CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

AGENDA ● JULY 12, 2022

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

HOLLY HILL
FLORIDA

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

CITY COMMISSION MEMBERS

Mayor
Chris Via

District 1 - Commissioner
John Penny

District 2 - Commissioner
Penny Currie

District 3 - Commissioner
John C. Danio

District 4 - Commissioner
Roy Johnson

CITY MANAGER
Joseph Forte

CITY CLERK
Valerie Manning

1. CALL TO ORDER

a. Roll Call
b. Invocation by Mayor Chris Via
c. Pledge of Allegiance

2. PUBLIC COMMENTS

3. APPROVAL OF MINUTES

1. Minutes - June 28, 2022 - Regular City Commission Meeting

   (Requested by Valerie Manning, City Clerk)

4. CONSENT AGENDA - ITEM (1)

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

1. Resolution –2022-R-50 A Resolution of the City Commission of the City of Holly Hill, Florida, Approving the FY2022/2023 CDBG Annual Plan Applications as Submitted; Providing for Severability; and Providing for an Effective Date.

   (Requested by Antoine Khoury, Public Works)

5. REGULAR AGENDA - NONE

6. PUBLIC HEARINGS - NONE

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

7. COMMUNICATIONS

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

8. ADJOURNMENT

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

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



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



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

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

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

MEETING DATE: **July 12, 2022**
FROM: **Valerie Manning**
SUBJECT: **Minutes - June 28, 2022 - Regular City Commission Meeting**
NUMBER: **(ID # 3810)**
APPLICANT:
PLANNER:

DISCUSSION:

Minutes from June 28, 2022 regular City Commission meeting.

MOTION:

Approve the minutes as submitted by staff.

- Minutes - June 28, 2022 - Regular City Commission meeting (PDF)

CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

MINUTES ● JUNE 28, 2022

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

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

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

1. CALL TO ORDER

a. Roll Call

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

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

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

2. PUBLIC COMMENTS

The following individuals came forward to speak to the Mayor and City Commissioners: Dawn and Christie Ballin, Holly Hill and Pastor Gabriel Varga of Daytona Rescue Mission on Ridgewood Avenue Baptist Church, lives in Daytona Beach.

3. APPROVAL OF MINUTES

1.

Minutes - June 14, 2022 - Regular City Commission Meeting

(Requested by Valerie Manning, City Clerk)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	John Penny, District 1 - Commissioner
SECONDER:	Penny Currie, District 2 - Commissioner
AYES:	Via, Penny, Currie, Johnson
ABSENT:	Danio

Enacted and approved this 28th day of June, 2022, in Holly Hill

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4. CONSENT AGENDA - ITEMS (1 - 7)

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

1. –2022-R-43 Resolution

A Resolution of the City Commission of the City of Holly Hill, Florida, Approving a Purchase of Diesel Fuel from Petroleum Traders Corp in an Amount Not to Exceed $50,000 and Authorizing the City Manager to Execute the Same; Providing for Severability; and Providing for an Effective Date.

(Requested by Antoine Khoury, Public Works)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Roy Johnson, District 4 - Commissioner
SECONDER:	Penny Currie, District 2 - Commissioner
AYES:	Via, Penny, Currie, Johnson
ABSENT:	Danio

RESOLUTION
2022-R-43
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING A PURCHASE OF DIESEL FUEL FROM PETROLEUM TRADERS CORP IN AN AMOUNT NOT TO EXCEED $50,000 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING A PURCHASE OF DIESEL FUEL FROM PETROLEUM TRADERS CORP IN AN AMOUNT NOT TO EXCEED $50,000 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, diesel fuel is needed in the City to provide for use in diesel engines as well as the backup generator for the Public Works Department; and

WHEREAS, Petroleum Traders Corp has agreed to allow the City of Holly Hill to piggyback Volusia County Master Agreement 860 32391A 1 for the purchase of diesel fuel; and

WHEREAS, adequate savings are available within the divisional funds to pay for the purchase of diesel fuel in an amount not to exceed $50000.

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

SECTION 1. That the Commission of the City of Holly Hill approve a purchase of diesel fuel from Petroleum Traders Corp in an amount not to exceed $50,000, and authorize

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the City Manager to execute the same.

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

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

APPROVED AND AUTHENTICATED on this 28th day of JUNE, 2022.

Enacted and approved this 28th day of June, 2022, in Holly Hill

2. –2022-R-44 Resolution

A Resolution of the City Commission of the City of Holly Hill, Florida, Authorizing the City Manager to Enter into an Agreement with Hall & Ogle Architects, Inc., to Provide a Schematic Design Package for the New Fire Station Project for an Amount of $30,000.00; Providing for Severability; and Providing for an Effective Date.

(Requested by Antoine Khoury, Public Works)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Roy Johnson, District 4 - Commissioner
SECONDER:	Penny Currie, District 2 - Commissioner
AYES:	Via, Penny, Currie, Johnson
ABSENT:	Danio

RESOLUTION
2022-R-44
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH HALL & OGLE ARCHITECTS, INC., TO PROVIDE A SCHEMATIC DESIGN PACKAGE FOR THE NEW FIRE STATION PROJECT FOR AN AMOUNT OF $30,000.00; 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 ENTER INTO AN AGREEMENT WITH HALL & OGLE ARCHITECTS, INC., TO PROVIDE A SCHEMATIC DESIGN PACKAGE FOR THE NEW FIRE STATION PROJECT FOR AN AMOUNT OF $30,000.00; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City has approved capital operating and capital improvement project funds budget amendments on March 8, 2022 via Resolution 2022-R-16; and

WHEREAS, the City has continuing services agreement with Hall & Ogle

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Architects, Inc., to provide architectural services for the new fire station project; and

WHEREAS, Hall & Ogle Architects, Inc., has submitted a conceptual architectural proposal in the amount of $30,000.00; and

WHEREAS, staff recommends the City Commission authorize the City Manager to enter into an agreement with Hall & Ogle Architects, Inc., for the provision of a schematic design package for the new fire station project.

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

SECTION 1. That the City Commission of the City of Holly Hill authorize the City Manager to enter into an agreement with Hall & Ogle Architects, Inc., for the provision of a schematic design package for the new fire station project.

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

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

APPROVED AND AUTHENTICATED on this 28th day of JUNE, 2022.

Enacted and approved this 28th day of June, 2022, in Holly Hill

3. –2022-R-45 Resolution

A Resolution of the City Commission of the City of Holly Hill, Florida, Approving the Final One (1) Year Extension of the Continuing Architectural Services Agreement Between the City of Holly Hill and Hall & Ogle Architects, Inc., and Authorize the City Manager to Execute the Same; Providing for Severability; and Providing for an Effective Date.

(Requested by Antoine Khoury, Public Works)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Roy Johnson, District 4 - Commissioner
SECONDER:	Penny Currie, District 2 - Commissioner
AYES:	Via, Penny, Currie, Johnson
ABSENT:	Danio

RESOLUTION
2022-R-45
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE FINAL ONE (1) YEAR EXTENSION OF THE CONTINUING ARCHITECTURAL SERVICES AGREEMENT BETWEEN THE CITY OF HOLLY HILL AND HALL & OGLE ARCHITECTS, INC., AND

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AUTHORIZE THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE FINAL ONE (1) YEAR EXTENSION OF THE CONTINUING ARCHITECTURAL SERVICES AGREEMENT BETWEEN THE CITY OF HOLLY HILL AND HALL & OGLE ARCHITECTS AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE SAME; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the agreement with Hall & Ogle Architects to provide architectural services was approved by the City Commission on August 14, 2018 with a term of three (3) years with two (2) one-year extension options; and

WHEREAS, it is recommended to keep an architectural continuing service active in the event that design services for City facilities are required.

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

SECTION 1. The City Commission approves the final one (1) year extension of the continuing architectural services agreement between the City of Holly Hill and Hall & Ogle Architects.

SECTION 2. The City Commission authorizes the City Manager to execute the final (1) year extension year extension of the continuing architectural services agreement between the City of Holly Hill and Hall & Ogle Architects.

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

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

APPROVED AND AUTHENTICATED on this 28th day of JUNE, 2022.

Enacted and approved this 28th day of June, 2022, in Holly Hill

4. -2022-R-46 Resolution

A Resolution of the City of Holly Hill, Florida, Relating to State Legislative Services; Approving an Agreement with Doug Bell from the Firm Metz, Husband, & Daughton, PA, for State Legislative Appropriations Services in the Amount of $40,000 Per Year for

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a One-Year Period Paid in Monthly Installments; Providing for Severability; and Providing for an Effective Date.

(Requested by Joseph Forte, City Manager)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Roy Johnson, District 4 - Commissioner
SECONDER:	Penny Currie, District 2 - Commissioner
AYES:	Via, Penny, Currie, Johnson
ABSENT:	Danio

RESOLUTION
2022-R-46
A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, RELATING TO STATE LEGISLATIVE SERVICES; APPROVING AN AGREEMENT WITH DOUG BELL FROM THE FIRM METZ, HUSBAND, & DAUGHTON, PA, FOR STATE LEGISLATIVE APPROPRIATIONS SERVICES IN THE AMOUNT OF $40,000 PER YEAR FOR A ONE-YEAR PERIOD PAID IN MONTHLY INSTALLMENTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, RELATING TO STATE LEGISLATIVE SERVICES; APPROVING AN AGREEMENT WITH DOUG BELL FROM THE FIRM METZ, HUSBAND, & DAUGHTON, PA, FOR STATE LEGISLATIVE APPROPRIATIONS SERVICES IN THE AMOUNT OF $40,000.00 PER YEAR FOR A ONE YEAR PERIOD PAID IN MONTHLY INSTALLMENTS; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Holly Hill desires to engage Doug Bell to provide assistance with legislative appropriations services. The engagement letter attached hereto provides for continuing services with a rumination clause upon 30 days' notice by either party; and

WHEREAS, Doug Bell has extensive experience serving as a lobbyist for other municipalities; and

WHEREAS, the Holly Hill City Manager recommends that it is in the best interest of the City of Holly Hill to enter into this engagement.

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

SECTION 1. Ratification of the engagement letter is hereby approved.

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SECTION 2. The approved compensation, as budgeted, shall not exceed $40,000.00 plus expenses paid in monthly installments beginning July 1, 2022.

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

APPROVED AND AUTHENTICATED on this 28th day of JUNE, 2022.

Enacted and approved this 28th day of June, 2022, in Holly Hill

5. -2022-R-47 Resolution

A Resolution of the City Commission of the City of Holly Hill, Florida, Approving and Awarding the Contract for the Sunrise Park North – Southern Bulkhead Replacement in the Amount of $677,060.30 to Rush Marine, LLC; Approving an Increase of the 22-BG-08 Sunrise Park North – Southern Bulkhead Replacement Project Budget to $750,000, and Authorizing the City Manager to Execute the Same; Providing for Severability; and Providing for an Effective Date.

(Requested by Antoine Khoury, Public Works)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Roy Johnson, District 4 - Commissioner
SECONDER:	Penny Currie, District 2 - Commissioner
AYES:	Via, Penny, Currie, Johnson
ABSENT:	Danio

RESOLUTION
2022-R-47
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING AND AWARDING THE CONTRACT FOR THE SUNRISE PARK NORTH – SOUTHERN BULKHEAD REPLACEMENT IN THE AMOUNT OF $677,060.30 TO RUSH MARINE, LLC; APPROVING AN INCREASE OF THE 22-BG-08 SUNRISE PARK NORTH – SOUTHERN BULKHEAD REPLACEMENT PROJECT BUDGET TO $750,000, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING AND AWARDING THE CONTRACT FOR THE SUNRISE PARK NORTH - SOUTHERN BULKHEAD REPLACEMENT IN THE AMOUNT OF $677,060.30 TO RUSH MARINE, LLC; APPROVING AN INCREASE OF THE 22-BG-08 SUNRISE PARK NORTH - SOUTHERN BULKHEAD REPLACEMENT PROJECT BUDGET TO $750,000, AND

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AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission has approved a project to replace a 240-foot section of the southern bulkhead at Sunrise Park North; and

WHEREAS, a formal Invitation to Bid was advertised with four (4) proposals received; and

WHEREAS, Rush Marine, LLC was found to be the lowest responsive and responsible bidder; and

WHEREAS, the cost of the construction phase of the Sunrise Park North - Southern Bulkhead Replacement project will require an increase of the project budget.

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

SECTION 1. That the Commission of the City of Holly Hill approve and award Rush Marine, LLC with a contract to replace a 240-foot section of the southern seawall at Sunrise Park North at a cost of $677,060, and authorize the City Manager to execute the same.

SECTION 2. That the Commission of the City of Holly Hill approve an increase of the project budget for project 22-BG-08: Sunrise Park North - Southern Bulkhead Replacement to $750,000, and authorize the City Manager to execute the same.

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 28th day of JUNE, 2022.

