CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

MINUTES ● 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

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. PRESENTATION

1.

Mid Year Budget Review FY 2024-2025

(Requested by Michele Moore, Finance)
There was no vote needed on the Mid-Year Budget FY24-25 presentation itself, however, the Commission did take a vote on the three (3) Mid-Year Budget FY24-25 Amendment Requests (BAR) that were a part of the discussion and within the agenda packet, better known as Attachments A, B, and C.

Commissioner Currie made a motion to ***APPROVE the three (3) Mid-Year Budget FY24-25 Amendment Requests as submitted by staff within the agenda packet****, seconded by Commissioner Snow.*

Mayor Penny opened public participation. No one spoke.

PASSED, 5-0.

RESULT:	**NO VOTE NEEDED**

3. PUBLIC COMMENTS

The following individual came before the Mayor and City Commissioners: Danielle Latona, Holly Hill.

4. APPROVAL OF MINUTES

1.

Minutes - May 13, 2025 - Regular City Commission Meeting

(Requested by Valerie Manning, City Clerk)

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

Enacted and approved this 27th day of May, 2025, in Holly Hill

5. CONSENT AGENDA - ITEMS (1 - 5)

Mayor Penny asked if there was any member from the audience who wished to speak on any item on the Consent Agenda or if any member of the Commission wished to pull an item for further discussion. There was no one.

1. 2025-R-36 Resolution

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)

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

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.

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.

Enacted and approved this 27th day of May, 2025, in Holly Hill

2. 2025-R-38 Resolution

A Resolution of the City Commission of the City of Holly Hill, Florida, Amending the Fiscl 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)

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

RESOLUTION
2025-R-38
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE FISCL 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-20amending 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.

Enacted and approved this 27th day of May, 2025, in Holly Hill

3. 2025-R-39 Resolution

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)

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

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.

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.

Enacted and approved this 27th day of May, 2025, in Holly Hill

4. 2025-R-40 Resolution

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)

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

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.

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.

Enacted and approved this 27th day of May, 2025, in Holly Hill

5. –2025-R-41 Resolution

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)

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

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.

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.

Enacted and approved this 27th day of May, 2025, in Holly Hill

6. REGULAR AGENDA - NONE

7. PUBLIC HEARINGS

1. 2025-O-3088 Ordinance

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)
Mayor Penny opened public participation. No one spoke.

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

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.

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 (<u>underlined</u>) 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:

<u>SECTION 1.</u> 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. <u>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.</u>

<u>SECTION 2.</u> 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.

Enacted and approved this 27th 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 thanked Commissioner Johnson for filling in for him during the Memorial Day remembrance ceremony on Monday and thanked the citizens as well for showing up to the County meetings as it pertains to the flooding issues and concerns and for speaking up and sharing their concerns with the County and encouraged them to continue doing that because the elected officials get involved, however, the County seems to show up when the citizens come forward and share about issues within their own communities.

D. District City Commission Comments
The Commissioners enjoyed the Memorial Day remembrance on Monday hosted by the American Legion Post 120 and expressed how great of job they always do and appreciate them for coming to the city to host that as well as the other things they do with the city.

Commissioner Snow remined everyone about the upcoming kids concert for ages 3 to 7 year old's called the *"WiseOcean Live"* event happening at Sica Hall on Saturday, June 14th from 10:00 AM - 11:00 AM; Commissioner Snow mentioned she enjoyed the Volusia League of Cities annual Award Services Banquet and congratulated Donna Dungee from Community Development for receiving the "Employee of the Year" award; congratulated Holly Hill Police Sergeant Andrew Barrett who was an award recipient at the *Regional Valor Awards hosted by the Hispanic Chamber of Commerce of Central Florida*; mentioned the LPGA canal and how happy she is to see that cleared out before hurricane season begins and appreciates the County for doing that and thanked the citizens and staff for playing a big part in the County getting involved.

Commissioner Johnson enjoyed the Volusia League of Cities dinner that was held last week for their annual Award Services Banquet and congratulated the city's employee, Donna Dungee for winning the "Employee of the Year"; TPO meeting tomorrow and the Volusia Sports Center has summer try-outs taking place tonight.

E. Mayor's Conclusion Comments
None.

9. ADJOURNMENT

The meeting adjourned at approximately 6:30 PM.

Valerie Manning
Valerie Manning, City Clerk,CMC 5/27/2025

John Penny, Mayor 5/27/2025