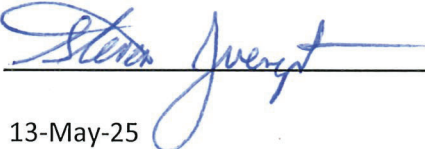
Tag # 2006001871 **Serial #** 1K9BS0812XK118122

Manufacturer Kustom Signs **Model #** Smart Trailer 8

Vehicle # 8

Reason for Request to Surplus: Destroyed during Hurricane Milton

Department: Public Works

Supervisor: 

Date: 13-May-25

Please Return To: Finance Department

FINANCE DEPT USE ONLY

Authorized By _____ **Date** _____

Notes: Purchase Date: 07/09/1999; Purchase Cost: \$14,990.00; Book Value: \$0.00

Recommendation: Recommend trailer be scrapped

Approved Disposal Method: _____

Attachment: Attachment B Inventory Disposal List - PW Dept (2025-R-41 : Surplus of City Equipment)





INVENTORY DISPOSAL FORM

PLEASE PRINT ALL INFORMATION

Equipment Description 2011 Crown Victoria

Tag # 2016000009 **Serial #** 2FABP7BVBX114041

Manufacturer Ford **Model #** Crown Victoria

Vehicle # 116

Reason for Request to Surplus: Vehicle is badly rusted and A/C is not functional

Department: Public Works

Supervisor: 

Date: 13-May-25

Please Return To: Finance Department

FINANCE DEPT USE ONLY

Authorized By _____ **Date** _____

Notes: Purchase Date: 11/12/2015; Purchase Order: 160091; Purchase Cost: \$5,000.00

Book Value: \$0.00

Recommendation: Recommend auction with a reserve set to \$500.00

Approved Disposal Method: _____

Attachment: Attachment B Inventory Disposal List - PW Dept (2025-R-41 : Surplus of City Equipment)





INVENTORY DISPOSAL FORM

PLEASE PRINT ALL INFORMATION

Equipment Description 2010 Crown Victoria

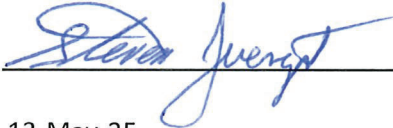
Tag # 2014000229 **Serial #** 2FAB7BV6AX130024

Manufacturer Ford **Model #** Crown Victoria

Vehicle # 105

Reason for Request to Surplus: Vehicle badly rusted

Department: Public Works

Supervisor: 

Date: 13-May-25

Please Return To: Finance Department

FINANCE DEPT USE ONLY

Authorized By _____ **Date** _____

Notes: Purchase Date: 07/17/2014; Purchase Order: 140374; Purchase Cost: \$6,750.00

Book Value: \$0.00

Recommendation: Recommend auction with a reserve set to \$500.00

Approved Disposal Method: _____

Attachment: Attachment B Inventory Disposal List - PW Dept (2025-R-41 : Surplus of City Equipment)





INVENTORY DISPOSAL FORM

PLEASE PRINT ALL INFORMATION

Equipment Description 2013 Police Interceptor SUV

Tag # 2013000199 **Serial #** 1FM5K8AR9DGB40830

Manufacturer Ford **Model #** Explorer Police Interceptor

Vehicle # 996

Reason for Request to Surplus: Vehicle mold, parts are missing from vehicle

Department: Public Works

Supervisor: 

Date: 13-May-25

Please Return To: Finance Department

FINANCE DEPT USE ONLY

Authorized By _____ **Date** _____

Notes: Purchase Date: 03/27/2013; Purchase Order: 130352; Purchase Cost: \$26,000

Book Value: \$0.00

Recommendation: Recommend auction with a reserve set to \$500.00

Approved Disposal Method: _____



INVENTORY DISPOSAL FORM

PLEASE PRINT ALL INFORMATION

Equipment Description 2013 Police Interceptor SUV mirror beam, mounting bracket, LED
light

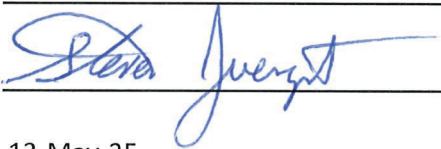
Tag # 2013000275 **Serial #** N/A

Manufacturer Ford **Model #** Veh 996 accessories

Vehicle # 996

Reason for Request to Surplus: Vehicle mold, parts are missing from vehicle

Department: Public Works

Supervisor: 

Date: 13-May-25

Please Return To: Finance Department

FINANCE DEPT USE ONLY

Authorized By _____ **Date** _____

Notes: Purchase Date: 07/22/2013; P-Card Purchase; Purchase Cost: \$340.55

Book Value: \$0.00

Recommendation: Recommend discard

Approved Disposal Method: _____

Attachment: Attachment B Inventory Disposal List - PW Dept (2025-R-41 : Surplus of City Equipment)





INVENTORY DISPOSAL FORM

PLEASE PRINT ALL INFORMATION

Equipment Description 2013 Police Interceptor

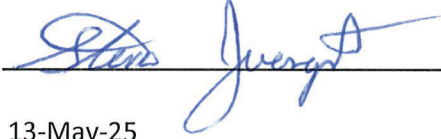
Tag # 2013000200 **Serial #** 1FM5K8AR9DGB40844

Manufacturer Ford **Model #** Explorer Police Interceptor

Vehicle # 134

Reason for Request to Surplus: ABS light on, no parts available for repair

Department: Public Works

Supervisor: 

Date: 13-May-25

Please Return To: Finance Department

FINANCE DEPT USE ONLY

Authorized By _____ **Date** _____

Notes: Purchase Date: 03/27/2013; Purchase Order: 130351; Purchase Cost: \$26,000.00