Enacted and approved this 28th day of June, 2022, in Holly Hill

6. -2022-R-48 Resolution

A Resolution of the City Commission of the City of Holly Hill, Florida, Authorizing the City Manager to Enter into an Agreement with Mead and Hunt, Inc., to Provide Construction Engineering Services in the Amount of $17,871.00 for the Chlorine Canopy/Hoist Project; Providing for Severability; and Providing for an Effective Date.

(Requested by Antoine Khoury, Public Works)

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RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Roy Johnson, District 4 - Commissioner
SECONDER:	Penny Currie, District 2 - Commissioner
AYES:	Via, Penny, Currie, Johnson
ABSENT:	Danio

RESOLUTION
2022-R-48
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MEAD AND HUNT, INC., TO PROVIDE CONSTRUCTION ENGINEERING SERVICES IN THE AMOUNT OF $17,871.00 FOR THE CHLORINE CANOPY/HOIST PROJECT; 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 ENTER INTO AN AGREEMENT WITH MEAD AND HUNT, INC., TO PROVIDE CONSTRUCTION ENGINEERING SERVICES IN THE AMOUNT OF $17,871.00 FOR THE CHLORINE CANOPY/HOIST PROJECT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, staff desires to replace the chlorine canopy/hoist due to its condition and age; and

WHEREAS, Mead & Hunt has submitted a construction engineering scope of services and fee estimate in the amount of $17,871.00; and

WHEREAS, the City entered into a Professional Consultant Services Agreement with Mead and Hunt for CEI Continuing Services on January 25, 2022 for three (3) years with two (2) one (1) year options for renewal.

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

SECTION 1. That the City Commission of the City of Holly Hill does hereby authorize the City Manager to enter into an agreement with Mead and Hunt, Inc., to provide construction engineering services for the chlorine canopy/hoist project in the amount of $17,871.00.

SECTION 2. 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.

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

APPROVED AND AUTHENTICATED on this 28th day of JUNE, 2022.

Enacted and approved this 28th day of June, 2022, in Holly Hill

7.

Letters of Support for Grant Applications

(Requested by Joseph Forte, City Manager)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Roy Johnson, District 4 - Commissioner
SECONDER:	Penny Currie, District 2 - Commissioner
AYES:	Via, Penny, Currie, Johnson
ABSENT:	Danio

Enacted and approved this 28th day of June, 2022, in Holly Hill

5. REGULAR AGENDA

1.

Amendment to the Incentive Agreement with Fountainhead Developers

(Requested by Joseph Forte, City Manager)
Mayor Via opened public participation for the Incentive Agreement portion of this agenda item. No one spoke.
PASSED, 4-0.

Commissioner Johnson made a motion to ***ADOPT RESOLUTION 2022-R-49, TO PURCHASE PARCEL 1****, seconded by Commissioner Penny.*
Patrick Kennedy, Attorney for Fountainhead Developers, Inc., spoke briefly by thanking the Commission and staff for working with them to get to this point in time and look forward to moving forward with the next phases.
Mayor Via opened public participation for the Resolution 2022-R-49, to Purchase Parcel 1. No one spoke.
PASSED, 4-0.

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RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	John Penny, District 1 - Commissioner
SECONDER:	Roy Johnson, District 4 - Commissioner
AYES:	Via, Penny, Currie, Johnson
ABSENT:	Danio

Enacted and approved this 28th day of June, 2022, in Holly Hill

2.

Request for Lien Reduction - 175 14Th Street

(Requested by Joseph Forte, City Manager)
Mayor Via opened public participation. No one spoke.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Penny Currie, District 2 - Commissioner
SECONDER:	Roy Johnson, District 4 - Commissioner
AYES:	Via, Penny, Currie, Johnson
ABSENT:	Danio

Enacted and approved this 28th day of June, 2022, in Holly Hill

3.

Request for Lien Reduction 1539 Center Ave.

(Requested by Joseph Forte, City Manager)
Mayor Via opened public participation. No one spoke.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Roy Johnson, District 4 - Commissioner
SECONDER:	Penny Currie, District 2 - Commissioner
AYES:	Via, Penny, Currie, Johnson
ABSENT:	Danio

Enacted and approved this 28th day of June, 2022, in Holly Hill

4.

Request for Lien Reduction - 645 Ridgewood Avenue

(Requested by Joseph Forte, City Manager)
Mayor Via informed the Commission that since this item was tabled at the last City

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Commission meeting, a motion would be needed to "untable" this item for a new motion to be taken and voted on.

Commissioner Currie made a motion to ***UNTABLE THE REQUEST FOR A LIEN REDUCTION FOR 645 RIDGEWOOD AVENUE****, seconded by Commissioner Penny.*

Mayor Via opened public participation. No one spoke.

PASSED, 4-0

Mr. Forte read the staff report that was included in the agenda packet, which was the same from the previous meeting on June 14, 2022. Mr. Forte stated his recommendation is to reduce the lien from $10,550.00 to the amount of $1,589.53. The City shall not release the $10,550.00 lien amount until payment has been received in the amount of $1,589.53 no later than July 22, 2022 If the payment is not received by 5:00 PM on July 22, 2022 the full amount of the lien shall remain in place without an option to reduce the fine in the future and the City of Holly Hill will pursue foreclosure for the full amount.

Commissioner Currie made a motion to ***APPROVE THE RECOMMENDATION TO REDUCE THE LIEN FROM $10,550.00 TO THE AMOUNT OF $1,589.53 NO LATER THAN JULY 22, 2022 BY 5:00 PM****, seconded by Commissioner Johnson.*

Daniel Moon, owner and applicant of 645 Ridgewood Avenue, mentioned that he has brought the property into compliance the following morning to show good faith. He is here to ask for a reduction of the proposed $1,589.53 to half, approximately $800.

Mayor Via opened up public participation. No one spoke.

PASSED, 4-0.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Penny Currie, District 2 - Commissioner
SECONDER:	Roy Johnson, District 4 - Commissioner
AYES:	Via, Penny, Currie, Johnson
ABSENT:	Danio

Enacted and approved this 28th day of June, 2022, in Holly Hill

6. PUBLIC HEARINGS - NONE

None.

7. COMMUNICATIONS

A. City Manager & Staff Comments

Mr. Forte mentioned that Pastor Varga did go before the Special Master and asked if the City Clerk can do verbatim minutes of his public comments tonight because even tonight he acknowledged that he is operating an office out of that building, which is the very violations the city has been citing him for. When people use the term "living" it doesn't mean somebody, a person or a homeless person or anybody "living" 24-hours, it means "operating out of" and the city has tried to clarify that with him before to say he can't use it as an office. He can't have water and electric running to it, it's in the parking lot and we said if he puts it behind the building and doesn't run water and electric to it, he could

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use that area to "store" it but he can't function, he can't operate out of it. It's not an office. It's a recreational vehicle trailer. Mr. Forte stated the only other thing he wanted to bring up is that he sent all of the Commissioners the email he received from Andrea tonight from FPL. It gives the city a ballpark figure of $1.6 million dollars for Phase 3; reduced by about $300,000 so about $1.3 million dollars for Phase 3 of the Overhead to Underground but that does not include all of the other utilities that have to be relocated, it doesn't include the design and engineering work and the construction so it's going to be more than that. It's probably going to be….and again, it's just my guess, I talked to Antoine a little bit before the meeting, it's probably going to be closer to the $4.5 to maybe $5 million dollars after what we anticipate maybe Change Orders like we had during the first one or problems that come up so it could be closer to $4.5 million to $5 million total to get that project done. He just wants to remind the Commission that they have about $3.8 million encumbered in that project with about $1 million dollars going into the reserves this year and then another three or so years of revenues coming into that. It's up to the Commission to…he's not looking for final answers yet, he's just looking for "next step" direction. Just to kind of let the Commission understand what he would need to do is engage the engineers to start working with the other utilities to get their estimates, start working on design, start getting staff to put together the easement documents and getting them signed and recorded. There's a lot of work that needs to get done and the sooner they do it, the better if we are going to go in that direction.

Mayor Via asked if there was any change of direction from the Commission members. There was none. Mayor Via stated they've talked about this one a lot. They know where he stands. He believes it's going to come out a lot more money than that so he would still like to have looked to other projects but the will of this Commission will continue on.

Mr. Forte stated he will keep the Commission informed as he gets information and wished everyone a Happy 4th of July.

B. City Attorney Comments

Attorney Simpson wished everyone a Happy 4th of July.

C. City Commission Comments

Commissioner Penny mentioned 5th and Miriam; dumpster issue that is being worked out amongst the business and surrounding property owners. The Happy Times motel; relocating their dumpster to the rear of the property. Staff is working with all parties involved to come up with a solution.

Commissioner Currie informed the Mayor and Commissioners that she will not be at the next meeting because she will be on vacation.

Commissioner Johnson spoke briefly about the baseball tournament in NY that he attended with Dallas, his grandson and the widening of LPGA/TPO. Wished everyone a Happy 4th of July.

D. Mayor's Comments

Mayor Via updated the Commission in that himself and Mr. Forte had a virtual meeting with Maryam Ghyabi, we mentioned it to the Commission at the last meeting, with

Attachment: Minutes - June 28, 2022 - Regular City Commission meeting (3810 : Minutes)

FDOT. FDOT is looking to help out, in a way, to possibly get behind pre-PD&E study that they could possibly fund that, which is kind of unusual because it's not a FDOT related road but they requested that we get a favorable letter from the County Manager and they would like to see that pre-PD&E study and what that would entail is actually a community meeting and bringing community members out and taking a look at several different options. One being no build, one being build-out; several different options and seeing what the community felt about that. The County Manager sent it to the TPO already. Those wheels are kind of in motion but this is something that is going to take a really long time probably. Mayor Via reminded everyone about the YMCA swimming classes that are being offered to the kids.

8. ADJOURNMENT

The meeting adjourned at approximately 6:55 PM.

Attachment: Minutes - June 28, 2022 - Regular City Commission meeting (3810 : Minutes)

HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **July 12, 2022**
FROM: **Antoine Khoury**
SUBJECT: **A Resolution of the City Commission of the City of Holly Hill, Florida, Approving the FY2022/2023 CDBG Annual Plan Applications as Submitted; Providing for Severability; and Providing for an Effective Date.**
NUMBER: **2022-R-50**
APPLICANT:
PLANNER:

DISCUSSION:

The U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program provides annual grants on a formula basis to states, counties and cities that achieve entitlement status. Volusia County qualifies as an urban county entitlement community and receives funds directly from HUD. The same formula used by HUD is applied to the award by the County to determine the allocation for the distributions to the participating cities. For the FY 2022-2023 period, the City of Holly Hill has been slotted to receive $98,055 to carry out community development activities.

CDBG projects are selected based on meeting qualification criteria; these include that the project must be an eligible activity and must meet national objectives of the program.

For the FY 2022-23 allocation, staff has selected two projects to distribute these funds. These projects are:

- School Zone Improvements - $42,000
- Ross Point Paving - $56,055

School Zone Improvements

Volusia County Traffic Engineering has offered guidance to City of Holly Hill Public Works staff concerning bringing the Holly Hill School zone up to current standards. City staff propose to also perform school zone improvements for the public right-of-way serving the United Brethren in Christ school located at 560 Flomich Street, Holly Hill, Florida 32117.

Holly Hill School: Work to be accomplished include the removal of the current school flasher system and installation of (4) new solar flasher assemblies at proposed locations on both Center Avenue and 15th Street. Additional work will include the installation of static signs (school zone

ahead, end of school zone, etc.) and striping of the streets.

United Brethren in Christ: Work to be accomplished include the removal of the current school flasher system and installation of (4) new solar flasher assemblies at proposed locations on both Flomich Street and Center Avenue. Additional work will include the installation of static signs (school zone ahead, end of school zone, etc.) and striping of the streets.

The overall project cost is estimated to be $66,800 with $42,000 reimbursable through the grant.

Per HUD eligibility guidelines, CDBG funds may be used for School Zone Improvements in the Public Right-of-Way provided a minimum of 50.35% of residents in the service area are of low to moderate income. Both schools are located within City limits and serve the entirety of the City of Holly Hill. As such, it was determined that the low/moderate income (LMI) bracket of the City as a whole should be referenced, with an LMI of 59.95%.

Ross Point Paving

Ross Point currently features an approximately 15,200ft² shell access road for patrons to park or drive through. Staff proposes that this access road be paved in order to maximize the park experience for patrons, minimize maintenance of the roadway, protect pedestrians from hazards and protect vehicles from damage.

In addition to routine maintenance, (12) discrete work orders have been issued since March 2011 to regrade the shell road at Ross Point. The process of regrading takes (2) staff approximately 3 hours plus the cost of the materials.

It is anticipated that when the paving is complete, the road will be a flat and even surface that will not pose a hazard to pedestrians who walk along it. Further, once paving is complete, the formation of potholes will occur far less frequently and will be easily maintained by City staff.

This project is anticipated to cost $75,000, with $56,055 reimbursable through the grant.

Ross Point is located in block group 3, census tract 810 of Volusia County, but is used by residents throughout the City. For the purposes of determining park patronage, the census block groups surrounding the park were incorporated as primary beneficiaries. The percentage of residents of low/moderate income in this block group area is 65.28%.

FISCAL ANALYSIS:

Anticipated revenue in the amount of $98,055 and expenditures of $141,800 will need

to be budgeted accordingly during the FY 2022/2023 budget process.

STAFF RECOMMENDATION:

Due to the timeline of the grant process, the two attached grant applications were submitted to the County as a placeholder contingent upon Holly Hill City Commission approval. Staff recommends the approval of the proposed FY 2022/2023 CDBG Annual Plan as submitted to Volusia County Community Assistance.

The grant applications are included under Exhibits 'A' and 'B' respectively.

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 THE FY 2022/2023 CDBG ANNUAL PLAN APPLICATIONS AS SUBMITTED TO VOLUSIA COUNTY COMMUNITY ASSISTANCE.

ATTACHMENTS:

- Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (PDF)
- Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (PDF)

Resolution No. 2022-50

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE FY2022/2023 CDBG ANNUAL PLAN APPLICATIONS AS SUBMITTED; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE FY2022/2023 CDBG ANNUAL PLAN APPLICATIONS AS SUBMITTED; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Volusia County qualifies as an urban entitlement community and receives funds directly from the U.S. Department of Housing and Urban Development's Community Block Grant Program; and

WHEREAS, The City of Holly Hill is a participating City in the Community Development Block Grant program and is anticipated to receive $98,055 in grant funds to carry out community development activities; and

WHEREAS, staff has selected two projects to distribute these funds including School Zone Improvements and Ross Point Paving; and

WHEREAS, due to the timeline of the grant process, these projects have been submitted to Volusia County Community Assistance as a placeholder contingent upon City Commission Approval.

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 FY2022/2023 CDBG Annual Plan Applications as submitted.

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 12th day of JULY, 2022.



County of Volusia

PY 2022/23

Community Development Block Grant (CDBG) Program

Capital Improvement Project Application

City of Holly Hill

Applicant City or Deparment/Division

Street Improvements – School Zone Improvements

Project Name

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

A. Application Checklist

PY 2022/23 CDBG Capital Project - Jurisdiction Funding Application Checklist

*Applicant **MUST** place this initialed and signed checklist on top of all submitted proposals*

Initials of CDBG Primary Contact or Representative	Necessary Application Document/Information
	Applicant Information
	Project description/Location & Implementation Responsibility
	Plan of Action
	Budget
	Procurement Description
	Applicable Procurement Policy (attach only the pages referenced)
	Signed and Completed Certification of Construction Need (Required for existing structures or facilities)
	Signed and Completed Conflict of Interest Statement
	Attached Maps and/or Photos
	Other (If applicable) _____

Note: When filing out this application please refer to the PY 2022/23 CDBG Funding Application Instructions and Guidance

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

Volusia County FLORIDA

2022 CDBG Jurisdiction Funding Application
Capital Project

B. Applicant Information

Name of Applicant (City, Department/Division: City of Holly Hill

CDBG Primary Contact Name and Title:
(should be the same for all proposals): Steven Juengst

Email Address: sjuengst@hollyhillfl.org Phone Number: (386) 248-9463

Project Manager Name and Title:
(Implementation): Steven Juengst – Public Works Administration Manager

Email Address: sjuengst@hollyhillfl.org Phone Number: (386) 248-9463

Proposed Project Title: Street Improvements – School Zone Improvements

Total Amount Requested: $42,000 Total Estimated Project Cost: $66,800

Additional Funds Available to Leverage, if applicable: $50,000

Source of Additional Funds, if applicable: General Fund

Physical Location of Proposed Project: 15th Street/Center Avenue; 15th Street/Flomich Avenue

Certifying Representative
▪ Person authorized to sign contract, if project is selected ▪ City Manager or Authorized City Official ▪ Please sign in **BLUE INK**
To the best of my knowledge and belief, data in this proposal are true and correct and the **governing body of the applicant has duly authorized the document.**

Signature: Joseph A Forte 6-13-2022

Name: *Joseph A. Forte* **Date Signed**

Title: City Manager

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

C. Project Description

Type of Project:

- ☐ Acquisition of Real Property
- ☐ Clearance/Demolition
- ☐ Public Facility Improvements (General)
- ☐ Senior Centers
- ☐ Neighborhood Facilities
- ☐ Parks, Recreational Facilities
- ☐ Flood/Drainage Improvements
- ☐ Code Enforcement
- ☐ Water/Sewer Improvements
- ☐ Non-Residential Historic Preservation
- ☒ Street/Sidewalk Improvements
- ☐ ADA Accessibility

Exact location/project address:

- Holly Hill School: 1491 Center Avenue to 1599 Center Avenue; 596 15th Street to 798 15th Street.

If applicable please indicate the following:

Address Start:	**1302 Center Avenue**	Address End:	**1599 Center Avenue**	Linear Feet:	**2555**
Address Start:	**596 15th Street**	Address End:	**798 15th Street**	Linear Feet:	**1422**
Address Start:	**563 Flomich Street**	Address End:	**591 Flomich Street**	Linear Feet:	**407**
Address Start:	**1602 Center Avenue**	Address End:	**1667 Center Avenue**	Linear Feet:	**495**

Summary of project:

Volusia County Traffic Engineering has offered guidance to the City of Holly Hill concerning bringing the Holly Hill School zone up to current standards. The City of Holly Hill proposes to also include school zone improvements to the United Brethren in Christ school located at 560 Flomich Street, Holly Hill, Florida 32117.

Holly Hill School: Work to be accomplished include the removal of the current school flasher system and installation of (4) new solar flasher assemblies at proposed locations on both Center Avenue and 15th Street. Additional work will include the installation of static signs (school zone ahead, end of school zone, etc.) and striping of the streets.

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

United Brethren in Christ: Work to be accomplished include the removal of the current school flasher system and installation of (4) new solar flasher assemblies at proposed locations on both Flomich Street and Center Avenue. Additional work will include the installation of static signs (school zone ahead, end of school zone, etc.) and striping of the streets.

Project Need and Justification:

(Include demand and location of similar facilities)

School Zones limits are in place to slow down traffic in order to ensure that high concentrations of children who are walking or bicycling to or from school can do so safely.

According to data from the National Highway Traffic Safety Administration, the number of teens killed in pedestrian accidents in school zones have increased by 13% since 2013. Alarmingly, 80% off all students were observed crossing streets within school zones in an unsafe manner, often wearing headphones and/or actively texting. .

New standards were developed by the Florida Department of Transportation in order to implement a specific, uniform system of high visibility markings and signage on arterial and collector roads within 1 mile of all schools in order to improve safety.

Anticipated accomplishments and/or outcomes:

The school zone improvement standards were developed by FDOT after significant studies to determine the best manner of providing safe environments for school generated traffic. These standards were revised in 2021 under Florida Statute 316.1895 in order to have uniform traffic control in the state surrounding all schools, public and private. It is anticipated that these updated standards will increase traffic safety in the areas surrounding our schools.

Describe the designated service area and beneficiaries:

(Provide a detailed description and a map that clearly shows the project site and area that will benefit, include photos if applicable)

Both the Holly Hill School and United Brethren in Christ School serve all residents of Holly Hill who travel to schools by walking, biking, car, or bussing. The City of Holly Hill has 11,585 residents, of whom 6,945 are of low to moderate income, for an LMI of 59.95%.

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

D. National Objective

Activity will meet a national objective by: *(choose one of the two options)*

☒ **Area Benefit**
(choose one of the two options)
☒ Census tract block group data
or
☐ Income survey conducted by city and approved by county and HUD

☐ **Limited Clientele Benefit**
(choose one of the two options)
☐ Will be income verified
or
☐ Presumed low-income by HUD

Area Benefit: *(if applicable)*

Census Tract	Block Group	Total Population	Low/Mod Population	% Low/Mod Population
n/a	n/a	11,585	6,945	59.95%
	Total			

Limited Clientele Benefit: *(if applicable)*

Qualifying group

Number of persons served

Similar Projects:
(Describe any past similar projects carried out, and the outcomes)

The City has existing school zones serving both the Holly Hill School and United Brethren in Christ School. However, neither of these school zones are up to current standards. With the demonstrated increase in both distracted students and distracted drivers, updating school zone to current safety standards is an imperative.

Feasibility of Maintaining Project:
(Explain future maintenance as a result of the project)

Traffic signaling within the City of Holly Hill is maintained by the County of Volusia through an interlocal agreement as authorized by Florida Statutes Sections 125.01 (1)(p) and

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

16.01(14). City of Holly Hill Public Works staff maintain street markings and static traffic control signs as part of standard daily maintenance.

Citizen Participation:
(Explain what input citizens had in identifying the need, identifying the project, or approving the project)

On March 30, 2022 at 6:00pm, an outreach meeting was held to gather ideas for CDBG eligible projects. This meeting was advertised on the City's website in addition to the City's Facebook page. There were (2) residents in attendance.

There were multiple ideas discussed including adding guardrails along Calle Grande Street and 15th Street, walking paths along the canal west of the FEC tracks, solar powered lights in City parks and the creation of a soccer field at 1200 Center Avenue.

While these ideas have merit, unfortunately none were chosen due to private property concerns, safety concerns and ongoing maintenance concerns.

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

E. Project Timeframe

Implementation Responsibility:

☒Subrecipient (City or Department Applying for funds) ☐City or Department Employees ☒Contractor	☒County of Volusia *(If applicant is a city and the proposed project is being implemented by the County of Volusia please provide documentation showing the communication and planning done between the subrecipient and the county department)*

Comments about implementation responsibility (if needed):

Volusia County will be providing the upgrades to the school zone surrounding the Holly Hill School, located at 1500 Center Avenue, Holly Hill, Florida 32117.

The City of Holly Hill will contract the upgrades to the school zone surrounding the United Brethren in Christ School located at 560 Flomich Street, Holly Hill, Florida 32117.

Plan of Action:

Plan of Action below will become part of the Subrecipient Agreement if project is approved *(Clearly explain who created the POA provided below (i.e. purchasing analyst, public works director...), what factors were considered, what is unique to this project timeline, and note any potential concerns)*

The Plan of Action was developed by the Holly Hill Public Works Administration Manager in collaboration with the Holly Hill Field Operations Superintendent.

CDBG PY 2022/23 Plan of Action		
Milestones	**Planned Date**	**Notes (not required)**
Authorization to Proceed Received	10/1/22	Remaining dates will adjust if ATP is not received by this date
Technical Design & Procurement Documents Complete	12/5/22	
Complete Solicitation Package Submitted to Volusia County	12/12/22	
Solicitation Package Approved by Volusia County (Allow one week)	12/19/22	
Solicitation Advertised	01/08/23	
Pre-Solicitation Meeting	01/17/23	
Solicitation Opening	01/31/23	
Contract Award	02/21/23	
Pre-Construction Meeting	02/28/23	
Issue a Notice to Proceed	02/28/23	

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

Project Start Date	**02/28/23**	
Project Completed	**06/27/23**	
All Reimbursement Requests Submitted to Volusia County	**07/27/23**	

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

F. Project Budget

(Applicants must either fill out the following budget, or attach an additional budget)

Budget Categories	Project Cost Estimate	Sources of Funds		
		CDBG Funds	Applicant Funds	Other:
		AMOUNT	AMOUNT	AMOUNT
Materials Costs	$35,310.00	$22,200.00	$13,110.00	
Labor Costs	$31,490.00	$19,800.00	$11,690.00	
Engineering Services				
Other: _____				
Other: _____				
Other: _____				
SOURCE TOTAL (Column total)				
TOTAL PROJECT COST (the total project costs, all funding sources)	$66,800.00			

**Please note, due to grant-based accounting method used by HUD, funds cannot be transferred between fiscal years. As a result, remaining program year balances that are less than $1,000 will revert to countywide funds.*

Description of Budget:
(Explain the budget above. Include the resources that will be used for the project prior to reimbursement, any potential funding concerns, completeness of budget given, and estimates used. Backup documentation for the budget amounts should be available upon request. If project is to be implemented by the county, attach correspondence with relevant County of Volusia department stating the budget reasoning.)

The school zone improvements occurring at the Holly Hill School will be performed by Volusia County staff. The budget line items were determined by past invoices paid to Volusia County, where an average of 70% of project cost was labor and 30% materials costs. For the Holly Hill School zone improvements project, a preliminary proposal of $28,500 was received.

- Materials Costs: $8,500
- Labor Costs: $20,000
- Total Project Cost Holly Hill School: $28,500

The school zone improvements occurring at the United Brethren in Christ School will be performed by an outside contractor. For an outside contractor, the pricing is anticipated to include 70% for materials and 30% for labor. For the United Brethren in Christ School, a preliminary proposal was received.

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

- Restriping of existing intersection: $4,150
- (6) School Ahead Signs: $1,950
- (4) End School Zone Signs: $1,100
- (4) Solar Beacon School Zone Flashers: $31,100
- Total Project Costs United Brethren in Christ School: $38,300

Leveraged Funds:
(Clearly explain what funds, if any, are being used to match CDBG funds for the project)

The City of Holly Hill budgets for the repair and maintenance of streets and street signs annually. In the event that the cost of this project exceeds $42,000, the remainder of this project will be funded through the general fund streets division of Public Works.