Book Value: \$0.00

Recommendation: Recommend auction with a reserve set to \$500.00

Approved Disposal Method: _____

Attachment: Attachment B Inventory Disposal List - PW Dept (2025-R-41 : Surplus of City Equipment)



INVENTORY DISPOSAL FORM

PLEASE PRINT ALL INFORMATION

Equipment Description

Tinted Windows on vehicle 134

light

Tag # 2013000068**Serial #** N/A**Manufacturer** Ford**Model #** Veh 134 accessories accessories**Vehicle #** 134**Reason for Request to Surplus:**

Vehicle mold, parts are missing from vehicle

Department:

Public Works

Supervisor:
Date:

13-May-25

Please Return To: Finance Department

FINANCE DEPT USE ONLY**Authorized By****Date****Notes:** Purchase Date: 11/29/2012; Purchase Cost: \$208.00

Book Value: \$0.00

Recommendation: Auction with vehicle**Approved Disposal Method:**





STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Ordinance

7.1

MEETING DATE: May 27, 2025
FROM: Joseph Forte
SUBJECT: **SECOND READING - an Ordinance of the City of Holly Hill, Florida, Amending Section 42-34 (Cost of Living Adjustment) of the Holly Hill Code of Ordinances to Incorporate an Amendment to the Cost of Living Adjustment as Approved During Collective Bargaining; Providing for Conflicting Ordinances; Providing for Severability; and Providing an Effective Date.**
NUMBER: 2025-O-3088
APPLICANT:
PLANNER:

DISCUSSION:

Section 42-34 (Cost of Living Adjustment) of the Holly Hill Code of Ordinances currently provides for a certain cost of living adjustment based on the retirement date of the member. During the recent collective bargaining negotiation, the City and PBA agreed to an amendment to the cost of living adjustment, which needs to be incorporated into the City's Code of Ordinances. It is currently outlined in the PBA collective bargaining agreement.

For all employees retiring on or after September 30, 2006, the annual retirement benefit shall be increased annually by a two percent cost of living adjustment, with the first adjustment occurring on the first year anniversary of the employee's retirement and each subsequent adjustment shall occur on each subsequent anniversary date. For all employees retiring on or after October 6, 2009, the annual retirement benefit shall be increased annually by a two percent cost of living adjustment, with the first adjustment occurring on the fifth year anniversary of the employee's retirement and each subsequent adjustment shall occur on each subsequent anniversary date.

Bargaining Unit Members hired after October 1, 2024 shall not receive a cost of living adjustment to their retirement benefits. However, when the Unfunded Accrued Actuarial

Liability (UAAL) reduces to \$1,000,000.00 the City will consider reinstating the COLA.

FISCAL**ANALYSIS:**

There is no increase to budget expenditures and may actual reduce the city's contribution to the Police Pension Fund as it is evaluated each year.

STAFF**RECOMMENDATION:**

Staff recommends the City Commission approve this ordinance because it was negotiated in good faith with the PBA.

COMMISSION**GOAL:**

N/A

MOTION:

APPROVE AMENDING SECTION 42-34 (COST OF LIVING ADJUSTMENT) OF THE HOLLY HILL CODE OF ORDINANCES TO INCORPORATE AN AMENDMENT TO THE COST OF LIVING ADJUSTMENT AS APPROVED DURING COLLECTIVE BARGAINING.

HISTORY:

05/13/25

City Commission

APPROVED AT 1ST READING

Next: 05/27/25

Ordinance No. 2025-3088**SECOND READING - AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING SECTION 42-34 (COST OF LIVING ADJUSTMENT) OF THE HOLLY HILL CODE OF ORDINANCES TO INCORPORATE AN AMENDMENT TO THE COST OF LIVING ADJUSTMENT AS APPROVED DURING COLLECTIVE BARGAINING; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING SECTION 42-34 (COST OF LIVING ADJUSTMENT) OF THE HOLLY HILL CODE OF ORDINANCES TO INCORPORATE AN AMENDMENT TO THE COST OF LIVING ADJUSTMENT AS APPROVED DURING COLLECTIVE BARGAINING; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 42-34 (Cost of Living Adjustment) of the Holly Hill Code of Ordinances currently provides for a certain cost of living adjustment based on the retirement date of the member; and

WHEREAS, during the recent collective bargaining negotiation, the City and PBA agreed to an amendment to the cost of living adjustment, which needs to be incorporated into the City's Code of Ordinances; and

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

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

SECTION 1. The City Commission of the City of Holly Hill hereby amends Section 42-34 (Cost of Living Adjustment) to read as follows:

Sec. 42-34. - Cost of living adjustment.

For all employees retiring on or after September 30, 2006, the annual retirement benefit shall be increased annually by a two percent cost of living adjustment, with the first adjustment occurring on the first year anniversary of the employee's retirement and each subsequent adjustment shall occur on each subsequent anniversary date. For all employees retiring on or after October 6, 2009, the annual retirement benefit shall be increased annually by a two percent cost of living adjustment, with the first adjustment occurring on the fifth year anniversary of the employee's retirement and each subsequent adjustment shall occur on each subsequent anniversary date. Bargaining Unit Members hired after October 1, 2024 shall not receive a cost of living adjustment to their retirement benefits. However, when the Unfunded Accrued Actuarial Liability (UAAL) reduces to \$1,000,000.00 the City will consider reinstating the COLA.

SECTION 2. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance, or application hereof, is for any reason held invalid or unconstitutional by any Court, such portion or application shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions or application hereof.

SECTION 3. That all ordinances made in conflict with this Ordinance are hereby repealed.

SECTION 4. That this Ordinance shall become effective immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 27th day of MAY, 2025 for second and final reading.