Outstanding Balance:
(Explain any remaining CDBG balances from prior year capital projects)

The City of Holly Hill has an open balance of $100,119 from the FY2020/2021 CDBG project: Lift Station #17b Refurbishment. The construction of this project is 100% complete, however, the City has not yet paid the contractor nor requested reimbursement as we are awaiting revised certified payrolls in order to ensure that this project remains in compliance with HUD requirements.

The City of Holly Hill has an open balance of $100,119 from the FY2021/2022 CDBG project: Lift Station #19 Refurbishment. This project is current in the design phase and is anticipated to go out to bid for construction within the next (2) months.

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

G. § 570.611 Conflict of Interest

Please read and sign at the bottom of the next page, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.

(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).

(b) ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. For the UDAG program, the above restrictions shall apply to all activities that are a part of the UDAG project, and shall cover any such financial interest or benefit during, or at any time after, such person's tenure.

(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
(ii) Whether an opportunity was provided for open competitive bidding or negotiation;
(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

Name	**Conflicts/Potential**

Joseph A. Forte	Steven Juengst
City Manager or Department Director (or authorized official)	**CDBG Liaison**
Joseph A. Forte	Steven Juengst
Signature	**Signature**
6.13.2022	6/13/2022
Date	**Date**

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

H. Procurement

Eligible procurement:
Purchases must be handled fairly and in a manner that encourages full and open competition; documentation must be maintained that demonstrates this. Additionally, subrecipients or subgrantees are required to abide by the most strict of the following when purchasing services, supplies, materials, or equipment:

- The municipality or agency purchasing and procurement policy
- All applicable federal procurement rules, most specifically those contained in 24 CFR 85.36
- A Volusia County CDBG entitlement program threshold of $50,000 for small purchases, which will be outlined in the PY 2022/23 Subrecipient Agreement. Purchases above this threshold must be awarded through a formal competitive bid or proposal process, even if the limit established in the subrecipient's or subgrantee's procurement policy allows a higher threshold for a formal competitive bid. In the event that the municipality or agency procurement policy requires a formal bid for purchases less than $50,000, the municipality or agency shall follow their policy.

Please note: Approval of the application including the process outlined below does not eliminate the requirement to approve all steps of the project procurement and implementation with Community Assistance prior to moving forward, this is mandatory to ensure that projects remain compliant and eligible for CDBG reimbursement.

What method of procurement will be used for this project:
Include the name of the procurement method, a brief summary of the steps that will be taken, and a reference to the procurement policy of the municipality or agency implementing the project. Attach the page of the policy that applies to the reference to this submission.

The school zone improvements pertaining to the Holly Hill school will be performed by Volusia County staff through an interlocal agreement. The City will reimburse Volusia County for the cost of work.

The City of Holly Hill was informed that the school zone improvements pertaining to the United Brethren in Christ school will not be able to be performed by Volusia County. It is anticipated that this portion of work will be solicited through a formal sealed bid process.

Procurement Reasoning:
(Clearly explain why the method of procurement noted above is the best choice for this project)

The City of Holly Hill will employ the interlocal agreement with Volusia County as this will be the most cost effective manner to bring the Holly Hill School Zone up to current standards.

The City of Holly Hill anticipates soliciting formal bids on the United Brethren in Christ school zone improvements in order to ensure that all required HUD documentation is formally distributed to potential bidders.

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

Procurement Management:
(Explain who will be responsible for implementing the procurement method above, including their position.

Susan Lincoln – Finance Director

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

I. Certification of Construction Need

The purpose of this form is to differentiate between the two categories of public facility or infrastructure projects shown below:

- Maintenance of a public facility or infrastructure, and
- Necessary rehabilitation of a public facility or infrastructure.

The jurisdiction that is implementing the proposed capital project must designate an employee to confirm which category, from the two listed above, of which the project best fits. The employee should have the knowledge and experience to make an informed determination and explanation regarding the proposed project, the facility, the past use, and the current condition.

Jurisdictions should exercise reasonable judgment in choosing an employee to certify the construction need of a project. It is not the intent of the entitlement community, County of Volusia, to have the jurisdiction incur any additional costs or to hire outside experts. Due to the vast differences in the organization of different jurisdictions, specific employee positions cannot be defined. A certification completed by the CDBG contact(s) for the jurisdiction would not be appropriate. Please discuss potential certifications with Volusia County if you have any questions or concerns.

Name and Title of Certifying Employee: Antoine Khoury – City Engineer/Public Works Director

Email Address: akhoury@hollyhillfl.org Phone Number: (386) 248-9493

Proposed Project Title: Street Improvements – School Zone Improvements

Project should be classified as:

☐ Maintenance ☐ Deferred Maintenance ☒ Rehabilitation ☐ New Construction

Reason for determination given: (Attach additional pages or documentation as needed)

The Florida Department of Transportation revised school zone standards in 2021. These improvements will bring the City of Holly Hill school zones up to current FDOT standards.

Antoine Khoury	Antoine I Khoury	6-13-2022
Certifying Employee Printed Name	**Certifying Employee Signature**	**Date**

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

City of Holly Hill

Street Improvements - School Zone Improvements

Purchasing Policy

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

POLICY 1.3 PURCHASING REQUISTIONS

All requisitions shall be authorized by the Department Director or designated authority. Requisitions should originate in the department at the level where the purchase is to be used and routed to the designated approval authority prior to being sent to Finance Department. Requisitions not properly authorized will not be accepted by the on-line system.

ROUTING:

1. For all purchases under $25,000, the requisitioning Department will enter the requisition into the on-line system for issuance of a purchase order. The Department will obtain quotes as:
   a. No quotes required under $2,500
      i. Estimates are encouraged
      ii. Preference given to local suppliers
   b. Quotes required between $2,500 and $5,000
      i. Utilize
         1. Screen shots
         2. Verbal quotes
      ii. Preference given to local suppliers
   c. Three written quotes required between $5,000 - $25,000
      i. Written quotes or proposals
      ii. Preference given to local suppliers
2. For all purchases $25,000 or greater, the requisitioning Department will request a formal solicitation to be issued by the Finance Department, and then assure that City Commission approval is obtained for award, either of the solicitation or other Commission direction.
3. Upon receipt of the requisition in the Finance Department and dependent on the dollar amount, formal quotations, bids or proposals will be solicited. A purchase order, contract or work order will be issued upon completion of this process.
4. If the requisition is incomplete or not properly prepared, the Finance Department will notify the originating department.
5. For all purchases of capital goods or services, regardless of the dollar amount, the requisitioning Department will enter the requisition into the system assuring appropriate approvals are obtained, unless approved by the Finance Director and under $25,000.

POLICY 1.4 PURCHASING REVIEWS

REVIEW OF SPECIFICATIONS-OTHER DEPARTMENTAL APPROVALS REQUIRED: Prior to issuance of bids or the processing of a requisition with specifications included, review of the items to be purchased and the specifications for certain commodities and services must be made by other departments / Departments within the City to assure open competitive bidding, compatibility, standardization, and up-to-date specifications. The following are mandated reviews:

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

City of Holly Hill

Street Improvements - School Zone Improvements

Interlocal Agreement

Volusia County

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

COUNTY OF VOLUSIA STANDARD INTERLOCAL AGREEMENT FOR PROVISION OF MUNICIPAL SERVICES TO THE CITY OF HOLLY HILL, FLORIDA

THIS AGREEMENT is entered into by and between the County of Volusia, a political subdivision of the State of Florida, with administrative offices at 123 West Indiana Avenue, DeLand, Florida 32720-4613, hereinafter referred to as **COUNTY**, and the City of Holly Hill, a municipal corporation duly incorporated pursuant to the laws of the State of Florida, with administrative offices at 1065 Ridgewood Avenue, Holly Hill, Florida 32117, hereinafter referred to as **CITY**.

RECITALS

1. The COUNTY is authorized by Section 125.01(1)(p), Florida Statutes, to enter into agreements with other governmental agencies within or outside the boundaries of the county for the joint performance, or performance by one unit on behalf of the other, of any of either agency's authorized functions.

2. Public agencies (including COUNTY and CITY) are authorized by Section 163.01(14), Florida Statutes, to enter into contracts for the performance of service functions of such public agencies, but shall not be deemed to authorize the delegation of the constitutional or statutory duties of county or city officers. The parties expressly deny any intent, expressed or implied, in this Agreement to provide for a delegation by CITY of such constitutional or statutory duties to COUNTY.

3. The foregoing authorization for such agreements is granted to counties and cities for the purpose of permitting local governments to make the *most efficient use* of their powers by enabling them to cooperate with the other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities as set forth in Section 163.01(2), Florida Statutes.

4. Pursuant to Section 768.28, Florida Statutes, neither the COUNTY nor the CITY waives any defense of sovereign immunity, or increases the limits of its liability, upon entering into this Agreement. This Agreement does not contain any provision that requires one party to indemnify or insure the other party for the other party's negligence, or to assume any liability for the other party's negligence.

5. The City Commission of CITY, after evaluation of options for the provision to its residents of the municipal services enumerated herein, has made a legislative determination that the interests of its residents will be best served by contracting with COUNTY for provision of such services, which services will be performed by COUNTY personnel.

ORIGINAL ORIGINAL

6. COUNTY certifies that it has qualified personnel or subcontractors to perform the services enumerated herein.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

PART I. GENERAL PROVISIONS

7. The foregoing representations are hereby adopted as a material part of this Agreement.

8. **PURPOSE.** The purpose of this Agreement is for the COUNTY to provide specified *municipal* services and equipment to the CITY (hereinafter, the Contract Services), at an agreed upon level of service (LOS) herein specified, in lieu of the CITY using its own personnel and equipment therefor.

9. **COUNTY DEPARTMENTS.** COUNTY shall manage the delivery of the Contract Services by allocating service task responsibilities along the organization lines of the COUNTY'S DEPARTMENTS (hereinafter, Departments). The Director of the applicable Department (or his or her designee) shall be the COUNTY'S liaison to CITY for purposes of performance, interpretation and implementation of this Agreement.

10. **MUNICIPAL SERVICES.** The Contract Services purchased by CITY herein are *municipal* level of services as described in the attached Addendum. Such Contract Services shall be provided by COUNTY resources distinct from the level of services that are funded by county-wide ad valorem and other county-wide revenues (hereinafter, "County Services"), which services COUNTY would provide irrespective of this Agreement, and which services COUNTY will continue to provide notwithstanding this Agreement. The CITY government shall pay COUNTY for the Contract Services provided for herein.

11. **NO PLEDGE OF AD VALOREM TAXES.** The parties agree that this Agreement does not constitute a general indebtedness of the CITY within the meaning of any constitutional, statutory, or charter provision or limitation and it is expressly agreed by the parties that the COUNTY shall not have the right to require or compel the exercise of ad valorem taxing power of CITY, or taxation of any real or personal property therein for payment of any monetary obligations due under the terms of this Agreement. It is further agreed that this Agreement and any funds called for to be paid hereunder shall not constitute a lien upon any real or personal property of CITY, any part thereof, and that the obligation for monetary payments called for to be made hereunder shall be deemed to exist for less than a year at any point in time and shall be entirely subject to the legislative budgetary discretion of the CITY and the COUNTY.

12. **DIVISION OF MANAGEMENT RESPONSIBILITIES.** The Contract Services specified in this Agreement reflect the general managerial and policy decisions of the CITY. The CITY may identify specific tasks within the Services described in Article 21 of this Agreement to be performed by COUNTY, and the portion of the relevant budget to be allocated thereto, including, but not limited to the location, and nature of specific projects. Except as set forth below,

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

the COUNTY shall have the responsibility for the operational management of the provision of the actual service. It is the intent of the CITY that the CITY'S general management decisions referenced above are to be the exercise of a legislative, planning level function of the CITY, and that the CITY shall not undertake to exercise specific operational control over the provision of the Contract Services except as set forth below in this Article 12 or specifically set forth in the Addendum referenced in Article 21. Should the CITY direct or exercise operational control in fact and there be liability to third parties and/or to the COUNTY that flows therefrom, then the CITY shall have responsibility for all liability arising therefrom subject to the provisions in recital number 4 and Article 13 of this Agreement. For all other services provided by the COUNTY where specific professional standards are applicable to the performance of service tasks, the COUNTY'S designated officer in charge (OIC), or his or her designee, shall have the authority for decision making within that realm. The relevant COUNTY Department Director, or the OIC, shall be available on a regular basis to the City Manager to provide consultation and recommendations to the City Manager in his or her general management decisions as contemplated herein. The CITY shall make no claim against the COUNTY predicated upon the theory that the failure to provide services at a given time caused damages to the CITY or a third party complainant.

13. **SOVEREIGN IMMUNITY.** Each party to this Agreement expressly retains all rights, benefits and immunities of sovereign immunity that they presently enjoy under the Constitution and Statutes of the State of Florida, and particularly with respect to Chapter 768, Florida Statutes. Notwithstanding anything set forth in any article of this Agreement to the contrary, nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of either party beyond any statutory limited waiver of immunity or limits of liability which may have been adopted or may be adopted by the Florida Legislature, and any liability of either party for damages shall not exceed the statutory limits of liability for tort, regardless of the number or nature of any claim which may arise, including but not limited to, a claim sounding in tort, equity, or contract. Nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim against any party, which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

14. **PERSONNEL MATTERS.** COUNTY shall allocate manpower and equipment for the performance of the Contract Services on an as needed basis. This Agreement shall not require any particular COUNTY employee to be dedicated full time to the Contract Services. All COUNTY personnel assigned to perform Contract Services shall remain subject to the COUNTY Merit System of Rules and Regulations for all purposes contemplated thereunder, including, but not limited to initial appointment and probation, training and assignment, promotions, merit and cost-of-living raises, annual leave and sick leave, and disciplinary actions. Any claim of a disciplinary nature by CITY regarding a COUNTY employee shall be referred to the Department Director, who shall remain the appointment authority for such employee, for all purposes designated under the COUNTY Merit System of Rules and Regulations. Such COUNTY employees shall have no right to elect or choose any procedures available to CITY employees.

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

ORIGINAL UNSIGNED

15. **TERM.** This Agreement shall commence on **October 1st, 2019** and shall terminate at midnight on **September 30th, 2022** unless terminated pursuant to the provisions of Article 16.

16. **TERMINATION.** Either party may terminate this Agreement without cause or further liability to the other, upon written notice to the party representative specified in Article 17, given no less than **90** days prior to the requested termination date. Such notice shall be delivered by certified mail, return receipt requested, and the date of the notice shall be the date the receipt therefor is signed by an employee, official, or representative of the other party.

17. **NOTICE.** Notice as required to be given in this Agreement shall be provided to the following persons:

a. COUNTY: County Manager, George Recktenwald, Thomas C. Kelly Administration Center, 123 W. Indiana Avenue, DeLand, Florida 32720.

b. CITY: City Manager, Joe Forte, 1065 Ridgewood Avenue, Holly Hill, Florida 32117.

18. **THIRD PARTIES.** In no event shall any of the terms of this Agreement confer upon any third person, corporation, or entity other than the parties hereto any right or cause of action for damages claimed against any of the parties to this Agreement arising from the performance of the obligations and responsibilities of the parties herein or for any other reason.

19. **DISPUTE RESOLUTION.** Any disputes concerning non-performance, or other aspects of this agreement for which either party initiates litigation to enforce its rights hereunder, shall be subject to the provisions of Chapter 164, Florida Statutes, the "Florida Governmental Conflict Resolution Act."

20. **SEVERABILITY.** If any provision of this Agreement is found to be unconstitutional, illegal, or otherwise unenforceable by judgment of a court of competent jurisdiction, such judgment shall not invalidate the remainder of this Agreement, unless such judgment renders the purpose or performance of this Agreement no longer practical for either party.

This space intentionally left blank

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

PART II. SPECIFIC SERVICES

21. **LEVEL OF SERVICE.** COUNTY agrees to provide the personnel and equipment at the level of service specified in the *The Delivery of Municipal Services to the City of Holly Hill Fiscal Years 2019-20, 2020-21 and 2021-22* which is hereby attached as the eleven page Addendum to this Agreement and is incorporated in this Agreement by this reference. Should the CITY desire the COUNTY provide services either different in kind, or at a service level different than that contemplated herein, the City Manager shall make written request therefor to the County Manager or his designee and such notice shall be sent in accordance with Article 17. Any mutually agreed-upon modification to the kind of service and/or level of service to be provided by the COUNTY shall be reduced to writing and approved by the appropriate officials of both parties. Any reduction in level of service desired by the CITY shall only be effective at the beginning of a new contract year unless both parties agree otherwise. Upon the written agreement of the COUNTY to provide a change to services which increases the level of service, the new level of service shall commence within sixty days following the date of execution of the written agreement by the COUNTY or the beginning of a new contract year whichever shall first occur. The foregoing shall not be construed as requiring the COUNTY to agree to make a change to the kind of service and/or increase to the level of service to be provided by the COUNTY. Upon a change in kind of service and/or increase in the level of service to be provided by the COUNTY compensation to the COUNTY shall be immediately adjusted to conform to the new service provided.

22. **COMPENSATION**. CITY shall pay the COUNTY in accordance with the compensation set forth in the Addendum. CITY shall pay the sum invoiced within thirty (30) days of receipt of the bill from COUNTY.

23. **ENTIRE AGREEMENT**. This Agreement reflects the full and complete understanding of the parties and may be modified or amended only by a document in writing executed by all the parties, with the same formalities as this Agreement.

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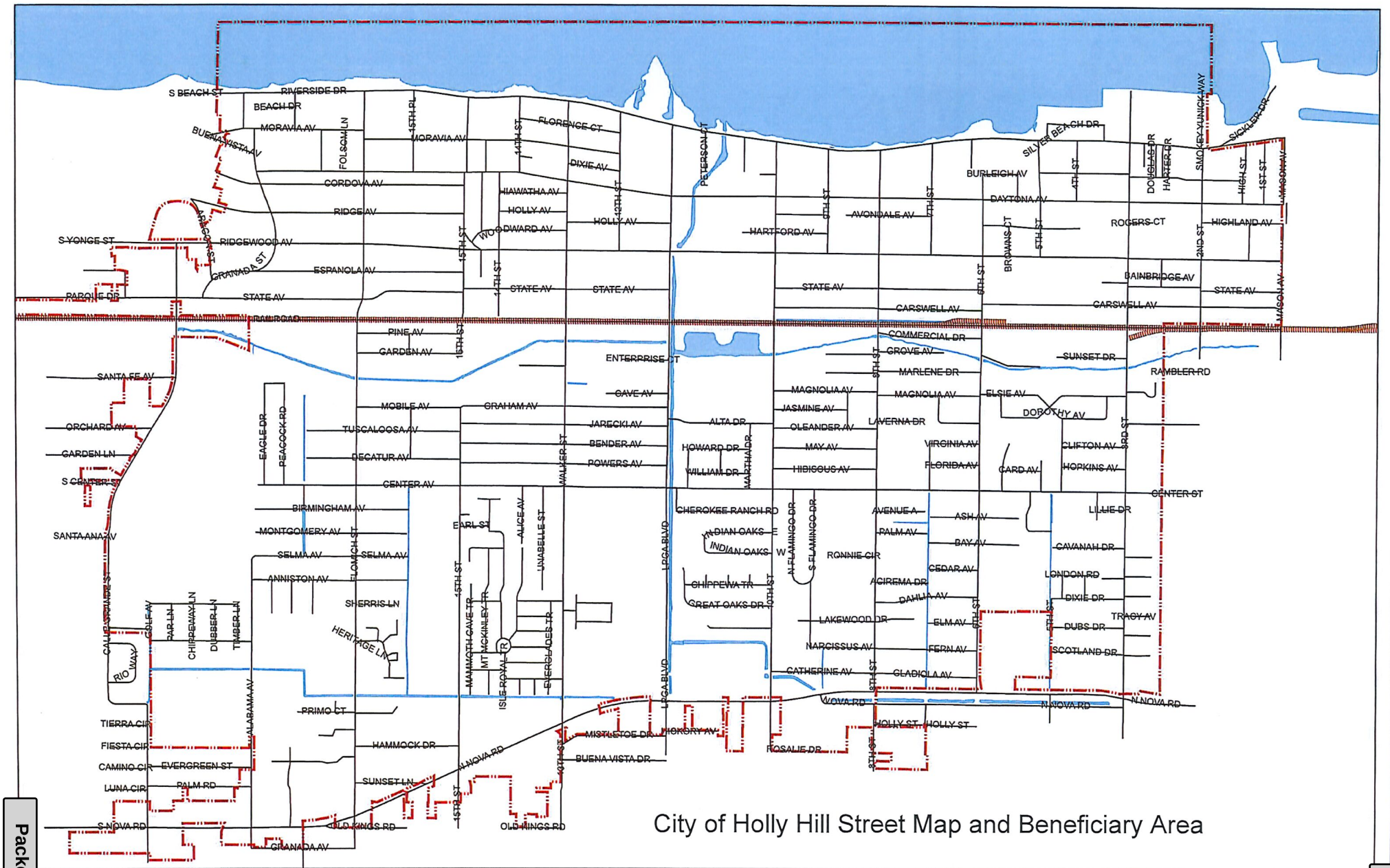
Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

City of Holly Hill

Street Improvements - School Zone Improvements

Project Site Photographs

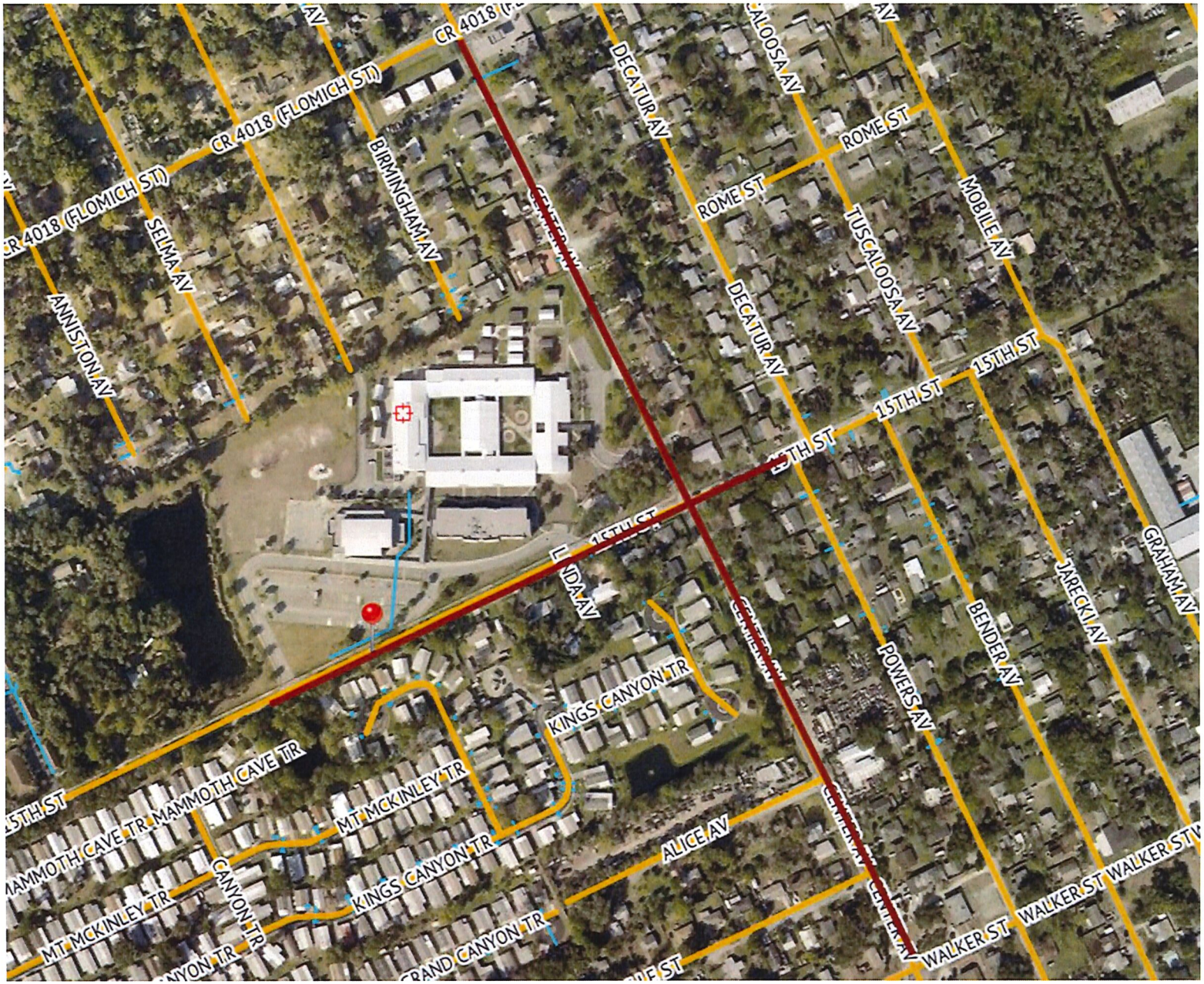
Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)


S BEACH ST
RIVERSIDE DR
BEACH DR
MORAVIA AV
BUENA VISTA AV
FOLSOM LN
15TH PL
MORAVIA AV
14TH ST
FLORENCE CT
DIXIE AV
CORDOVA AV
HIAWATHA AV
HOLLY AV
RIDGE AV
WOODWARD AV
HOLLY AV
12TH ST
PETERSON PT
S YONGE ST
RIDGEWOOD AV
15TH ST
GRANADA ST
ESPANOLA AV
PAROLE DR
STATE AV
1ST ST
STATE AV
STATE AV
RAILROAD
PINE AV
GARDEN AV
16TH ST
ENTERPRISE ST
SANTA FE AV
CAVE AV
MOBILE AV
GRAHAM AV
ORCHARD AV
TUSCALOOSA AV
JARECKI AV
GARDEN LN
DECATUR AV
BENDER AV
S CENTER ST
POWERS AV
CENTER AV
EAGLE DR
PEACOCK RD
WALKER ST
BIRMINGHAM AV
MONTGOMERY AV
SANTA ANA AV
SELMA AV
FLOMICH ST
SELMA AV
ANNISTON AV
EARL ST
ALICE AV
UNABELLE ST
15TH ST
SHERRIS LN
HERITAGE LN
MAMMOTH CAVE TR
MT MCKINLEY TR
ISLE ROYAL TR
EVERGLADES TR
CALIFORNIA DR
GOLF AV
PAR LN
CHIPPEWA LN
DUBBER LN
TIMBER LN
RIO WAY
ALABAMA AV
PRIMO CT
TIERRA CIR
FIESTA CIR
CAMINO CIR
EVERGREEN ST
LUNA CIR
PALM RD
HAMMOCK DR
SUNSET LN
N NOVA RD
S NOVA RD
OLD KINGS RD
GRANADA AV
15TH ST
OLD KINGS RD
10TH ST
MISTLETOE DR
HICKORY AV
BUENA VISTA DR
LPGA BLVD
CHEROKEE RANCH RD
INDIAN OAKS E
INDIAN OAKS W
N FLAMINGO DR
S FLAMINGO DR
RONNIE CIR
CHIPPEWA TR
GREAT OAKS DR
10TH ST
ROSALIE DR
8TH ST
HOLLY ST
HOLLY ST
N NOVA RD
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N NOVA RD
WOVA RD
CATHERINE AV
GLADIOLA AV
NARCISSUS AV
FERN AV
LAKEWOOD DR
ELM AV
6TH ST
AVENUE A
PALM AV
ASH AV
BAY AV
CEDAR AV
ACIREMA DR
DAHLIA AV
7TH ST
CAVANAH DR
LONDON RD
DIXIE DR
TRACY AV
DUBS DR
SCOTLAND DR
LILLIE DR
CENTER ST
SILVER BEACH DR
BURLEIGH AV
DAYTONA AV
AVONDALE AV
HARTFORD AV
9TH ST
11TH ST
4TH ST
DOUGLAS DR
HARTER DR
SMOKEY LYN HIGHWAY
SICKLER DR
HIGH ST
1ST ST
MASON AV
ROGERS CT
HIGHLAND AV
2ND ST
BROWNS CT
5TH ST
BAINBRIDGE AV
STATE AV
CARSWELL AV
CARSWELL AV
6TH ST
COMMERCIAL DR
GROVE AV
SUNSET DR
RAMBLER RD
MARLENE DR
8TH ST
MAGNOLIA AV
MAGNOLIA AV
ELSIE AV
JASMINE AV
OLEANDER AV
LAVERNA DR
DOROTHY AV
ALTA DR
HOWARD DR
MARTHA DR
WILLIAM DR
MAY AV
HIBISCUS AV
VIRGINIA AV
FLORIDA AV
CLIFTON AV
CARD AV
HOPKINS AV
3RD ST
City of Holly Hill Street Map and Beneficiary Area

Holly Hill School Zone Improvements—Holly Hill School

1500 Center Avenue

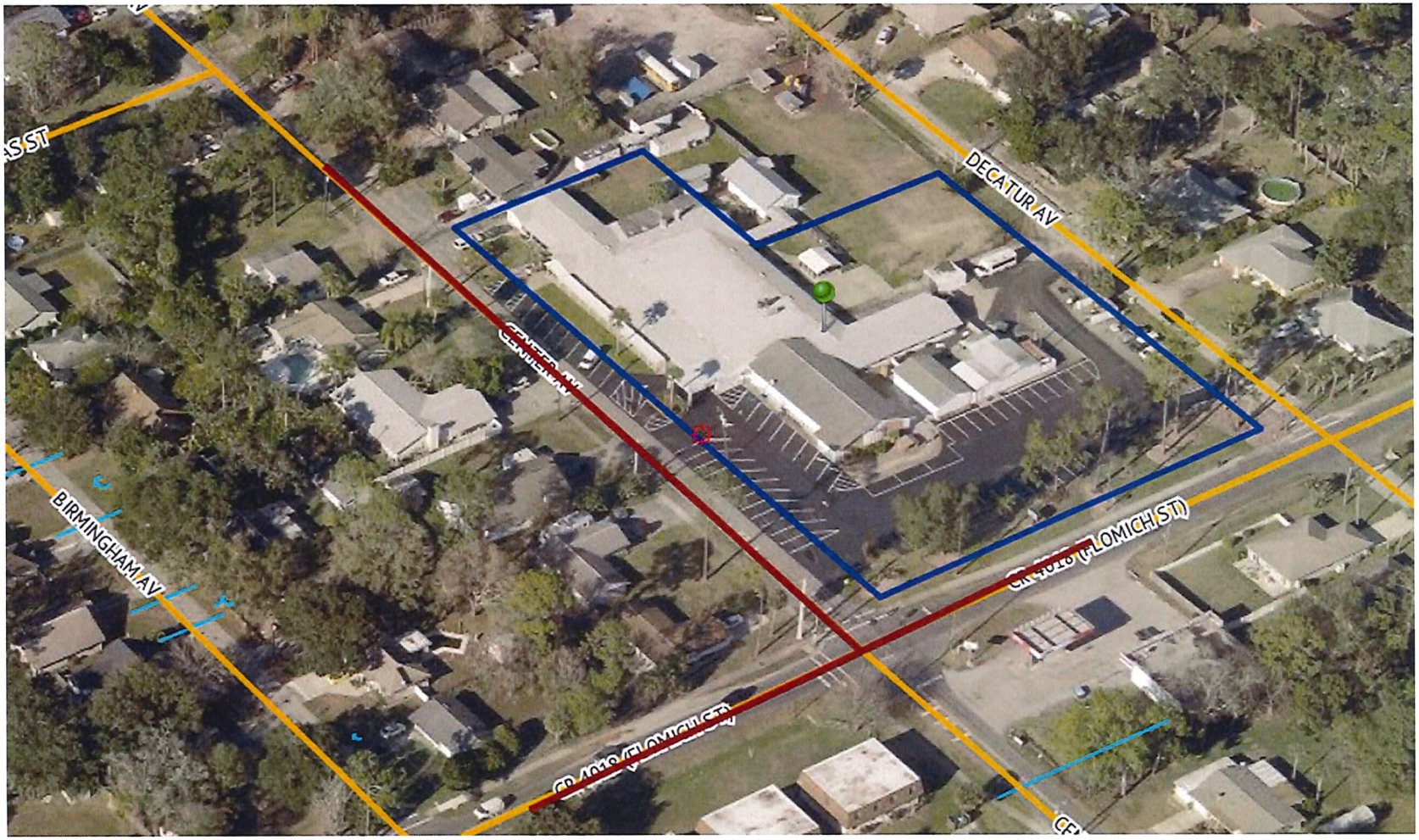
Holly Hill, Florida 32117



Holly Hill School Zone Improvements – United Brethren in Christ School

560 Flomich Street

Holly Hill, Florida 32117



City of Holly Hill

Streets Improvements – School Zone Improvements

LMI Documentation

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

Holly Hill School
1500 Center Avenue
Holly Hill, Florida 32117

LMI Data for City of Holly Hill

(4 of 4)

LMISD by Place: Holly Hill city

GEOID	1231350
NAME	Holly Hill city
PLACE_TYPE	Incorporated City/Town
STATE	12
STUSAB	FL
LOW	4,185.00
LOWMOD	6,945.00
LMMI	9,285.00
LOWMODUNIV	11,585.00
LOWMOD_PCT	59.95
UCLOWMOD	
UCLOWMOD_P	0.00

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

City of Holly Hill

Street Improvements - School Zone Improvements

Outreach Documentation

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

CDBG Outreach Meeting
March 30, 2022 @ 6:00pm
The Club House

1. CDBG Program Overview (HUD funded, administered by County, serving LMI areas)

2. LMI Map Area

2. Allocation: +/- $100,000

3. Past Projects:

- Numerous lift station projects
- Playground at Ross Point
- Water System Improvements east of US1

4. Ideas?

- Parking lot paving and new sign for Dog Park?
- Replacement of playground equipment in Centennial Park, Grove Avenue Park?

Ideas from the Public:

- Guardrails along Calle Grande
- Guardrails along 15th Street Nova heading east to school
- Walking path along canals (west of RR tracks)
- Solar powered lights on Riverside Drive
- Solar powered lights in Sunrise Park South
- Soccer field at 1200 Center Avenue

Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

- ADOPT-A-ROAD
- + BUILDINGS AND GROUNDS
- + WATER
- + WASTEWATER
- + STREETS AND DRAINAGE
- SOLID WASTE
- FLEET MAINT
- + UTILITY BILLING
- + PUBLIC WORKS CONSTRUCTION
- CONTACT US

Community Development Block Grant Meeting

On Wednesday, March 30, 2022, a meeting will be held to discuss ideas for the use of Community Development Block Grant funds anticipated to be received in October of 2022. The meeting will be in the Club House, located directly behind City Hall, at 6:00pm.

The Community Development Block Grant (CDBG) is funded by the U.S. Department of Housing and Urban Development and administered through the County of Volusia. Grants are distributed to cities to be used for improvements of areas which primarily serve citizens of low to moderate income. Recent projects have included the refurbishment of multiple sewer lift stations, the purchase of a playground at Ross Point park and water line improvements east of Ridgewood Avenue.

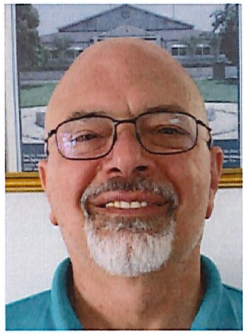
This is a great opportunity for citizens to voice ideas on projects that may best benefit the low to moderate income areas of Holly Hill. The public is encouraged to attend. For more information, or if you are unable to attend but would like to share some ideas, please contact:

Steven Juengst, Public Works Administration Manager

email: sjuengst@hollyhillfl.org

phone: (386) 248-9463

Contact Information



Antoine Khoury
City Engineer / Public Works Director

Email

View Full Contact Details

Holly Hill, FL

Intro

Holly Hill, Florida: City with a Heart
http://hollyhillfl.org/
1065 Ridgewood Ave
Holly Hill, FL 321

Page · Government organization

(386) 248-9420

instagram@hollyhillfl.org

hollyhillfl.org

Photos

See all photos



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STATE CHAMPIONSHIP

2

Like Comment Share

Holly Hill, FL
March 16 at 8:48 AM ·

Attention Holly Hill Residents: Community Development Block Grant Meeting

On Wednesday, March 30, 2022, a meeting will be held to discuss ideas for the use of Community Development Block Grant (CDBG) funds anticipated to be received in October of 2022. The meeting will be in the Club House, located directly behind City Hall, at 6:00 PM.

The Community Development Block Grant (CDBG) is funded by the U.S. Department of Housing and Urban Development and administered through... See more

HOLLY HILL
FLORIDA

3 3 Shares

Like Comment Share

Holly Hill, FL
March 12 at 4:45 PM ·

Congratulations to Joseph and Corie Odonnell, 897 Alabama Avenue, Holly Hill for receiving the Beautification Award for "exemplary property management" today!!



Attachment: Exhibit A - CDBG Project Application FY2022-2023 School Zone Improvements (2022-R-50 : FY2022/2023 CDBG Annual Plan)

Volusia County
FLORIDA

County of Volusia

PY 2022/23

Community Development Block Grant (CDBG) Program

Capital Improvement Project Application

City of Holly Hill

Applicant City or Deparment/Division

Park Improvements – Ross Point Paving

Project Name

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

A. Application Checklist

PY 2022/23 CDBG Capital Project - Jurisdiction Funding Application Checklist

*Applicant **MUST** place this initialed and signed checklist on top of all submitted proposals*

Initials of CDBG Primary Contact or Representative	Necessary Application Document/Information
✓	Applicant Information
✓	Project description/Location & Implementation Responsibility
✓	Plan of Action
✓	Budget
✓	Procurement Description
✓	Applicable Procurement Policy (attach only the pages referenced)
✓	**Signed and Completed** Certification of Construction Need (Required for existing structures or facilities)
✓	Signed and Completed Conflict of Interest Statement
✓	Attached Maps and/or Photos
✓	Other (If applicable) OUTREACH MINUTES + ADVERTISING

Note: When filing out this application please refer to the PY 2022/23 CDBG Funding Application Instructions and Guidance

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

Volusia County FLORIDA

2022 CDBG Jurisdiction Funding Application
Capital Project

B. Applicant Information

Name of Applicant (City, Department/Division: City of Holly Hill

CDBG Primary Contact Name and Title: (should be the same for all proposals): Steven Juengst – Public Works Administration Manager

Email Address: sjuengst@hollyhillfl.org Phone Number: (386) 248-9463

Project Manager Name and Title: (Implementation): Steven Juengst – Public Works Administration Manager

Email Address: sjuengst@hollyhillfl.org Phone Number: (386) 248-9463

Proposed Project Title: Park Improvements – Ross Point Paving

Total Amount Requested: $56,055 Total Estimated Project Cost: $75,000

Additional Funds Available to Leverage, if applicable: $50,000

Source of Additional Funds, if applicable: Local Option Gas Tax Fund 002

Physical Location of Proposed Project: 611 Riverside Drive, Holly Hill, Florida 32117

Certifying Representative
▪ Person authorized to sign contract, if project is selected ▪ City Manager or Authorized City Official ▪ Please sign in **BLUE INK**
To the best of my knowledge and belief, data in this proposal are true and correct and the **governing body of the applicant has duly authorized the document.**

Signature: Joseph A. Forte 6.13.2022

Name: *Joseph A. Forte* **Date Signed**

Title: City Manager

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

C. Project Description

Type of Project:

- ☐ Acquisition of Real Property
- ☐ Clearance/Demolition
- ☐ Public Facility Improvements (General)
- ☐ Senior Centers
- ☐ Neighborhood Facilities
- ☒ Parks, Recreational Facilities
- ☐ Flood/Drainage Improvements
- ☐ Code Enforcement
- ☐ Water/Sewer Improvements
- ☐ Non-Residential Historic Preservation
- ☒ Street/Sidewalk Improvements
- ☐ ADA Accessibility

Exact location/project address:

Ross Point is located at 611 Riverside Drive, Holly Hill, Florida 32117.

If applicable please indicate the following:

Address Start: _____ Address End: _____ Linear Feet: _____

Summary of project:

The City of Holly Hill has a public park named Ross Point, located at 611 Riverside Drive. It is bordered by the Halifax River to the east and features a fishing pier, picnic pavilions, a playground and a public restroom.

The park currently features an approximately 15,200ft^2 shell access road for patrons to park or drive through. The City of Holly Hill proposes that this access road be paved in order to maximize the park experience for patrons, minimize maintenance of the roadway, protect pedestrians from hazards and protect vehicles from damage.

Project Need and Justification:

(Include demand and location of similar facilities)

This park access road is made of shell. Due to the composition of the road, potholes often form due to erosion. A substantial amount of work is created to maintain this road so that vehicles are not damaged. When the road's surface is uneven, it also becomes a significant trip hazard for pedestrians.

In addition to routine maintenance, (12) discrete work orders have been issued since March 2011 to regrade the shell road at Ross Point. The process of regrading takes (2) staff approximately 3 hours plus the cost of the materials.

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

Anticipated accomplishments and/or outcomes:

It is anticipated that when the paving is complete, the road will be a flat and even surface that will not pose a hazard to pedestrians who walk along it. Further, once paving is complete, the formation of potholes will occur far less frequently and will be easily maintained to City staff.

Describe the designated service area and beneficiaries:
(Provide a detailed description and a map that clearly shows the project site and area that will benefit, include photos if applicable)

While the park is located in block group 3, census tract 810 of Volusia County, it is open to the public. It is anticipated that a significant portion of park patrons live within the park block group and immediately bordering block groups. The greater area of the park is located in block groups with a cumulative 65.28% of residents of low to moderate income.

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

D. National Objective

Activity will meet a national objective by: *(choose one of the two options)*

☒ **Area Benefit**
(choose one of the two options)
☒ Census tract block group data
or
☐ Income survey conducted by city and approved by county and HUD

☐ **Limited Clientele Benefit**
(choose one of the two options)
☐ Will be income verified
or
☐ Presumed low-income by HUD

Area Benefit: *(if applicable)*

Census Tract	Block Group	Total Population	Low/Mod Population	% Low/Mod Population
810	3	640	265	41.41%
810	4	945	665	70.37%
809.02	1	615	405	65.85%
810	5	1170	865	73.93%
	Total	3,370	2,200	65.28%

Limited Clientele Benefit: *(if applicable)*

Qualifying group

Number of persons served

Similar Projects:

(Describe any past similar projects carried out, and the outcomes)

The City of Holly Hill has an annual paving program with an anticipated budget of $235,000 annually. In the current fiscal year, Carswell Avenue from 10th Street south to Mason Avenue was resurfaced as was 10th Street from Center Avenue to Nova Road

Feasibility of Maintaining Project:

(Explain future maintenance as a result of the project)

The paving of the park access road at Ross Point will greatly reduce maintenance. Currently, the entirety of the shell roadway needs to be regraded on an approximately annual basis depending on storms. Asphalt roadways have an anticipated life of 18 years. If potholes develop over time, these can be easily repaired with City staff with minimal effort or expense.

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

Citizen Participation:

(Explain what input citizens had in identifying the need, identifying the project, or approving the project)

On March 30, 2022 at 6:00pm, an outreach meeting was held to gather ideas for CDBG eligible projects. This meeting was advertised on the City's website in addition to the City's Facebook page. There were (2) residents in attendance.

There were multiple ideas discussed including adding guardrails along Calle Grande Street and 15th Street, walking paths along the canal west of the FEC tracks, solar powered lights in City parks and the creation of a soccer field at 1200 Center Avenue.

While these ideas have merit, unfortunately none were chosen due to private property concerns, safety concerns and ongoing maintenance concerns.

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

E. Project Timeframe

Implementation Responsibility:

☒ Subrecipient (City or Department Applying for funds) ☐ City or Department Employees ☒ Contractor	☐ County of Volusia *(If applicant is a city and the proposed project is being implemented by the County of Volusia please provide documentation showing the communication and planning done between the subrecipient and the county department)*

Comments about implementation responsibility (if needed):

The City will hire a contractor to provide the compaction of the existing park roadway and subsequent paving. This project will be overseen by the Holly Hill Public Works Administration Manager.

Plan of Action:

Plan of Action below will become part of the Subrecipient Agreement if project is approved *(Clearly explain who created the POA provided below (i.e. purchasing analyst, public works director...), what factors were considered, what is unique to this project timeline, and note any potential concerns)*

This plan of action was developed by the Public Works Administration Manager in consultation with the City's Engineer/Public Works Director.

CDBG PY 2022/23 Plan of Action		
Milestones	**Planned Date**	**Notes (not required)**
Authorization to Proceed Received	10/1/22	Remaining dates will adjust if ATP is not received by this date
Technical Design & Procurement Documents Complete	01/31/2023	
Complete Solicitation Package Submitted to Volusia County	2/13/2023	
Solicitation Package Approved by Volusia County (Allow one week)	2/20/2023	
Solicitation Advertised	3/05/2023	
Pre-Solicitation Meeting	3/14/2023	
Solicitation Opening	03/28/2023	
Contract Award	04/11/2023	
Pre-Construction Meeting	04/24/2023	
Issue a Notice to Proceed	04/24/2023	
Project Start Date	04/24/2023	
Project Completed	09/01/2023	

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

All Reimbursement Requests Submitted to Volusia County	**10/01/2023**	

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

F. Project Budget

(Applicants must either fill out the following budget, or attach an additional budget)

Budget Categories	Project Cost Estimate	Sources of Funds		
		CDBG Funds	Applicant Funds	Other:
		AMOUNT	AMOUNT	AMOUNT
Materials Costs	$50,000.00	$38,000.00	$12,000.00	
Labor Costs	$25,000.00	$18,055.00	$6,945	
Engineering Services	$5,000.00			
Other: _____				
Other: _____				
Other: _____				
SOURCE TOTAL (Column total)				
TOTAL PROJECT COST (the total project costs, all funding sources)	$80,000.00			

**Please note, due to grant-based accounting method used by HUD, funds cannot be transferred between fiscal years. As a result, remaining program year balances that are less than $1,000 will revert to countywide funds.*

Description of Budget:
(Explain the budget above. Include the resources that will be used for the project prior to reimbursement, any potential funding concerns, completeness of budget given, and estimates used. Backup documentation for the budget amounts should be available upon request. If project is to be implemented by the county, attach correspondence with relevant County of Volusia department stating the budget reasoning.)

For fiscal year 2021/2023, the City hired P&S Paving to resurface multiple roads within the City of Holly Hill. The proposals offered did not differentiate between labor costs and materials costs. However, it is estimated that labor costs will not exceed 33% of the project cost. Therefore, labor costs were estimated at $25,000 for a materials cost estimate of $50,000.

Precise determination of asphaltic concrete required for this job will be determined by the engineer of record. Current estimates include:

Shell for compaction: 30 yards @ $10.00/yard = $300.00
Roller and compaction: $4,700.00
Asphaltic Concrete: 250 tons @ $130.00/ton = $32,500
Striping: $5,000.00
MOT/Mobilization: $7,500.00
Labor: $25,000.00

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

Engineering: $5,000.00
Total: $80,000.00

Leveraged Funds:
(Clearly explain what funds, if any, are being used to match CDBG funds for the project)
$150,000 in funds is being requested for paving construction in the fiscal year 2022/2023 City of Holly Hill budget through the local option gas tax. In the event that the project costs exceed $80,000, the City of Holly Hill will fund these additional expenses through this fund.

Outstanding Balance:
(Explain any remaining CDBG balances from prior year capital projects)
The City of Holly Hill has an open balance of $100,119 from the FY2020/2021 CDBG project: Lift Station #17b Refurbishment. The construction of this project is 100% complete, however, the City has not yet paid the contractor nor requested reimbursement as we are awaiting revised certified payrolls in order to ensure that this project remains in compliance with HUD requirements.

The City of Holly Hill has an open balance of $100,119 from the FY2021/2022 CDBG project: Lift Station #19 Refurbishment. This project is current in the design phase and is anticipated to go out to bid for construction within the next (2) months.

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

G. § 570.611 Conflict of Interest

Please read and sign at the bottom of the next page, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) ***Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.

(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).

(b) ***Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. For the UDAG program, the above restrictions shall apply to all activities that are a part of the UDAG project, and shall cover any such financial interest or benefit during, or at any time after, such person's tenure.

(c) ***Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

(d) ***Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
(ii) Whether an opportunity was provided for open competitive bidding or negotiation;
(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
(vii) Any other relevant considerations.

Name	**Conflicts/Potential**

Joseph A. Forte	Steven Juengst
City Manager or Department Director (or authorized official)	**CDBG Liaison**
Joseph A. Forte	Steven Juengst
Signature	**Signature**
6-13-2022	6/13/2022
Date	**Date**

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

H. Procurement

Eligible procurement:
Purchases must be handled fairly and in a manner that encourages full and open competition; documentation must be maintained that demonstrates this. Additionally, subrecipients or subgrantees are required to abide by the most strict of the following when purchasing services, supplies, materials, or equipment:

- The municipality or agency purchasing and procurement policy
- All applicable federal procurement rules, most specifically those contained in 24 CFR 85.36
- A Volusia County CDBG entitlement program threshold of $50,000 for small purchases, which will be outlined in the PY 2022/23 Subrecipient Agreement. Purchases above this threshold must be awarded through a formal competitive bid or proposal process, even if the limit established in the subrecipient's or subgrantee's procurement policy allows a higher threshold for a formal competitive bid. In the event that the municipality or agency procurement policy requires a formal bid for purchases less than $50,000, the municipality or agency shall follow their policy.

Please note: Approval of the application including the process outlined below does not eliminate the requirement to approve all steps of the project procurement and implementation with Community Assistance prior to moving forward, this is mandatory to ensure that projects remain compliant and eligible for CDBG reimbursement.

What method of procurement will be used for this project:
Include the name of the procurement method, a brief summary of the steps that will be taken, and a reference to the procurement policy of the municipality or agency implementing the project. Attach the page of the policy that applies to the reference to this submission.

The procurement method employed for this project will be a formal sealed bid. This method will include a formal written contract with the lowest and best responsible bidder after due notice inviting proposals and will be subject to approval by the City Commission of Holly Hill. This procurement method is a requirement of the City's purchasing policy section 1.3.

Procurement Reasoning:
(Clearly explain why the method of procurement noted above is the best choice for this project)

The benefits of a formal contract prodecure are multifaceted. Dependent on costs, Invitations to Bid are placed in the local newspaper. All invitations to bid are also placed on Vendor Link. Vendor Link is an online bid posting tool which reaches are far greater area than we typically see during non-formal contract bids. In addition, formal bid procedures give the opportunity for the City to include additional mandates in the contract such as bid bonds, performance bonds and requirements for CDBG documentation.

Procurement Management:
(Explain who will be responsible for implementing the procurement method above, including their position.

Susan Lincoln – Finance Director

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

I. Certification of Construction Need

The purpose of this form is to differentiate between the two categories of public facility or infrastructure projects shown below:

- Maintenance of a public facility or infrastructure, and
- Necessary rehabilitation of a public facility or infrastructure.

The jurisdiction that is implementing the proposed capital project must designate an employee to confirm which category, from the two listed above, of which the project best fits. The employee should have the knowledge and experience to make an informed determination and explanation regarding the proposed project, the facility, the past use, and the current condition.

Jurisdictions should exercise reasonable judgment in choosing an employee to certify the construction need of a project. It is not the intent of the entitlement community, County of Volusia, to have the jurisdiction incur any additional costs or to hire outside experts. Due to the vast differences in the organization of different jurisdictions, specific employee positions cannot be defined. A certification completed by the CDBG contact(s) for the jurisdiction would not be appropriate. Please discuss potential certifications with Volusia County if you have any questions or concerns.

Name and Title of Certifying Employee: Antoine Khoury – City Engineer/Public Works Director

Email Address: akhoury@hollyhillfl.org Phone Number: (386) 248-9493

Proposed Project Title: Park Improvements – Ross Point Paving

Project should be classified as:

☐ Maintenance ☐ Deferred Maintenance ☐ Rehabilitation ☒ New Construction

Reason for determination given: (Attach additional pages or documentation as needed)

The current park access road at Ross Point Park is not paved. As such, paving this road will be considered a new construction.

Antoine Khoury — **Certifying Employee Printed Name**

Antoine I Khoury — **Certifying Employee Signature**

6-8-2022 — **Date**

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

City of Holly Hill

Park Improvements – Ross Point Paving

Purchasing Policy

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

POLICY 1.3 PURCHASING REQUISTIONS

All requisitions shall be authorized by the Department Director or designated authority. Requisitions should originate in the department at the level where the purchase is to be used and routed to the designated approval authority prior to being sent to Finance Department. Requisitions not properly authorized will not be accepted by the on-line system.

ROUTING:

1. For all purchases under $25,000, the requisitioning Department will enter the requisition into the on-line system for issuance of a purchase order. The Department will obtain quotes as:
   a. No quotes required under $2,500
      i. Estimates are encouraged
      ii. Preference given to local suppliers
   b. Quotes required between $2,500 and $5,000
      i. Utilize
         1. Screen shots
         2. Verbal quotes
      ii. Preference given to local suppliers
   c. Three written quotes required between $5,000 -$25,000
      i. Written quotes or proposals
      ii. Preference given to local suppliers
2. For all purchases $25,000 or greater, the requisitioning Department will request a formal solicitation to be issued by the Finance Department, and then assure that City Commission approval is obtained for award, either of the solicitation or other Commission direction.
3. Upon receipt of the requisition in the Finance Department and dependent on the dollar amount, formal quotations, bids or proposals will be solicited. A purchase order, contract or work order will be issued upon completion of this process.
4. If the requisition is incomplete or not properly prepared, the Finance Department will notify the originating department.
5. For all purchases of capital goods or services, regardless of the dollar amount, the requisitioning Department will enter the requisition into the system assuring appropriate approvals are obtained, unless approved by the Finance Director and under $25,000.

POLICY 1.4 PURCHASING REVIEWS

REVIEW OF SPECIFICATIONS-OTHER DEPARTMENTAL APPROVALS REQUIRED: Prior to issuance of bids or the processing of a requisition with specifications included, review of the items to be purchased and the specifications for certain commodities and services must be made by other departments / Departments within the City to assure open competitive bidding, compatibility, standardization, and up-to-date specifications. The following are mandated reviews:

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

City of Holly Hill

Park Improvements – Ross Point Paving

Project Area Photographs

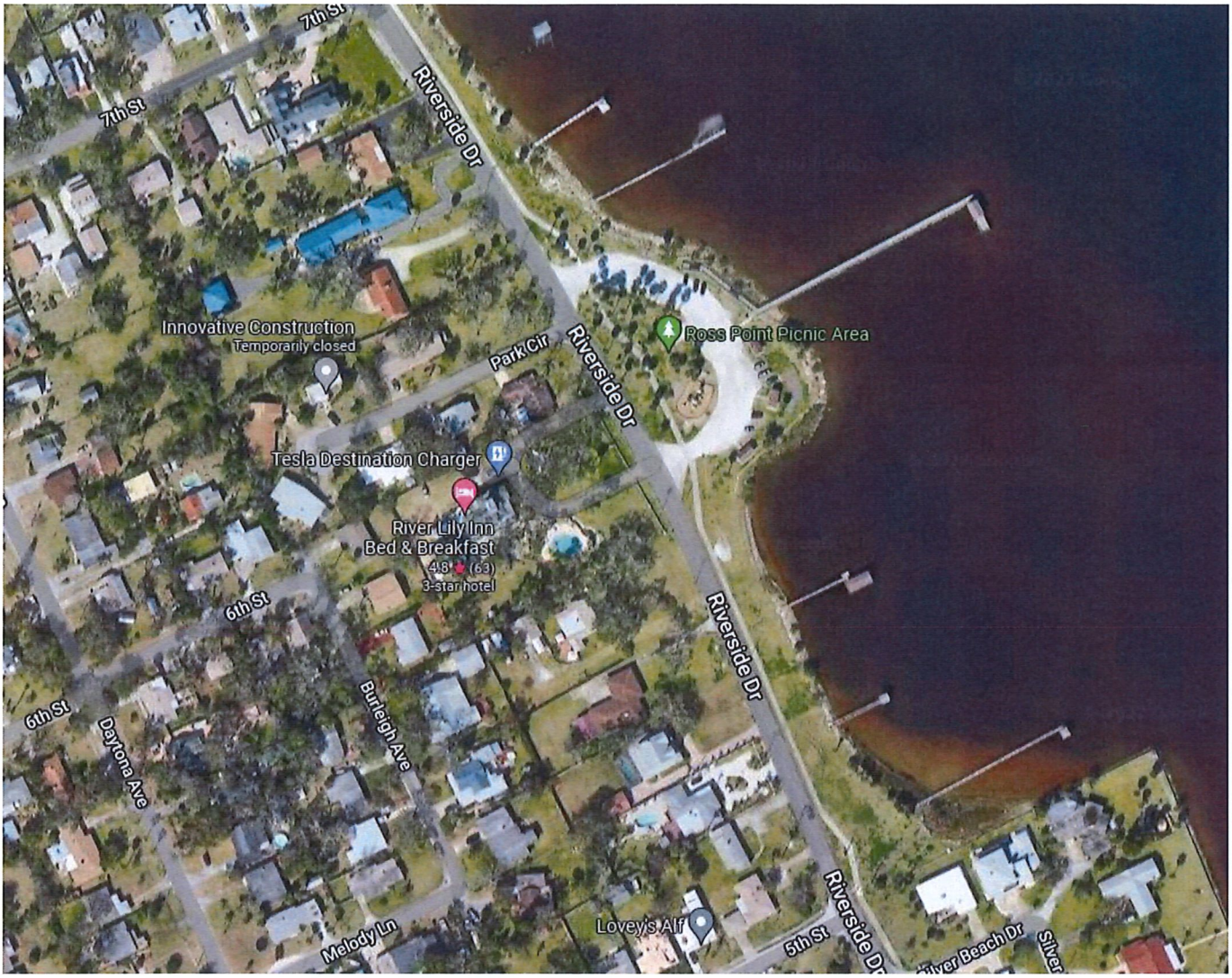
Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

Ross Point Park
611 Riverside Drive
Holly Hill, Florida 32117



Proposed Project Area

Ross Point Park
611 Riverside Drive
Holly Hill, Florida 32117



Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

Ross Point Aerial Map with Block Groups



Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

City of Holly Hill

Park Improvements – Ross Point Paving

Project Area LMI Documentation

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

Ross Point
611 Riverside Drive
Holly Hill, Florida 32117

Block Group Bordering Park to the West

(1 of 4)

LMISD by Block Group: Block Group 1, Census Tract 809.02, Volusia County, Florida

Source	2015ACS
geoname	Block Group 1, Census Tract 809.02, Volusia County, Florida
Stusab	FL
Countyname	Volusia County
State	12
County	127
Tract	080902
Blckgrp	1
Low	140
Lowmod	405
Lmmi	455
Lowmoduniv	615
Lowmod_pct	65.85
uclowmod	
ucLowmod_p	0.00
MOE_Lowmod	+/-33.33
MOE_ucLowm	

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

Ross Point
611 Riverside Drive
Holly Hill, Florida 32117

Block Group Bordering Park to the North

(1 of 4)

LMISD by Block Group: Block Group 2, Census Tract 810, Volusia County, Florida

Source	2015ACS
geoname	Block Group 2, Census Tract 810, Volusia County, Florida
Stusab	FL
Countyname	Volusia County
State	12
County	127
Tract	081000
Blckgrp	2
Low	500
Lowmod	865
Lmmi	945
Lowmoduniv	1170
Lowmod_pct	73.93
uclowmod	
ucLowmod_p	0.00
MOE_Lowmod	+/-39.40
MOE_ucLowm	

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

Ross Point
611 Riverside Drive
Holly Hill, Florida 32117

Block Group of Park

(1 of 4)

LMISD by Block Group: Block Group 3, Census Tract 810, Volusia County, Florida

Source	2015ACS
geoname	Block Group 3, Census Tract 810, Volusia County, Florida
Stusab	FL
Countyname	Volusia County
State	12
County	127
Tract	081000
Blckgrp	3
Low	185
Lowmod	265
Lmmi	360
Lowmoduniv	640
Lowmod_pct	41.41
uclowmod	
ucLowmod_p	0.00
MOE_Lowmod	+/-16.25
MOE_ucLowm	

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

Ross Point
611 Riverside Drive
Holly Hill, Florida 32117

Block Group Bordering Park to the South

(1 of 4)

LMISD by Block Group: Block Group 4, Census Tract 810, Volusia County, Florida

Source	2015ACS
geoname	Block Group 4, Census Tract 810, Volusia County, Florida
Stusab	FL
Countyname	Volusia County
State	12
County	127
Tract	081000
Blckgrp	4
Low	375
Lowmod	665
Lmmi	850
Lowmoduniv	945
Lowmod_pct	70.37
uclowmod	
ucLowmod_p	0.00
MOE_Lowmod	+/-23.81
MOE_ucLowm	

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

City of Holly Hill

Park Improvements – Ross Point Paving

Outreach Documentation

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

CDBG Outreach Meeting
March 30, 2022 @ 6:00pm
The Club House

1. CDBG Program Overview (HUD funded, administered by County, serving LMI areas)

2. LMI Map Area

2. Allocation: +/- $100,000

3. Past Projects:

- Numerous lift station projects
- Playground at Ross Point
- Water System Improvements east of US1

4. Ideas?

- Parking lot paving and new sign for Dog Park?
- Replacement of playground equipment in Centennial Park, Grove Avenue Park?

Ideas from the Public:

- Guardrails along Calle Grande
- Guardrails along 15th Street Nova heading east to school
- Walking path along canals (west of RR tracks)
- Solar powered lights on Riverside Drive
- Solar powered lights in Sunrise Park South
- Soccer field at 1200 Center Avenue

Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)

Public Works

- ADOPT-A-ROAD
- \+ BUILDINGS AND GROUNDS
- \+ WATER
- \+ WASTEWATER
- \+ STREETS AND DRAINAGE
- SOLID WASTE
- FLEET MAINT
- \+ UTILITY BILLING
- \+ PUBLIC WORKS CONSTRUCTION
- CONTACT US

Community Development Block Grant Meeting

On Wednesday, March 30, 2022, a meeting will be held to discuss ideas for the use of Community Development Block Grant funds anticipated to be received in October of 2022. The meeting will be in the Club House, located directly behind City Hall, at 6:00pm.

The Community Development Block Grant (CDBG) is funded by the U.S. Department of Housing and Urban Development and administered through the County of Volusia. Grants are distributed to cities to be used for improvements of areas which primarily serve citizens of low to moderate income. Recent projects have included the refurbishment of multiple sewer lift stations, the purchase of a playground at Ross Point park and water line improvements east of Ridgewood Avenue.

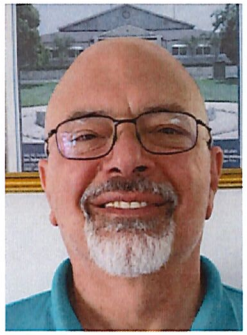
This is a great opportunity for citizens to voice ideas on projects that may best benefit the low to moderate income areas of Holly Hill. The public is encouraged to attend. For more information, or if you are unable to attend but would like to share some ideas, please contact:

Steven Juengst, Public Works Administration Manager

email: sjuengst@hollyhillfl.org

phone: (386) 248-9463

Contact Information



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Holly Hill, FL

Intro

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STATE CHAMPIONSHIP

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Holly Hill, FL
March 16 at 8:48 AM ·

Attention Holly Hill Residents: Community Development Block Grant Meeting

On Wednesday, March 30, 2022, a meeting will be held to discuss ideas for the use of Community Development Block Grant (CDBG) funds anticipated to be received in October of 2022. The meeting will be in the Club House, located directly behind City Hall, at 6:00 PM.

The Community Development Block Grant (CDBG) is funded by the U.S. Department of Housing and Urban Development and administered through... See more

HOLLY HILL
FLORIDA

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Holly Hill, FL
March 12 at 4:45 PM ·

Congratulations to Joseph and Corie Odonnell, 897 Alabama Avenue, Holly Hill for receiving the Beautification Award for "exemplary property management" today!!



Attachment: Exhibit B - CDBG Project Application FY2022-2023 Ross Point Paving (2022-R-50 : FY2022/2023 CDBG Annual Plan)